

**Request for Standing Offers (RFSO)
For the Canadian Institutes of Health Research (CIHR)**

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This bid solicitation cancels and supersedes previous bid solicitation number 0E174-190529/A dated 7 August 2019 with a closing of 16 September 2019 at 2:00 pm.

PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include: the Statement of Work, the Basis of Payment, the Standing Offer CIHR Call up Form, the General Catering Schedule, the Sample Menu, Information and Contact, the Technical Mandatory Criteria and Site visit information.

1.2 Summary

1.2.1 The Canadian Institutes of Health Research (CIHR) is Canada's federal funding agency for health research. Composed of 13 Institutes, we collaborate with partners and researchers to support the discoveries and innovations that improve our health and strengthen our health care system. As the Government of Canada's health research investment agency, the Canadian Institutes of Health Research (CIHR) supports excellence across all four pillars of health research: biomedical; clinical; health systems services; and population health.

The CIHR is looking for hotel services in Ottawa, Ontario, Canada, including:

- accommodation services (guest rooms);
- catering services;

-
- meeting rooms; and
 - logistical support.

Services are required to fully accommodate and satisfy the Volunteer Scientific Experts, Researchers, Peer Reviewers and Ad Hoc Meetings of CIHR, on an "as and when requested" basis, using multiple Standing Offers (up to 10 Standing Offers) for a period of 5 years, starting in February 2020 including two, 1-year option periods;

Approximately 140 meetings are required in a 1-year period and correspond to an estimated maximum number of 4,000 guest room nights. Each meeting room must be able to accommodate up to a maximum of 36 people (Stream 1) and 25 people (Stream 2). The meetings are typically held on weekdays during the day. However, some meetings may include evenings and weekends.

Offerors will be classified in 2 Streams:

- i. **Stream 1:**
Meeting rooms: minimum size of 800 square feet, for up to 36 people; and during peak meeting periods involving a minimum of 40 meetings over a four to five-week period (which typically occurs no more than twice a year), luncheon arrangements can be for up to 200 guests; or
- ii. **Stream 2:**
Meeting rooms: minimum size of 500 square feet, for up to 25 people; and during Ad-hoc meetings, luncheon arrangements can be for up to 50 guests.

Up to 5 Standing Offers may be issued for Stream 1, and up to 5 Standing Offers for Stream 2.

1.2.2 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Canadian Free Trade Agreement (CFTA), the Canadian Chile Free Trade Agreement (CCFTA), Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), Canada Korea Free Trade Agreement (CKFTA) and Canada Ukraine Free Trade Agreement (CUFTA).

1.3 Security Requirements

There is no security requirements associated with the requirement of the Standing Offer.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

1.5 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2019-03-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 days

2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Attn: Mireille Dumoulin Daguilh, TPSGC.PADGTLPRRecSoum-APTMDLPBidRec.PWGSC@tpsgc-pwgsc.gc.ca by the date, time and place indicated on page 1 of the RFSO.

Due to the nature of the Request for Standing Offers, transmission of offers 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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES () NO ()**

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror 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 - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 8 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

- Canada requests that the Offeror submits its offer in a single transmission. The offer must be gathered per section and separated as follows:

- Section I: Technical Offer (1 electronic copy)
- Section II: Financial Offer (1 electronic copy)
- Section III: Certifications (1 electronic copy)
- Section IV: Additional Information (1 electronic copy)

Due to the nature of the RFSO, offers transmitted by epost Connect service or by facsimile will not be accepted.

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

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex "B", Basis of Payment.

3.1.1 Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical and Financial Criteria

Bids must comply with all terms and conditions of this Request for Standing Offers, including Mandatory financial and technical Criteria in Annexes "B" and "G", to be considered responsive.

A bid that fails to meet all mandatory requirements of this RFSO shall be disqualified from the bidding process and be given no further consideration.

A bid in which all the mandatory criteria have been met will proceed to the financial evaluation stage.

4.1.2 Financial Evaluation

4.1.2.1 The responsive Offer(s) with the lowest price financial proposal will be awarded a Standing Offer. The lowest price will be calculated by adding the prices of all line items in the Pricing Table (at Annex "B", Basis of Payment).

The Offeror is required to submit firm prices or rates.

4.1.2.2 Example of Financial Evaluation

An example of financial evaluation calculations is presented below, for Stream 1:

Offeror "X":

STREAM	1				
	Section 1- Meeting Room Rentals				
	Year 1	Year 2	Year 3	Option Year 4	Option Year 5
	\$550.00	\$550.00	\$680.00	\$690.00	\$700.00
	Section 1 Total Meeting Room: (Year1+Year 2+Year 3+Option Year 4+Option Year 5) = \$3,170.00				
	Section 2- Guest Room Rentals				
	Year 1	Year 2	Year 3	Option Year 4	Option Year 5
January	\$135.00	\$135.00	\$140.00	\$140.00	\$155.00
February	\$135.00	\$135.00	\$140.00	\$140.00	\$155.00
March	\$135.00	\$135.00	\$140.00	\$140.00	\$155.00
April	\$130.00	\$130.00	\$135.00	\$135.00	\$155.00
May	\$140.00	\$140.00	\$140.00	\$140.00	\$150.00
June	\$145.00	\$145.00	\$150.00	\$150.00	\$150.00
July	\$145.00	\$145.00	\$150.00	\$150.00	\$155.00
August	\$145.00	\$145.00	\$150.00	\$150.00	\$155.00
September	\$135.00	\$135.00	\$140.00	\$140.00	\$155.00
October	\$135.00	\$135.00	\$140.00	\$140.00	\$160.00
November	\$130.00	\$130.00	\$140.00	\$140.00	\$160.00
December	\$130.00	\$130.00	\$140.00	\$140.00	\$160.00
TOTAL	\$1,640.00	\$1,640.00	\$1,705.00	\$1,705.00	\$1,865.00
	Section 2 Total Guest Room Rentals (Year 1+Year 2+Year 3+Option Year 4+Option Year 5) = \$8,555.00				

Section 3- Catering Services		
	Limitation of expenditure	Offeror's Prices
Breakfast	\$30.53	\$28.40
Lunch	\$41.20	\$38.00
Dinner	\$60.00	\$56.00
Morning Break	\$10.18	\$8.75
Afternoon Break	\$10.18	\$8.75
	Section 3 Total Catering Services = \$139.90	

