



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des  
soumissions\Travaux publics et Services  
gouvernementaux Canada  
See herein for bid submission  
instructions/  
Voir la présente pour les  
instructions sur la présentation  
d'une soumission  
NA  
Ontario

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Salles de réunion et lservices de r	
<b>Solicitation No. - N° de l'invitation</b> EH713-225473/A	<b>Date</b> 2022-02-18
<b>Client Reference No. - N° de référence du client</b> EH713-22-5473	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-009-8196	
<b>File No. - N° de dossier</b> TOR-1-44155 (009)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2022-03-07</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Holvec, Monique	<b>Buyer Id - Id de l'acheteur</b> tor009
<b>Telephone No. - N° de téléphone</b> (647) 616-3991 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> PSPC	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada  
Ontario Region  
10th Floor, 4900 Yonge Street  
Toronto  
Ontario  
M2N 6A6

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

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Solicitation No. - N° de l'invitation  
EH713-225473/A  
Client Ref. No. - N° de réf. du client  
EH713-225473

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

Buyer ID - Id de l'acheteur  
tor009  
CCC No./N° CCC - FMS No./N° VME

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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

There is no security requirement associated with this bid solicitation.

### 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 epost Connect service

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 21, Code of Conduct for Procurement—bid of the Standard Instructions 2003 is amended as follows

Delete: “21 (2016-04-04) Code of Conduct for Procurement—bid

The [Code of Conduct for Procurement](https://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html) (<https://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>) provides that Bidders must respond to bid solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements set out in the bid solicitation and resulting contract, submit bids and enter into contracts only if they will fulfill all obligations of the Contract. By submitting a bid, the Bidder is certifying that it is complying with the Code of Conduct for Procurement. Failure to comply with the Code of Conduct for Procurement may render the bid non-responsive.”

Insert: “21 (2022-01-27) Code of Conduct for Procurement - bid

The [Code of Conduct for Procurement](https://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/cca-ccp-eng.html) (<https://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/cca-ccp-eng.html>) provides that Bidders must respond to bid solicitations in an honest, fair and

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comprehensive manner, accurately reflect their capacity to satisfy the requirements set out in the bid solicitation and resulting contract, submit bids and enter into contracts only if they will fulfill all obligations of the Contract. By submitting a bid, the Bidder is certifying that it is complying with the Code of Conduct for Procurement. Failure to comply with the Code of Conduct for Procurement may render the bid non-responsive.”

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

Delete: 60 days  
Insert: 120 days

## 2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

### **PWGSC Ontario Region Bid Receiving Unit**

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:

[TPSGC.oreceptiondessaoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.oreceptiondessaoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca)

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

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

Bids transmitted by facsimile or hardcopy to PWGSC will not be accepted.

## 2.3 Former Public Servant

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

### Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) 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.

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## 2.5 Applicable Laws

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

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.

## 2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

The Bidder must submit its bid electronically in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

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

Bids transmitted by facsimile or hardcopy will not be accepted.

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

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

- 1) Include all environmental certification(s) relevant to your organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g. Forest Stewardship Council (FSC), ENERGYSTAR, etc.)

### **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.

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

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex 1 to Part 3 of the Bid Solicitation - Electronic Payment Instruments, to identify which ones are accepted.

If complete Annex 1 to Part 3 of the Bid Solicitation - Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

#### **3.1.2 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

#### **3.1.3 SACC Manual Clauses**

### **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**

Mandatory technical evaluation criteria is included in Annex "1" to Part 4 of the Bid Solicitation – Mandatory Technical Criteria.

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

Point Rated technical evaluation criteria is included in Annex "1" to Part 4 of the Bid Solicitation – Point Rated Technical Criteria.

#### **4.1.2 Financial Evaluation**

#### **4.1.2.1 Evaluation of Price - Bid**

The Bidder must submit with its bid, pricing details in accordance with Annex "B" - *Basis of Payment*, in Canadian funds.

Bids will be evaluated based on the prices detailed in Annex "B" – *Basis of Payment*.

The price used in the evaluation will be the Total Evaluated Price which is calculated as follows: Total Estimated Price is the sum of the Total Firm Requirement (Event Space and Catering) and the Total Optional Requirement (Event Space and Catering). This is the sum of tables 1.0 (TOTAL – FIRM REQUIREMENT) and 2.0 (TOTAL – OPTIONAL REQUIREMENT).

#### **4.2 Basis of Selection**

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

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of 145 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 270 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 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

<b>Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)</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 x 60 = 51.11	89/135 x 60 = 39.56	92/135 x 60 = 40.89
	<b>Pricing Score</b>	45/55 x 40 = 32.73	45/50 x 40 = 36.00	45/45 x 40 = 40.00
<b>Combined Rating</b>		83.84	75.56	80.89
<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 Required with the Bid**

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

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

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

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

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

### 5.2.1 Integrity Provisions – Required Documentation

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

### 5.2.2 Federal Contractors Program for Employment Equity - 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.

## 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

6.1.1 There is no security requirement applicable to the Contract.

### 6.2 Statement of Work

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

### 6.3 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex "A" – *Statement of Work* and Annex "B" – *Basis of Payment* of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

### 6.4 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.

#### 6.4.1 General Conditions

[2010C](#) (2021-12-02), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Subsection 31 of 2010C, General Conditions –Services (Medium Complexity), is amended as follows:

Delete: “31 (2016-04-04) Code of Conduct for Procurement - contract  
The Contractor agrees to comply with the [Code of Conduct for Procurement \(https://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html\)](https://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html) and to be bound by its terms for the period of the Contract.”

