



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

Public Health Agency of Canada  
**Attn: Caroline Lecours**  
**Email: [caroline.lecours@hc-sc.gc.ca](mailto:caroline.lecours@hc-sc.gc.ca)**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

Proposal To: **Public Health Agency of 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 thereof.

**Proposition à:**  
**Agence de la santé publique du 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-annexées, au(x) prix indiqué(s).

**Instructions : See Herein**  
**Instructions: Voir aux présentes**

**Issuing Office – Bureau de distribution**  
Public Health Agency of Canada  
200, Eglantine Driveway  
Tunney's Pasture  
Ottawa Ontario K1A 0K9

<b>Title – Sujet</b> National Autism Conference Coordination Services	
<b>Solicitation No. – N° de l'invitation</b> 1000239004A	<b>Date</b> March 30, 2022
<b>Solicitation Closes at – L'invitation prend fin à 2 :00 PM</b> on / le – April 29 <sup>th</sup> , 2022	<b>Time Zone</b> Fuseau horaire EDT
<b>F.O.B. - F.A.B.</b> Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à :</b> Name: Caroline Lecours Email: <a href="mailto:caroline.lecours@hc-sc.gc.ca">caroline.lecours@hc-sc.gc.ca</a> Telephone – téléphone : 613-941-2092	
<b>Destination – of Goods, Services, and Construction:</b> <b>Destination – des biens, services et construction :</b> See Herein – Voir ici	
<b>Delivery required - Livraison exigée</b> See Herein – Voir ici	
<b>Vendor/firm Name and address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Facsimile No. – N° de télécopieur :</b> <b>Telephone No. – N° de téléphone :</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur</b>	
<hr/> <b>(type or print)/ (taper ou écrire en caractères d'imprimerie)</b>	
<hr/> <b>Signature</b>	<hr/> <b>Date</b>



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The attachments include the Pricing Schedule and Technical criteria.

### **1.2 Summary**

The Public Health Agency of Canada is convening a conference on Autism in November 2022, in Ottawa Ontario. The conference content will be delivered both in-person and virtually. The conference involves stakeholders including Autistic Canadians, representatives of Provincial and Territorial (PT) governments, autism researchers, caregivers, autism service and support professionals, Indigenous stakeholders, representatives from the advocacy sector (NGO's and Civil Society Organizations); for the purpose of informing the development of a national autism strategy. The Public Health Agency requires a contractor who can support the Project Authority with pre-conference strategic planning, content development, conference delivery and a post conference report summarizing the various conference discussion topics. The contractor will work closely with the Project Authority at the Public Health Agency to deliver a successful conference that is accessible to all Canadians and responsive to the needs of the Autistic community. The work to be performed is details under the Annex "A" Statement of Work.

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **1.3 Accessibility**

Considering accessibility criteria and features is obligatory with this requirement. For additional information consult the [\*Treasury Board Contracting Policy\*](#).

### **1.4 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



## 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.

### 2.2 Submission of Bids

Bids must be submitted only to [caroline.lecours@hc-sc.gc.ca](mailto:caroline.lecours@hc-sc.gc.ca) by the date and time indicated on page 1 of the bid solicitation.

### 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 seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.



## 2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least then (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 2.7 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

Due to the nature of the bid solicitation, bids transmitted by epost Connect service and by facsimile will not be accepted.

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

- Section I: Technical Bid (electronic copies)
- Section II: Financial Bid (electronic copies)
- Section III: Certifications (electronic copies)
- Section IV: Additional Information (electronic copies)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use a numbering system that corresponds to the bid solicitation.

### Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To



avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

## **Section II: Financial Bid**

- A.** Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3.
- B.** Bidders must submit their prices FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- C.** When preparing their financial bid, Bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.6, Payment, of Part 7 of the bid solicitation.

### **D. Price Breakdown**

In their financial bids, bidders should provide a price breakdown for the firm unit price quoted in response to the pricing schedule detailed in Attachment 1 to Part 3.

