



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

Bid Receiving/Réception des soumissions

Procurement Hub | Centre d'approvisionnement  
Fisheries and Oceans Canada | Pêches et Océans Canada  
301 Bishop Drive | 301 promenade Bishop  
Fredericton, NB E3C 2M6

Email - courriel: [DFOtenders-soumissionsMPO@dfo-mpo.gc.ca](mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca)

**REQUEST FOR PROPOSAL**

**DEMANDE DE PROPOSITION**

Proposal to: Fisheries and Oceans 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 and services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux : Pêches et Océans 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 appendices ci-jointes, les biens et les services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

<b>Title – Sujet</b> Professional Congress Organizer for the 5 <sup>th</sup> International Marine Protected Areas Congress (IMPAC5)		<b>Date</b> February 13, 2020
<b>Solicitation No. – N° de l'invitation</b> F5211-190712		
<b>Client Reference No. - No. de référence du client</b> FP894-190016		
<b>Solicitation Closes – L'invitation prend fin</b> <b>At / à :</b> 14 :00 AST (Atlantic Standard Time) / HNA (heure normale de l'Atlantique) <b>On / le :</b> March 4, 2020		
<b>F.O.B. – F.A.B</b> Destination	<b>GST – TPS</b> See herein — Voir ci-inclus	<b>Duty – Droits</b> See herein — Voir ci-inclus
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir ci-inclus		
<b>Instructions</b> See herein — Voir ci-inclus		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Hannah State Senior Contracting Officer <b>Email – courriel:</b> <a href="mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca">DFOtenders-soumissionsMPO@dfo-mpo.gc.ca</a>		
<b>Delivery Required – Livraison exigée</b> See herein — Voir ci-inclus	<b>Delivery Offered – Livraison proposée</b>	
<b>Vendor Name, Address and Representative – Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur:</b>		
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (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 DEBRIEFINGS .....	3
1.4 TRADE AGREEMENTS .....	3
<b>PART 2 - BIDDER INSTRUCTIONS</b> .....	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	4
2.2 SUBMISSION OF BIDS.....	4
2.3 ENQUIRIES - BID SOLICITATION.....	4
2.4 APPLICABLE LAWS.....	4
<b>PART 3 - BID PREPARATION INSTRUCTIONS</b> .....	<b>6</b>
3.1 BID PREPARATION INSTRUCTIONS .....	6
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION</b> .....	<b>7</b>
4.1 EVALUATION PROCEDURES.....	7
4.2 BASIS OF SELECTION.....	7
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION</b> .....	<b>9</b>
5.1 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD .....	9
5.2 CERTIFICATIONS REQUIRED WITH THE BID .....	9
<b>PART 6 - RESULTING CONTRACT CLAUSES</b> .....	<b>13</b>
6.1 SECURITY REQUIREMENTS .....	13
6.2 STATEMENT OF WORK.....	13
6.3 STANDARD CLAUSES AND CONDITIONS.....	13
6.4 TERM OF CONTRACT .....	13
6.5 AUTHORITIES .....	13
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	14
6.7 PAYMENT .....	15
6.8 INVOICING INSTRUCTIONS .....	15
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	16
6.10 APPLICABLE LAWS.....	16
6.11 PRIORITY OF DOCUMENTS .....	16
6.12 PROCUREMENT OMBUDSMAN .....	16
6.13 INSURANCE G1005C (2016-01-28) – NO SPECIFIC REQUIREMENT .....	16
<b>ANNEX “A” – STATEMENT OF WORK</b> .....	<b>18</b>
<b>ANNEX “B” – BASIS OF PAYMENT</b> .....	<b>23</b>
<b>ANNEX “C” – EVALUATION CRITERIA</b> .....	<b>25</b>



## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

- The supplier and all individuals assigned to work on the contract or arrangement **MUST NOT** have access to PROTECTED or CLASSIFIED information/assets.
- The supplier and all individuals assigned to work on the contract or arrangement **MUST NOT** have unescorted access to restricted access areas of Fisheries and Oceans Canada facilities, or Canadian Coast Guard vessels.
- The supplier and all individuals assigned to work on the contract or arrangement **MUST NOT** remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).
- Subcontracts or arrangements with a third party which contain security requirements are not to be awarded without the prior written permission of the Contracting Authority (i.e. a new SRCL must be submitted and processed following the same procedure as for the contract with security requirement).