Insert: “31 (2022-01-27) Code of Conduct for Procurement - contract  
The Contractor agrees to comply with the [Code of Conduct for Procurement \(https://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/cca-ccp-eng.html\)](https://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/cca-ccp-eng.html) and to be bound by its terms for the period of the Contract.”

## 6.5 Term of Contract

### 6.5.1 Period of the Contract

The period of the Contract is one (1) year from the date of contract award.

## 6.6 Authorities

### 6.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Monique Holvec  
Title: Supply Specialist  
Public Works and Government Services Canada  
Organization: Acquisitions Branch  
Telephone: 647-616-3991  
E-mail address: [monique.holvec@pwgsc-tpsgc.gc.ca](mailto:monique.holvec@pwgsc-tpsgc.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.

### 6.6.2 Project Authority

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.

### 6.6.3 Contractor's Representative

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

### 6.7 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: 2019-01](#) of the Treasury Board Secretariat of Canada.

### 6.8 Payment

#### 6.8.1 Basis of Payment

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

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

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

#### 6.8.2 Limitation of Expenditure

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

### **6.8.3 Hospitality**

All hospitality must have the prior written authorization of the Project Authority. It is the Contractor's and the Project Authority's combined responsibility to ensure that Hospitality is secured and provided in accordance with the requirements outlined in the Treasury Board Directive on the Management of Expenditures on Travel, Hospitality and Conferences and the National Joint Council Travel Directive. It is the Project Authority's responsibility to adhere to all applicable internal approval procedures as they pertain to Hospitality.

### **6.8.4 Multiple Payments**

[H1001C](#) (2008-05-12) Multiple Payments

### **6.8.5 SACC Manual Clauses**

[A9117C](#) (2007-11-30) T1204 - Direct Request by Customer Department

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

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

## **6.9 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a) a copy of the invoices, receipts, vouchers for all direct expenses
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
    - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **6.10 Certifications and Additional Information**

### **6.10.1 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.

### 6.11 Applicable Laws

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

### 6.12 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 2010C (2021-12-02), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_ .

### 6.13 Insurance

SACC Manual clause G1005C (2016-01-28) Insurance - No Specific Requirement

### 6.14 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

## ANNEX "A"

### STATEMENT OF WORK

#### 1.0 SCOPE

##### 1.1 Objective

The Government of Canada will be hosting the Great Lakes Public Forum 2022 in an Ontario city with waterfront overlooking the Canada-United States border, namely Windsor or Niagara Falls Ontario. Ideally, the event will occur September 26 to 29, 2022. Alternatively, the second choice of dates is October 3 to 6, 2022.

This requirement is for both meeting space and catering services required during the Great Lakes Public Forum 2022.

##### 1.2 Background

Canada's Great Lakes Public Forum 2022 brings together a diverse group of Canadian and United States citizens, including representatives of government at federal, state, provincial and local levels, non-government organizations, academia, industry, Indigenous and Métis peoples, and the public for up to three (3) days of events, including:

- Opening ceremony
- Plenary sessions
- Exhibit sessions
- Evening reception (optional)

##### 1.3 Potential event dates

There are two (2) proposed sets of dates. Dates outside of these two choices will not be considered.

Day	First Choice	Second Choice
Day 1 (Monday)	26-Sep-22	03-Oct-22
Day 2 (Tuesday)	27-Sep-22	04-Oct-22
Day 3 (Wednesday)	28-Sep-22	05-Oct-22
Day 4 (Thursday)	29-Sep-22	06-Oct-22

#### 2.0 GENERAL REQUIREMENTS

The Great Lakes Public Forum 2022 will have a duration of up to four (4) days in length including set-up and tear down, with approximately 600 in-person attendees. The conference itself will run from a Tuesday to the following Thursday. Set-up will start on the Monday, and tear-down will end on the Thursday. The conference is open to the public and to the media.

The Conference organizing staff and contractors will require 24-hour access to all conference office and space for the duration of the event, starting with the setup of equipment on Day 1 (Monday). Tear down will start on Day 4 (Thursday) and will be completed by the end of the day.

## **2.1 Accommodations**

Guest accommodations are not included in this requirement. However, the Contractor must ensure that accommodations are available onsite or within the area boundaries identified in Section 2.2.1

Accommodations for delegates must have a minimum of three and one half (3.5) CAA/AAA Diamond or Canada Select Stars (or equivalent) rating.

