



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St. / 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Events Planning and Management	
<b>Solicitation No. - N° de l'invitation</b> EH713-201632/A	<b>Date</b> 2019-10-23
<b>Client Reference No. - N° de référence du client</b> EH713-20-1632	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CX-031-77906	
<b>File No. - N° de dossier</b> cx031.EH713-201632	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-11-07</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> St-Clair, Denise	<b>Buyer Id - Id de l'acheteur</b> cx031
<b>Telephone No. - N° de téléphone</b> (343) 542-3671 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 11 Laurier Street Phase III, Place du Portage Gatineau Quebec K1A0S5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**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

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirement**

There is no security requirement associated with this bid solicitation.

### **1.2 Statement of Work Summary**

Public Works and Government Services Canada (PWGSC) has been requested to assist the Department of National Defence (DND) in organizing logistics for an upcoming conference, entitled the "2020 Defence Leadership Symposium". The Request for Proposal is to secure a venue at the soonest possible date, in consideration of the planning purposes. The conference will take place in Ottawa, Ontario between mid-January and mid-February, 2020.

### **1.3 Trade Agreements**

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

### **1.4 Canadian Content**

The requirement is limited to Canadian goods and/or services.

### **1.5 Comprehensive Land Claims Agreement(s)**

This procurement is not subject to the Comprehensive Land Claims Agreement(s):

### **1.6 epost Connect service**

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

### **1.7 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 90 days

### 2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

**Note:** Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes ( ) No ( )

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? Yes ( ) No ( )

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

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## **2.5 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

- Section I:** Technical Bid
- Section II:** Financial Bid
- Section III:** Certifications
- Section IV:** Additional Information

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

- Section I:** Technical Bid (1 paper copy) and 1 soft copy on USB key.
- Section II:** Financial Bid (1 paper copy) and 1 soft copy on USB key.
- Section III:** Certifications (1 paper copy) and 1 soft copy on USB key.
- Section IV:** Additional Information (1 paper copy) and 1 soft copy on USB key.

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) format;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

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### **Section I: Technical Bid**

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with **Annex "B" Basis of Payment**.

#### **3.1.1 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete **Annex "D" Electronic Payment Instruments**, to identify which ones are accepted.

If **Annex "D" Electronic Payment Instruments** is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### **Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5.

### **Section IV: Additional Information**

Suppliers must submit the additional information requested in **Annex "F" - Integrity Provisions and Supplier's Profile**.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1. Mandatory Technical Criteria**

The Mandatory technical evaluation criteria are fully described in **Annex "C" – Technical and Financial Evaluation**.

##### **4.1.1.2 Point Rated Technical Criteria**

The Point Rated technical evaluation criteria are fully described in **Annex "C" – Technical and Financial Evaluation**.

#### **4.1.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection – Highest Combined Rating Technical Merit and Price**

1. To be declared responsive, a bid must:
  - (a) comply with all the requirements of the bid solicitation; and
  - (b) meet all mandatory technical evaluation criteria; and
  - (c) obtain the required minimum of **26 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **40 points**.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,500 (45).

<b>Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)</b>				
		<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluation Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 70 = 59.62$	$89/135 \times 70 = 46.14$	$92/135 \times 70 = 47.70$
	<b>Pricing Score</b>	$45/55 \times 30 = 24.54$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
<b>Combined Rating</b>		84.16	73.14	77.70
<b>Overall Rating</b>		1 <sup>st</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

#### 5.2.1 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

#### 5.2.2 Additional Certifications Precedent to Contract Award

##### 5.2.2.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

( ) the services offered are Canadian services as defined in paragraph 4 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#), Example 2, of the [Supply Manual](#).

##### 5.2.2.1.1 [A3050T](#) (2014-11-27) Canadian Content Definition

## **PART 6 - RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### **6.1 Security Requirements**

There is no security requirement associated with this requirement.

