

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776**

Request For Supply Arrangement - Demande pour un arrangement en matière d'approvisionnement

Offer to: Department of Public Works and Government Services

We hereby offer to provide to Canada, as represented by the Minister of Public Works and Government Services, in accordance with the terms and conditions set out herein or attached hereto, the goods, services, and construction detailed herein and on any attached sheets.

Offre au: Ministère des Travaux publics et des Services
gouvernementaux

Nous offrons par la présente de fournir au Canada, représenté par le ministre des Travaux publics et des Services gouvernementaux, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée.

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

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

Title - Sujet Events Planning and Management	
Solicitation No. - N° de l'invitation EN578-171582/E	Date 2021-10-20
Client Reference No. - N° de référence du client EN578-17-1582	GETS Ref. No. - N° de réf. de SEAG PW-\$CX-031-80496
File No. - N° de dossier cx031.EN578-171582	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2021-11-23 Heure Normale du l'Est HNE	
Delivery Required - Livraison exigée See Herein – Voir ci-inclus	
Address Enquiries to: - Adresser toutes questions à: St-Clair, Denise	Buyer Id - Id de l'acheteur cx031
Telephone No. - N° de téléphone (819)712-2264 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 6B1 11 LAURIER ST Gatineau Quebec K1A0S5 Canada	
Security - Sécurité This request for a Supply Arrangement does not include provisions for security. Cette Demande pour un arrangement ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

REQUEST FOR SUPPLY ARRANGEMENT EVENT MANAGEMENT SERVICES

Communication and Advertising Procurement Directorate (CAPD)

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six (6) parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;

Part 3 Arrangement Preparation Instructions: provides suppliers with instructions on how to prepare the arrangement 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 arrangement and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and

Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:

6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;

6B, includes the instructions for the bid solicitation process within the scope of the SA;

6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes includes the Statement of Work, Integrity Provisions and supplier's Profile, Security Requirements Check List, Reporting Requirements and the Evaluation Grid.

1.2 Summary

1.2.1 The Government of Canada requires the provision of a full range of events management services, for events which may include, but are not limited to meetings, hearings, conferences, workshops, summits, consultations, round tables, award ceremonies, galas and opening ceremonies on an "as and when requested basis". The scope of the services covered by the Supply Arrangements are detailed in **Annex A - Statement of Work**.

1.2.2 These services will be provided to the identified users as follows;

1. Any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the [Financial Administration Act](#), R.S.C., 1985, c. F-11.
2. Communication and Advertising Procurement Directorate (CAPD) on behalf of any government commission or board of inquiry, hearings or investigative enquiry or any such entity.
3. Any other identified user or client added to the Supply Arrangement through amendment to **Annex F – Identified Users**.
4. CAPD on behalf of any other identified users added to the Supply Arrangement through amendment to **Annex F – Identified Users**. This may include Provinces, Territorial Governments

1.2.3 Individual contracts awarded under the Supply Arrangement cannot exceed **\$2,000,000.00** (including applicable taxes).

Identification of Contract Authorities

Provided a Client has the legal authority to contract, it may choose to award contracts under this Supply Arrangement in accordance with the Limitations described below.

Identified users

Identified users identified in **Annex F – Identified Users** may use the Supply Arrangement for requirements valued at **\$0.00 to \$400,000.00** (including applicable taxes).

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CAPD Supply Arrangement Authority or its delegate

Requirements valued above **\$400,000.00** and up to **\$2,000,000.00** (including applicable taxes) will be procured and managed by the Communication and Advertising Procurement Directorate, Multi-media, Printing, Audio-Visual, Communication, Events and Exhibits (MPACE) Division of Public Services and Procurement Canada (PSPC) Supply Arrangement Authority or its delegate.

Requirements valued at **\$0** to **\$400,000.00** (including applicable taxes) may be procured and managed by **MPACE Division** at the discretion of the Supply Arrangement Authority or its delegate.

Requirements valued above **\$2,000,000.00** will not be processed under this Supply Arrangement.

The period for awarding contracts under the Supply Arrangements is from issuance to September 30th, 2022. If the Supply Arrangement is authorized for use beyond the initial period, the Supplier offers to extend its arrangement for two (2) additional one (1) year periods. A Notice will be posted once a year on buyandsell.gc.ca to allow new suppliers to become qualified. Existing qualified suppliers, who have been issued a Supply Arrangement, will not be required to submit a new arrangement.

1.3 Security Requirement

1. There is no security associated with qualifying as a Supplier under this supply arrangement.
2. Although there is no security requirement required to be a supplier on the supply arrangement, Bidders may be required to meet security requirement(s) on subsequent RFP Request(s).
3. Further information is available on the Canadian Industrial Security Directorate (CISD) website on how to obtain a clearance <https://www.tpsgc-pwgsc.gc.ca/esc-src/personnel/enquete-screening-eng.html> or you may *contact the Industrial Security Sector Service Centre at 1-866-368-4646 or ssi-iss@tpsgc-pwgsc.gc.ca*.

1.4 Trade Agreement

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

1.5 Canadian Content

The goods and/or services covered by the Supply Arrangement will be solely limited to Canadian goods and/or services as defined in clause **A3050T**.