TOTAL EVALUATED PRICE (section 1+section 2+ section3) =	\$11,864.90
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Offeror "Y":

STREAM	1				
Section 1- Meeting Room Rentals					
	Year 1	Year 2	Year 3	Option Year 4	Option Year 5
	\$500.00	\$550.00	\$650.00	\$700.00	\$700.00
Section 1 Total Meeting Room: (Year1+Year 2+Year 3+Option Year 4+Option Year 5) =					\$3,100.00
Section 2- Guest Room Rentals					
	Year 1	Year 2	Year 3	Option Year 4	Option Year 5
January	\$145.00	\$145.00	\$145.00	\$145.00	\$155.00
February	\$145.00	\$145.00	\$145.00	\$145.00	\$155.00
March	\$145.00	\$145.00	\$145.00	\$145.00	\$155.00
April	\$145.00	\$145.00	\$145.00	\$145.00	\$155.00
May	\$145.00	\$145.00	\$145.00	\$145.00	\$155.00
June	\$145.00	\$145.00	\$145.00	\$145.00	\$155.00
July	\$145.00	\$145.00	\$145.00	\$145.00	\$155.00
August	\$145.00	\$145.00	\$145.00	\$145.00	\$155.00
September	\$135.00	\$135.00	\$135.00	\$135.00	\$155.00
October	\$135.00	\$135.00	\$135.00	\$135.00	\$160.00
November	\$145.00	\$145.00	\$145.00	\$145.00	\$160.00
December	\$145.00	\$145.00	\$145.00	\$145.00	\$160.00
TOTAL	\$1,720.00	\$1,720.00	\$1,720.00	\$1,720.00	\$1,875.00
Section 2 Total Guest Room Rentals (Year 1+Year 2+Year 3+Option Year 4+Option Year 5) =					\$8,755.00
Section 3- Catering Services					
	Limitation of expenditure		Offeror's Prices		
Breakfast	\$30.53		\$25.50		
Lunch	\$41.20		\$37.75		
Dinner	\$60.00		\$55.00		
Morning Break	\$10.18		\$8.00		
Afternoon Break	\$10.18		\$8.00		
Section 3 Total Catering Services					\$134.25
TOTAL EVALUATED PRICE (section 1+section 2+ section3) =					\$11,989.25

-Offeror "X" is the lowest price; and
 -Offeror "X" Catering Services prices are all below Limitation of expenditure prices.

A Standing Offeror would be awarded to supplier "X"

Stream 2 Offerors will be evaluated the same way.

4.2 Basis of Selection

4.2.1 An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical and financial evaluation criteria to be declared responsive. The responsive offer(s) with the lowest evaluated price(s) will be recommended for issuance of a Standing Offer:

Stream 1: up to 5 Standing Offers may be awarded;
Stream 2: up to 5 Standing Offers may be awarded.

A responsive Offeror can be issued a Standing Offer for Stream 1 and/or Stream 2.

Right of first refusal

At the time of call up issuance, when a requirement is identified, the identified user will contact the highest-ranked offeror to determine if the requirement can be satisfied by that offeror. If the highest-ranked offeror is able to meet the requirement, a call-up is made against its standing offer. If that offeror is unable to meet the requirement, the identified user will contact the next ranked offeror. The identified user will continue and proceed as above until one offeror indicates that it can meet the requirement of the call-up. In other words, call-ups are made based on the "right of first refusal" basis.

4.2.2 Mandatory site visit

During the evaluation process, CIHR representatives will conduct a site visit of the Offeror's premises to determine the adequacy/accuracy of the information contained in the offer. Offerors who refuse to permit CIHR representatives to conduct a site visit will automatically be disqualified from the process and be given no further consideration. Information on the site visit is provided in Annex "H".

48 hours prior to the site visit, the Contracting Authority will make arrangements with the Offeror (hotel) and provide the Offeror with a date and time for the site visit.

The Offeror must communicate with the Contracting Authority no later than 24 hours to confirm attendance and provide the name(s) of the person(s) who will attend.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **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 the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

There is no security requirements applicable to the Standing Offer.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A", Statement of Work.

7.2 Security Requirements

7.2.1 There is no security requirement applicable to the Standing Offer.

7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

7.3.1 General Conditions

[2005](#) (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for issuing call-ups and providing services against the Standing Offer is from the date of Standing Offer issuance to September 30, 2022 inclusive.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for 2 additional 1 year period:

from October 1, 2022 to September 30, 2023; and

from October 1, 2023 to September 30, 2024,

under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with Annex "B", Basis of Payment, of the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the standing offer.

7.4.4 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A", Statement of Work of the Standing Offer.

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File No. - N° du dossier
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Buyer ID - Id de l'acheteur
Ip015
CCC No./N° CCC - FMS No./N° VME

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name : Mireille Dumoulin Daguilh
Title : Supply Specialist
Department : Public Works and Government Services Canada
Branch : Acquisitions
Division : Travel Procurement Services Division - LP
Address : Building Esplanade Laurier, East Tower
140 O'Connor Street, 7th floor St 013 Ottawa, ON, K1A 0R5
Telephone : 613-407-4443
E-mail address : mireille.dumoulin@tpsgc-pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority

The Project Authority for the Standing Offer is: ***"To be inserted at issuance of Standing Offer"***

Name : _____
Title : _____
Organization : _____
Address : _____

Telephone : ____ - ____ - _____
Facsimile : ____ - ____ - _____
E-mail address : _____

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative: ***"To be inserted at issuance of Standing Offer"***

Name : _____
Title : _____
Organization : _____
Address : _____

Telephone : ____ - ____ - _____
Facsimile : ____ - ____ - _____
E-mail address : _____

7.6 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.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Canadian Institutes of Health Research (CIHR).

7.8 Call-up Procedures

At the time of call up issuance, when a requirement is identified, the identified user will contact the highest-ranked offeror to determine if the requirement can be satisfied by that offeror. If the highest-ranked offeror is able to meet the requirement, a call-up is made against its standing offer. If that offeror is unable to meet the requirement, the identified user will contact the next ranked offeror. The identified user will continue and proceed as above until one offeror indicates that it can meet the requirement of the call-up. In other words, call-ups are made based on the "right of first refusal" basis.

7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 1 and 2 below.

Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.

1. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offeror
2. An equivalent form (CHIR call up Form, at Annex "C") or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$400,000.00 (Applicable Taxes included).