#### **1. Estimated Cost of Professional Fees**

1.1 For each individual, bidders should provide: a) the estimated cost of professional fees; and b) the cost basis (comprised of the quoted all inclusive fixed daily rate; and the estimated corresponding number of working days. Bidders should specify the number of hours included in a working day, exclusive of meal breaks.

1.2 The quoted all inclusive fixed time rate must include the total estimated cost of any travel and living expenses that may need to be incurred for the Work described in Part 7 of the bid solicitation required to be done, delivered or performed by the individual inside the National Capital Region (NCR) defined in the [National Capital Act \(R.S.C., 1985, c. N-4\)](http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont), available on the Justice Website (<http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont>).

Under any resulting contract, Canada will not accept the travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations."

#### **2. Estimated Cost of Incidental Goods**

Bidders should 1) identify each incidental good to be purchased; and 2) provide the estimated cost and the cost basis for each one.

#### **3. Estimated Cost of Materials and Supplies**

Bidders should 1) identify each category of materials and supplies to be purchased; and 2) provide for each one, the estimated cost and the cost basis. Materials and supplies are items which will be consumed during the performance of any resulting contract.

#### **4. Estimated Cost of Subcontracts**

Bidders should 1) identify any proposed subcontractors; and 2) provide a price breakdown submitted in accordance with paragraph D of this section of Part 3 of the bid solicitation for each one.

#### **5. Estimated Cost of Other Direct Charges**





Bidders should 1) identify the categories of other direct charges anticipated (such as long distance communications and rental); and 2) provide the estimated cost and the cost basis for each one.

#### 6. Applicable Taxes

The price breakdown must not include the Applicable Taxes. [\[Instructions to the Bidder: consult Article 01, interpretation, of the 2035, General Conditions - Higher Complexity services, for the definition of the term "Applicable Taxes".\]](#)

### Section III: Certifications

In Section III of their bid, bidders should provide the certifications required under Part 5 and, as applicable, any associated additional information.

#### 3.2 Accessibility Standards

In accordance with the [Treasury Board Contracting Policy](#) and the *Accessible Canada Act*, federal departments and agencies must consider accessibility criteria and features when procuring goods or services. Therefore, bidders are encouraged to highlight all the accessibility features and components of their proposal for this requirement and must:

- i. demonstrate how the proposed goods and/or services meet the accessibility requirement at delivery; or
- ii. describe how it would deliver the proposed goods and/or services under any resulting contract in a way that satisfies the mandatory requirement.





## ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

The Bidder must complete this pricing schedule and include it in its financial bid.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

The prices included in this pricing schedule include the total estimated cost of any travel and living expenses that may need to be incurred for the Work described in Part 7 of the bid solicitation.

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

<b>Period of the Contract (from contract award to February 28<sup>th</sup>, 2023):</b>	<b>Work described in Annex A, Statement of Work, to which the basis of payment applies:</b>
A firm unit price of \$ _____ by June 24, 2022	Section 5 – Milestone 1
A firm unit price of \$ _____ by November 16, 2022	Section 5 – Milestones 2 and 3
A firm unit price of \$ _____ by December 30, 2022.	Section 5 – Milestone 4
A firm unit price of \$ _____ by February 28, 2023.	Section 5 – Milestone 5



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the bids.”

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

##### 4.1.1.2 Point Rated Technical Criteria

Refer to Attachment 1 to Part 4. Point-rated technical criteria not addressed will be given a score of zero.

#### 4.1.2 Financial Evaluation

For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

### 4.2 Basis of Selection

#### 4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit [60%] and Price [40%]

4.2.1.1 To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation;
- b. meet all the mandatory evaluation criteria; and
- c. obtain the required minimum number of points specified in Attachment 1 to Part 4 for the point rated technical criteria.

4.2.1.2 Bids not meeting 4.2.1.1 (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

4.2.1.3 The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i):  $PS_i = LP / P_i \times 40$ .  $P_i$  is the evaluated price (P) of each responsive bid (i).