SACC Manual clause **A3050T** (2020-07-01) Canadian Content Definition

1.6 Comprehensive Land Claims Agreement(s)

This procurement is subject to the Comprehensive Land Claims Agreements in Canada.

The Request for Supply Arrangements (RFSA) is to establish supply arrangements for the delivery of the requirement detailed in the RFSA to the Identified Users identified in **Annex F – Identified Users** across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs).

1.7 Aboriginal and Non-Aboriginal Suppliers

A portion of this procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business (PSAB). Further to Article 800 of the CFTA, CFTA does not apply to the set aside portion of this procurement. CFTA does apply to the portion of the procurement not set aside under PSAB.

PWGSC anticipates authorizing Supply Arrangements with all qualified suppliers and all qualified Aboriginal suppliers. Two (2) lists of qualified suppliers one (1) for Non-Aboriginal and Aboriginal firms, and one (1) solely for Aboriginal firms) will be established for the provision of event management services.

If the Supplier is either a joint venture consisting of two (2) or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business, the Supplier will only be considered for both lists if the Supplier meets all of the conditions of the Set Aside Program for Aboriginal Business **and** none of the firms in the joint venture have also submitted an arrangement as a single entity.

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1.8 E-Post Connect

This RFSA allows suppliers to use the epost Connect service provided by Canada Post Corporation to transmit their arrangement electronically. Suppliers must refer to Part 2 of the RFSA entitled Supplier Instructions and Part 3 of the RFSA entitled Arrangement Preparation Instructions for further information on using this method.

1.9 Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

1.10 Use of 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 Supply Arrangement that is issued under this solicitation, refer to 6.12 Transition to an e-Procurement Solution (EPS).

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

PART 2 - SUPPLIER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

The 2008 standard instructions is amended as follows:

- Section 08, entitled Submission of arrangements, is amended as follows:
subsection 2. is deleted entirely and replaced with the following:

2. epost Connect

- a. Unless specified otherwise in the RFSA, arrangements may be submitted by using the [epost Connect service](#) provided by Canada Post Corporation.
 - i. PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to RFSA's issued by PWGSC headquarters is:
tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca
or if applicable, the email address identified in the RFSA.
 - ii. PWGSC regional offices: The only acceptable email address to use with epost Connect for responses to RFSA's issued by PWGSC regional offices is identified in the RFSA.
- b. To submit an arrangement using epost Connect service, the Supplier must either:
 - i. send directly its arrangement only to specified PWGSC Bid Receiving Unit using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, at least six business days prior to the RFSA closing date and time, (in order to ensure a response), an email that includes the RFSA number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Supplier sends an email requesting epost Connect service to the specified Bid Receiving Unit in the RFSA, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Supplier to access and action the message within the conversation. The Supplier will then be able to transmit its arrangement afterward at any time prior to the RFSA closing date and time.
- d. If the Supplier is using its own licensing agreement to send its arrangement, the Supplier must keep the epost Connect conversation open until at least 30 business days after the RFSA closing date and time
- e. The RFSA number should be identified in the epost Connect message field of all electronic transfers.
- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a supplier not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the RFSA in order to register for the epost Connect service.
- g. For arrangements transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the arrangement including, but not limited to, the following:
 - i. receipt of garbled, corrupted or incomplete arrangement;
 - ii. availability or condition of the epost Connect service;

- iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the arrangement;
 - v. failure of the Supplier to properly identify the arrangement;
 - vi. illegibility of the arrangement;
 - vii. security of arrangement data; or
 - viii. inability to create an electronic conversation through the epost Connect service.
- h. The Bid Receiving Unit will send an acknowledgement of the receipt of arrangement document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of arrangement document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- i. Suppliers must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
- j. An arrangement transmitted by epost Connect service constitutes the formal arrangement of the Supplier and must be submitted in accordance with section 05.

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 (2020-05-28) Standard Instructions - Request for Supply Arrangements - Goods or Service, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of 2008, Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: sixty (60) days
Insert: one hundred twenty (120) days

2.2 Submission of Arrangements

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

Note: For suppliers submitting using epost Connect for arrangements closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

Note: Arrangements will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2008, or to send arrangements through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Due to the nature of the Request for Supply Arrangements, transmission of arrangements by facsimile or paper will not be accepted.

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2.3 Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#)

2.4 Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

2.5 Enquiries - Request for Supply Arrangements

All enquiries must be submitted electronically in writing to the Supply Arrangement Authority no later than ten (10) calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

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

2.6 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 suppliers.

2.7 Basis for Canada's Ownership of Intellectual Property

Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract(s) will belong to Canada, on the following grounds: where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

3.1 Arrangement Preparation Instructions

When the Supplier submit its arrangement electronically, Canada requests that the Supplier submits its arrangement in accordance with section 08 of the 2008 standard instructions included in Part 2 - Supplier Instructions, Article 2.1 Standard Instructions, Clauses and Conditions. Suppliers are required to provide their arrangement in a single transmission. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The arrangement must be gathered per section and separated as follows:

- Section I: Technical Arrangement
- Section II: Certifications
- Section III: Additional Information

Due to the nature of the Request for Supply Arrangements, arrangements transmitted by facsimile or paper will not be accepted.

