



## 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**

**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>Title - Sujet</b> "Diversifying The Federal Supply Ch	
<b>Solicitation No. - N° de l'invitation</b> EP708-201777/A	<b>Date</b> 2019-12-13
<b>Client Reference No. - N° de référence du client</b> EP708-20-1777	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CX-025-78217	
<b>File No. - N° de dossier</b> cx025.EP708-201777	<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 2019-12-31</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<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> Mintchev, Mintcho	<b>Buyer Id - Id de l'acheteur</b> cx025
<b>Telephone No. - N° de téléphone</b> (613) 990-4033 ( )	<b>FAX No. - N° de FAX</b> (613) 949-1281
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 410 LAURIER AVENUE WEST SUITE 400 OTTAWA Ontario K1R1B7 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 SECURITY REQUIREMENTS .....	3
1.2 STATEMENT OF WORK.....	3
1.3 COMPREHENSIVE LAND CLAIMS AGREEMENT(S) .....	3
1.4 DEBRIEFINGS .....	3
1.5 TRADE AGREEMENTS .....	3
1.6 CANADIAN CONTENT .....	3
1.7 EPOST CONNECT SERVICE .....	3
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>3</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	3
2.2 SUBMISSION OF BIDS.....	3
2.3 FORMER PUBLIC SERVANT.....	4
2.4 ENQUIRIES - BID SOLICITATION.....	5
2.5 APPLICABLE LAWS.....	5
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>5</b>
<b>3.1 BID PREPARATION INSTRUCTIONS .....</b>	<b>5</b>
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>6</b>
4.1 EVALUATION PROCEDURES.....	6
4.2 BASIS OF SELECTION.....	6
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>7</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	7
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	7
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>8</b>
6.1 SECURITY REQUIREMENTS .....	8
6.2 STATEMENT OF WORK.....	8
6.3 STANDARD CLAUSES AND CONDITIONS.....	8
6.4 TERM OF CONTRACT .....	8
6.5 AUTHORITIES .....	8
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	9
6.7 PAYMENT .....	9
6.8 INVOICING INSTRUCTIONS .....	10
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	10
6.10 APPLICABLE LAWS.....	10
6.11 PRIORITY OF DOCUMENTS .....	10
6.12 SACC <i>MANUAL</i> CLAUSES .....	10
<b>ANNEX "A" .....</b>	<b>11</b>
STATEMENT OF WORK .....	11
<b>APPENDIX A .....</b>	<b>15</b>
ANNEX "B" .....	18
BASIS OF PAYMENT .....	18
<b>ANNEX "C" TO PART 3 OF THE BID SOLICITATION .....</b>	<b>18</b>

Solicitation No. - N° de l'invitation  
EP708-201777/A  
Client Ref. No. - N° de réf. du client  
EP708-201777

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CX025. EP708-201777

Buyer ID - Id de l'acheteur  
CX025  
CCC No./N° CCC - FMS No./N° VME

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ELECTRONIC PAYMENT INSTRUMENTS .....	18
<b>ANNEX “D” TO PART 5 OF THE BID SOLICITATION .....</b>	<b>19</b>
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION.....	19
<b>ANNEX “E” .....</b>	<b>20</b>
<b>INTEGRITY PROVISIONS AND SUPPLIER’S PROFILE (RFP) .....</b>	<b>20</b>
<b>ANNEX “F” .....</b>	<b>22</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no Security Requirements associated with this requirement

### **1.2 Statement of Work**

Public Works and Government Services Canada (PWGSC) has been requested to assist the Office of the Procurement Ombudsman's in organizing logistics for an upcoming summit, entitled the "Diversifying the Federal Supply Chain". The Request for Proposal is to provide a venue and services for the Summit that will take place in Toronto, Ontario in March 2020 in accordance with the requirement set forth in the Statement of Work found at Annex A.

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

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

### **1.4 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.

### **1.5 Trade Agreements**

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

### **1.6 Canadian Content**

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

### **1.7 epost Connect service**

This bid solicitation asks 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

## **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.

### **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.

Note: For bidders to submit by 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](#).

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## 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 only by email to the Contracting Authority no later than five (5) 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.