### **1.2 Statement of Work**

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

### **1.3 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.

### **1.4 Trade Agreements**

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

### **1.5 Procurement Ombudsman**

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,300 for goods and under \$101,100 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at [opo-boa@opo-boa.gc.ca](mailto:opo-boa@opo-boa.gc.ca). You can also obtain more information on the OPO services available to you at their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).



## 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.

Revision to Departmental Name: As this solicitation is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

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

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

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

Delete: 60 days  
Insert: 90 days

### 2.2 Submission of Bids

Bids must be submitted only to Fisheries and Oceans Canada (DFO) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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.

### 2.4 Applicable Laws

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



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**

Canada requests that bidders provide their bid in separately bound/saved sections as follows:

- Section I: Technical Bid** (one soft copy in PDF format)
- Section II: Financial Bid** (one soft copy in PDF format)
- Section III: Certifications** (one soft copy in PDF format)

**The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size or send multiple emails to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing period indicated in the RFP.**

**For bids transmitted by email, DFO will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFO will send a confirmation email to the Bidders when the submission is received.**

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

#### **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 Basis of Payment.

#### **Section III: Certifications**

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



## **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**

Please see Annex C for details.

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

Please see Annex C for details.

#### **4.1.2 Financial Evaluation**

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

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit [70%] and Price [30%]**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of 24 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 50 points.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.



7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

<b>Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)</b>				
		<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	<b>Pricing Score</b>	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
<b>Combined Rating</b>		84.18	73.15	77.70
<b>Overall Rating</b>		1st	3rd	2nd





## **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 Precedent to Contract Award**

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.

#### **5.1.1 Integrity Provisions – Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement 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 Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### **5.1.2 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 Certifications Required with the Bid**

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

#### **5.2.1 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.



**5.2.2 Status and Availability of Resources**

SACC Manual clause [A3005T](#), (2010-08-16) Status and Availability of Resources

\_\_\_\_\_  
**Name and Signature of Bidder's Representative**

**5.2.3 Education and Experience**

SACC Manual clause [A3010T](#), Education and Experience

\_\_\_\_\_  
**Name and Signature of Bidder's Representative**

**5.2.4 Electronic Payment of Invoices – Bid**

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

- ( ) VISA Acquisition Card;
- ( ) Direct Deposit (Domestic and International)

**5.2.5 Contractor's Representative**

The Contractor's Representative for the Contract is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**5.2.6 Supplementary Contractor Information**

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Fisheries and Oceans to comply with this requirement, the Contractor hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

- a) The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:

\_\_\_\_\_

- b) The status of the contractor (individual, unincorporated business, corporation or partnership:

\_\_\_\_\_



- c) For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:
- \_\_\_\_\_
- d) For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:
- \_\_\_\_\_

**The following certification signed by the contractor or an authorized officer:**

"I certify that I have examined the information provided above and that it is correct and complete"

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name of Signatory

**5.2.7 Former Public Servant**

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

**Definitions**

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

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

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

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the



Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

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

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes ( )

No ( )

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

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

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

**Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes ( )

No ( )

If so, the Bidder must provide the following information:

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Signatory



## 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

- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have access to PROTECTED or CLASSIFIED information/assets.
- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have unescorted access to restricted access areas of Fisheries and Oceans Canada facilities, or Canadian Coast Guard vessels.
- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).
- Subcontracts or arrangements with a third party which contain security requirements are not to be awarded without the prior written permission of the Contracting Authority (i.e. a new SRCL must be submitted and processed following the same procedure as for the contract with security requirement).