Canada requests that suppliers follow the format instructions described below in the preparation of their arrangement:

- (a) use a numbering system that corresponds to the RFSA;
- (b) prepare documents using Microsoft office suite.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/1/60/1) (<https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/1/60/1>). To assist Canada in reaching its objectives, suppliers should:

- 1) use an environmentally friendly format
- 2) The office environment uses supplies sourced as sustainable or environmentally friendly (for example such as paper with a recycled content and refillable ink cartridges).

Section I: Technical Arrangement

In the technical arrangement, suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Certifications

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

Section III: Additional Information

Suppliers must submit the additional information requested in Annex B - Integrity Provisions and Supplier's Profile

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

4.1.1. Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The Mandatory technical evaluation criteria are fully described in **Annex E – Evaluation Grid**.

4.1.1.2 Point Rated Technical Criteria

The Point Rated technical evaluation criteria are fully described in **Annex E – Evaluation Grid**.

Points will be attributed on the following basis:

Environmental statement, plans and list of attributes	Number of points
Statement and plans are not provided	0 points
A company-wide environmental statement is provided	25 points
A plan for energy sourcing is provided	25 points
A plan for materials/equipment sourcing is provided	25 points
A plan for transportation logistics is provided	25 points
Maximum number of points for this criteria: 100 points	

4.2 Basis of Selection - Supply Arrangement

To be declared responsive, an arrangement must:

- a) comply with all the requirement of the Request for Supply Arrangements;
- b) meet all mandatory technical evaluation criteria; and
- c) obtain the required minimum score of fifty (50) points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 point.

Arrangements not meeting (a), (b) or (c) above will be declared non-responsive.

Two (2) lists of qualified Bidders, one (1) for Non-Aboriginal and Aboriginal firms, and one (1) solely for Aboriginal firms will be established for the provision of Event Management services.

A separate list will be created for Aboriginal Bidders under the Set-Aside Program for Aboriginal Business.

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PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and additional information to be issued a supply arrangement.

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

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

5.1 Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all suppliers must provide with their arrangement, **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.

5.1.2 Annex B - Integrity Provisions and Supplier's Profile

The supplier is to also provide the information required at **Annex B - Integrity Provisions and Supplier's Profile**

5.2 Certifications Precedent to the Issuance of a SA and Additional Information

The certifications and additional information listed below should be submitted with the arrangement, but may be submitted at a later date. If any of the required certifications or additional supplier information are not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier 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 arrangement 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 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 Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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5.2.2 Additional Certifications Required with the Arrangement

Canadian Content Certification

SACC Manual clause [A3050T](#) (2020-07-01) Canadian Content Definition

Canadian Content Certification

This procurement is limited to Canadian services.

The Supplier certifies that:

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

SIGNATURE

DATE

5.2.3 Language Certification

The Supplier must confirm that its firm is capable of providing services in both Canadian official languages (English and French). As such, the Supplier must include a duly signed and dated copy of the following Certification in the Technical portion of the Arrangement submission.

Language Certification:

The Supplier hereby certifies that its firm is capable of providing full services (written and spoken) in both official languages (Canadian English and Canadian French).

SIGNATURE

DATE

5.2.4 Requirements for the Set-Aside for Aboriginal Business

The Supplier certifies that it:

() Wishes to be considered **only** under the Set-Aside Program for Aboriginal Business. (Suppliers wishing to be considered must complete the additional certifications below.)

() Wishes to be considered both under the Set-Aside Program for Aboriginal Business and as a Non-Aboriginal supplier. (Suppliers wishing to be considered must complete the additional certifications below.)

() Does not wish to be considered under the Set-Aside Program for Aboriginal Business.

SIGNATURE

DATE

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5.2.5 Set-aside Program for Aboriginal Business

1. A portion of this procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business see [Annex 9.4](#), of the *Supply Manual*.
2. The Supplier:
 - i. certifies that it meets, and will continue to meet throughout the duration of the Arrangement, the requirements described in the above-mentioned annex.
 - ii. agrees that any subcontractor it engages under the Arrangement must satisfy the requirements described in the above-mentioned annex.
 - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Supplier must check one applicable box below:
() The Supplier is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.
OR
() The Supplier is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.
4. The Supplier must check one applicable box below:
() The Aboriginal business has fewer than six full-time employees.
OR
() The Aboriginal business has six or more full-time employees.
5. The Supplier must, upon request by Canada, provide all information and evidence supporting this certification. The Supplier must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Supplier must provide all reasonably required facilities for any audits.
6. By submitting an arrangement, the Supplier certifies that the information submitted by the Supplier in response to the above requirements is accurate and complete.

5.2.6 Owner/Employee Certification - Set-aside for Aboriginal Business

If requested by the Supply Arrangement Authority, the Supplier must provide the following certification for each owner and employee who is Aboriginal:

1. I am _____ (*insert "an owner" and/or "a full-time employee"*) of _____ (*insert name of business*), and an Aboriginal person, as defined in [Annex 9.4](#) of the *Supply Manual*, entitled "Requirements for the Set-aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

Printed name of owner and/or employee

Signature of owner and/or employee

Date

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5.2.7 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](#).

5.2.8 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.