4.2.1.4 A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i):  $TMS_i = OS_i \times 60$ .  $OS_i$  is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical criteria specified in Attachment 1 to Part 4, determined as follows: total number of points obtained / maximum number of points available.

4.2.1.5 The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows:  $CR_i = PS_i + TMS_i$ .

4.2.1.6 The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in Attachment 1 to Part 4 will be recommended for award of a contract.

4.2.1.7 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 the technical merit and price, respectively.

<b>Basis of Selection - Highest Combined Rating of Technical Merit (60%) and Price (40%)</b>			
<b>Bidder</b>	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>



<b>Overall Score for All the Point Rated Technical Criteria</b>	OS1: 120/135	OS2: 98/135	OS3: 82/135
<b>Bid Evaluated Price</b>	P1: C\$60,000	P2: C\$55,000	<b>LP</b> and P3: C\$50,000
<b>Calculations</b>	<b>Technical Merit Score (OSi x 60)</b>	<b>Pricing Score ( LP/Pi x 40 )</b>	<b>Combined Rating</b>
<b>Bidder 1</b>	120/135 x 60 = 53.33	50/60 x 40 = 33.33	86.66
<b>Bidder 2</b>	98/135 x 60 = 43.56	50/55 x 40 = 36.36	79.92
<b>Bidder 3</b>	82/135 x 60 = 34.45	50/50 x 40 = 40	84.45



## ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA

### Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

<b>Mandatory Technical Criteria (MT)</b>		
For the purpose of the mandatory technical criteria specified below the experience of the Bidder and its subcontractors, affiliates and suppliers will be considered.		
<b>The Bidder</b>		
<b>Experience</b>		
<b>Number</b>	<b>Mandatory Technical Criterion</b>	<b>Bid Preparation Instructions</b>
<b>MT1</b>	The Bidder must demonstrate that they have completed two (2) large-scale projects within the last five (5) years doing logistics and facilitator services either in person and/or virtual.	<p>The bidder must provide project summaries that include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>○ Contact information of the client</li> <li>○ Roles and responsibilities</li> <li>○ Project date and timeline</li> <li>○ List of deliverables/milestones</li> <li>○ List of internal/external stakeholders</li> <li>○ Method of selecting appropriate speakers, panelists and other presenters.</li> <li>○ Content development/program planning</li> <li>○ Facilitating breakout rooms, panels, Q&amp;A periods</li> </ul> <p>Canada reserves the right to contact the client in order to validate the information provided on the proposal.</p>
<b>MT2</b>	The Bidder must demonstrate that they have facilitated two (2) an inclusive and accessible conference to all participants in the last five (5) years.	<p>The bidder must provide project summaries that demonstrate, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>○ Ensuring the conference was accessible and inclusive to all participants</li> <li>○ Provide an example of how participants' views and opinions were accurately captured</li> <li>○ Explain how diversity and inclusion were considered</li> <li>○ Provide an example of how you remain impartial and manage controversial issues</li> </ul>
<b>MT3</b>	The Bidder must demonstrate in its proposal how they have the network to provide supplementary services needed to conduct the conference.	The bidder must provide associated resources and/or where they will obtain such resources.
<b>MT4</b>	Project Work Plan	The work plan must address the following: (a) identify a project lead



	<p>The bidder must provide a detailed work plan to meet the requirements of the Statement of Work.</p>	<p>(b) a clear description of project activities to be undertaken that are detailed, realistic and achievable;</p> <p>(c) a clear description of project deliverables and outputs as they link to project activities;</p> <p>(d) a clear description of any monitoring and/or evaluation activities that will ensure progress and lessons learned from the deliverables;</p> <p>(e) timing of project activities;</p> <p>(f) associated level of effort; and</p> <p>(g) how the project will be effectively managed.</p> <p>This information is to be presented in detail and is to be related specifically to the requirements of the project as it relates to pre-conference / conference / post-conference tasks.</p>
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**Point Rated Technical Criteria**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the table inserted below.