### 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 date of Contract to October 31<sup>st</sup>, 2021 inclusive.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Hannah State  
Title: Senior Contracting Officer  
Department: Fisheries and Oceans Canada  
Directorate: Materiel & Procurement Services  
Address: 301 Bishop Drive



Fredericton, NB E3C 2M6  
 Telephone: 506-429-2622  
 Facsimile: 506-452-3676  
 E-mail address: [DFOtenders-soumissionsMPO@dfo-mpo.gc.ca](mailto:DFOtenders-soumissionsMPO@dfo-mpo.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 *(to be inserted at contract award)***

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
  
 Telephone : \_\_\_\_ \_\_\_\_ \_\_\_\_\_  
 Facsimile: \_\_\_\_ \_\_\_\_ \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

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 *(to be inserted at contract award)***

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
  
 Telephone : \_\_\_\_ \_\_\_\_ \_\_\_\_\_  
 Facsimile: \_\_\_\_ \_\_\_\_ \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

**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

- 6.7.1.1 The Contractor will be paid in accordance with Annex B – Basis of Payment.
- 6.7.1.2 All prices and amounts of money in the Contract are exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable, unless otherwise indicated. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims for goods supplied or work performed and will be paid by Her Majesty. The Contractor agrees to remit to Canada Revenue Agency any GST or HST paid or due.
- 6.7.1.3 Any payment by Her Majesty under this contract is subject to there being an appropriation for the fiscal year in which the payment is to be made.

### 6.7.2 Limitation of Price

SACC Manual clause C6000C (2017-08-17) Limitation of Price

### 6.7.3 Terms of Payment – 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 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. Direct Deposit (Domestic and International);

## 6.8 Invoicing Instructions

6.8.1 Payments will be made provided that:

- 6.8.1.1 The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: [DFO.invoicing-facturation.MPO@canada.ca](mailto:DFO.invoicing-facturation.MPO@canada.ca)  
CC AP Coder: *(to be inserted at contract award)*



6.8.1.2 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.

## **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.

## **6.10 Applicable Laws**

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

## **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 \_\_\_\_\_ (to be inserted at contract award).

## **6.12 Procurement Ombudsman**

6.12.1 The Contractor confirms that it has read the Code of Conduct for Procurement and agrees to be bound by its terms.

6.12.2 The office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000.00 for Goods and under \$100,000.00 for Services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at [opo-boa@opo-boa.gc.ca](mailto:opo-boa@opo-boa.gc.ca). You can also obtain more information on OPO services available to you on their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

6.12.3 For further information, the Contractor may refer to the following PWGSC site:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

## **6.13 Insurance G1005C (2016-01-28) – No Specific Requirement**

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.



## ANNEX “A” – STATEMENT OF WORK

### 1. Scope

#### 1.1. Title

Professional Congress Organizer for the 5<sup>th</sup> International Marine Protected Areas Congress (IMPAC5)

#### 1.2. Specific Requirements

The Department of Fisheries and Oceans Canada (DFO) is looking for a Professional Congress Organizer (PCO) to support the planning of the 5<sup>th</sup> International Marine Protected Areas Congress (IMPAC5). The congress will be held at the Vancouver Convention Centre in Vancouver from September 26 to October 2, 2021.

#### 1.3. Background, Assumptions and Specific Scope of the Requirement

Since 2005, as a collaborative effort between the International Union for the Conservation of Nature (IUCN) and the host country, IMPAC has been an important platform, both technically and politically, for promoting marine protected areas (MPA) as a key instrument of ocean sustainability. Convened every four years, IMPAC is an opportunity for the global community of managers and practitioners of marine conservation to exchange knowledge and experience, and strengthen best practices in the application and management of MPAs, for the effective conservation of marine biodiversity, and the natural and cultural heritage of the oceans.

To date, four IMPAC events have taken place in Geelong, Australia (2005), Washington, D.C., United States of America (2009), Marseille, France (2013), and La Serena-Coquimbo, Chile (2017). During the closing ceremony of IMPAC4, Canada was awarded the host role for IMPAC5.

IMPAC5 will be the first major international marine conservation event following the negotiation of post-Aichi targets under the United Nations Convention on Biological Diversity in the fall 2020 in Beijing.