There is no master account for accommodations and delegates must pay for their own accommodations and incidentals.

## **2.2 Property**

### **2.2.1 Location**

The location of the meeting space must be within the following boundaries:

- For the Windsor option: Between Wyandotte St. W. and Riverside Dr. W, and between Crawford Ave. and Glengary Ave.
- For the Niagara Falls option: Between Niagara Parkway and Victoria Ave./Ferry St./Stanley Ave, and between Falls Ave and Livingstone St.

### **2.2.2 Parking and Public Transit**

The meeting space must have self-parking available either onsite, adjacent to, or within 1.5 km from the main venue. The property must also be accessibly by public transit.

### **2.2.3 Management Experience**

The Contractor must have experience hosting events at their property to prove their experience in the management and planning of large scale high profile conferences, productions or events with distinguished guests.

### **2.2.4 Public Restaurants**

The meeting venue should be located in close walking proximity (less than 1 km) to a minimum of three (3) food service providers in addition to any on-site lounge/restaurant. A list of restaurants within 1.5 km of the venue must be provided to the conference organizers and identify public restaurants and fast food outlets.

### **2.2.5 Support services**

The following services must be located in or in proximity (within the greater municipality) to the meeting venue:

- Trade show/exhibition services, including rental of exhibit booth materials, technical equipment, electrical services, shipping services, etc.
- Local transportation (rental cars, taxis, buses, etc.)

### 2.3 Meeting Space

The requirements identified below are space requirements for the full event.  
Space specifications are detailed in the following table:

Room	Function	Set-up Requirements
<b>Days/Week:</b> <b>Hours/Day:</b>	Day 1 (Monday), Day 2 (Tuesday), Day 3 (Wednesday) and Day 4 (Thursday) - Four (4) Days 00:00 to 23:59 hrs (24 hours per day)	
# 1	<b>One (1) Plenary Room</b> <b>Capacity: 600 people</b>	<ul style="list-style-type: none"> <li>- Auditorium, or theatre set-up, with aisles</li> <li>- Stage at front of room, ideally 40 ft. wide x 20 ft. deep or larger</li> <li>- 1 podium + 1 bar stool on stage right</li> <li>- 5 armchairs + 1 coffee table centered on stage (may vary)</li> <li>- Space for 1-2 large front or rear projection screens and overhead rigging with theatre-style lighting e.g. spotlights (provided by AV supplier)</li> <li>- Sufficient electrical outlets for AV and multimedia equipment including media feed boxes</li> <li>- Space for 2 tech tables w/8 chairs at back of room</li> <li>- Space for up to 6 interpretation booths</li> <li>- Space for stand-up microphones in aisles (provided by AV supplier)</li> <li>- Free wireless Internet</li> </ul>
# 2	<b>One (1) Exhibit Space</b> <b>Capacity: 600 people</b>	<ul style="list-style-type: none"> <li>- Preference is for the Exhibit space to be adjacent or close to the plenary room</li> <li>- Must be able to accommodate at minimum 10 exhibit spaces (8 x 10). The Exhibit space can overflow into an adjacent space to meet the minimum booth space requirement</li> <li>- Some booths must have access to an electrical outlet</li> <li>- Located on the same floor as the plenary space, with easy access to a loading dock</li> <li>- Free wireless Internet</li> <li>- All Food and Beverage (except Evening Reception) will take place in the exhibit area.</li> <li>- Tear down of exhibits on Day 5 (Thursday) after the P.M. coffee break.</li> <li>- Space for double-sided food stations located throughout the tradeshow area, to encourage networking</li> <li>- Recycling bins scattered throughout the area to collect waste</li> </ul>

<p># 3</p>	<p><b>One (1) Conference Office</b> <b>Capacity: 14 people</b></p>	<ul style="list-style-type: none"> <li>- Working space for up to 14 people</li> <li>- Two round tables of 6 + two 6 ft. rectangular tables along the wall</li> <li>- Located close to the Plenary/Exhibit area on the same level</li> <li>- Space and sufficient power outlets for a tabletop printer and laptops</li> <li>- Free wireless Internet</li> <li>- Access to an outside telephone line</li> <li>- Secure access room</li> </ul>
<p># 4</p>	<p><b>One (1) Private Meeting Room</b> <b>Capacity: 10 people</b></p>	<ul style="list-style-type: none"> <li>- Conference table and seating for 10 people One small table for projector</li> <li>- Sufficient space for a screen or LCD screen and projector (provided by AV supplier)</li> <li>- Access to an outside telephone line for conference calls</li> <li>- Free wireless Internet</li> </ul>
<p># 5</p>	<p><b>One (1) Registration &amp; Information Desk Area</b> <b>Capacity: 8 people</b></p>	<ul style="list-style-type: none"> <li>- Space for 8 skirted 8 ft. tables + 8 chairs setup in a row outside main plenary room and exhibit space</li> <li>- Power outlets for printer/laptops/radios/mobile phones</li> <li>- Free wireless Internet</li> <li>- Prefer a secure area if possible</li> </ul> <p>Located in a hallway or foyer area near the main function areas (visible and easily accessible)</p>
<p><b>Days/Week:</b> Day 2 (Tuesday) Only - One (1) Day <b>Hours/Day:</b> 17:00 to 19:00 hrs (2 hours)</p>		
<p># 6</p>	<p><b>One (1) Evening Event Space</b> <b>Optional</b> <b>Capacity: 200 people</b></p>	<ul style="list-style-type: none"> <li>- Set-up: stand up reception</li> <li>- Stage at front of room, ideally fixed and 20 ft. wide x 12 ft. deep or larger</li> <li>- space for up to 4 seated conversation areas</li> <li>- 1 podium + 1 bar stool on stage right</li> <li>- Space for 1-2 large front or rear projection screens (provided by AV supplier)</li> <li>- Sufficient electrical outlets for AV and multimedia equipment</li> <li>- Space for 2 tech tables w/8 chairs at back of room</li> <li>- Free wireless Internet</li> <li>- Space for food stations located throughout the event space, to encourage networking</li> </ul>