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ACQUISITION FEE

This Supply Arrangement is managed by the Communication and Advertising Procurement Directorate (CAPD) of Public Works and Government Services Canada (Public Services and Procurement Canada). CAPD is mandated by Treasury Board to charge all identified users a 3% acquisition fee based on the value of any resulting contract (including positive value amendments) plus GST/HST, if applicable.

The identified user must remit a copy of any awarded contract to CAPD on a quarterly basis for billing of the acquisition fee.

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

6.1 Arrangement

The Supply Arrangement covers the Work described in the **Annex A - Statement of Work**.

6.2 Security Requirement

There is no security requirements associated with this requirement.

Although there is no security requirement required to be a supplier on the supply arrangement, Bidders may be required to meet security requirement(s) on subsequent RFP Request(s).

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement 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.

6.3.1 General Conditions

2020 (2020-07-01) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

6.3.2 Supplemental General Conditions

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information

6.3.3 Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in **Annex C – Reporting Requirement**. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis or upon request by and to the Supply Arrangement Authority or their delegate.

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The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

The data must be submitted to the PWGSC - CAPD Supply Arrangement Authority or their delegate no later than 15 calendar days after the end of the reporting period at the E-mail address: TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca

6.4 Period of Supply Arrangement

The period for awarding contracts under the Supply Arrangement is from the date of issuance to September 30th, 2022.

6.4.1 Extension of Supply Arrangement

If the Supply Arrangement is authorized for use beyond the initial period, the Supplier offers to extend its arrangement for two (2) additional one year period under the same Terms and Conditions of the Supply Arrangement.

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

6.4.2 Comprehensive Land Claims Agreements (CLCAs)

The Supply Arrangement (SA) is for the delivery of the requirement detailed in the SA to the Identified Users identified in **Annex D – Identified Users** across Canada, including locations with Comprehensive Land Claims Agreements (CLCAs).

6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at the time of the RFP throughout North America and on occasion internationally.

6.5 Authorities

6.5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Andrew Clouthier or delegate
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Communication and Advertising Procurement Directorate
360 Albert Street
Ottawa, Ontario, K1R 7X7

Telephone: 343-572-1043

E-mail address: TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if and when applicable.

6.5.2 Supplier's Representative

The Supplier's Representative for the Supply Arrangement is:

The Supplier's representative will be identified at contract award.

The Supplier's Representative for the Supply Arrangement is identified in the resulting Supply Arrangement and in any resulting contract issued under the Supply Arrangement.

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6.6 Identified Users

The Identified Users include;

1. Any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the Financial Administration Act, R.S.C., 1985, c. F-11.
2. Communication and Advertising Procurement Directorate (CAPD) on behalf of any government commission or board of inquiry, hearings or investigative enquiry or any such entity.
3. Any other identified user or client added to the Supply Arrangement through amendment to **Annex D – Identified Users**.
4. CAPD on behalf of any other identified users added to the Supply Arrangement through amendment to **Annex D – Identified Users**. This may include Provinces, Territorial Governments

6.7 On-going Opportunity for Qualification

A Notice will be posted after the initial period and before each option year to allow new suppliers to become qualified. **Existing qualified suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.**

6.8 Limitation of Contracts Awarded Under Supply Arrangement

An RFP under the Supply Arrangement is used for requirements valued at **\$0.00** but less than **\$2,000,000.00** (including applicable taxes).

A minimum of three (3) Supply Arrangement Holders must be invited to submit a proposal for the RFP solicitation process.

Provided a Client has the legal authority to contract, it may choose to award contracts under this Supply Arrangement in accordance with the Limitations described below.

Identified users

Identified users identified in **Annex D – Identified Users** may use the Supply Arrangement for requirements valued at **\$0.00** to **\$400,000.00** (including applicable taxes).

CAPD Supply Arrangement Authority or its delegate

Requirements valued above **\$400,000.00** and up to **\$2,000,000.00** (including applicable taxes) will be procured and managed by the Communication and Advertising Procurement Directorate, Multi-media, Printing, Audio-Visual, Communication, Events and Exhibits (MPACE) Division of Public Services and Procurement Canada (PSPC) Supply Arrangement Authority or its delegate.

Requirements valued at **\$0** to **\$400,000.00** (including applicable taxes) may be procured and managed by **MPACE Division** at the discretion of the Supply Arrangement Authority or its delegate.

Requirements valued above **\$2,000,000.00** will not be processed under this Supply Arrangement.

6.9 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 the Supply Arrangement;
- b) the general conditions 2020 (2020-07-01), General Conditions - Supply Arrangement - Goods or Services;
- c) the supplemental general conditions 4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information;
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) Annex C, Reporting Requirements
- g) Annex D, Identified Users;
- h) Annex E, Client Process for Request for Proposals (RFP) under the Supply Arrangement (SA);

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6.10 Certifications and Additional Information

6.10.1 Compliance

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

6.10.2 SACC Manual Clauses

SACC Manual clause A3000C (2014-11-27) Aboriginal Business Certification (if applicable)

6.11 Applicable Laws

The Supply Arrangement and any contract resulting from the Supply Arrangement must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario.