### **6.2 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" Statement of work.

### **6.3 Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

#### **6.3.1 General Conditions**

[2010B](#) (2018-06-21), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from the date of Contract award to March 31, 2020 inclusive

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Public Works and Government Services Canada  
Acquisitions Branch  
Communication Procurement Directorate  
Constitution Square, 12th Floor  
360 Albert Street  
Ottawa, Ontario  
K1A 0S5

Attn: Denise St-Clair

Tel: (343) 542-3671

E-Mail address: [TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.5.2 PWGSC Project Authority

The PWGSC Project Authority for the Contract is:

***The name and contact information is to be provided in the resulting contract.***

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative

The Contractor Contacts for the Contract is:

***The name and contact information is to be provided in the resulting contract.***

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

## 6.7 Payment

### 6.7.1 Basis of Payment

For the Work described in the Annex "A" of the Statement of Work.

In consideration of the Contractor satisfactorily completing its obligations under each Work Request, the Contractor will be paid as per Annex "B" Basis of Payment applicable Taxes are extra.

### 6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **6.7.3 Hospitality**

All hospitality must have the prior written authorization of the PWGSC Project Authority.

### **6.7.4 Multiple Payments**

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

### **6.7.5 SACC Manual Clauses**

A9117C (2007-11-30) – T1204 – Direct Request by Customer Department

### **6.7.6 Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a) VISA Acquisition Card;
- b) MasterCard Acquisition Card;
- c) Direct Deposit (Domestic and International);
- d) Electronic Data Interchange (EDI)

## **6.8 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed. Each invoice must be supported by:
  - a. a copy of the release document and any other documents as specified in the Contract;
  - b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - c. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. One (1) electronic copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **6.9 Certifications and Additional Information**

### **6.9.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

### 6.9.3 SACC Manual Clauses

#### A3060C (2008-05-12) Canadian Content Certification

1. The Contractor warrants that the certification of Canadian Content submitted by the Contractor is accurate and complete, and that the goods, services or both to be provided under the Contract are in accordance with the definition contained in clause A3050T.
2. The Contractor must keep proper records and documentation relating to the origin of the goods, services or both provided to Canada. The Contractor must not, without obtaining before the written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of six (6) years after final payment under the Contract, or until settlement of all outstanding claims and disputes under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.
3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

### 6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

### 6.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions **2010B** (2018-06-21), Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_

**ANNEX "A"**  
**STATEMENT OF WORK**  
**2020 Defence Leadership Symposium – Ottawa**

**1.0 TITLE**

2020 Defence Leadership Symposium, winter 2020, Ottawa, Ontario.

**2.0 BACKGROUND**

Public Works and Government Services Canada (PWGSC) has been requested to assist the Department of National Defence (DND) in organizing logistics for an upcoming conference, entitled the "2020 Defence Leadership Symposium". The Request for Proposal is to secure a venue at the soonest possible date, in consideration of the planning purposes. The conference will take place in Ottawa, Ontario between mid-January and mid-February, 2020.

**2.1 The Preferred dates**

**First choice:** week of January 27, 2020, three consecutive days (the first is a set-up day)

**Second choice:** week of January 20, 2020, three consecutive days (the first is a set-up day)

**Third choice:** between mid-January and mid-February, 2020, three consecutive days (the first is a set-up day)

**3.0 OBJECTIVES**

To enter into Contract for an event space within Downtown Ottawa. In order to simplify the logistics for the transportation of delegates and to minimize security risks, our goal is to hold the conference and all associated support space in the same venue. For operational reasons, the intention is also to be in close range (see details below) of National Defence Head Quarters (NDHQ), located at 101 Colonel By Drive.

**3.1 Property**

**Location:** The location of the establishment providing the requirement must be in Ottawa, inside the boundary of: Ottawa River to Kent Street to Laurier Avenue West to MacKenzie Avenue.

**4.0 PROJECT REQUIREMENTS**

**4.1 Deliverables, Milestones and Schedule**

**4.1.1 Meeting Rooms**

For the purpose of this conference, we will require conference/meeting space and furnishings to facilitate the discussions, and areas for delegates to have refreshment breaks, lunches and a reception.

Rental costs for required conference/meeting rooms will be paid by the Government of Canada.

**Conference space will be required as follows:**

<b>Date</b>	<b>Room</b>	<b>Time</b>	<b>Function</b>	<b>Number of People</b>
<b>Set-Up Day</b>	Main Plenary Room	18:00 – 23:59	Set-up	
<b>Conference Day 1</b>				
	Main Plenary Room	07:00 – 23:59	Meeting	480
	Green Room	07:00 – 23:59	Meeting	15
	Reception Room	17:00 – 22:00	Reception	480
<b>Conference Day 2</b>				
	Main Plenary Room	07:00 – 18:00	Meeting/Teardown	480
	Green Room	07:00 – 18:00	Meeting	15

**Main Plenary Room**

- Large enough to accommodate 480 people at half round tables.
- Required for three days in accordance with the above schedule.
- Area outside of room large enough for coffee/snack service for up to 480 people.