## 2.4 Catering

In addition to the meal requirements shown below, there may be third party hospitality and/or catering requirements for sessions on Tuesday (Day 2), Wednesday, (Day 3) and Thursday (Day 4), which will be billed directly by the third party. The Evening Reception on the evening of Day 2 may also be organized by a third party, and if so, it will be billed directly by the third party.

### 2.4.1 Meals

**Note:** Optional Evening reception on Day 2 (Tuesday) for up to 200 people (optional).

Meal	Time of Day	Estimated Quantity
<b>Days of the Week:</b> Day 2 (Tuesday), Day 3 (Wednesday) and Day 4 (Thursday) - Three (3) Days		
Morning Health Break	10:00 – 10:30	Up to 600 people per day
Boxed Lunch	12:00 – 13:00	Up to 600 people per day
Afternoon Health Break	15:00 - 15:30	Up to 600 people per day
<b>Day of the Week:</b> Day 2 (Tuesday) Only - One (1) day		
Evening Reception (optional)	17:00 – 19:00	Up to 200 people

### 2.4.2 Sample menus

The following is for information/example purposes and does not represent a set menu:

Meal	Suggested Menu	Estimated Quantity
<b>Days of the Week:</b> Day 2 (Tuesday), Day 3 (Wednesday) and Day 4 (Thursday) - Three (3) Days		
Morning Health Break	<ul style="list-style-type: none"> <li>Coffee/tea/jugs of ice water</li> <li>Selection of muffins and fruit</li> </ul>	Up to 600 people per day
Boxed Lunch	<ul style="list-style-type: none"> <li>Coffee/tea/jugs of ice water</li> <li>Cookies along with other healthy snack options (i.e.: vegetables)</li> </ul>	Up to 600 people per day
Afternoon Health Break	<ul style="list-style-type: none"> <li>Water, coffee, tea, juices and soft drinks</li> <li>Food selections must be compatible with a stand-up networking function (i.e.: no soups or foods that require multiple utensils to consume).</li> </ul>	Up to 600 people per day
<b>Day of the Week:</b> Day 2 (Tuesday) Only - One (1) Day		
Evening Reception (optional)	<ul style="list-style-type: none"> <li>Cash bar</li> <li>Food selections must be compatible with a stand-up networking function (i.e.: no soups or foods that require multiple utensils to consume).</li> </ul>	Up to 200 people

### 2.4.3 Pricing

The following pricing is based on the Government of Canada Treasury Board current meal allowances for hospitality, conferences and events (reference <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27228> )

Meal	Rate Allowances (Including ALL Taxes and Fees)	Maximum Amount For All Days (Including ALL Taxes and Fees)
<b>Days of the Week:</b> Day 2 (Tuesday), Day 3 (Wednesday) and Day 4 (Thursday) - Three (3) Days		
Morning Health Break	\$16.01 / person <b>Maximum</b>	\$ 28,822.50 <b>Maximum</b>
Boxed Lunch	\$64.80 / person <b>Maximum</b>	\$116,640.00 <b>Maximum</b>
Afternoon Health Break	\$16.01 / person <b>Maximum</b>	\$ 28,822.50 <b>Maximum</b>
<b>Day of the Week:</b> Day 2 (Tuesday) Only - One (1) Day		
Evening Reception (optional)	\$64.05 / person <b>Maximum</b>	\$12,810.00 <b>Maximum</b>
<b>Total Maximum Amount to be paid by Canada (Including ALL Taxes and Fees)</b>		<b>\$ 187,095.00 Maximum</b>

### 2.5 Liaison

The Contractor must assign a conference liaison representative to collaborate on an on-going basis with the department and conference organizer, and participate as needed in meetings with the Department. This will include coordinating and planning for one or more site visit(s) by the department and conference organizer following the contact award.