6.12 Insurance - 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.

6.13 Basis of Canada's Ownership of Intellectual Property

Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract(s) will belong to Canada, on the following grounds: where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

6.14 Transition to an e-Procurement Solution (EPS)

During the period of the Supply Arrangement, Canada may transition to an EPS for more efficient processing and management of individual contracts for any or all of the SA'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 Supplier with at least a three-month notice to allow for any measures necessary for the integration of the Supply Arrangement into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Supplier chooses not to provide the Supply Arrangement of their goods or services through the e-procurement solution, the Supply Arrangement may be set aside by Canada.

B. BID SOLICITATION PROCESS

FOR REQUEST FOR PROPOSALS (RFP) ISSUED UNDER THE EVENT MANAGEMENT SERVICES SUPPLY ARRANGEMENTS

NOTE: Sole source/directed requirements **must not** be actioned through this Supply Arrangement.

1. General

The following procedures will apply for all Requests for Proposals issued under the Supply Arrangements.

The Identified Users authorized to award Contracts under the Supply Arrangements include;

1. Any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the Financial Administration Act, R.S.C., 1985, c. F-11.
2. Communication and Advertising Procurement Directorate (CAPD) on behalf of any government commission or board of inquiry, hearings or investigative enquiry or any such entity.
3. Any other identified user or client, added to the Supply Arrangement through amendment to **Annex D – Identified Users**.
4. CAPD on behalf of any other identified users added to the Supply Arrangement through amendment to **Annex D – Identified Users**. This may include Provinces, Territorial Governments

IMPORTANT NOTE: The procedures contained herein are not to be used by identified users for requirements valued at more than \$400K and CAPD MPACE will use these for requirements up to **\$2,000,000.00**, (including GST/HST).

2. Bid Solicitation Documents

Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- Medium Complexity (MC) Template for medium complexity requirements;
- High Complexity (HC) Template for more complex requirements.
- Statement of Work Template – for Event Management Services

A copy of the standard procurement template(s) and Statement of Work template can be requested by the supplier from the Supply Arrangement Authority or its delegate or Contracting Authority, as applicable.

The bid solicitation will contain as a minimum the following:

- a) security requirement (if applicable);
- b) insurance requirement;
- c) canadian content certification;
- d) intellectual property clause;
- e) a complete description of the Work to be performed;
- f) **2003 (date to be inserted by client)** Standard Instructions - Goods or Services - Competitive Requirements;

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions **2003** (2020-05-28), incorporated by reference above is deleted in its entirety and replaced with the following:

- a) at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the Ineligibility and Suspension Policy. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of directors.
- b) bid preparation instructions;

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- c) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- d) evaluation procedures and basis of selection;
- e) certifications; and
 - Federal Contractors Program (FCP) for Employment Equity - Notification
 - SACC Manual Clauses for service requirements when specific individuals will be proposed for the work;
 - [A3005T](#) (2010-08-16) Status and Availability of Resources
 - [A3010T](#) (2010-08-16) Education and Experience
 - Integrity Provisions - Declaration of Convicted Offences;
- f) conditions of the resulting contract

3. Bid Solicitation Process

3.1 An RFP under the Supply Arrangements is used for requirements valued at more than **\$0.00** but less than **\$2,000,000.00** (including applicable taxes).

Provided a Client has the legal authority to contract, it may choose to award contracts under this Supply Arrangements in accordance with the Limitations described below.

Identified users

Identified users identified in **Annex D – Identified Users** may use the Supply Arrangement for requirements valued at **\$0.00** to **\$400,000.00** (including applicable taxes).

CAPD Supply Arrangement Authority or its delegate

Requirements valued above **\$400,000.00** and up to **\$2,000,000.00** (including applicable taxes) will be procured and managed by the Communication and Advertising Procurement Directorate, Multi-media, Printing, Audio-Visual, Communication, Events and Exhibits (MPACE) Division of Public Services and Procurement Canada (PSPC) Supply Arrangement Authority or its delegate.

Requirements valued at **\$0.00** to **\$400,000.00** (including applicable taxes) may be procured and managed by **MPACE Division** at the discretion of the Supply Arrangement Authority or its delegate.

Requirements valued above **\$2,000,000.00** will not be processed under this Supply Arrangement.

3.2 Bids will be solicited for specific requirements within the scope of the Supply Arrangement from suppliers who have been issued a Supply Arrangement.

3.3 The bid solicitation will be sent directly to a minimum of three (3) Supply Arrangement Holders by the Identified User if the requirement is from **\$0.00** to **\$400,000.00** (including applicable taxes) or the CAPD Supply Arrangement Authority or its delegate if the requirement is up to **\$2,000,000.00** (including applicable taxes)

3.4 As indicated in the RFP, the Supply Arrangement Holder will be required to submit a proposal within the specified time frame. The time frame will be determined based on the complexity of the requirement but will not be less than 5 working days.

3.5 The following forms must be used for the first page of the bid solicitation document and the first page of the resulting contract document. These forms are available on the [Electronic Forms Catalogue](http://publisservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html) (http://publisservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html) website.

PWGSC-TPSGC 9400-3, Bid Solicitation

PWGSC-TPSGC 9400-4, Contract

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C. RESULTING CONTRACT CLAUSES

1. General

The conditions of any contract awarded under the Supply Arrangements will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template:

- a. **MC** (for medium complexity requirements), **2010B** (*date to be inserted by client*) - General Conditions - Professional Services (medium complexity) will apply to the resulting contract;
- b. **HC** (for higher complexity requirements), **2035** (*date to be inserted by client*) - General Conditions - High Complexity - Services will apply to the resulting contract.