**Registration Desk/Area**

- Required visible space within main lobby of venue, for delegates to pick-up conference material/identification.
- Four 6' tables and four chairs.
- Required for three days in accordance with the above schedule.

**Delegates Reception Room**

- Required room for food service of delegates, totaling up to 480 people with furnishings in a reception format, and food service space.
- Required from the morning until 22:00 hours in accordance with the above schedule.
- Windows/natural light required.
- Must be adjacent or within close proximity to Main Plenary room.

**Green Room**

- Estimated minimum size of 400 square feet.
- Board room table and chairs and space for storage and refreshments table.
- Sufficient power for one photocopier and several computers/printers.
- Must be in close proximity (less than 300 m) to the Main Plenary Room.

#### **4.1.2 Hospitality**

Below are the anticipated Food and Beverage requirements, subject to change:

##### **Conference Day 1**

###### ***Morning coffee/tea***

- Morning coffee/tea for up to 480 people, in area outside of Main Plenary Room.

###### ***Breaks***

- Morning refreshment break for up to 480 people, in area outside of Main Plenary Room.
- Afternoon refreshment break for up to 480 people, in area outside of Main Plenary Room.

###### ***Lunch***

- Mixed buffet (vegetarian option, gluten-free, kosher, if required) for up to 480 people, in area outside of Main Plenary Room.

###### ***Reception for delegates***

- Stand-up reception for up to 480 people from 17:00 – 22:00.
- Canapés to be passed.
- Sufficient number of bars to serve assorted alcoholic and non-alcoholic beverages to 480 people.

##### **Conference Day 2**

###### ***Morning coffee/tea***

- Morning coffee/tea for up to 480 people in area outside of Main Plenary Room.

###### ***Breaks***

- Morning refreshment break for up to 480 people in area outside of Main Plenary Room.
- Afternoon refreshment break for up to 480 people in area outside of Main Plenary Room.

###### ***Lunch***

- Mixed buffet (vegetarian option, gluten-free, kosher, if required) for up to 480 in area outside of Main Plenary Room.

Please note that the Food and Beverage requirements list above is anticipated, but could change based on availability of off-site events and confirmation of final number of attendees.

The Government of Canada retains the right to amend these requirements throughout the planning process of this conference.

All Food and Beverage requirements listed within this Statement of Work, will be paid by the Government of Canada.

Venue must be able to provide Food and Beverage as outlined below:

- Morning coffee: \$4.98 per person including all taxes and gratuities.
- Refreshment breaks: \$9.73 per person including all taxes and gratuities.
- Lunch: \$38.40 per person including all taxes and gratuities.
- Evening Reception: \$86.99 per person including all taxes and gratuities.

Venue must provide sample menu options for each meals listed above identifying base price, taxes and gratuities.

#### **4.1.3 Deliverables**

The contractor will provide meeting rooms and hospitality as per 4.1.

#### **4.2 Reporting Requirements and Method and Source of Acceptance**

All deliverables and services rendered under any contract are subject to inspection by the PWGSC Project Authority. Should any deliverables not be to the satisfaction of the PWGSC Project Authority, as submitted, the PWGSC Project Authority shall have the right to reject it or require its correction.

### **5.0 Obligations**

#### **5.1. Contractor's Obligations**

1. The contractor is responsible for setting up rooms and ensuring on-site staff to service the rooms by way of linen refresh and last-minute revisions to room set-ups.
2. The contractor will provide an event organizer to liaise with the PWGSC Project Authority.
3. The contractor will provide the PWGSC Project Authority with keys to all reserved meeting rooms and offices for the duration of the conference.
4. Set-up and dismantling fees are to be included in the meeting room rental cost.
5. The contractor will provide menu options that fall within Treasury Board Guidelines on Hospitality. (Service Charges and Harmonized Sales Tax included, as appropriate).
6. Lunch must include vegetarian option, gluten-free, kosher and other required dietary options as required in the timeline provided from the venue.
7. The hospitality fees are cost estimates. The contractor will allow menu changes and will invoice according to the final approved hospitality request.
8. Preliminary catering guaranties will be given two (2) weeks prior to the function and final catering guaranties will be given five (5) days prior to the function.
9. All furnishings, linens, glassware and flatware will be included in rental fees.
10. The venue will be responsible for setting up meal rooms and for providing service staff.
11. The contractor will provide buffet cards for meals.