7.11 Priority of Documents

If there is a discrepancy between the wordings 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;

- c) the general conditions **2005** (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions **2010C** (2018-06-21);
- e) Annex "A", Statement of Work;
- f) Annex "B", Basis of Payment;
- g) Annex "C", Standing Offer Call up Form;
- h) Annex "D", General Catering Schedule;
- i) Annex "E", Sample menu;
- j) Annex "F", Information and contact;
- k) the Offeror's offer dated _____. **To be inserted at Standing Offer issuance**

7.12 Certifications and Additional Information

7.12.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in (**To be inserted at Standing Offer issuance**)

7.14 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2010C (2018-06-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Period of the Contract

The period of the Contract is from date of Contract to _____ inclusive. ***To be inserted at Contract issuance***

7.3.2 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

7.4 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.

7.5 Payment

7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s) as specified in Annex "B" for a cost of \$ _____ (*insert the amount at call-up issuance*) equal to the amount of the Call-up. Customs duties are _____ included and Applicable Taxes are extra.

The Offeror agrees that the rates must not be subject to increase on weekends, statutory holidays or during events of a local nature such as area fairs.

7.5.2 Limitation of Price

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.5.3 Method of Payment- Single Payment

Canada will pay the Contractor upon completion and delivery of the Work 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.

7.5.4 Payment of Invoices – Call-up

The Contractor accepts to be paid using the following Payment Instruments:

- a) Direct Deposit (Domestic and International);

-
- b) Cheques to be issued, for payments, only if the vendor falls into one of the two following categories:
- i. The recipient has no bank account and lives in a remote location where there is no Financial Institution branch within 50km of their residence, or a proof of identity service is not available resulting in the recipient being unable to complete the authentication activity required by financial institutions during the opening of a new account; or
 - ii. The recipient has proof that a Chartered Member of the Canadian Payment Association:
(http://cdnpay.ca/imis15/eng/Membership/Member_List/eng/mem/Member_List.aspx)
has refused to open a bank account for them. This proof must be made available to CIHR upon request.

7.6 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.
2. Invoices must be distributed as follows:
 - a. The original must be forwarded to the following generic email, for certification and payment:
_____ (**To be inserted at Standing Offer issuance**)
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.7 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

7.8 Renovation Work

The Contractor agrees to give thirty (30) days' notice to any construction or alteration work to be performed on the property that could interfere with the safety and / or comfort of the participants. In such event, Canada may terminate the Contract at any time without liability or cancellation fees. If Canada chooses to terminate this Contract under this provision, the Contractor shall, if requested by Canada, employ, to the best of its ability, to assist Canada in locating an alternative facility with comparable equipment at a comparable price and offset the additional costs incurred by Canada to relocate accommodation services.

ANNEX "A"- STATEMENT OF WORK

1.0 Background

- 1.1 Created in June 2000, the Canadian Institutes of Health Research (CIHR) is Canada's federal health research funding agency. CIHR supports research across the full spectrum of disciplines: biomedical; clinical science; health policy, systems and services; and the social, cultural and environmental factors that affect the health of populations. Researchers from across Canada apply to CIHR for funding to support their research activities. These grant "proposals" are reviewed and rated by committees of experts assembled by CIHR ("peer review"), and only the most highly rated are funded within the budget of CIHR.

2.0 Objective

- 2.1 To provide meeting rooms, guest rooms, catering services and logistical support to fully accommodate and satisfy the Volunteer Scientific Experts, Peer Reviewers and Ad Hoc Meetings of CIHR, in Ottawa, Ontario Canada.

3.0 Scope of Work

- 3.1 In order to review funding applications submitted to CIHR, approximately 140 meetings are required in a 1-year period and correspond to an estimated maximum number of 4,000 guest room nights. Each meeting could accommodate up to a maximum of 36 people. The meetings are typically held on weekdays during the day. However, some meetings may include evenings and weekends;
- 3.2 The Contractor's hotel establishment MUST be located within a 10 kilometer radius of the CIHR Head Office located at 160 Elgin Street, Ottawa, Ontario;
- 3.3 The requirements will include, but will not be limited to:

Catering, Meeting Rooms, Guest Rooms and logistical support.

3.4 Catering Services

- 3.4.1 For meetings, the Contractor MUST serve a hot lunch in a secluded area apart from other groups (not the meeting room), unless otherwise requested;

For luncheon arrangements, Offerors will be classified in 2 Streams:

- i. **Stream 1:** During peak meeting periods involving a minimum of 40 meetings over a four to five-week period (which typically occurs no more than twice a year), luncheon arrangements can be for up to 200 guests; and / or
- ii. **Stream 2:** During Ad-hoc meetings, luncheon arrangements can be for up to 50 guests

The Contractor MUST serve breakfast and breaks in the meeting room, unless otherwise requested; and

- 3.4.2 The Contractor MUST accommodate special dietary requirements including kosher meals, vegetarian meals, and meals for participants with food allergies to items such as peanuts, gluten, and shellfish **at no extra cost**, upon request.

3.5 Meeting Room Set-Ups

3.5.1 Each committee may meet for one, two or three days; therefore, the Contractor MUST provide the meeting rooms available on a 24-hour basis the first and / or second day, when requested, and released no earlier than 18:00 on the last day of each meeting;

3.5.2 The Contractor MUST provide ten (10) or more meeting rooms able to comfortably accommodate up to 36 people in each room (Stream 1) and 1 meeting room able to comfortably accommodate 25 people (Stream 2):

Recommended minimum size:
Stream 1: 800 square feet; and / or
Stream 2: 500 square feet.