A copy of the template(s) can be provided upon request by contacting the Strategic Policy Integration Division by sending a query to TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca.

Alternatively, the above templates are available in Section 2 – Templates of the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-sacc-manual/standard-procurement-templates>) issued by Public Works and Government Services Canada.

Note: References to the HC and MC templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template(s) and terms and conditions will be used at the time of bid solicitation.

ANNEX A

STATEMENT OF WORK (RFSA)

1 Overview

The Government of Canada requires the provision of a full range of event management services, including but not limited to meetings, conferences, hearings, workshops, summits, consultations, round tables, award ceremonies, galas and opening ceremonies on an “as and when requested basis”.

The Supplier must be capable of providing services in both official languages (Canadian English and French Canadian).

2 Tasks

Suppliers will be required to provide event management services on an “as and when requested basis” in support of government programs. These services may include, but are not limited to, the following:

2.1 General Pre-Event Planning

- a. Establishing and/or clarifying event objectives and designing program content and formats;
- b. Working with organizing groups and individuals to determine the purpose, parameters, policies and procedures for events;
- c. Evaluating the impact of events on the image and success of the client organization holding the events;
- d. Preparing and/or executing a plan which meets the defined needs and culture of the organization holding events;
- e. Making or assisting in making key decisions related to event design, objectives and content, negotiations, personnel, accommodations, travel, and transportation and contingencies; and
- f. Researching and negotiating for sub contracted partnership(s) and official supplier arrangements.

2.2 Specific Pre-Event Planning

- a. Establishing and coordinating marketing and promotions;
- b. Recruiting event participants;
- c. Establishing and coordinating registration procedures;
- d. Assisting the client with program and session planning, including formatting, timelines, and agenda preparation;
- e. Arranging for the production, printing, and distribution of related material, before, during and after the event;
- f. Collating and distributing conference kits;
- g. Preparing name or identification badges, or protocols;
- h. Handling and planning for sensitive event topics or issues;
- i. Developing logos, letterheads and signage;
- j. Securing any additional insurance at the request of the Project Authority;
- k. Developing floor plans and assigning exhibit space (both paid and unpaid);
- l. Prospecting and negotiating for sub contracted services which will be required in order to execute events; and
- m. Providing advice and managing protocol for civilian and military dignitaries at the local, national and international level(s), as required.

2.3 Transportation

- a. Researching and coordinating commercial or chartered transportation including group check-ins and boarding assistance;
- b. Researching and coordinating ground transportation as required (for example rental cars, vans, buses, trains, shuttles taxis, etc.);
- c. Arranging for transportation or shipping of event material(s) developed in Canada;

- d. Providing information on security requirements and procedures at commercial transportation facilities;
- e. Facilitating border crossings, including ensuring delegates are aware to have on their person or in place the required passport(s)/visa(s); and
- f. Researching and coordinating accommodations, hospitality, hosting or tourist activities

2.4 Accommodations

- a. Block booking rooms on behalf of the Project Authority at appropriate venues;
- b. Providing information and instructions to delegates on the use and cost of the venue or hotel services;
- c. Providing information on accessing currency exchange services;
- d. Providing / sub-contracting interpreters as required; and
- e. Coordinating and providing to the Project Authority final rooming lists with hotels and venues.

2.5 Venue and Related Services

- a. Researching and coordinating the rental and use of venue space for the event (including identifying and negotiating with selected sites and facilities authorities);
- b. Conducting space planning, layouts and staging;
- c. Selecting and making provisions for facilitators/speakers;
- d. Arranging for note takers and/or for recording of the event;
- e. Arranging for the provision of simultaneous interpretation and/or on-site translation (in one or more other languages as requested by the Project Authority);
- f. Arranging and sub-contracting for on-site security during and after regular business hours;
- g. Coordinating tourist programming and/or entertainment programs;
- h. Planning and managing audiovisual and recording requirements;
- i. Provision and coordination of various venue accoutrements (for example podiums, decorations, banners, tables, chairs, tents, etc);
- j. Arranging for rental of cell phones and/or other communication devices;
- k. Obtaining the services of a photographer and/or a videographer; and
- l. Arranging and providing for support services such as a Business Service Centre (with fax, printer, monitor, internet capability, etc.) desk top publishing, conference publishers, IT hardware and software, and electronic polling, as required.

2.6 On-Site Event Coordination Services

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

2.7 Contractor Travel

Contractor travel may include, but is not limited too;

- a. Traveling with or without the client on reconnaissance and advance trips to event location(s);
- b. Traveling to the event location(s) to provide on-site services during the event; and
- c. Traveling to the client's location for planning meetings and progress briefing sessions.

2.8 Financial Management

- a. monitoring the financial objectives and sub contracts of the event;
- b. Following Appendices B, C and D of the National Joint Council Travel Directive for pre-authorized reimbursable claims; and
- c. Adhering to Government of Canada standards and best practices for billing procedures, reviewing bills from subcontractors, and ensuring payments for expenses are conducted in a timely manner, as required.