#### **5.2 PWGSC's Obligations:**

##### **PWGSC will**

1. Provide hospitality requirements and changes in a timely manner; as required in the timeline as provided from the venue.
2. Provide details of the set-up required for furnishings in each area.
3. Assist in the coordination and planning of the set-ups.
4. Provide AV equipment and services for the event.
5. Provide Security for the event.
6. Provide risk and issue management for the event.
7. Provide registration services for the event.
8. Be available to work with the dedicated liaison.
9. Provide dietary restrictions and/or allergies of delegates.

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**ANNEX "B"**  
**BASIS OF PAYMENT**

<b>Category of Service</b>	<b>Total cost for the level of effort for each Category of Service for the event</b>
Event Venue, Logistics provision and Management	
Hospitality	
Event Coordination Fees	
Additional Fees (to be inserted upon contract award)	
Additional Fees (to be inserted upon contract award)	
<b>Sub-Total:</b>	
<b>Applicable Taxes</b>	
<b>Grand Total:</b>	

**ANNEX "C"**  
**TECHNICAL AND FINANCIAL EVALUATION**

**Mandatory Technical Criteria**

1	<b>Security – Ottawa Police Service</b> The bidder must provide a <b>statement</b> that they will permit the Ottawa Police Service (OPS) to be on site to support the event requirements.		Pass/Fail
2	<b>Security – Closed Protection Unit</b> The bidder must also provide a <b>statement</b> that they will comply with the Closed Protection Unit of the Chief of Defence Staff.		Pass/Fail
3	<b>Onsite security</b> The bidder must also provide a <b>statement</b> that they will allow on-site security personnel such as, but not limited to Commissionaires Corps to support the event and access control.		Pass/Fail
4	<b>Site visit</b> The bidder must also provide a <b>statement</b> that they will provide access to the venue two weeks before the event for the site visit.		Pass/Fail
5	<b>Hospitality</b> The bidder must provide a menu that does not exceed the amounts as detailed in the Statement of Work (SOW).		Pass/Fail
6	<b>Vegetarian/Gluten-free/kosher option</b> The bidder must include a Vegetarian/Gluten-free/Kosher option as detailed in the SOW.		Pass/Fail
7	<b>Water</b> The bidder must provide a <b>statement</b> that complimentary pitchers of ice water will be provided in plenary room, and green room.		Pass/Fail