### 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.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

The Bidder is requested 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

#### 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 the 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 "C" Electronic Payment Instruments, to identify which ones are accepted.

If Annex C 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.

### **3.1.3 SACC Manual Clauses**

## **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 "E" - 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 "F" – Evaluation Criteria.

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

The Point Rated technical evaluation criteria are fully described in Annex "F" – Evaluation Criteria.

#### **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 Rated Within Budget**

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 points for the technical evaluation criteria which are subject to point rating.
  2. Bids not meeting (a) or (b) or (c) will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.
- 4.2.2 Basis of Selection in the event of a tie

Should two or more bidders have the same overall price, the bidder with the highest points will be considered the successful bidder and be awarded the contract.

Should two or more bidders have both the same overall price and the same rated point score, then the bidder in closest proximity to Union Station will be considered the successful bidder and awarded the contract.

## **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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) 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**

**5.2.2.1.1** SACC Manual clause [A3050T](#) (2018-12-06) Canadian Content Definition

**5.2.2.1.2** 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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## 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 applicable to the Contract.

### 6.2 Statement of Work

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

### 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 April 30, 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: Mintcho Mintchev or delegate

Tel: (613) 990-4033

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 Project Authority

The Project Authority for the Contract is:

The name and contact information will 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 will 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**

##### **6.7.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_ (insert the amount at contract award). 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 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.

##### **6.7.4 SACC Manual Clauses**

SACC Manual clause A9117C (2007-11-30) – T1204 – Direct Request by Customer Department  
SACC Manual clause C0705C (2010-01-11) – Discretionary Audit

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### 6.7.5 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic and International);

### 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;
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to Project Authority 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.

#### 6.9.2 SACC Manual Clauses

SACC Manual clause [A3060C](#) Canadian Content Certification

### 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), General Conditions - Professional Services (Medium Complexity);
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;
- e) the Contractor's bid dated \_\_\_\_\_

### 6.12 SACC Manual Clauses

SACC Manual clause G1005C – Insurance – No Specific Requirement

## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **"Diversifying The Federal Supply Chain" Summit**

##### **OBJECTIVES:**

The purpose of this procurement is to provide a venue and services for the Office of the Procurement Ombudsman's (OPO) "Diversifying the Federal Supply Chain Summit" (the Summit), to be held in Toronto, Ontario, in March 2020.

##### **BACKGROUND:**

OPO's Summit is intended to help create more diversity in the federal supply chain. To that end, OPO is organizing a full-day Summit, which will include workshop sessions by representatives of government programs and private sector entities able to speak to the issues faced, and resources needed by such supplier groups. The suppliers include women-owned, minority-owned, Indigenous-owned, LGBTQ2+-owned, and persons-with-disabilities-owned businesses.

##### **SCOPE:**

The Contractor must provide:

1. venue;
2. food and beverage;
3. audio/visual (A/V) equipment and support; and
4. OPO representatives with access to the venue for a planned site visit between January 20 and February 7, 2020.

##### **WORK:**

###### **1. Property**

###### **1.1 Location and Venue Standard**

- a) The venue must be located within 10 KM of Union Train Station located at 65 Front ST W, Toronto (ON), as determined by google maps driving mode.
- b) The venue must have, at a minimum, a Canada Select Star rating of 3 or higher stars or a Canadian Automobile Association (CAA) Diamond rating of 3 or higher or equivalent industry hospitality rating.

###### **1.2 Accessibility for Persons with Disabilities**

- a) A person with a disability must be able to access and use the venue meeting rooms, washrooms, telephones, venue services, etc. without assistance in dealing with steps, curbs, doors, elevators, etc.
- b) There must not be any scheduled or ongoing construction or renovations that impact the accessibility of the venue on the day of the Summit.
- c) OPO anticipates a few participants will be accompanied by guide animals. The Contractor must be able to accommodate the needs of these animals including space for the animals to relieve themselves.

###### **1.3 Parking**

- a) Parking must be available onsite; indoor, outdoor, user-pay or free are all acceptable.
- b) Accessible parking, i.e., parking designated for those with mobility impairments, must be available onsite; indoor, outdoor, user-pay or free are all acceptable.