IMPAC 5 opening ceremonies are planned for Sunday, September 26, 2021. The Congress will then continue with a wide range of sessions (including presentations, pavilion booths, posters, workshops, symposia, knowledge cafés and plenaries) with over 3,000 participants anticipated. Closing ceremonies will be on Friday, October 1, and a High-Level Segment on Saturday, October 2. The October 2 event allows for heads of states and/or international ministers (or their representatives) as well as high profile delegates regularly engaged in marine conservation to come together and recommit to recommendations and outputs that arose during the Congress. Opening and closing ceremonies will include celebrity keynote speakers and Canadian cultural events.

### 2. Objectives

The main objective is to obtain the services of a Professional Congress Organizer (PCO) to support the planning of the 5<sup>th</sup> International Marine Protected Areas Congress (IMPAC5).

### 3. Contract Period

The period of the Contract is from date of Contract to October 31, 2021 inclusive.



#### 4. Requirements

##### 4.1 Tasks, Activities, Deliverables and Milestones

The main responsibilities of the Contractor's resource(s) are to manage participants' registrations; provide options for participant accommodation; manage exhibition, side events and field trips; design and delivery opening and closing ceremonies; and, supply and manage on-site staffing. The Contractor's resource(s) are responsible for (but not limited to) completing the following tasks:

- Registrations: establish registration database (i.e. provision of electronic registration package adaptable to the event website) and computerised mailing list; process registrations in advance of the event and on site. Includes management of registration fees.
- Travel and accommodations: provide hotel and transport options; reserve block of rooms and monitor to avoid penalties; manage general enquiries and liaise with hotels as necessary. The Secretariat will be managing accommodation for speakers, guests and staff.
- Exhibition: develop and promote trade exhibition package; liaise with exhibitors; support IMPAC5 Secretariat with design of exhibition space. Includes management of exhibitors fees.
- Sponsorships: Recommend and solicit commercial and agency sponsorships, as applicable.
- Side events: advertise possibility to Congress participants to host their side events; manage schedule and space reservation. Includes management of fees.
- Touring program/field trips: research options for social events/field trips (outside of the Congress Program); coordinate and process bookings and payments; confirm numbers; manage participant transport to these events.
- Opening and closing ceremonies: propose entertainment options, design décor and staging.
- Volunteers: recruit and train volunteers for on site support.
- On site event management during the Congress.

##### 4.2 Timelines

The Contractor's resource(s) are required to complete each component of the work within the following timeframes:

<b>Task/Deliverable</b>	<b>Timelines</b>
<u>Registrations</u>	<u>Contract Award to October 2021</u>
<u>Coordinating Travel and Accommodations</u>	<u>Contract Award to October 2021</u>
<u>Exhibition</u>	<u>April 2020 to October 2021</u>
<u>Side Events</u>	<u>January 2021 to October 2021</u>
<u>Touring Program</u>	<u>April 2020 to October 2021</u>
<u>Volunteers</u>	<u>January 2021 to October 2021</u>
<u>On-site Event Management</u>	<u>September 25 2021 to October 3, 2021</u>

##### 4.3 Specifications and Standards

All work under the resulting contract must meet the specifications and standards deemed appropriate by the Project Authority and DFO managers within the IMPAC5 Secretariat and consistent with other guidance developed for the Government of Canada.



#### **4.4 Method and Source of Acceptance**

The work must meet standard DFO requirements for work of a similar nature for use internally by DFO. All services rendered under the resulting Contract are subject to inspection by the Project Authority. The Project Authority shall have the right to reject any service that is not considered satisfactory, or require their correction before payment will be authorized.

#### **4.5 Change Management Procedures**

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 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.

#### **4.6 Reporting Requirements**

The Contractor must report on progress on a bi-weekly basis to the Project Authority and is required to present draft products prior to their finalization.

#### **4.7 Project Management Control Procedures**

The Project Authority will report on progress on a monthly basis to make sure milestones are being met. Products will be presented to managers within the IMPAC5 Secretariat, and to Project Executives as applicable, prior to finalization to make sure the products meet the requirement of IMPAC5.