The typical set up requires a conference table in each room in a "U" shape, capable of accommodating all the meeting participants. An additional table within the U-shaped table is also required for teleconference equipment and power bar(s) to enable committee members to connect to their laptop computers. An extra table (minimum size: 30 inches x 72 inches) will also be required in the room for serving food and drinks at the continental breakfast and breaks. When required an extra table will be added to accommodate Observers in the meeting room;

3.5.3 The Contractor MUST provide each meeting room equipped with teleconferencing capabilities with appropriate communication lines including a polycom with two (2) extensions for two (2) microphones. The equipment MUST use a digital signal processor, or echo canceller, which digitally prevents feedback by eliminating the speaker sounds from the microphone pickup and other sound and / or voice distractions. The sound quality of the system MUST operate in full-duplex mode, allowing both parties to speak at once;

3.5.4 The Contractor MUST provide each meeting room equipped with reliable and secure high speed internet access, capable of allowing up to 36 meeting participants to connect to the internet simultaneously, without interruptions;

3.5.5 The Contractor MUST equip each meeting room with a Podium and two (2) microphones for up to 36 meeting participants when required;

3.5.6 The Contractor MUST provide Network Access Points (NAPs) in boardrooms where large groups of peer reviewers are meeting. Ensure that an average of 20-25 connections is not surpassed by each NAPs as to maintain proper connectivity ratios at no additional cost to CIHR;

3.5.7 The Contractor MUST provide each meeting with the following:

- five (5), six (6) outlet surge protectors power bars;
- six (6) foot power cord;
- three (3) twenty-five (25) foot indoor heavy-duty extension cords;
- one (1) flip chart or white board including markers;
- one side table (30 inches x 72 inches);
- two chairs;
- coat rack;
- facial tissue;
- candies;
- writing pads;
- pens and pencils, and;
- complimentary drinking water;

3.5.8 The Contractor MUST provide Meeting rooms which are locked at all times when committee

members or CIHR staff are NOT present. Meeting rooms not located on the ground floor MUST be easily accessible to committee members by elevator and escalator / stairwells. Committee members MUST be housed in close proximity to the meeting rooms (same building or Connecting buildings);

3.5.9 The Contractor MUST provide chairs outside each meeting room for committee members, who require to leave the meeting room for a specific period;

3.5.10 The Contractor MUST provide each meeting room as of 6:00 a.m to ensure that CIHR staff as enough time to set-up; and

3.5.11 The hotel MUST have at least two (2) wheelchair accessible meeting rooms.

3.6 Guest Rooms

3.6.1 The Contractor MUST provide each guest room equipped with a complimentary high speed internet access;

3.6.2 The Contractor MUST invoice guests directly for their personal incidental expenses on departure from the hotel. CIHR will not take responsibility for any incidentals incurred by guests;

3.6.3 The Contractor MUST guarantee all guest rooms for late arrivals;

3.6.4 The Contractor MUST house all guest rooms in the same establishment. The Contractor MUST not relocate guests to an alternate property except in instances of extreme urgency such as fire or other natural or man-made disaster;

3.6.5 The Contractor MUST provide access to an on-site fitness center at no additional cost (if a fitness center is not within the hotel, 3.6.5 does not apply);

3.6.6 The hotel MUST have wheelchair accessible rooms.

3.7 On-site CIHR Business Center

3.7.1 During peak meeting periods involving a minimum of 40 meetings over a four to five-week period (which typically occurs no more than twice a year), the Contractor MUST provide a room (minimum size: approximately 400 square feet at no additional cost to CIHR for use as an on-site business center. The room should be located close to the meeting rooms and MUST be available one business day prior to the start date of the first meeting and accessible **only to CIHR staff** on a 24-hour basis including weekends until the day after the last meeting; and

3.7.2 The on-site Business Centre MUST have a telephone, mini-fridge, microwave and high speed internet access for connecting computers.

3.8 Parking

The Contractor MUST provide complimentary parking at the maximum daily cost for four (4) cars per committee meeting per day to the CIHR Project Authority or delegated representative. The Contractor MUST provide the complimentary parking in the form of access cards, coupons, tokens or other types of passes as appropriate. For meetings lasting more than one day, the Contractor MUST provide all of the complimentary parking passes for the full duration of the meeting on the morning of the first day of the meeting. The parking passes MUST be valid for seven (7) days from the first day of the meeting for which the passes are provided, and can be used at the discretion of the CIHR Project Authority or delegated representative.

3.9 Other logistics

- 3.9.1 The Contractor MUST provide the services of hotel staff at the request of the CIHR Project Authority or delegated representative, if required, for moving meeting materials within the hotel to and from the meeting rooms and / or on-site CIHR Business Centre at any time of the day, when CIHR staff are unavailable;
- 3.9.2 The Contractor MUST provide access to elevators for moving meeting materials to and from the meeting rooms and/or on-site CIHR Business Centre, if the on-site CIHR Business Centre is located on a different floor than the meeting rooms;
- 3.9.3 Washroom facilities MUST be in close proximity to meeting rooms (preferably on the same floor);
- 3.9.4 The Contractor MUST post a display sign(s) in the lobby clearly indicating the name and location of each committee meeting;
- 3.9.5 The Contractor MUST provide onsite complimentary access to fax and photocopier machines when CIHR's own equipment is not available;
- 3.9.6 Web Connectivity: The Contractor MUST provide I web/internet connectivity that allows continuous cookie based user sessions with user inactivity of up to 60 minutes;
- 3.9.7 Bandwidth: The Contractor MUST provide reliable bandwidth that ranges between 25Mbps and 50Mbps (e.g. download speed) in order to ensure adequate performance; and
- 3.9.8 Technical Support - The Contractor MUST provide onsite, knowledgeable technical support on request within a response time of 1-2 hours that can diagnose, and troubleshoot and consult with CIHR technical staff in the event of a suspected onsite network problem (e.g. internet connection, teleconferences).

3.10 Contractor's Obligations

Under any resulting call-up against the standing offer, the Contractor must:

- 3.10.1 Communicate directly within a reasonable timeframe with the Project Authority, or their authorized representative, any concerns or issues arising during the performance of the services;
- 3.10.2 Assign a contact person, **including a back-up resource**, to respond within two (2) hours to any requests and / or inquiries from the CIHR representative during the performance of the services;
- 3.10.3 Where it appears under article 3.3, ensure that all equipment WILL be tested and functional to ensure proper operating condition. All equipment provided by the Contractor listed under articles 3.3 MUST be fully installed and operational **not less than** 1.5 hours prior to the start of the meeting;
- 3.10.4 Provide seating for each meeting and upon request provide additional chairs and tables, and be available to re-arrange the room set-up as needed by the CIHR delegated representative at no additional cost to CIHR;
- 3.10.5 The day before each group arrives, accept delivery of envelopes, packages or boxes received at the reception desk from a CIHR employee and distribute the material to members as they check in. Other boxes will be identified by the CIHR for the designated office space or meeting