### 2.6 Constraints

#### 2.6.1 Portion paid by Canada:

- Six (6) coffee breaks for approx. 600 people; food and beverages in the morning; beverages and cookies in the afternoon
- Three (3) boxed lunches for approx. 600 people
- Meeting space identified in section 2.3 – Rooms 1, 2, 3, 4 & 5

OPTIONAL:

- One (1) evening reception for approx. 200 people
- Evening event space identified in section 2.3 – Room 6

#### 2.6.2 Portion paid by Delegates or Third Parties

There may be third party hospitality and/or catering requirements for receptions on Wednesday (Day 3) and Thursday (Day 4), which will be billed directly to the third party.

#### 2.6.3 Exclusions from the Contract

- i) Coordination of third-party meetings and training sessions
- ii) Room rental costs, hospitality and/or catering costs for third party meetings and training sessions
- iii) Guestrooms, parking and incidentals

#### **2.6.4 Other Considerations**

Canada reserves the right to reduce the meal, and health breaks downward no later than thirty (30) days prior to Day 4 (Thursday) without incurring any cancellation charges and/or liquidated damages. Canada also reserves the right to reduce the meeting space no later than sixty (60) days prior to Day 2 (Tuesday) without any cancellation charges and/or liquidated damages.

#### **2.6.5 Health Measures**

The Contractor is responsible for compliance with health authority directives within their space, such as but not limited to: verification of vaccination certificates at venue access points; observance of capacity restrictions; enhanced cleaning practices related to the pandemic; hand sanitizer dispensers throughout the space; etc.

#### **2.7 Other Requirements**

The Contractor must offer, Vegetarian and Gluten Free options available upon request for all meals.

In addition to the above, any further potential additional requirements identified may be exercised at Canada's discretion. These additions, if exercised, will be negotiated by the Project Authority identified in the contract and who will be on-site during the conference. The Project Authority will refer to the Contracting Authority to ensure additional requirements are in accordance with the contract and obtain approval. The Contractor must make best efforts to respond to these needs based upon mutually agreed costs. The additional requirements may include, but are not limited to:

- Additional food and beverage needs;
- Additional meeting rooms;
- Additional IT requirements;
- Transportation needs;
- Communication needs (i.e., photocopies; Wi-Fi; telephone lines: etc.); and
- Office supplies.

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

Prices are firm, all-inclusive, in Canadian Funds for the provision of the goods and services detailed in accordance with Annex "A" - *Statement of Work*. Harmonized Sales Tax is extra if it is applicable.

**Note:** Upon issuance of the Contract, wording that is italicized will be deleted from Annex "B".

**1.0 FIRM REQUIREMENT**

**1.1 EVENT SPACE** (As described in Section 2.3 – Meeting Space of Annex "A" – Statement of Work.)

A	B	C	D	E
Item	Description	Quantity [Day]	Firm Price Per Day	Extended Firm Price [C x D]
1	One (1) Plenary Room	4	\$	\$
2	One (1) Exhibit Space	4	\$	\$
3	One (1) Conference Office	4	\$	\$
4	One (1) Private Meeting Room	4	\$	\$
5	One (1) Registration & Information Desk Area	4	\$	\$
<b>TOTAL – EVENT SPACE</b>			<b>\$</b>	

**Note:** A day is defined as a 24 hour period from 00:00 to 23:59 (24 hours per day)

**1.2 CATERING** (Maximum Prices as per Section 2.4.3 – Pricing of Annex "A" – Statement of Work.)

A	B	C	D	E	F
Item	Description	Quantity [Day]	Estimated Quantity of Meals [Day]	Firm Price Per Person	Extended Firm Price [C x D x E]
1	Morning Health Break	3	600	\$	\$
2	Boxed Lunch	3	600	\$	\$
3	Afternoon Health Break	3	600	\$	\$
<b>TOTAL – CATERING</b>				<b>\$</b>	

**Notes:**

The proposed Firm Price Per Person must not exceed the allowances stipulated in Section 2.4.3  
The Quantity of Meals is an estimate only and will be confirmed at a later time.

<b>1.0 TOTAL – FIRM REQUIREMENT (1.1 + 1.2)</b>	<b>\$</b>
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**2.0 OPTIONAL REQUIREMENT**

**2.1 EVENT SPACE**

A	B	C	D	E
Item	Description	Quantity	Firm Price	Extended Firm Price [C x D]
1	One (1) Evening Event Space	1	\$	\$
<b>TOTAL OPTIONAL REQUIREMENT – EVENT SPACE</b>			<b>\$</b>	

**2.2 CATERING**

A	B	C	D	E	F
Item	Description	Quantity	Estimated Quantity of Meals	Firm Price [per person]	Extended Firm Price [C x D x E]
1	Evening Reception Meal	1	200	\$	\$
<b>TOTAL OPTIONAL EQUIREMENT – CATERING</b>				<b>\$</b>	

**Notes:**

The proposed Firm Price Per Person must not exceed the allowances stipulated in Section 2.4.3  
The Quantity of Meals is an estimate only and will be confirmed at a later time.