### **5. Other Terms and Conditions of the SOW**

#### **5.1 DFO Support**

No access to facilities, or loan and use of Government Furnished Equipment and networks is required. There will only be access to unclassified documentation.

#### **5.2 Contractor's Obligations**

In addition to the obligations outlined in this Statement of Work, the Contractor's resource(s) must:

- 5.2.1 Report to the Project Authority any special circumstances or events affecting the provision of the required services;
- 5.2.2 Submit all written documentation to the Project Authority (1 hard copy and 1 electronic copy);
- 5.2.3 Attend meeting with stakeholders;
- 5.2.4 Participate in teleconferences, as needed

#### **5.3 Location of Work, Work site and Delivery Point**

All work will be conducted off-site at the Contractor's chosen place of business. Periodic meetings may be held off-site at the Project Authority's discretion; therefore the Contractor's



resource(s) must be located in Vancouver for the duration of the Contract.

#### 5.4 Language of Work

All work will be conducted in English.

The Contractor's resource(s) must provide services and deliver any reports and/or documentation in English (Written, Spoken, and Comprehension) at the advanced level as per the below legend.

Language Proficiency Grid			
	Oral	Comprehension	Written
<b>Basic</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>ask and answer simple questions;</li> <li>give simple instructions; and,</li> <li>give uncomplicated directions relating to routine work situations.</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>fully understand very simple texts; grasp the main idea of texts about familiar topics; and,</li> <li>read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.</li> </ul>
<b>Intermediate</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>sustain a conversation on concrete topics; report on action taken;</li> <li>give straightforward instructions to employees; and,</li> <li>provide factual descriptions and explanations.</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>grasp the main idea of most work-related texts;</li> <li>identify specific details; and,</li> <li>distinguish main from subsidiary ideas.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.</li> </ul>
<b>Advanced</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>support opinions, and understand and express hypothetical and conditioned ideas.</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>understand most complicated details, inferences and fine points of meaning; and,</li> <li>have a good comprehension of specialized or less familiar material.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>write texts where ideas are developed and presented in a coherent manner.</li> </ul>



## **5.5 Travel and Living**

The Crown will not reimburse the Contractor for any travel and/or living expenses as part of this Contract.



**ANNEX “B” – BASIS OF PAYMENT**

The Contractor will be paid in accordance with the following basis of Payment for all professional services, including all associated costs necessary to carry out the required work in accordance with the Contract.

Bidders must submit all prices in Canadian dollars. All deliverables are F.O.B. Destination, and Canadian Customs Duty included, and GST/HST extra, where applicable.

The Bidder must provide firm all-inclusive prices for each of the items included in the tables below. Failure to price any of the categories of service included in Table B-1, will result in a bid being declared non-responsive.

The firm all-inclusive prices include the cost of labour, fringe benefits, general and administrative expenses, time in transit, overhead, profit and the like (e.g. through registrations, exhibitors’ fees, and/or sponsorships), excepting only Applicable Taxes.

There is no provision for overtime under this Contract.

**Table B.1 – Event Management Services – Contract Award to October 31<sup>st</sup> 2021**

**The firm all-inclusive prices must include all activities, materials and costs associated with the provision of the services as specified in the Annex A Statement of Work.**

<b>TABLE B-1: EVENT MANAGEMENT SERVICES</b>		
<b>Item #</b>	<b>DELIVERABLE DESCRIPTIONS</b>	<b>FIRM PRICE</b>
1	<b>Manage Registrations:</b> establish registration database (i.e. provision of electronic registration package adaptable to the event website) and computerised mailing list; process registrations in advance of the event and on site. Includes management of registration fees.	\$ _____
2	<b>Coordinate Travel and Accommodations:</b> provide hotel and transport options; reserve block of rooms and monitor to avoid penalties; manage general enquiries and liaise with hotels as necessary. (The Secretariat will be managing accommodation for speakers, guests and staff).	\$ _____
3	<b>Plan and Manage Exhibition:</b> develop and promote trade exhibition package; liaise with exhibitors; support IMPAC5 Secretariat with design of exhibition space. Includes management of exhibitors fees.	\$ _____
4	<b>Plan and Manage Side Events:</b> advertise possibility to Congress participants to host their side events; manage schedule and space reservation. Includes management of fees.	\$ _____
5	<b>Plan and Manage Touring Program/Field Trips:</b> research options for social events/field trips (outside of the Congress Program); coordinate and process bookings and payments; confirm numbers; manage participant transport to these events.	\$ _____
6	<b>Plan and Manage Opening and Closing Ceremonies:</b> propose entertainment options, design décor and staging.	\$ _____
7	<b>Manage Volunteers:</b> recruit and train volunteers for on site support.	\$ _____
8	<b>On site event management during the Congress</b>	\$ _____
<b>TOTAL ALL-INCLUSIVE COST OF THE EVENT: CAD \$ (excluding applicable taxes)</b>		\$ _____