**Point Rated Technical Criteria**

<p>1</p>	<p><b>Conference dates</b> The Bidder must provide a <b>statement</b> that the venue is available for all the facilities as detailed in the Statement of Work (SOW).</p>	<ul style="list-style-type: none"> <li>• Week of January 27, 2020 3 consecutive days (includes a set-up day) <b>(10 points)</b></li> <li>• Week of January 20, 2020 3 consecutive days (includes a set-up day) <b>(8 points)</b></li> <li>• Alternate dates for 3 consecutive days between mid-January and mid-February <b>(6 points)</b></li> </ul> <p><b>Minimum points: 6</b></p>	<p>/10</p>
<p>2</p>	<p><b>Location in close proximity of NDHQ (Ottawa)</b> The Bidder must demonstrate the distances as detailed in the SOW.</p>	<ul style="list-style-type: none"> <li>• Within 500 m <b>(15 points)</b></li> <li>• Within 1 km <b>(10 points)</b></li> </ul> <p><b>Minimum points: 10</b></p>	<p>/15</p>
<p>3</p>	<p><b>Meeting room space availability</b> The Bidder should demonstrate that the meeting room space availability meets the minimum requirements as detailed in the SOW by submitting a description and floor plans for the following:</p> <p><b><u>Main Plenary Room</u></b></p> <ul style="list-style-type: none"> <li>a. Large enough to accommodate 480 people at half round tables.</li> <li>b. Area outside of room large enough for coffee/snack service for up to 480 people.</li> </ul> <p><b><u>Green Room</u></b></p> <ul style="list-style-type: none"> <li>c. Estimated minimum size of 400 square feet</li> <li>d. Must be in close proximity (less than 300 m) to the Plenary</li> </ul> <p><b><u>Registration Desk</u></b></p> <ul style="list-style-type: none"> <li>e. Registration Desk required visible space within main lobby of venue, for delegates to pick-up conference material/identification.</li> <li>f. Four 6' tables and four chairs.</li> </ul>	<ul style="list-style-type: none"> <li>• The submitted description and floor plans demonstrate that the meeting room space availability meets the minimum requirements (a, b, c, d, e, f, g, h, and i) as detailed in the SOW and that the Reception room is adjacent to the Main Plenary room <b>(15 points)</b></li> <li>• The submitted description and floor plans demonstrate that the meeting room space availability meets the minimum requirements (a, b, c, d, e, f, g, h and i) as detailed in the SOW and that the Reception room is adjacent within close proximity to the Main Plenary room. <b>(12 points)</b></li> <li>• The submitted description and floor plans demonstrate that the meeting room space availability meets the minimum requirements (a, b, c, d, e, f, g and i) as detailed in the SOW and that the Reception room is within close proximity to the Main Plenary room. Does not demonstrate windows/natural light in the Reception room space. <b>(10 points)</b></li> </ul> <p><b>Minimum points: 10 points</b></p>	<p>/15</p>

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	<p><b><u>Reception Room</u></b></p> <p>g. Room for food service of delegates, totaling up to 480 people with furnishings in a reception format, and food service space.</p> <p>h. Windows/natural light required.</p> <p>i. Must be adjacent or within close proximity to Main Plenary room.</p>		
<b>Total Points Awarded</b>			<b>/40</b>

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## **ANNEX "D" to PART 3 OF THE BID SOLICITATION ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts to be paid using any of the following Electronic Payment Instrument(s):

- ( ) VISA Acquisition Card;
- ( ) MasterCard Acquisition Card;
- ( ) Direct Deposit (Domestic and International);
- ( ) Electronic Data Interchange (EDI)

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## ANNEX "E" to PART 5 OF THE BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

#### Complete both A and B.

##### A. Check only one of the following:

- A1. the Bidder certifies having no work force in Canada.
  - A2. the Bidder certifies being a public sector employer.
  - A3. the Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
  - A4. the Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
- A5.1. the Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

#### OR

- A5.2. the Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

##### B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

#### OR

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

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### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

### **Canadian Content Certification**

This procurement is limited to Canadian services.

#### **The Bidder certifies that:**

The service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

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## ANNEX "F"

### INTEGRITY PROVISIONS AND SUPPLIER'S PROFILE (RFP)

#### 1. INTEGRITY PROVISIONS – ASSOCIATED INFORMATION BOARD OF DIRECTORS FORM

1.1 Please indicate the **legal nature** of your company:

- ( ) **Incorporated:** Bidders who are incorporated must provide a complete list of names of all individuals who are currently on the bidder's Board of Directors.
- ( ) **Sole Proprietorship:** Bidders submitting a bid as a sole proprietorship must provide the name of the owner.
- ( ) **Joint Venture (JV):** Bidders submitting a bid as a joint venture (JV) must provide the complete address of each JV member as well as a complete list of names of all individuals who are currently on each of the JV members Board of Directors. Should one of the JV members be a sole proprietor, the name of the owner must be provided. **NOTE: Individual forms are to be completed for each JV member.**
- ( ) **Other:** Bidders submitting a bid as societies, firms, partnerships, associates or associations of persons do not need to provide lists of names.

1.2 Please complete the following information:

Legal name: \_\_\_\_\_

PBN number: \_\_\_\_\_

Legal name of JV member (if applicable): \_\_\_\_\_

PBN number of the JV member (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

#### 1.3 **Board of Directors (first and last name)**

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |

\_\_\_\_\_  
**Signature of Authorized Representative:**

\_\_\_\_\_  
**Date:**

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## 2. Supplier Profile

<b>Suppliers Profile</b>	
Legal name	
Representative Contact Name	
Representative e-mail address	
Representative Work Telephone Number	
Representative Cell Telephone Number	