<b>Point Rated Technical Criteria (RT)</b>			
<b>The Bidder</b>			
<b>Number</b>	<b>Point Rated Technical Criterion</b>	<b>Bid Preparation Instructions</b>	<b>Weighting (Points)</b>
<b>RT1</b>	The Bidder should demonstrate that they have experience planning, designing and creating visual content such as branding material and other conference materials.	The Bidder should provide public links when available or examples of the material with their proposal.	3 points per example up to a maximum of 15 points
<b>RT2</b>	Beyond MT2, the Bidder should demonstrate that they have facilitated additional inclusive and accessible conference to all participants in the last five (5) years.	The bidder should provide project summaries that demonstrate, but are not limited to, the following: <ul style="list-style-type: none"> <li>o Ensuring the conference was accessible and inclusive to all participants</li> <li>o Provide an example of how participants' views and opinions were accurately captured</li> <li>o Explain how diversity and inclusion were considered</li> </ul>	5 points per project up to a maximum of 15 points



		<ul style="list-style-type: none"> <li>○ Provide an example of how you remain impartial and manage controversial issues</li> </ul>	
<b>RT3</b>	The bidder should demonstrate that they have access to, or established relationships with companies who employ Autistic Canadians or Canadians with developmental delays; and demonstrate their ability to incorporate them into their service delivery team for the conference.	<p>The bidder should provide examples showing the following:</p> <ul style="list-style-type: none"> <li>○ The name of the company.</li> <li>○ The roles and responsibilities of autistic /developmentally delayed employees before and during the conference.</li> </ul>	5 points per example up to a maximum of 10 points
<b>RT4</b>	The bidder should demonstrate that they have experience in planning and delivering pre-conference workshops for participants with lived-experience (Autistic/other developmental delays).	<p>The bidder should provide examples showing the following:</p> <ul style="list-style-type: none"> <li>○ How the pre-conference workshop prepared the participants to actively participate during the conference.</li> <li>○ How participants were accommodated during the workshop.</li> </ul>	3 points per example up to a maximum of 6 points
Maximum points:			46 points
Minimum overall points:			30 points



## **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 and Additional Information Required with the Bid**

Bidders must submit the following duly completed certifications with their bid.

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

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

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

The required certifications and additional information below should be submitted with the bid but may be submitted afterwards. If the required certifications and additional information are not submitted with the bid, the Contracting Authority will inform the Bidder of a time frame within which they must be submitted by the Bidder. Failure to provide the required certifications and additional information within the time frame specified 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 procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

## **PART 6 - SECURITY REQUIREMENTS**

### **6.1 Security Requirements**

6.1.1 At the date of bid closing, the following conditions must be met:

- a. the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- c. the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

## **PART 7 - RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.





**7.1 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work in Annex A, and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_.

**7.2 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.

**7.2.1 General Conditions**

2035 (2021-12-02), General Conditions - Higher Complexity - Services, apply to and form part of the Contract with the following replacements:

**7.3 Security Requirement**

1. Unscreened contractors must be escorted by an employee or Commissionaire at all times when visiting Government of Canada facilities.
2. Information which is to be used in the development of the contracted product, as reference material or otherwise made available to the contractor must be unclassified material and considered to be releasable to the public by Health Canada/Public Health Agency of Canada and/or The Government of Canada.
3. No Protected or Classified information is to be made available to the contractor, used in the production of the contracted product, or produced as a result of this contract.

**7.4 Term of Contract**

**7.4.1 Period of the Contract**

The period of the Contract is from date of Contract to February 28<sup>th</sup>, 2023 inclusive.

**7.5 Authorities**

**7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Caroline Lecours  
 Title: Manager, Procurement and Contracting Unit  
 Telephone: 613-941-2092  
 Email: [caroline.lecours@hc-sc.gc.ca](mailto:caroline.lecours@hc-sc.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.

**7.5.2 Project Authority**

The Project Authority for the Contract is:

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

In its absence, the Project Authority 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.

**7.5.3 Contractor's Representative**

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

**7.6 Payment**

**7.6.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm unit prices indicated below. Customs duties are excluded and Applicable Taxes are extra.

