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Bid Receiving - PWGSC / Réception des soumissions - TPSGC

11 Laurier St. / 11, rue Laurier
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Core 0B2 / Noyau 0B2

Gatineau
Québec

K1A 0S5

Bid Fax: (819) 997-9776

**Revision to a Request for Supply
Arrangement - Révision à une demande
pour un arrangement en matière
d'approvisionnement**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Communication Procurement Directorate/Direction de
l'approvisionnement en communication
360 Albert St. / 360, rue Albert
12th Floor / 12ième étage
Ottawa
Ontario
K1A 0S5

Title - Sujet Events Planning and Management	
Solicitation No. - N° de l'invitation EN578-171582/C	Date 2019-07-10
Client Reference No. - N° de référence du client EN578-17-1582	Amendment No. - N° modif. 001
File No. - N° de dossier cx031.EN578-171582	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$\$CX-031-77335	
Date of Original Request for Supply Arrangement 2019-06-21 Date de demande pour un arrangement en matière d'app. originale	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-07-23	
Address Enquiries to: - Adresser toutes questions à: St-Clair, Denise	Buyer Id - Id de l'acheteur cx031
Telephone No. - N° de téléphone (343) 542-3671 ()	FAX No. - N° de FAX () -
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	
Security - Sécurité This revision does not change the security requirements of the solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required	Yes - Oui	No - Non
Accusé de réception requis	<input type="checkbox"/>	<input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
For the Minister - Pour le Ministre		

AMENDMENT 001

This amendment is issued to:

Respond to questions from Bidders

QUESTIONS AND ANSWERS

Question 1:

Under “PART 1 – GENERAL INFORMATION”, section 1.2 Summary, 1.2.3. How many suppliers are currently part of the qualified list? Is there a maximum OR minimum number of suppliers that you are specified to have? Does every supplier who becomes qualified receive project opportunities?

Answer 1:

There are no suppliers currently qualified. This solicitation process is to establish a list of qualified suppliers. There is no maximum or minimum suppliers that we are specified to have.

As indicated in PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES, Section A. SUPPLY ARRANGEMENT, under the heading: 6.8 Limitation of Contracts Awarded under Supply Arrangement;

- A minimum of three (3) Supply Arrangement Holders must be invited to submit a proposal for the solicitation process.
- Identified users identified in Annex “F” *Identified Users* will select prequalified suppliers from the Supply arrangement list and send them their requirement.

Question 2:

Under “PART 1 – GENERAL INFORMATION”, section 1.7 Aboriginal and Non-Aboriginal Suppliers in the third paragraph it states that **“Two (2) lists of qualified suppliers one (1) for Non-Aboriginal and Aboriginal firms, and one (1) solely for Aboriginal firms will be established for the provision of event management services.** What is the definition of “Non-Aboriginal and Aboriginal firms”? Is that a firm that has a mix of Aboriginal and Non-Aboriginal employees? Or is that two (2) separate types of firms? Can a firm that is solely Non-Aboriginal be considered?

Answer 2:

Please see Annex 9.4 Requirements for the Set-aside Program for Aboriginal Business of the Supply Manual on Buy and Sell for what is considered an Aboriginal supplier. Here is the link: <https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/annex/9/4#appa>

A firm that is solely Non-Aboriginal will be considered.

Question 3:

In Annex A, 2.6. c. Hiring, training and leading volunteers – Is it mandatory that event staff be volunteer based or can the staff be paid (budget permitting) and / or a mix of volunteers and paid staff?

Answer 3:

In the Annex “A” Statement of Work

Under the heading 2 Tasks, sub-section 2.6 *On-Site Event Coordination Services*

Bullet “c”. Hiring, training, and leading volunteers”:

The list of tasks includes the hiring, training and leading of volunteers as one of many possible tasks.

The Annex “A” Statement of Work is revised as follows:

DELETE:

2.6 On-Site Event Coordination Services

- a. Maintaining logistical control of events in normal and emergency circumstances;
- b. Coordinating registration procedures (both paper-based and automated environments) as well as collecting registration fees;
- c. Hiring, training, and leading volunteers;
- d. Briefing, directing and assisting the Client on-site;
- e. Managing exhibits and booth setup;
- f. Managing hospitality, food and beverage; and
- g. Coordinating speakers / presenters / facilitators, note takers, simultaneous interpreters and translators, security staff, audio-visual staff, photographer/videographer.

REPLACE WITH the following:

2.6 On-Site Event Coordination Services

- a. Maintaining logistical control of events in normal and emergency circumstances;
- b. Coordinating registration procedures (both paper-based and automated environments) as well as collecting registration fees;
- c. Hiring, training, and leading **event staff and/or volunteers**;
- d. Briefing, directing and assisting the Client on-site;
- e. Managing exhibits and booth setup;
- f. Managing hospitality, food and beverage; and
- g. Coordinating speakers / presenters / facilitators, note takers, simultaneous interpreters and translators, security staff, audio-visual staff, photographer/videographer.

Question 4:

Can you please provide a few specific examples of events done this past year so we can tailor our case studies for section **M.2 EVENTS MANAGEMENT PROJECTS?** (Including type of event, number of attendees, type of guests / delegates, format of event, budget for event management etc.)

Answer 4:

Under the heading “1.1 MANDATORY REQUIREMENTS”

Section: M.2 EVENTS MANAGEMENT PROJECTS

Examples of events done this past year are not available. Suppliers may research BuyandSell.gc.ca for published events management requirements by Federal departments and agencies.

However, it is essential that suppliers provide three (3) event management projects strictly in accordance with the evaluation criteria as specified for this M2 Mandatory criterion. It is up to the supplier to provide event management projects that demonstrate the experience they acquired as described in M2. Each of the proposed event management project must demonstrate the elements listed in M2.

Question 5:

With regards to “**1.2 Point Rated Technical Criteria**” can you please clarify if the points are given in full (25/25) for providing a statement that meets the criteria OR will partial points be given out based on the quality of the plan (i.e. Can you get 12/25 or 20/25 (as an example) if the evaluation committee feels like the plan isn't as strong as it possibly could be)?

Answer 5:

Under the heading “1.2 Point Rated Technical Criteria”

Section: R1 ENVIRONMENTAL CONSIDERATIONS

For this R.1 criterion, as a part of the submission, suppliers should provide a company-wide environmental mission statement that includes all of the specified criteria for this R.1 point rated criterion.

There is a maximum of 100 points overall available for this R.1 criterion, calculated in accordance with the available points specified for each of the individual required evaluation elements (sub-criteria).

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EN578-171582/C
Client Ref. No. - N° de réf. du client
EN578-171582

Amd. No. - N° de la modif.
001
File No. - N° du dossier
cx031 EN578-171582

Buyer ID - Id de l'acheteur
cx031
CCC No./N° CCC - FMS No./N° VME

25 points is allocated in full for each required evaluation element (sub-criteria) that is included in the submitted company-wide environmental mission statement as per the stated evaluation requirements for this R.1 criterion as follows:

- A company-wide environmental statement is provided - 25 points;
- A plan for energy sourcing (measures taken to improve energy efficiency, intended use of alternative fuel/power sources (if the Bidder's premises is owned) – 25 points;
- A plan for materials/equipment sourcing (intended use of recycled or reused products, waste management strategy) – 25 points; and
- A plan for reducing the carbon footprint (minimization of travel, use of green hotels, etc.) – 25 points.

Partial points will not be allocated for any of the individual required evaluation elements (sub-criteria) of this criterion.

ALL OTHER TERMS AND CONDITIONS OF THE SUBMISSION REQUEST REMAIN THE SAME.