- room. The Contractor MUST ensure the boxes are placed in a secure area, and will bring it to the meeting room, as specified, and **not less than** two (2) hours prior to the start of the meeting;
- 3.10.6 Provide sufficient entrance keys for the meeting rooms and the on-site CIHR Business Centre as required by the CIHR delegated representative, for the duration of any resulting call-up; and
- 3.10.7 Provide CIHR representative access to CIHR Business Centre and remove access from Contractor's representative.
- 3.11 CIHR's Obligations**
- Under any resulting call-up against the Standing Offer, CIHR obligations are the following:
- 3.11.1 Properly label, for identification purposes, all boxes or containers of documents delivered to the hotel;
- 3.11.2 Designate a representative and an alternate representative to deal with the Contractor's representative; and
- 3.11.3 Notify the Contractor in writing of any Subcontractor(s) requiring access to the Hotel's premises, for equipment delivery and installation as required.
- 3.12 Other**
- 3.12.1 The Contractor's personnel MUST be capable of providing all services in both English and French;
- 3.12.2 The Contractor's staff, including sub-contractors, who will be involved in the provision of services MUST wear identification tags showing the name of the firm or establishment, including the name of each employee, preferably with an identification photo;
- 3.12.3 The Contractor Must provide a hotel representative on-site to provide service in regards to booking meeting space, meals requirements, etc;
- 3.12.4 CIHR representatives MUST do business directly with the designated representative of the Contractor and will not conduct business through a call center;
- 3.12.5 The Contractor MUST provide early check-in and late check out as required to accommodate flight times and or changes at no extra cost. If not feasible in lieu of early-in or late check-out, the Contractor MUST provide a secure or monitored luggage storage area on request;
- 3.13 Cancellation Policy**
- 3.13.1 **Guestrooms:**
- CIHR reserves the right to release unrequired guestrooms without penalty fee and without attrition fee up until 24 hours before the start of the meetings;
For less than 24 hours, CIHR will pay a penalty of the full cost of the guest room.

Solicitation No. - N° de l'invitation
0E174-190529/B
Client Ref. No. - N° de réf. du client
0E174-190529

Amd. No. - N° de la modif.
File No. - N° du dossier
Ip015.0E174-190529

Buyer ID - Id de l'acheteur
Ip015
CCC No./N° CCC - FMS No./N° VME

3.13.2 **Catering services:**

The Contractor must not charge penalty fees for catering services to CIHR if the number of attendants is decreased 72 hours prior to the event.
For less than 72 hours, CIHR will pay a penalty of _____\$ per cancelled attendant (**to be inserted at Standing Offer issuance**).

3.13.3 **Full meeting cancellation (including guest rooms, catering and meeting rooms):**

In the event CIHR need to change or cancel a previously confirmed meeting, CIHR reserves the right to modify or release meeting rooms, guestrooms and catering from original request without penalty fee up until 15 business days before the start of the meeting. For less than 15 business days, CIHR will pay a penalty of -----% per cancelled meeting (**to be inserted at Standing Offer issuance**).

ANNEX "B"- BASIS OF PAYMENT

- Pricing Table -

Note #1 to Offeror:

You are required to complete and submit Table 1 below, which will become your Financial Bid. The table will be used as the Basis of Payment in any resulting standing offer and for evaluation purposes. Failure to complete and submit Table 1 in your bid will render your bid non responsive and be disqualified from the bidding process.

Pricing Table will be in effect for the full duration of any resulting Standing Offer(s).

If an Offeror submits an offer for Stream 1 AND Stream 2, the Offeror must provide 2 separate Pricing Tables. One Pricing Table for each Stream.

Offerors are required to provide their costs in Canadian dollars.

For Evaluation purpose, **all pricings will be added without taxes except for catering services (as indicated in table 1).**

The responsive Offer (s) with the lowest price financial proposal will be awarded a Standing Offer. The lowest price will be calculated by adding the prices of all line items in the Pricing Table (see Article 4.1.2.2, Example of Financial Evaluation, of this RFSO, for guidance).

Table 1: Pricing Table

Basis of Payment						
This Pricing table is for: Stream 1 <input type="checkbox"/> Stream 2 <input type="checkbox"/>						
Column A Item No.	Column B Item Description			Column C To be completed by the Offeror's Total Prices		
Section 1:	Meeting Room Rentals					
	The total amount quoted for Meeting Room Rentals must be inclusive of all items and supplies described in the Statement of Work, Section 3.5 (meeting room set-up).					
1.1	Please check the box of the Stream(s) you are bidding for:	Stream 1	<input type="checkbox"/>			
		Stream 2 or	<input type="checkbox"/>			
		Streams 1 and 2	<input type="checkbox"/>			
1.2	Stream 1: 800 square feet The Offeror must provide a fixed unit price (excluding taxes) for one meeting room that can accommodate up to 36 people, as described in the Statement of Work. (For evaluation purpose, the total price of the 5 years will be added).					
Meeting Room Rate						
	Year 1	Year 2	Year 3		Option Year Year 4	Option Year Year 5
	\$	\$	\$		\$	\$
Section 1 Total Meeting Room: Year 1 + Year 2+Year 3+Option Year 4 + Option Year 5 =					\$ _____	