### **Direct Expenses**

All direct expenses, including all general and administrative expenses, normally incurred in providing the services (i.e. project office space [including Contractor's hardware and software]; word processing; nonproject specific reports, photocopying, stationery, courier and telephone charges; local travel and the like) must be included in the firm all-inclusive prices in Table B-1. No other charges will be permitted under the Contract.

Direct expenses include any expenses directly incurred by the Contractor during the performance of the Work or for the purpose of the project, relating to the purchase or rental of materials, equipment, supplies, or other required items. Direct expenses may include, but are not limited to, the following: badges; lanyards; tent cards; flip charts; on-site printing; signage; audio/video equipment rental; simultaneous interpretation equipment rental; commercial transportation; requirement-specific insurance coverage (at the request of the Project Authority); and any project-specific photocopies, telephone and facsimile charges, parking costs, and mailing, courier, and shipping fees.

### **Subcontracting**

All subcontracted requirements must be included in the firm all-inclusive prices in Table B-1. No other charges will be permitted under the Contract.





## ANNEX “C” – EVALUATION CRITERIA

### Mandatory Technical Criteria

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders' Proposals must clearly demonstrate that they meet all Mandatory Requirements for the proposal to be considered for further evaluation. Proposals not meeting the mandatory criteria will be excluded from further consideration.

#### Evaluation Instructions

The experience of the Bidder must be clearly identified by providing a summary/description of the previous projects/work experience and indicating when the work was carried out. In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.

Bidders are advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not constitute “demonstrated” for the purpose of the evaluation. Supporting data may include résumés and any other documentation necessary to demonstrate the experience and knowledge attained. Simply repeating the statements contained in the Statement of Work or Evaluation Criteria is not sufficient.

For the purpose of personnel qualifications, experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting.

The experience of the Bidder must be clearly identified by providing:

- The project/event name;
- The name of the client organization (to whom the services were provided);
- The name, title, telephone number and e-mail address of the Project Authority;
- The period during which the service was provided (month and year);
- The location of the project/event; and
- A brief description of the type and scope of the services provided

For the purpose of evaluation, one (1) year is defined as twelve (12) cumulative months.

**Information to bidders:** The compliance grid, by and of itself, DOES NOT constitute demonstrated evidence. As stated in the paragraphs above, the résumés and/or any supporting documentation are required as evidence.