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.

<b>Period of the Contract (from contract award to February 28<sup>th</sup>, 2023):</b>	<b>Work described in Annex A, Statement of Work, to which the basis of payment applies:</b>
A firm unit price of \$ _____ by June 24, 2022	Section 5 – Milestone 1
A firm unit price of \$ _____ by November 16, 2022	Section 5 – Milestones 2 and 3
A firm unit price of \$ _____ by December 30, 2022.	Section 5 – Milestone 4
A firm unit price of \$ _____ by February 28, 2023.	Section 5 – Milestone 5

**7.6.2 Method of Payment – Milestone Payments**

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- a. an accurate and complete claim for payment using [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all the certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives;
- c. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

**7.7 Invoicing Instructions**

**7.7.1 Invoicing Instructions - Progress Payment Claim – Supporting Documentation Not Required**



1. The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Milestone Payment.

Each claim must show:

- a. all information required on form [PWGSC-TPSGC 1111](#);
  - b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
  - c. a list of all expenses;
  - d. the description and value of the milestone claimed as detailed in the Contract.
2. Applicable Taxes, must be calculated on the total amount of the claim.
  3. The Contractor must prepare and certify one copy of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place. The Project Authority will then forward the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.
  4. The Contractor must not submit claims until all work identified in the claim is completed.

## **7.8 Certifications and Additional Information**

### **7.8.1 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.

### **7.9 Applicable Laws**

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

### **7.10 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 2035 (2021-12-02), General Conditions - Higher Complexity - Services;
- c) Annex A, Statement of Work;
- d) Annex B, Non-Disclosure Agreement; and
- e) the Contractor's bid dated \_\_\_\_\_

### **7.11 Insurance**

SACC Manual clause [G1005C](#) (2016-01-28), Insurance

### **7.12 Non-Disclosure Agreement**

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex B, and provide it to the Project Authority before they are given access to information by or on behalf of Canada in connection with the Work.

### **7.13 Proactive Disclosure of Contracts with Former Public Servants**

[Proactive Disclosure of Contracts with Former Public Servants](#) to be included at contract award if applicable



#### **7.14 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. TITLE**  
National Autism Conference Coordination Services

**2. SCOPE**

**2.1. Introduction**

The Public Health Agency of Canada (PHAC) requires support for strategic planning, logistics, facilitation, note taking and report writing of the national autism conference scheduled for November 14/15/16, 2022 in Ottawa, ON.

**2.2. Objectives of the Requirement**

PHAC requires the contractor to provide support and services for the following: planning of the conference schedule, selection of providers of specialized services, preregistration services, registration services on the dates of the conference, facilitation during all sessions/presentors, note taking for all sessions/presentors, resolution of any issues that may arise during the conference, and the completion of a final report which includes lessons learned and potential next steps as per information gathered during the conference.

The purpose of these services is to help plan and facilitate a conference that will host key autism and Autistic stakeholders and Government officials to ensure:

- (1) participants, including Autistic Canadians, have an opportunity to express their views on an equal basis with others;
- (2) participants' expressed views and opinions are accurately captured; and
- (3) focus the discussions and carefully manage any controversial issues that may arise, while balancing the diversity of views coming from the seven stakeholder groups mentioned in 2.3

The conference is to be inclusive and accessible to all participants, including Autistic Canadians and those who support them. The accessibility of all the engagement events, including communication and other accommodations, will be a key priority throughout the process. The conference format, facilitation and logistics must address official languages, accessibility, diversity and inclusion (i.e. SGBA+) considerations.

The intended use of the information acquired at the conference; presented as the final report, is to help build consensus around priorities for action as part of a national autism strategy.

**2.3. Background and Specific Scope of the Requirement**

The latest investment to PHAC for autism is from Budget 2021 and requires PHAC to work with partners to support the creation of a national autism strategy to improve the health and well-being of autistic Canadians and their caregivers.