<b>2.0 TOTAL – OPTIONAL EQUIREMENT (2.1 + 2.2)</b>	<b>\$</b>
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**3.0 TOTAL EVALUATED PRICE**

Description	Total Estimated Prices
1: TOTAL – FIRM REQUIREMENT (1.1 + 1.2)	\$
2: TOTAL – OPTIONAL EQUIREMENT (2.1 + 2.2)	\$
<b>Total Evaluated Price (sum of Total Price 1 to 2)</b>	<b>\$</b>

## **ANNEX "1" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

**ANNEX “1” to PART 4 OF THE BID SOLICITATION**

**TECHNICAL EVALUATION CRITERIA**

**1. Mandatory Technical Criteria**

- 1.1 Bidders must clearly demonstrate compliance with each mandatory technical criteria. Failure to demonstrate compliance will result in the offer being deemed non-responsive, and be given no further consideration.
- 1.2 Each mandatory technical criterion should be addressed separately.

<b>Mandatory Criteria</b>	<b>Specification</b>	<b>Cross Reference: In this column, Bidders should cross-reference where this specification is indicated in their supporting documents.</b>
<b>M 1</b>	Bidders must be able to meet the conference dates as identified in Annex “A” – Statement of Work, Section 1.3	
<b>M 2</b>	Bidders must meet Section 2.2.1- Location of the Annex A – “Statement of Work”. The proposed location must be located within one of the following geographical boundaries: <ul style="list-style-type: none"> <li>• Windsor: Between Wyandotte St. W. and Riverside Dr. W, and between Crawford Ave. and Glengarry Ave.; or</li> <li>• Niagara Falls: Between Niagara Parkway and Victoria Ave./Ferry St./Stanley Ave, and between Falls Ave and Livingstone St. (ref. section A2.1a).</li> </ul>	

**2. Point Rated Technical Criteria**

**Rating Scale – Total Maximum points available is: 270 points.**

Bids deemed responsive against all mandatory technical criteria will be evaluated against the point rated technical criteria specified in the eleven (11) sections below.

Bidders are advised to address each of the criteria in the order in which they appear and in sufficient depth in their proposals to enable a thorough assessment. Assessments will be based solely on the information contained within the proposal.

In the "Page # Corresponding to information in Proposal" column, please indicate the page number/section of your proposal where the information may be found.

Each point rated technical criterion should be addressed separately.

Criteria #	Description	Page # corresponding to information in Proposal.								
R1	<p><b><u>Event Dates – Max Score 40</u></b></p> <p>The proposed event dates are (must match dates exactly):</p> <table border="1" data-bbox="457 842 998 982"> <tr> <td data-bbox="457 842 683 909"><b>Points: 40</b></td> <td data-bbox="683 842 998 909">Sept. 26 to 29, 2022</td> </tr> <tr> <td data-bbox="457 909 683 982"><b>Points: 10</b></td> <td data-bbox="683 909 998 982">Oct. 03 to 06, 2022</td> </tr> </table>	<b>Points: 40</b>	Sept. 26 to 29, 2022	<b>Points: 10</b>	Oct. 03 to 06, 2022					
<b>Points: 40</b>	Sept. 26 to 29, 2022									
<b>Points: 10</b>	Oct. 03 to 06, 2022									
R2	<p><b><u>Host City – Max Score 30</u></b></p> <p>The proposed host city is:</p> <table border="1" data-bbox="474 1157 982 1297"> <tr> <td data-bbox="474 1157 696 1224"><b>Points: 30</b></td> <td data-bbox="696 1157 982 1224">Windsor, Ontario</td> </tr> <tr> <td data-bbox="474 1224 696 1297"><b>Points: 15</b></td> <td data-bbox="696 1224 982 1297">Niagara Falls, Ontario</td> </tr> </table>	<b>Points: 30</b>	Windsor, Ontario	<b>Points: 15</b>	Niagara Falls, Ontario					
<b>Points: 30</b>	Windsor, Ontario									
<b>Points: 15</b>	Niagara Falls, Ontario									
R3	<p><b><u>Plenary Space – Max Score 40</u></b></p> <p>The proposed seating options are:</p> <table border="1" data-bbox="430 1501 1026 1816"> <tr> <td data-bbox="430 1501 652 1589"><b>Points: 40</b></td> <td data-bbox="652 1501 1026 1589">Auditorium or theatre with fixed stage and fixed seating for 600 people</td> </tr> <tr> <td data-bbox="430 1589 652 1659"><b>Points: 20</b></td> <td data-bbox="652 1589 1026 1659">Theatre with fixed stage and loose seating for 600 people</td> </tr> <tr> <td data-bbox="430 1659 652 1747"><b>Points: 15</b></td> <td data-bbox="652 1659 1026 1747">Theatre style with temporary stage and loose seating for 600 people</td> </tr> <tr> <td data-bbox="430 1747 652 1816"><b>Points: 0</b></td> <td data-bbox="652 1747 1026 1816">Other or not described</td> </tr> </table>	<b>Points: 40</b>	Auditorium or theatre with fixed stage and fixed seating for 600 people	<b>Points: 20</b>	Theatre with fixed stage and loose seating for 600 people	<b>Points: 15</b>	Theatre style with temporary stage and loose seating for 600 people	<b>Points: 0</b>	Other or not described	
<b>Points: 40</b>	Auditorium or theatre with fixed stage and fixed seating for 600 people									
<b>Points: 20</b>	Theatre with fixed stage and loose seating for 600 people									
<b>Points: 15</b>	Theatre style with temporary stage and loose seating for 600 people									
<b>Points: 0</b>	Other or not described									