###### **2. Summit Space**

For the purpose of the Summit, OPO requires meeting space to facilitate presentations and discussions, space for support teams, kiosk booths and areas for attendees to have food and beverage.

## 2.1 Date and time

- a) Preferred date: March 4, 2020.
- b) If unavailable on March 4, 2020, the Project Authority will only consider the following alternate dates: March 3, 5, 6, 10, 11, 12, or 13, 2020.
- c) All meeting spaces are required from 6:00 a.m. to 6:00 p.m. on the day of the Summit.

## 2.2 Internet

Free Wi-Fi available to all attendees in all spaces associated with the Summit is preferred, but not necessary.

## 2.3 Meeting Space

The following section describes the requirements for meeting space:

### 2.3.1 Main Plenary Room

- Accommodate up to 250 people (theatre-style)
- A stage (minimum 20' long x 8' wide) with ramp and a podium at the front of the room
- A space of 10 x 10 to accommodate an interpretation booth at the back or side of the room.
- Space for tables to serve morning refreshments
- 5 high top tables/cocktail tables, no chairs required
- AV equipment detailed at 4.2.1
- Linens for all tables required

### 2.3.2 Registration Desk/Area

- Must be ready to receive attendees as of 7:30 a.m.
- 4 tables, each being 6' long x 2.5' wide.
- Located just outside the Main Plenary Room, for attendees to pick-up material/identification
- Linens for all tables required

### 2.3.3 Kiosk/Lunch Room (*Space must be near but separate from Main Plenary Room*)

- Seating for 250 people at round tables
- 5 high top tables/cocktail tables, no chairs required
- 18 tables, each being 6' long x 2.5' wide for kiosks to be set up in the room
- Kiosk/Lunch Room will be located on the same floor of the Main Plenary Room, there is a preference for the room being next to the Main Plenary Room and Workshop Meeting Room
- AV equipment detailed at 4.2.3
- Linens for all tables required

### 2.3.4 Workshop Meeting Room

- Accommodate up to 130 people (theatre-style)
- A space of 10 x 10 to accommodate an interpretation booth at the back or side of the room.
- Space for tables to serve afternoon refreshments
- Room to be located next to the Main Plenary Room and Kiosk/Lunch Room
- AV equipment detailed at 4.2.2
- Linens for all tables required

## 3. Food and Beverage

Below are the food and beverage requirements. OPO has limited participation to a maximum of 262 participants, but will confirm the final number of attendees 5 business days prior to the Summit date.

### 3.1 Morning Refreshments

- Assortment of tea, coffee, cut fresh fruit and assortment of morning mini pastries (croissants, muffins, or similar pastry options) in Main Plenary Room.
- Must be able to accommodate the following special dietary needs: vegan, gluten-free, lactose free, kosher and halal.
- Total cost for all morning refreshments and snacks MUST NOT exceed \$10.18/person, inclusive of all taxes, gratuities, and fees.

### **3.2 Lunch**

- Assortment of sandwiches (with at least one meat option and at least one vegetarian option), salad, coffee, tea, juice and cookies in Kiosk/Lunch Room.
- Must be able to accommodate the following special dietary needs: vegan, gluten-free, lactose free, kosher and halal.
- Must provide a minimum of two servers to serve the food for those with mobility restrictions.
- Total cost for lunch (sandwiches, salads, coffee, tea, juice and cookies) MUST NOT exceed \$61.80/person, inclusive of all taxes, gratuities, and fees.

### **3.3 Afternoon Refreshments**

- Tea and coffee and an assortment of mini-pastries; half served in Main Plenary Room, half served in the Workshop Meeting Room.
- Must be able to accommodate the following special dietary needs: vegan, gluten-free, lactose free, kosher and halal.
- Total cost for the afternoon refreshments MUST NOT exceed \$10.18/person, inclusive of all taxes, gratuities, and fees.

## **4. A/V equipment and services**

See requirements in Appendix A.

### **4.1 Interpretation Booth**

OPO will be providing simultaneous interpretation services in the Main Plenary Room and the Workshop Meeting Room. OPO will arrange the simultaneous interpretation services with the Translation Bureau directly.