The PHAC will convene a conference with representatives from the following stakeholder groups (approximately 200 participants are expected): (1) Autistic Canadians; (2) representatives of Provincial and Territorial (PT) governments; (3) autism researchers; (4) caregivers; (5) autism service and support professionals; (6) Indigenous stakeholders; and (7) representatives from the advocacy sector (NGO's and Civil Society Organizations); for the purpose of informing a national autism strategy.

The format of the conference may be in person, virtual or hybrid depending on the public health measures in Ottawa at the time of the conference. The conference must be livestreamed.



### 3. REQUIREMENTS

#### 3.1. Tasks, Activities, Deliverables and/or Milestones

The contractor will:

##### Pre-conference

Support the Project Authority and provide strategic planning services in the lead up to the conference, including content development and program planning using innovative approaches such as design thinking, including, but not limited to:

- Select and operationalize an appropriate virtual platform;
- Have regular weekly meetings with the Project Authority or an assigned delegate, by phone, email, video-call or inperson meeting to provide an update on conference planning and progress in meeting key milestones;
- In addition to weekly meetings, attend planning meetings, as requested by PHAC;
- Hire other service providers (through either the conference location or otherwise as identified by the Project Authority), including but not limited to an audio-visual vendor, food and beverage vendor, simultaneous translation services that includes American Sign Language(ASL)/Langue des signes Québécoise (LSQ) and real time captioning, and technicians;
- Provide monthly written summaries in English delivered electronically in a PDF format, to the Project Authority or designate, the first week of the next month, outlining:
  - (1) accomplished tasks, activities, deliverable and/or completed milestones of the previous month;
  - (2) general progress update towards conference delivery; and,
  - (3) barriers or challenges that need attention and/or resolution.
- Draft and review documentation to assist in the preparation of a program for the conference;
- Support the final selection of appropriate speakers, panelists and other necessary presenters for the conference;
- Work with the Project Authority to develop pre-conference packages, conference orientation supports and other material distributed throughout the conference to attendees as needed (ex. virtual or in person orientation, conference program, participant list, etc.)
- Provide support to the Project Authority to ensure key stakeholders are invited to attend and/or participate in the conference;
- Provide advice on the development of innovative sessions to ensure active and inclusive participation of all in attendance;
- Prepare detailed questions for use to support and facilitate conference discussion in both English and French for all sessions, panels and/or breakout rooms;
- Ensure the needs of Autistic Canadians are met and that the conference will be inclusive, accessible, and will align with the [\*Guide to Planning Inclusive Meetings: Knowing your participants\*](#) developed by the Government of Canada;
- Liaise with the venue representative to ensure meeting room plans meet the needs of conference participants (including Autistic Canadians and their caregivers);
- Ensure accessibility planning to allow for full participation for all conference participants;
- Develop signage for the conference venue;
- Develop a mechanism to capture conference attendees feedback during and after the conference is completed;
- and,

##### During the conference



Provide facilitation, operational support and note-taking services during the national autism conference on November 14, 15, 16, 2022 in Ottawa, including, but not limited to:

- Work with the Project Authority to deliver a conference package and other required material distributed throughout the conference to attendees as needed (ex conference program in various alternative formats such as large font, name tags, site maps etc.);
- Prepare detailed processes to support the facilitation of the conference in both English and French, ASL/LSQ and real time captioning for all sessions, panels and/or breakout rooms;
- Provide assistance for the on-site/virtual or hybrid registration of participants and monitoring of participation;
- Oversee sound checks and other audio-visual testing performed by the audio-visual vendor;
- Facilitate the conference, including break-out sessions, panels, question & answer periods; using innovative ways such as design thinking to ensure full and inclusive participation of all participants including Autistic Canadians;
- Post signage at the conference venue;
- Welcome and guide participants to appropriate sessions if needed;
- Introduce the conference in general, individual sessions, speakers and activities;
- Ensure active engagement of participants and the implementation of innovative activities that promote the sharing of ideas and opinions;
- Have available a mechanism for participants to provide in the moment feedback about their conference experience;
- Deal with, resolve and report to the Project Authority on any/all feedback or issues that arise during the conference; and,
- Take comprehensive and accurate notes on the content of all sessions, panels and/or discussions; including questions and responses.