**Please note bidders must complete the following charts and include with their bid submission.**



**TABLE A – CORPORATE MANDATORY CRITERIA**

No.	Mandatory Criteria	Proposal Cross-Reference Page (Bidder to Complete)
<b>M1</b>	<p><b>Industry Certification</b></p> <p>The Bidder or at least one of its proposed resources <b>must</b> have an industry recognized accreditation* such as through the International Association of Professional Congress Organizers (IAPCO).</p> <p><b>*A copy of the certification/accreditation must be included with the bid.</b></p>	
<b>M2</b>	<p><b>Managing Meetings - Experience</b></p> <p>The Bidder <b>must</b> demonstrate that it has a minimum of three (3) years' (36 months) of experience in managing meetings of a similar size* and complexity**.</p> <p><b>* Similar size is defined as a minimum of 1,000 participants or more.</b></p> <p><b>** Complexity is defined as three (3) or more of the following:</b></p> <ul style="list-style-type: none"> <li>- involving multiple stakeholders from different levels of government, academia and/or the public;</li> <li>- involving meeting participants from around the world, including participation of high profile delegates and celebrities;</li> <li>- managing multiple logistical aspects of a meeting/exhibition/conference or workshop, such as (at least 3 of the following): registrations, exhibition planning, sponsorships, travel and accommodations, side events, opening and/or closing ceremonies, or coordinating on site staff and/or volunteers;</li> <li>- managing sources of revenue from registrations, exhibitors fees, potential sponsorships and/or rental fees from side event.</li> <li>- involving subcontracts for work with other parties to ensure successful delivery of a project/event</li> </ul>	
<b>M3</b>	<p><b>Financial Capability</b></p> <p>The Bidder <b>must</b> demonstrate its financial capability to fulfil the requirement by providing one <b>recent*</b> project example where the Bidder managed a project where the contract value was between \$500k and \$1M (including taxes).</p>	



	<b>*Recent is defined as within the past 24 months of the bid closing date.</b>	
--	---	--

**Rated Requirements**

The Bidder MUST achieve a minimum score of 24 points overall of the Point-Rated Criteria. Any bid which fails to meet the minimum required score on the Point-Rated Criteria will be deemed non-compliant and given no further consideration.

<b>TABLE B – CORPORATE RATED CRITERIA</b>			
<b>No.</b>	<b>Evaluation Criteria</b>	<b>Maximum Score</b>	<b>Proposal Reference</b>
<b>R1</b>	<p><b>Proven track record</b></p> <p>The Bidder should demonstrate that it has in excess of the minimum mandatory requirement (M2) of three (3) years' (36 months) of experience in managing meetings of similar size and complexity.</p> <p><b>Points will be assigned as follows (for total experience):</b></p> <p>37 months to 60 months = 4 pts            61 months to 96 months = 8 pts            97 months to 144 months = 12 pts            145 months or more = 15 pts</p> <p><b>Five (5) additional points</b> will be awarded for experience in planning and hosting events at the Vancouver Convention Centre (5 points maximum).</p> <p><b>A maximum of 20 points will be awarded.</b></p> <p><b>* Similar size is defined as a minimum of 1,000 participants or more.</b></p> <p><b>** Complexity is defined as three (3) or more of the following:</b></p> <ul style="list-style-type: none"> <li>- involving multiple stakeholders from different levels of government, academia and/or the public;</li> <li>- involving meeting participants from around the world, including participation of high profile delegates and celebrities;</li> <li>- managing multiple logistical aspects of a meeting/ exhibition/ conference or workshop, such as (at least 3 of the following):              registrations, exhibition planning,</li> </ul>	<b>/20</b>	



	<p><b>sponsorships, travel and accommodations, side events, opening and/or closing ceremonies, or coordinating on site staff and/or volunteers;</b>  <b>- managing sources of revenue from registrations, exhibitors fees, potential sponsorships and/or rental fees from side event;</b>  <b>- involving subcontracts for work with other parties to ensure successful delivery of a project/event.</b></p>		
<b>R2</b>	<p><b>Demonstration of capacity</b></p> <p>The Bidder should demonstrate that it has the capacity to undertake the activities described in the statement of work through capacity in the following areas:</p> <ul style="list-style-type: none"> <li>• <b>Level of effort:</b> provide overview of level of effort, by activity, including additional support staff required to conduct activities. List experience and accreditation of additional support staff, as applicable (10 pts)</li> <li>• <b>Infrastructure:</b> demonstrate an existing or capacity to develop an infrastructure in terms of congress management software and accounting software. Include details on online booking capabilities (10 pts)</li> <li>• <b>Providing options:</b> demonstrate ability to provide suggestions on Congress elements by listing potential sponsors and field trips suggestions (10 pts)</li> </ul> <p><b>A maximum of 30 points will be awarded, as detailed in each criteria above.</b></p>	<b>/30</b>	
<b>Total Evaluated Score:</b>		<b>/50</b>	
<b>Minimum points required (24)</b>			