2.9 Risk Management

- a. Providing a detailed risk management plan during the early planning stages of the event, overseeing and modifying the plan as necessary during the event, and updating the plan as required throughout the duration of the project.

2.10 Post-Conference Reporting and Debriefing

- a. Preparing final report(s) for the event including a final budget;
- b. Debriefing the Project Authority and other client officials regarding the final outcome(s) of the event, including lessons learned;
- c. Conducting follow-ups for registration, delegate services (such as but not limited to payments, summaries, delegate lists, event proceedings, etc.) via all communication means (paper, electronic, web); and
- d. Following up with sub contracted suppliers for finalizing of all billing, services, adjustments and final payments, etc.

3 Environmental Considerations

Invitations to, registration of, and correspondence with event participants is to be conducted electronically whenever possible.

All non-electronic correspondence and event supplies including reports, documents, invoices, name cards, place cards, banners, registration packages, brochures, handouts, and session notes should be certified as originating from a sustainable managed forest and/or with a minimum of 30% recycled content. Double-sided photocopying will be the default unless otherwise specified by the Project or Contracting Authority. Photocopied documents are to be in black and white format unless otherwise specified.

The Supplier is encouraged to use surplus assets and rented signage, at the request of the Project Authority, and whenever possible and reasonable to do so.

Suppliers are encouraged adopting the following environmental considerations, wherever possible:

- a. Minimization of travel (use of video/telephone conferencing, use of local employees);
- b. Accommodation preference for green-rated hotels, where value for money is demonstrated;
- c. Avoidance of disposable dishes and single serve containers;
- d. Use of non-toxic markers for flip charts or white boards;
- e. Use of fuel-efficient vehicles;
- f. Electronic invitation, registration and coordination methods;
- g. Efficient use of electric equipment to conserve energy;
- h. Encourage electronic distribution of documents via Web
- i. Promotional items have environmental features;
- j. Food and beverages are locally grown or produced in Canada wherever possible.

4 Official Languages

The Supplier's firm may be required to provide services in both Canadian official languages (English and French). At a minimum, one (1) of the Contractor's on-site resources must be bilingual if the Work is being performed in a Government of Canada outlined bilingual region.

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ANNEX B

INTEGRITY PROVISIONS AND SUPPLIER'S PROFILE (RFSA)

1. INTEGRITY PROVISIONS – ASSOCIATED INFORMATION BOARD OF DIRECTORS FORM

1.1 Please indicate the legal nature of your company:

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

1.2 Please complete the following information:

Legal name:

PBN number:

Legal name of JV member (if applicable):

PBN number of the JV member (if applicable):

Address:

City:

Province:

Postal Code:

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

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

Signature of Authorized Representative: _____

Date: _____

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2. Supplier Profile

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

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ANNEX C

SECURITY REQUIREMENTS CHECK LIST (RFSA)



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

EN578-171582

Security Classification / Classification de sécurité
unclassified

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine PSPC		2. Branch or Directorate / Direction générale ou Direction Communications Procurement Directorate	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work - Brève description du travail Event management Supply arrangement			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required - Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciales sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of Information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

Security Classification / Classification de sécurité

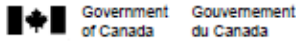
TBQ/ECT 350-103 (2004/12)

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:

☒ No
Non ☐ Yes
Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No
Non ☐ Yes
Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:

Document Number / Numéro du document:

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☐ RELIABILITY STATUS
COTE DE FIABILITÉ

☐ CONFIDENTIAL
CONFIDENTIEL

☐ SECRET
SECRET

☐ TOP SECRET
TRÈS SECRET

☐ TOP SECRET - SIGINT
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐ NATO SECRET
NATO SECRET

☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

☐ SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☐ No
Non ☒ Yes
Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No
Non ☒ Yes
Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No
Non ☐ Yes
Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No
Non ☐ Yes
Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No
Non ☐ Yes
Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No
Non ☐ Yes
Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No
Non ☐ Yes
Oui

Security Classification / Classification de sécurité

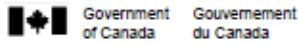
TBS/SCT 350-103 (2004/12)

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PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media Support TI																
IT Link Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée.

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

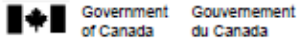
If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Marie Lavitt		Title - Titre Manager	Signature Lavitt, Marie <small>Digitally signed by Lavitt, Marie Date: 2018.09.26 09:09:52 -04'00'</small>
Telephone no. - N° de téléphone () - -	Facsimile - Télécopieur () - -	E-mail address - Adresse courriel	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone no. - N° de téléphone () - -	Facsimile - Télécopieur () - -	E-mail address - Adresse courriel	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Jasmin Michaud		Title - Titre Supply Specialist	Signature Jasmin Michaud <small>Digitally signed by Michaud, Jasmin Date: 2018.09.26 07:44:14 -04'00'</small>
Telephone no. - N° de téléphone (613) 990-4033	Facsimile - Télécopieur () - -	E-mail address - Adresse courriel jasmin.michaud@tpsgc-pwgsc.gc.ca	Date 2018-09-21
17. Contracting Security Authority / Autorisé contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone no. - N° de téléphone () - -	Facsimile - Télécopieur () - -	E-mail address - Adresse courriel	Date