<p><b>R4</b></p>	<p><b>Proximity to the Canada-United States International Border – Max Score 30</b></p> <p>The proposed location is:</p> <table border="1"> <tr> <td data-bbox="402 424 621 571"><b>Points: 30</b></td> <td data-bbox="621 424 1057 571">Within 250 meters of the waterfront with delegate accessible space that has a view of the Canada-United States International Border and the United States</td> </tr> <tr> <td data-bbox="402 571 621 718"><b>Points: 10</b></td> <td data-bbox="621 571 1057 718">Within 1 km of the waterfront with delegate accessible space that has a view of the Canada-United States International Border and the United States</td> </tr> <tr> <td data-bbox="402 718 621 785"><b>Points: 0</b></td> <td data-bbox="621 718 1057 785">Other or not described</td> </tr> </table>	<b>Points: 30</b>	Within 250 meters of the waterfront with delegate accessible space that has a view of the Canada-United States International Border and the United States	<b>Points: 10</b>	Within 1 km of the waterfront with delegate accessible space that has a view of the Canada-United States International Border and the United States	<b>Points: 0</b>	Other or not described			
<b>Points: 30</b>	Within 250 meters of the waterfront with delegate accessible space that has a view of the Canada-United States International Border and the United States									
<b>Points: 10</b>	Within 1 km of the waterfront with delegate accessible space that has a view of the Canada-United States International Border and the United States									
<b>Points: 0</b>	Other or not described									
<p><b>R5</b></p>	<p><b><u>Venue Floor Plan – Max Score 40 (10 + 10 + 10 + 10)</u></b></p> <p>The proposed venue floor plan has:</p> <table border="1"> <tr> <td data-bbox="407 963 626 1031"><b>Points: 10</b></td> <td data-bbox="626 963 1050 1031">Plenary and Exhibit space in close proximity (on the same floor)</td> </tr> <tr> <td data-bbox="407 1031 626 1098"><b>Points: 10</b></td> <td data-bbox="626 1031 1050 1098">Registration Desk close to Plenary/Exhibit area</td> </tr> <tr> <td data-bbox="407 1098 626 1247"><b>Points: 10</b></td> <td data-bbox="626 1098 1050 1247">More than two additional event spaces onsite available to direct-billed third parties during main event dates and times (this space is not part of this Contract)</td> </tr> <tr> <td data-bbox="407 1247 626 1396"><b>Points: 10</b></td> <td data-bbox="626 1247 1050 1396">Two or fewer additional event spaces onsite available to direct-billed third parties during main event dates/times (this space is not part of this Contract)</td> </tr> </table>	<b>Points: 10</b>	Plenary and Exhibit space in close proximity (on the same floor)	<b>Points: 10</b>	Registration Desk close to Plenary/Exhibit area	<b>Points: 10</b>	More than two additional event spaces onsite available to direct-billed third parties during main event dates and times (this space is not part of this Contract)	<b>Points: 10</b>	Two or fewer additional event spaces onsite available to direct-billed third parties during main event dates/times (this space is not part of this Contract)	
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<p><b>R6</b></p>	<p><b><u>Conference Office – Max Score 10</u></b></p> <p>The proposed Conference Office is located:</p> <table border="1"> <tr> <td data-bbox="440 1604 659 1671"><b>Points: 10</b></td> <td data-bbox="659 1604 1018 1671">On the same floor as the Plenary room</td> </tr> <tr> <td data-bbox="440 1671 659 1738"><b>Points: 5</b></td> <td data-bbox="659 1671 1018 1738">On a different floor than the Plenary room</td> </tr> <tr> <td data-bbox="440 1738 659 1806"><b>Points: 0</b></td> <td data-bbox="659 1738 1018 1806">Other or not described</td> </tr> </table>	<b>Points: 10</b>	On the same floor as the Plenary room	<b>Points: 5</b>	On a different floor than the Plenary room	<b>Points: 0</b>	Other or not described			
<b>Points: 10</b>	On the same floor as the Plenary room									
<b>Points: 5</b>	On a different floor than the Plenary room									
<b>Points: 0</b>	Other or not described									