1.3.	<p>Stream 2: 500 square feet The Offeror must provide a fixed unit price (excluding taxes) for one meeting room that can accommodate up to 25 people, as described in the Statement of Work. (For evaluation purpose, the total price of the 5 years will be added).</p> <table border="1" data-bbox="305 420 1169 577"> <thead> <tr> <th colspan="5">Meeting Room Rate</th> </tr> <tr> <th>Year 1</th> <th>Year 2</th> <th>Year 3</th> <th>Option Year Year 4</th> <th>Option Year Year 5</th> </tr> </thead> <tbody> <tr> <td>\$</td> <td>\$</td> <td>\$</td> <td>\$</td> <td>\$</td> </tr> <tr> <td colspan="5">Section 1 Total Meeting Room: Year 1+Year 2+Year 3+Option Year 4+Option Year 5 =</td> </tr> </tbody> </table>	Meeting Room Rate					Year 1	Year 2	Year 3	Option Year Year 4	Option Year Year 5	\$	\$	\$	\$	\$	Section 1 Total Meeting Room: Year 1+Year 2+Year 3+Option Year 4+Option Year 5 =					\$																																																																					
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2.1.	<p>The Offeror's Guest Room Rates MUST be equal or less than the Offeror's guest room rates contained in the Public Services and Procurement Canada (PSPC) Accommodation and Car Rental Directory in effect at time of bid closing.</p> <p>The Offeror must provide their price <u>EXCLUDING</u> all applicable taxes below: (For evaluation purpose, the total price of the 5 years will be added).</p> <table border="1" data-bbox="305 819 1185 1386"> <thead> <tr> <th rowspan="2">Month of the Year</th> <th colspan="5">Guest Room Rate</th> </tr> <tr> <th>Year 1</th> <th>Year 2</th> <th>Year 3</th> <th>Option Year Year 4</th> <th>Option Year Year 5</th> </tr> </thead> <tbody> <tr><td>January</td><td>\$</td><td>\$</td><td>\$</td><td>\$</td><td>\$</td></tr> <tr><td>February</td><td>\$</td><td>\$</td><td>\$</td><td>\$</td><td>\$</td></tr> <tr><td>March</td><td>\$</td><td>\$</td><td>\$</td><td>\$</td><td>\$</td></tr> <tr><td>April</td><td>\$</td><td>\$</td><td>\$</td><td>\$</td><td>\$</td></tr> <tr><td>May</td><td>\$</td><td>\$</td><td>\$</td><td>\$</td><td>\$</td></tr> <tr><td>June</td><td>\$</td><td>\$</td><td>\$</td><td>\$</td><td>\$</td></tr> <tr><td>July</td><td>\$</td><td>\$</td><td>\$</td><td>\$</td><td>\$</td></tr> <tr><td>August</td><td>\$</td><td>\$</td><td>\$</td><td>\$</td><td>\$</td></tr> <tr><td>September</td><td>\$</td><td>\$</td><td>\$</td><td>\$</td><td>\$</td></tr> <tr><td>October</td><td>\$</td><td>\$</td><td>\$</td><td>\$</td><td>\$</td></tr> <tr><td>November</td><td>\$</td><td>\$</td><td>\$</td><td>\$</td><td>\$</td></tr> <tr><td>December</td><td>\$</td><td>\$</td><td>\$</td><td>\$</td><td>\$</td></tr> <tr><td>TOTAL</td><td>\$</td><td>\$</td><td>\$</td><td>\$</td><td>\$</td></tr> </tbody> </table>	Month of the Year	Guest Room Rate					Year 1	Year 2	Year 3	Option Year Year 4	Option Year Year 5	January	\$	\$	\$	\$	\$	February	\$	\$	\$	\$	\$	March	\$	\$	\$	\$	\$	April	\$	\$	\$	\$	\$	May	\$	\$	\$	\$	\$	June	\$	\$	\$	\$	\$	July	\$	\$	\$	\$	\$	August	\$	\$	\$	\$	\$	September	\$	\$	\$	\$	\$	October	\$	\$	\$	\$	\$	November	\$	\$	\$	\$	\$	December	\$	\$	\$	\$	\$	TOTAL	\$	\$	\$	\$	\$	\$
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May	\$	\$	\$	\$	\$																																																																																						
June	\$	\$	\$	\$	\$																																																																																						
July	\$	\$	\$	\$	\$																																																																																						
August	\$	\$	\$	\$	\$																																																																																						
September	\$	\$	\$	\$	\$																																																																																						
October	\$	\$	\$	\$	\$																																																																																						
November	\$	\$	\$	\$	\$																																																																																						
December	\$	\$	\$	\$	\$																																																																																						
TOTAL	\$	\$	\$	\$	\$																																																																																						
<p>Section 2 Total Guest rooms: Year 1 + Year 2+Year 3+Option Year 4 + Option Year 5 =</p>																																																																																											
<p>Section 3: Catering Services</p>																																																																																											
3.1.	<p>Note #2 to Offeror: The limitation of expenditure for each of the catering services is as follows :</p> <table border="1" data-bbox="305 1575 738 1732"> <tbody> <tr><td>1)</td><td>Breakfast</td><td>\$30.53</td></tr> <tr><td>2)</td><td>Lunch</td><td>\$41.20</td></tr> <tr><td>3)</td><td>Dinner¹</td><td>\$60.00</td></tr> <tr><td>4)</td><td>Morning Break</td><td>\$10.18</td></tr> <tr><td>5)</td><td>Afternoon Break</td><td>\$10.18</td></tr> </tbody> </table> <p>Any Offeror who exceeds the limitation of expenditure in effect at time of bid closing ¹ for any of the catering services shown above shall be disqualified from the bidding process and be given no further consideration.</p>	1)	Breakfast	\$30.53	2)	Lunch	\$41.20	3)	Dinner ¹	\$60.00	4)	Morning Break	\$10.18	5)	Afternoon Break	\$10.18																																																																											
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	The Offeror must provide their price INCLUDING gratuities and all applicable taxes below:	
3.2	Breakfast /per person, including gratuities and applicable taxes	\$
3.3	Lunch /per person, including gratuities and applicable taxes	\$
3.4	Dinner /per person, including gratuities and applicable taxes	\$
3.5	Morning Break /per person, including gratuities and applicable taxes	\$
3.6	Afternoon Break /per person, including gratuities and applicable taxes	\$
Section 3 Total of all line items above (3.2, 3.3, 3.4, 3.5, 3.6)=		\$
Grand Total Sections 1, 2, 3		\$

¹Note #3 to Offeror:

- Offerors are advised that the National Joint Council (NJC) updates the hospitality rates payable for breakfast, breaks, lunch, and dinner twice a year;
- The updated hospitality rates would be taken in consideration for the breakfast, breaks and lunch;
- The dinner rate will remain the same (\$60.00) and will not be affected by the NJC updates; and
- At the time of issuing a Call-up, the updated NJC hospitality rates will apply.