The Contractor must provide:

- 4 chairs with five legs, adjustable height, adjustable backrest and armrests for the interpreters; and
- A sturdy work surface 3' x 6' inside the booth measuring 10' x 10' (for the interpreting consoles, lighting, computers, and paper documents)

### **4.2 All Meeting Rooms**

The Contractor will provide A/V equipment and support as follows:

The Contractor must:

- a) Provide the required equipment in the Main Plenary Room, Kiosk/Lunch Room and Workshop Meeting Room.
- b) Set up and test the A/V equipment to ensure it is fully functional by 7:00 a.m. on the day of the Summit.
- c) Provide support during the Summit to ensure proper functioning of all A/V equipment required for the workshops.
- d) Tear down A/V equipment at the end of the Summit, projected to commence at 5:00 p.m. on the day of the Summit.

Required A/V equipment includes, but is not limited to:

#### **4.2.1 Main Plenary Room**

- 2 screens
- 2 projectors
- Ability to project 2 different presentations simultaneously for French and English versions of PowerPoint. The laptop will be provided with the presentation by the Project Authority and operates on Windows version 10.
- 1 podium with microphone
- 6 wireless handheld microphones
- Sound system speakers
- Comfort monitor and timer (for presenters)
- Media feed box, for media to be able to record
- Any other related equipment required to ensure good quality audio and visual for all participants in this room

#### **4.2.2 Workshop Meeting Room**

- 2 screens
- 2 projectors
- Ability to project 2 different presentations simultaneously for French and English versions of PowerPoint
- 3 wireless handheld microphones
- Sound system speakers
- Comfort monitor and timer (for presenters)
- Any other related equipment required to ensure good quality audio and visual for all participants in this room

#### **4.2.3 Kiosk/Lunch Room**

- 2 wireless handheld microphones
- Sound system speakers
- Other related equipment required to ensure functioning of required equipment

### **5. Administrative Requirements**

#### **5.1 Kick-off planning session with Project Authority**

Within one (1) week of the contract award, the Project Authority will organize a mutually agreeable date and time for a kick-off planning meeting. To be held at OPO's office at 410 Laurier Ave W, Suite 400, Ottawa, ON or via teleconference or videoconference.

#### **5.2 Status Updates**

The Project Authority may request status updates from the Contractor regarding preparations for the Summit, including progress on:

- a) Venue
- b) Meeting Rooms
- c) A/V
- d) Menu (Food & Beverage)

#### **5.3 Site Visit**

The Project Authority MUST arrange a site visit to view the meeting room locations, plan for layout of promo items for the Summit, and familiarize itself with the space. The Contractor must provide the Project Authority with access to the site prior to the Summit date, sometime between January 20 and February 7, 2020. The Project Authority and the Contractor will choose a date agreeable to both no later than two (2) weeks following contract award.

#### **5.4 Onsite Security**

No onsite security required.

## APPENDIX A

### Diversifying the Federal Supply Chain Summit

#### Technical Requirements for Remote Interpretation

The following are minimal technical requirements to be met to supply equipment and services for any simultaneous interpretation (SI) provided by the Translation Bureau.

Spot checks may be conducted and non-compliance with these requirements may result in service interruption by the Translation Bureau's interpretation team during the event.

#### INTERPRETATION SYSTEM

Ideally, the Interpretation System should be compliant with the **ISO standard 20109: 2016**.

However, recent digital professional grade integrated systems made by renowned manufacturers, such as: Bosch, DIS/Shure, Sennheiser, Taiden, Televic, Brahler or others, although they were not installed in accordance to the 20109: 2016 standard, are still acceptable at present time if they meet the following minimal technical criteria:

#### GENERAL AUDIO QUALITY

- ☐ The interpreting system must correctly reproduce audio-frequencies between at least 125 Hz and 15 kHz  $\pm$  3 dB;
- ☐ The microphones and the headphones must correctly reproduce audio-frequencies between 125 Hz and 15 kHz  $\pm$  10 dB;
- ☐ The system must be free of perceptible distortion, noise and hum, and the volume of each channel should be adjusted to minimize the volume difference between audio channels. (ex: Floor, English, French, third language).