Security Classification / Classification de sécurité
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ANNEX D

REPORTING REQUIREMENTS (RFSA)

[illegible]

* **Reporting Period:** Indicate the applicable quarter or date requested

** **Department/Agency:** Indicate applicable Client Department/Agency Name

*** **Delivery:** Indicate the Province or Territory where the work was delivered.

Acronyms:
FY = Federal Government Fiscal Year (April 01 to March 31)

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ANNEX E
EVALUATION GRID (RFSA)

EVALUATION SUMMARY FOR EVENT MANAGEMENT SERVICES RFSA		
MANDATORY REQUIREMENTS: <input type="checkbox"/> MET <input type="checkbox"/> NOT MET		
Mandatories Checked by:		Date:
MANDATORY TECHNICAL REQUIREMENTS	MET	NOT MET
M.1 EXPERIENCE OF THE FIRM		
M.2 EVENT MANAGEMENT PROJECTS		
RATED REQUIREMENTS	SCORE ACHIEVED	
R.1 ENVIRONMENTAL CONSIDERATIONS	____/100	
OVERALL TOTAL:	____/100	
COMMENTS:		

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1. TECHNICAL EVALUATION

1.1 MANDATORY REQUIREMENTS

Evaluation Criteria	Met	Not met
M.1 EXPERIENCE OF THE FIRM		
<p>The Supplier <u>must</u> have/be:</p> <ul style="list-style-type: none">Specialized for a minimum of three (3) years in the provision of event management services; andA registered Canadian business. <p>The Supplier <u>must</u> provide:</p> <ul style="list-style-type: none">The number of years the Bidder's firm has specialized in the provision of event management services; andThe firm's Procurement Business Number (PBN).		
COMMENTS:		

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EVALUATION CRITERIA	Met	Not Met
M.2 EVENTS MANAGEMENT PROJECTS		
<p>The Supplier <u>must</u> provide three (3) event management projects. The event management projects proposed <u>must</u> demonstrate the experience of the Supplier.</p> <p>Projects submitted where the work was performed by one (1) or more of the Supplier's resources on behalf of another supplier will not be accepted.</p> <p>Each of the proposed event must demonstrate the following experience:</p> <ul style="list-style-type: none"> • The event start date <u>must</u> have been after October 1, 2013 and; • The event location <u>must</u> have been within North America or Internationally • The firm's assigned portion of the overall budget <u>must</u> have been at least \$25,000.00 (including professional fees, direct expenses, sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes); • A minimum of 50 participants with varied profiles <u>must</u> have attended the event. One (1) or more of the firm's resources <u>must</u> have been on-site for three (3) days or more. "On-site" is defined as at the event location(s) and/or traveling with the event participants; and • The provision of <u>all</u> of the following event management services <u>must</u> have been required: accommodations coordination, registration/ accreditation, hospitality coordination, and transportation/ logistical planning/ reservations. • The Supplier <u>must</u> provide the following information for <u>each</u> of the three (3) proposed event management project submitted in response to M.2: <ul style="list-style-type: none"> a) Name of the project/event; b) Client (Department/firm, etc); c) Description of the event; d) Event start date; (Day, Month, Year) e) Event location; f) Supplier's assigned portion of the overall budget (including professional fees, direct expenses, sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes); g) Number of participants in attendance; h) Profile of participants in attendance [i.e. the sector (private, public or military), ranks or positions, and country(ies) of origin of the delegates]; 		

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i) Number of days one or more of the firm's resource(s) was/were on-site and their role at the time; and j) List of events management services provided which must include accommodations, registration, hospitality, and transportation.		
COMMENTS:		

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

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1.2 POINT-RATED TECHNICAL EVALUATION CRITERIA

Evaluation Criteria	Maximum Points	Points
R1 ENVIRONMENTAL CONSIDERATIONS		
<p>As part of their bid, the Bidder should provide the following a company-wide environmental mission statement (including environmental measures undertaken in office operations).</p> <p>If no Statement and plans are not provided</p> <p>The mission statement should include:</p> <ul style="list-style-type: none"> • A company-wide environmental statement is provided; • A plan for energy sourcing (measures taken to improve energy efficiency, intended use of alternative fuel/power sources if the Bidder's premises is owned); • A plan for materials/equipment sourcing (intended use of recycled or reused products, waste management strategy); and • A plan for reducing the carbon footprint (minimization of travel, use of green hotels, etc.). 	<p>0</p> <p>25</p> <p>25</p> <p>25</p> <p>25</p>	
TOTAL POINTS	100	
COMMENTS:		

Solicitation No. - N° de l'invitation

EN578-171582/E

Client Ref. No. - N° de réf. du client

EN578-17-1582

Amd. No. - N° de la modif.

File No. - N° du dossier

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Buyer ID - Id de l'acheteur

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ANNEX F
IDENTIFIED USERS (RFSA)

The Identified Users authorized to award Contracts under the Supply Arrangements include;

1. Any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the [Financial Administration Act](#), R.S.C., 1985, c. F-11.
2. Communication and Advertising Procurement Directorate (CAPD on behalf of any government commission or board of inquiry, hearings or investigative enquiry or any such entity.