Offeror must complete the table below to indicate the applicable tax percentages:

	Meeting Rooms	Guest Rooms
Indicate % of applicable Federal Tax	%	%
Indicate % of applicable Provincial Tax	%	%
Indicate % of applicable Municipal Tax	%	%
Indicate % of applicable accommodation tax	%	%
Other tax or fee:	%	%

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ANNEX "C"- STANDING OFFER CALL UP FORM

CIHR CALL UP FORM

Canadian Institutes of Health Research (CIHR) Call-Up Against a Standing Offer - Sample Form				
Invoice to: Canadian Institutes of Health Research (CIHR) 160 Elgin Street Ottawa, Ontario, K1A 0W9 Attention:		Supplier:		
All terms and conditions of your Standing Offer number _____ apply.				
Date:		Call-Up No:		
Description of Services to be provided by the Supplier				
To provide hotel services for [insert meeting date(s)] _____ as described in Appendix 'A' attached. All services will be in accordance with the Terms & Conditions and the Basis of Payment – Pricing Table of your Standing Offer.				
Certified pursuant to Sect. 32 of the FAA. _____ (CIHR individual with delegated commitment signing authority) Date: _____		Approved By: _____ (CIHR individual with delegated contracting signing authority) Date: _____		
	Financial Coding	Amount (including MAT and gratuities)	Taxes	Total
Guest Room		\$	\$	\$
Catering		\$	\$	\$
Meeting Room		\$	\$	\$
Audio Visual		\$	\$	\$
Total		\$	\$	\$

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**ANNEX "D"- General Catering Schedule
For Reference Purposes Only**

General Catering Schedule is as follows:

7:30 am	Continental breakfast or hot breakfast in each meeting room. Please note that times can change e.g. 7:00 am for breakfast
10:00 am	Fresh coffee, tea and juices
12:00 pm to 2:00 pm	Buffet luncheon in a separate room to accommodate all members
2:30 pm	Fresh coffee, tea, juices, soft drinks, fresh fruit and cookies
6:00 pm	Buffet dinner in meeting room if requested

ANNEX "E" - Sample Menu

For Reference Purposes Only (Offeror to provide his/her own sample menu with the Offer without any prices)

Breakfast - each meeting room

Toaster

A source of protein (e.g., eggs, ham, bacon), assorted bread / bagels, cream cheese, granola, muffins, fresh fruit, coffee and tea (& drip decaf.), bottles of assorted juices and yogurt (in ice).

Adequate coffee for each meeting participant, including refills, at no additional cost.

Adequate milkers / creamers for each meeting participant, including refills at no additional cost.

Morning Break - each meeting room

Refresh coffee, tea & juice

Lunch - one common area

Good assortment of salads (greens, potato and pasta)

Good assortment of chicken, fish, beef, pork dishes

At least one separate, hot vegetarian dish

Lasagna and stir fry dishes

Vegetables

Potatoes

Rice

Good assortment of desserts, including fruit salad

Coffee and tea (& drip decaf.)

Assorted soft drinks and juices

Afternoon Break - each meeting room

Coffee & tea (& drip decaf.), soft drinks, fruit juices and assortment of cookies, healthy snack (e.g. fresh fruit)

Dinner – in meeting room (if requested)

Two choices of salads

Two choices of hot entrees (one meat, one vegetarian)

Vegetables

Potatoes or rice

Good assortment of desserts, including fruit salad

Coffee and tea (& drip decaf.)

Assorted soft drinks and juices

Note to Offeror: Special dietary requirements (e.g. kosher meals, vegetarian meals, and meals for participants with food allergies to items such as peanuts, gluten, shellfish, etc.) must be accommodated at no extra cost upon request.

ANNEX "F" - INFORMATION and CONTACTS

1. Offeror Contact Person Information

Name:	
Position/title:	
Telephone number:	
Cellular number:	
E-mail address:	

2. Accommodation Company Information

Company legal name:	
Company operating name:	
Street address:	
City:	
Province/ State:	
Postal /Zip code:	
Direct phone number:	
Toll free number:	
Reservation phone number:	
Reservation e-mail address:	
Website address:	
Procurement Business Number (PBN):	

Note: Procurement Business Number (PBN) for Canadians Offerors only

If you do not have a PBN, please obtain your number using the following instructions:

Canadian suppliers are required to have a Procurement Business Number (PBN) before issuance of a standing offer. Suppliers may register for a PBN in the Supplier Registration Information service on line at:

<https://srisupplier.contractsCanada.gc.ca/index-eng.cfm?af=ZnVzZWZjdGlvbj1yZWdpc3Rlci5pbnRybyZpZD0x&lang=eng>

For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

ANNEX "G"- Technical Evaluation Criteria

1.0 Part 1 - Evaluation Criteria

To be considered responsive, an offer must meet **ALL** mandatory requirements of this RFSO.

An Offeror who fails to meet **any** mandatory requirements of this RFSO will be disqualified from the bidding process and be given no further consideration.

1.1 Mandatory Criteria

The Offer must meet all mandatory criteria specified below. The Offeror must provide the necessary documentation to support compliance with this requirement.

Offerors **MUST describe**, in Table 2 below (in the space provided in the column to the right), how the Offeror meets the mandatory criterion.

If required, the Offeror may provide additional pages and attach them to Annex G.

Each mandatory criterion must be addressed separately.

Offeror must not refer to a page number of the statement of work as a response. Referring to a page number will disqualify the offer in its entirety.

Table 2 – Technical Mandatory Criteria

	TECHNICAL MANDATORY CRITERIA	Offeror's response
M1	<p>Stream of Work: Offeror must indicate the Stream(s) applicable to their Offer</p>	<p>Please check the box of the Stream(s) you are bidding for: Stream 1: <input type="checkbox"/> Stream 2: <input type="checkbox"/> Streams 1 and 2: <input type="checkbox"/></p>
M2	<p><u>Location of Work (Applicable to Streams 1 and 2)</u></p> <p>The Offeror must demonstrate that the hotel is located within a ten (10) kilometer radius of the CIHR Head Office at 160 Elgin Street in Ottawa, Ontario Canada, K1A 0W9. The Offeror must provide the address of the Hotel. The CIHR Head Office will validate the distance using an online map.</p>	
M3	<p><u>Bilingual Capacity (Applicable to Streams 1 and 2)</u></p> <p>The Offeror must provide one resource fluent in both English and French (oral, reading and writing).</p>	<p>Bilingual Resource information:</p> <p><i>Note: Language levels are not assessed; however, Offerors must complete and submit the following certification confirming that the proposed resource meets this requirement and is able to provide the service described in the Statement of Work fluently in French and English.</i></p> <p>Full Name: _____</p> <p>Title: _____</p>