#### AUDIO LIMITING

The system must provide hearing protection for the interpreters either internally, via DSP, or externally, with an outboard limiter, to limit loud sounds, with a maximum output level of 94 dBA SPL for any duration longer than 100ms.

**The use of any other equipment type must be discussed with a Translation Bureau technician.**

#### INTERPRETERS' CONSOLES

There must be one console for each interpreter, containing a microphone and individual controls for listening and speaking, including the relevant labels. It must be possible to quickly and easily service or replace a malfunctioning console, or its microphone, without impairing the functioning of the rest of the system. Incoming channel pre-selection must be provided for the incoming language channels and the floor channel as well.

The pre-selected channel must be clearly indicated, close to the selector, giving channel numbers and languages in alphanumeric form. Two stepless rotary controls should be provided: one "bass" control to increase or decrease lower frequencies and one "treble" control must also be provided to increase or decrease higher frequencies.

The listening level should be adjustable manually, through a high-quality stepless rotary control with logarithmic behaviour and mechanical stops at the beginning and at the end. Interpreters must not be forced to work at the lowest or highest ends of the volume control's range.

#### CONFERENCE MICROPHONES (Use only directional microphones)

- ☐ The minimum ratio of microphones for participants is one per two participants. For example, if there are 18 participants, a minimum of 9 microphones must be used;



- ☐ Any other type of microphones (lapel, hand-held) should have a ratio of one-to-one and should be limited to Q&A and back up only;
- ☐ Only one microphone must be switched ON at any given time.

#### **PUBLIC ADDRESS (PA) SYSTEM**

- ☐ PA systems are usually used for participants in a large room and theater-style setup;
- ☐ Loudspeakers and headsets must be aimed away from microphones as much as possible;
- ☐ The PA system must be tested and adjusted to eliminate echo and feedback from loudspeakers;
- ☐ The PA system must not be so loud as to disturb clients in the meeting room, who must listen to interpreted channels with their receivers.

#### **At least one qualified technician must be present throughout the entire event to:**

- ☐ Monitor the interpreter floor sound using headset;
- ☐ From a remote user interface, turn microphones on and off when participants neglect to do so. This includes all attached audio sources that are routed to the floor audio, such as wireless microphones, laptops, codecs, teleconferencing interface etc.;
- ☐ Respond to interpreter technical needs;
- ☐ Adjust equipment positioning and audio levels as required.

In case there is a conflict between the room PA audio level and the interpreter's volume, priority should go to the interpreters since clients requiring voice amplification can use interpretation receivers set to the floor channel.

#### **TRANSMISSION OF INTERPRETATION TO CLIENTS**

- ☐ The transmission system used to distribute audio interpretation wirelessly to participants (receivers) must use infrared technology (IR), with good quality headphones;
- ☐ RF transmitters should not be used to prevent eavesdropping;
- ☐ RF transmitters can be used only when the client has been made fully aware of the risks of eavesdropping and accepts those risks.

#### **MOBILE INTERPRETATION BOOTH**

Ideally, the mobile interpretation booth should be in accordance to the ISO standard 4043:2016; however, mobile interpretation booths that meet ISO standard 4043:1998 are still acceptable at present time if they meet the minimal technical criteria as follows:

#### **GENERAL BOOTH REQUIREMENTS**

- ☐ The interpretation booth must be a fully-enclosed space (booths without a ceiling or a back wall are not acceptable);
- ☐ They must have good sound insulation to prevent sound being transmitted from the booths to the meeting environment and from the meeting environment to the booths and between booths;
- ☐ Each booth must have front and side windows that are colorless and free of scratches that might impair visibility;
- ☐ Ventilation must renew the air 6 times an hour without causing harmful drafts to the interpreters and produce less than 35dBa measured in the center of the booth, 1.25 m from the ground;
- ☐ A good visual of the participants in the room;
- ☐ Adequate working conditions, including as fresh water, ventilation, temperature control, accessibility, etc.