R7	<p><b><u>Complimentary Wi-Fi with capacity for 600 guests – Max Score 15</u></b></p> <p>Complimentary Wi-Fi with capacity for 600 people is:</p> <table border="1" data-bbox="440 424 1018 583"> <tr> <td data-bbox="440 424 660 516"><b>Points: 15</b></td> <td data-bbox="660 424 1018 516">Available throughout the meeting venue and in public areas</td> </tr> <tr> <td data-bbox="440 516 660 583"><b>Points: 0</b></td> <td data-bbox="660 516 1018 583">Other or not described</td> </tr> </table>	<b>Points: 15</b>	Available throughout the meeting venue and in public areas	<b>Points: 0</b>	Other or not described			
<b>Points: 15</b>	Available throughout the meeting venue and in public areas							
<b>Points: 0</b>	Other or not described							
R8	<p><b><u>Number of exhibits booths (8'x10') that can be accommodated – Max Score 20</u></b></p> <p>The number of exhibits booths (8'x10') that can be accommodated is:</p> <table border="1" data-bbox="440 791 1018 995"> <tr> <td data-bbox="440 791 660 858"><b>Points: 20</b></td> <td data-bbox="660 791 1018 858">11+ 8'x10' booths</td> </tr> <tr> <td data-bbox="440 858 660 926"><b>Points: 5</b></td> <td data-bbox="660 858 1018 926">1 to 10 8'x10' booths</td> </tr> <tr> <td data-bbox="440 926 660 995"><b>Points: 0</b></td> <td data-bbox="660 926 1018 995">Other or not described</td> </tr> </table>	<b>Points: 20</b>	11+ 8'x10' booths	<b>Points: 5</b>	1 to 10 8'x10' booths	<b>Points: 0</b>	Other or not described	
<b>Points: 20</b>	11+ 8'x10' booths							
<b>Points: 5</b>	1 to 10 8'x10' booths							
<b>Points: 0</b>	Other or not described							
R9	<p><b><u>Use of single-use biodegradable items in boxed lunches – Max Score 10</u></b></p> <p>Type of items used in boxed lunches:</p> <table border="1" data-bbox="440 1203 1018 1362"> <tr> <td data-bbox="440 1203 660 1295"><b>Points: 10</b></td> <td data-bbox="660 1203 1018 1295">Only single-use biodegradable items are used in boxed lunches</td> </tr> <tr> <td data-bbox="440 1295 660 1362"><b>Points: 0</b></td> <td data-bbox="660 1295 1018 1362">Other or not described</td> </tr> </table>	<b>Points: 10</b>	Only single-use biodegradable items are used in boxed lunches	<b>Points: 0</b>	Other or not described			
<b>Points: 10</b>	Only single-use biodegradable items are used in boxed lunches							
<b>Points: 0</b>	Other or not described							
R10	<p><b><u>Proximity of guest accommodations to the meeting space – Max Score 20 (15+ 5)</u></b></p> <p>The location of the guest accommodations is:</p> <table border="1" data-bbox="417 1596 1040 1839"> <tr> <td data-bbox="417 1596 638 1717"><b>Points: 15</b></td> <td data-bbox="638 1596 1040 1717">Within or physically connected to the meeting facility by a walkway or tunnel (ex: hotel attached to a conference/convention center)</td> </tr> <tr> <td data-bbox="417 1717 638 1839"><b>Points: 5</b></td> <td data-bbox="638 1717 1040 1839">At least 1 adjacent to the meeting facility or within 0.5 km (i.e., across the street; next door; on the same block)</td> </tr> </table>	<b>Points: 15</b>	Within or physically connected to the meeting facility by a walkway or tunnel (ex: hotel attached to a conference/convention center)	<b>Points: 5</b>	At least 1 adjacent to the meeting facility or within 0.5 km (i.e., across the street; next door; on the same block)			
<b>Points: 15</b>	Within or physically connected to the meeting facility by a walkway or tunnel (ex: hotel attached to a conference/convention center)							
<b>Points: 5</b>	At least 1 adjacent to the meeting facility or within 0.5 km (i.e., across the street; next door; on the same block)							

<b>R11</b>	<p><b>Proximity of restaurants or food outlets to the meeting space – Max Score 15 (10 +5)</b></p> <p>The proximity of restaurants or food outlets to the meeting space is:</p> <table border="1" data-bbox="423 443 1036 800"> <tr> <td data-bbox="423 443 646 646" style="text-align: center;"><b>Points: 10</b></td> <td data-bbox="646 443 1036 646">Within or physically connected to the meeting facility (i.e., separate building but connected to the meeting facility by a walkway or tunnel – ex: hotel attached to a conference/convention center)</td> </tr> <tr> <td data-bbox="423 646 646 800" style="text-align: center;"><b>Points: 5</b></td> <td data-bbox="646 646 1036 800">Located in close walking proximity (less than 1 km) to a minimum of three (3) food service providers in addition to any on-site lounge/restaurant.</td> </tr> </table>	<b>Points: 10</b>	Within or physically connected to the meeting facility (i.e., separate building but connected to the meeting facility by a walkway or tunnel – ex: hotel attached to a conference/convention center)	<b>Points: 5</b>	Located in close walking proximity (less than 1 km) to a minimum of three (3) food service providers in addition to any on-site lounge/restaurant.	
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