	TECHNICAL MANDATORY CRITERIA	Offeror's response
M4	<p><u>Internet Access /WIFI Guest rooms</u> <u>(Applicable to Streams 1 and 2)</u></p> <p>The Offeror must confirm in its Offer that the Hotel will provide in-room internet access / WIFI in all guest rooms at no extra charge to CIHR or the guest.</p>	
M5	<p><u>Wheelchair accessibility (Applicable to Streams 1 and 2)</u></p> <p>The Offeror must confirm in its Offer that the Hotel has wheelchair accessible meeting rooms and guest rooms.</p>	
M6	<p>Meeting Rooms: Stream 1: The Offeror must demonstrate that the hotel has a minimum of ten (10) meeting rooms, each capable of accommodating up to thirty six (36) people. Minimum size: 800 square feet.</p> <p>The Offeror must include (insert as attachment to Annex G) floor plans for the meeting rooms in the bid.</p>	
M7	<p>Meeting rooms: Stream 2: The Offeror must demonstrate that the hotel has a minimum of one (1) meeting room, capable of accommodating twenty five (25) people. Minimum size: 500 square feet.</p> <p>The Offeror must include (insert as attachment to Annex G) floor plans for the meeting rooms in the bid.</p>	
M8	<p><u>Meeting Rooms:</u> <u>Applicable to Streams 1 and 2</u> The Offeror must confirm that each meeting room will be equipped with: -power cords; -power bars; and -other materials/furnishings <u>as described in the Statement of Work (Annex A, clause 3.5.7).</u></p>	
M9	<p><u>Meeting rooms:</u> <u>(Applicable to Streams 1 and 2)</u> The Offeror must confirm that the meeting rooms will be locked when not in use.</p>	

	TECHNICAL MANDATORY CRITERIA	Offeror's response
M10	<p>Meeting rooms: <u>(Applicable to Streams 1 and 2)</u> The Offeror must confirm that the meeting rooms will be: -easily accessible by elevator and escalator / stairwells; and -in close proximity to the guest rooms (same or connected buildings).</p>	
M11	<p><u>Applicable to Stream 1</u> The Offeror must confirm availability of a room, at no additional charge, to be used as a Business Centre by CIHR as described in the Statement of Work.</p>	
M12	<p><u>Applicable to Stream 1</u> The Offeror must confirm that complimentary parking spaces, as described in the Statement of Work, will be available.</p>	
M13	<p><u>(Applicable to Streams 1 and 2)</u> The Offeror must confirm that: 1. CIHR representatives MUST do business directly with the designated(on-site) representative of the Offeror; and 2. CIHR will not conduct business through a call center.</p>	
M14	<p>Catering Services <u>(Applicable to Streams 1 and 2)</u> The Offeror must provide the Hotel proposed menus for breakfast, lunch, dinner, and morning and afternoon breaks. <u>No price must be indicated on those sample menus</u> (See Annex E for an example of Menu).</p>	Offeror must insert their proposed menus, <u>without any prices</u> , as attachment to Annex G.
M15	<p>Catering Services <u>(Applicable to Streams 1 and 2)</u> The Offeror must confirm that special dietary requirements including, vegetarian, and meals for participants with food allergies to items such as peanuts, gluten, shellfish, etc. will be accommodated upon request <u>at no extra charge to CIHR.</u></p>	
M16	<p>Catering Services <u>(Applicable to Streams 1 and 2)</u> The Offeror must confirm that Kosher meals, will be accommodated upon request <u>at no extra charge to CIHR.</u></p>	

	TECHNICAL MANDATORY CRITERIA	Offeror's response
M17	<p>Lunch room capacity</p> <p>For Stream 1 The Offeror must confirm that the hotel has a room capable of accommodating up to 200 people for serving lunch.</p>	
M18	<p>Lunch room capacity</p> <p>For Stream 2 (Ad-hoc meetings) The Offeror must confirm that the hotel has a room capable of accommodating up to 50 people for serving lunch.</p>	
M19	<p><u>Full meeting cancellation (including guest rooms, catering and meeting rooms):</u> <u>(Applicable to Streams 1 and 2)</u></p> <p>In the event CIHR need to change or cancel a previously confirmed meeting, CIHR reserves the right to modify or release meeting rooms, guestrooms and catering from original request without penalty fee up until 15 business days before the start of the meeting.</p> <p>For less than 15 business days, CIHR will pay a penalty of:</p>	<p>-----% per cancelled meeting (<i>insert the percentage of penalty per cancelled meeting</i>)</p>
M20	<p><u>Catering services cancellation</u> <u>(Applicable to Streams 1 and 2)</u></p> <p>1. The Offeror must confirm that the hotel will not charge penalty fees for catering services to CIHR if the number of attendants is decreased 72 hours prior to the start of services; and</p> <p>2. The Offeror must indicate the amount of penalty per cancelled participant for less than 72 hours' cancellation before the start of services:</p>	<p>_____ \$ per cancelled participant (<i>insert the amount of penalty per cancelled participant for less than 72 hours cancellation prior to start of services</i>).</p>
M21	<p><u>Teleconferencing</u> <u>(Applicable to Streams 1 and 2)</u></p> <p>The Offeror MUST demonstrate that each meeting room is equipped with teleconferencing capabilities with appropriate communication lines including a polycom with two (2) extensions for two (2) microphones. The</p>	

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	TECHNICAL MANDATORY CRITERIA	Offeror's response
	equipment MUST use a digital signal processor, or echo canceller, which digitally prevents feedback by eliminating the speaker sounds from the microphone pickup and other sound and / or voice distractions. The sound quality of the system MUST operate in full-duplex mode, allowing both parties to speak at once	

ANNEX "H" - SITE VISIT INFORMATION

CIHR representatives will conduct a site visit of the Offeror's premises to determine the adequacy/accuracy of the information contained in the offer. The items CIHR will verify are inserted in table 3 below. The criteria will be independently tested by CIHR representatives during the site visit.

Offeror must not insert any information in this table.

Table 3- List of Items to be verified on site by CIHR:

M22	<u>Wi-Fi (Applicable to Streams 1 and 2)</u> The Offeror must demonstrate that each meeting room is equipped with high speed internet access with <u>bandwidth</u> to allow access to all meeting participants simultaneously, without interruption of up to 60 minutes <i>at no additional charge</i> to CIHR.
M23	<u>Applicable to Stream 1</u> The Offeror must confirm that for meeting rooms where large groups of peer reviewers are meeting, Network Access Points (NAPs) are installed to ensure that an average of 20-25 connections is not surpassed by each NAPs as to maintain proper connectivity ratios at no additional cost.