#### **BOOTH SIZE**

- ☐ Width:
  - for two interpreters: minimum 1.60 m;
  - -for three interpreters: minimum 2.40 m;
  - -for four interpreters: minimum 3.20 m;
- ☐ Depth: minimum 1.60 m;
- ☐ Height: minimum 2.00 m.

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## VENUE

The venue must provide:

- ☐ Comfortable chairs with five legs, adjustable height, adjustable backrest and armrests for the interpreters;
- ☐ A sturdy work surface inside the booth must be provided with sufficient work area for the SI interpreting consoles, lighting, computers, and paper documents;
- ☐ Accessibility to the booth, meeting room, washrooms;
- ☐ In the event that key card access is required, temporary cards must be provided to the interpreters for their use during the duration of the assignment.
- ☐ Please consult the Request Form for additional information for planning the event.

## Interpretation Service Guidelines for the Technician

### All Venues

- All equipment must comply with the ISO standards for simultaneous interpreting, or the Translation Bureau's minimum requirements, as set out in the Technical Requirements for Remote Interpretation;
- For the safety of the interpreters and all participants, you must ensure that there is an active compressor limiter calibrated to voice, applied to the audio signal going to the interpreters;
- The minimum ratio of push to talk microphones is one microphone per two participants;
- Only one microphone should be ON at any time (mute all unused microphones);
- The booths must be installed in a location offering the interpreters good visibility of the speakers and presentation screens;
- In the event that the interpreters view is obstructed, extra video support is needed;
- Speakers must be installed and positioned in a way that will limit the possibility of feedback;
- Extra time must be allowed for proper testing of the audio signal sent to the interpreters;
- Set the limit of gain you can rely on (the volume of each participant, either remote or in the room, must be tested before the start event);
- A technician must be present and available at all time during the meeting.

## Interpretation Service Guidelines for the Client

### All Venues

- Hire service providers that are approved by the Translation Bureau;
- All equipment must comply with the ISO standards for simultaneous interpreting, or the Translation Bureau's minimum requirements, as set out in the Technical Requirements for Remote Interpretation;
- A qualified AV technician must be present and available at all times;
- For the safety of the interpreters and all participants, you must ensure that there is an active compressor limiter calibrated to voice, applied to the audio signal going to the interpreters;
- Push to talk, head set, lapel, or hand-held microphones are preferred;
- The minimum ratio of push to talk microphones is one microphone per two participants;
- The booths must be installed in a location offering the interpreters good visibility of the speakers and presentation screens;
- In the event that the interpreters' view is obstructed, extra video support is needed;
- Extra time must be allowed for proper testing of the equipment;
- Interpreters must have easy access to washrooms, supporting documents and be provided with fresh water throughout the duration of the event.

Solicitation No. - N° de l'invitation  
EP708-201777/A  
Client Ref. No. - N° de réf. du client  
EP708-201777

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CX025. EP708-201777

Buyer ID - Id de l'acheteur  
CX025  
CCC No./N° CCC - FMS No./N° VME

## **ANNEX "B"**

### **BASIS OF PAYMENT**

<b>Category of Service</b>	<b>Total cost 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" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

( ) Direct Deposit (Domestic and International);

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**ANNEX "D" 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)

## ANNEX "E"

### 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. _____ |

Solicitation No. - N° de l'invitation  
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EP708-201777

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File No. - N° du dossier  
CX025. EP708-201777

Buyer ID - Id de l'acheteur  
CX025  
CCC No./N° CCC - FMS No./N° VME

## 2. Supplier Profile

Suppliers Profile	
Legal name	
Representative Contact Name	
Representative e-mail address	
Representative Work Telephone Number	
Representative Cell Telephone Number	

**ANNEX "F"**

**EVALUATION CRITERIA**

**Mandatory Technical Criteria**

Number	Criteria	Supporting Information	Compliant / Non-Compliant	Reference to Bidder's Proposal
<b>M1</b>	<b>FINANCIAL PROPOSAL</b>  The Bidder MUST submit a financial proposal with a firm price not exceeding \$100,000.00 (Goods and Service Tax or Harmonized Sales Tax included, as appropriate) for the Contract Period in accordance with Annex B Basis of Payment.	To demonstrate the Bidder MUST provide:  A financial proposal that does not exceed \$100,000.00 (Includes all applicable taxes).		
<b>M2</b>	<b>Venue Standard</b>  The Bidder MUST submit documentation proving the venue currently possesses:  a) a Canada Select Star rating of 3 or higher  Or  b) a Canadian Automobile Association (CAA) Diamond rating of 3 or higher  Or  c) equivalent industry hospitality rating	To demonstrate the Bidders Venue Standard, the Bidder MUST provide:  A copy of the letter received from the rating agency issued in the last five years  Or  Another form of verification, which attests to their standing.  Or  An image of the rating showing on its website.		
<b>M3</b>	<b>Accessibility for Persons with Disabilities</b>  The venue proposed MUST be accessible for persons with disabilities in accordance with article 1.2 of the SOW.	To demonstrate the Bidder MUST provide:  A document which lists the accessibility features of the venue and must attest that they can provide as listed in article 1.2 of the SOW.		
<b>M4</b>	<b>Proximity to Union Train Station (65 Front Street W, Toronto)</b>	To demonstrate the Bidder MUST provide:		

	<p>The venue proposed for the Summit MUST be no further than 10 kilometers from the Union Train Station.</p> <p>Google maps directions tool in driving mode will be used to calculate distance.</p>	<p>The street address associated with the proposed venue.</p> <p><b><i>The address provided by the Bidder will be evaluated in point rated R4</i></b></p>		
<b>M5</b>	<p><b>Audio-Visual (A/V) support for simultaneous interpretation (SI)</b></p> <p>The Bidder MUST attest that they will provide the AV services and equipment as listed in article 4 of the SOW and Appendix A.</p>	<p>To demonstrate the Bidder MUST provide:</p> <p>A statement that they can provide all the audio visual requirements as listed in article 4 of the SOW and Appendix A.</p>		

**PROPOSALS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS WILL BE GIVEN NO FURTHER CONSIDERATION**

**Point-Rated Technical Criteria**

	<b>Criteria</b>	<b>Supporting Information</b>	<b>Total points available</b>	<b>Minimum points required</b>
<b>R1</b>	<p><b>Summit Date</b></p> <p>The Bidder's proposal should identify the date for which the venue is available.</p>	<ul style="list-style-type: none"> <li>• 5 points – March 4, 2020</li> <li>• 3 points – March 3, 5, 6, 10, 11, 12, or 13, 2020</li> <li>• 0 points – All other dates, or no date identified</li> </ul>	<b>/5</b>	<b>3</b>
<b>R2</b>	<p><b>Accessibility for Persons with Disabilities</b></p> <p>The Bidder's Accessibility Report will be reviewed for compliance with the other elements identified in the report</p>	<ul style="list-style-type: none"> <li>• 1 point will be allocated for each accessibility feature the venue lists which is above those listed in article 1.2 of the SOW and up to a maximum of five (5) points.</li> </ul>	<b>/5</b>	<b>0</b>
<b>R3</b>	<p><b>Proximity to Union Train Station (65 Front Street W, Toronto)</b></p> <p>The address that the Bidder</p>	<ul style="list-style-type: none"> <li>• 5 points – Within 0.1 to 3 KM</li> <li>• 3 points – Within 3.1 to 5 KM</li> <li>• 1 point – Within 5.1 to 10 KM</li> </ul>	<b>/5</b>	<b>1</b>



	Criteria	Supporting Information	Total points available	Minimum points required
	provided in response to M3 will be evaluated by using Google maps directions tool in driving mode to determine the distance between 65 Front Street W, Toronto, and the address for the venue.			
<b>R4</b>	<b>Internet</b> The Bidder's proposal should identify which spaces will have free Wi-Fi available for attendees.	<ul style="list-style-type: none"> <li>• 2 points – All meeting spaces</li> <li>• 1 point – Specified areas (e.g., lobby, public restaurants)</li> <li>• 0 points – No free Wi-Fi</li> </ul>	<b>/2</b>	<b>0</b>
			<b>/17</b>	<b>/4</b>