### **After the conference**

Provide conference wrap up support after the conference is completed, including, but not limited to:

- Provide a final monthly project summary, combining November and December 2022, in english, delivered electronically in a PDF format, to the Project Authority or designate no later than December 30, 2022, outlining:
  - (1) accomplished tasks, activities, deliverable and/or completed milestones of November and December 2022;
  - (2) general progress update towards conference delivery;
  - (3) barriers or challenges that need attention and/or resolution.
- Submit a draft conference report in English delivered electronically in a PDF format to the Project Authority no later than January 31, 2023 and submit the final version of the conference report in English and French delivered electronically in a PDF format, to the Project Authority no later than February 28, 2023. The report will:
  - (1) accurately outline all discussions from the conference;
  - (2) identify priorities for action to help move forward with the development of a national autism strategy as a result of the conference discussions;
  - (3) include strategic observations as a result of conference discussions that inform priorities for the national autism strategy in the short, medium and long-term;
  - (4) include information on all issues and/or feedback obtained during the conference;
  - (5) include comprehensive conference details such as, but not limited to; information on the participants (i.e. the location of the conference, the number of registrants and if they participated in person or virtually, demographics of participants,





location/region they represent, organizations who participated, speakers/presenters who participated etc.

### **3.2. Specifications and Standards**

All reports should be delivered electronically in PDF format. When requested by the Project Authority products and deliverables will also be provided in MS word format or any other format deemed appropriate.

### **3.3. Technical, Operational and Organizational Environment**

The PHAC will select the location of the conference. Facilitation of the conference will occur at the selected location, a non-governmental facility. The Contractor will maintain ongoing communication with the selected facility and Project Authority or delegate to ensure successful planning and the uninterrupted delivery of the conference through all delivery methods (in-person and/or virtual).

### **3.4. Method and Source of Acceptance**

All deliverables and services rendered under this contract are subject to inspection by the Project Authority. Should any of these deliverables not be to the satisfaction of the Project Authority, PHAC will have the right to reject it or require correction before payment will be authorized.

### **3.5. Project Management Control Procedures**

The Project Authority or assigned delegate will have regular weekly contact with the contractor by phone, email, video-call or in-person to ensure that the contract is moving along appropriately. If contact occurs in person COVID supplier policy applies until further notice

<https://buyandsell.gc.ca/notice-to-federal-contractors>.

Meetings with the Conference Planning working group will occur and the contractor will be required to assist and participate as necessary.

## **4. ADDITIONAL INFORMATION**

### **4.1. Canada's Obligations**

The PHAC will:

- Ensure that the appropriate subject matter experts, including members of the Conference Planning Committee, are available to the Contractor to discuss and provide content;
- Provide the Contractor with details and background documents including, the Records of Discussions from the Conference Planning Committee meetings;
- Work in collaboration with the Contractor to provide technical and content support for the development of the documentation for the Conference;
- Work in collaboration with the Contractor to ensure operations and all technical aspect of the conference run smoothly during the conference;
- Provide comments on draft documentation or deliverables;
- Provide other assistance or support as required, to effectively execute the requirements of this Statement of Work;
- Be available for regular and ongoing communication to discuss progress and risks and resolve issues as necessary;
- Provide comments on draft conference report within five (5) working days provided the draft is delivered on the due date; and,



- Provide other assistance or support as requested by the Contractor whenever possible.

**4.2. Contractor's Obligations**

- Unless otherwise specified, the Contractor must use its own equipment and software for the performance of this Statement of Work; and,

**4.3. Location of Work, Work site and Delivery Point**

The strategic planning phase of the work will be completed at the Contractor's place of work, who will be responsible for the maintenance of their systems as they undertake the tasks and deliverables per Section 3.1. Due to existing workload and deadlines, all personnel assigned to any contract resulting from this service contract must be ready to work in close and frequent contact with the Project Authority and other departmental personnel.

**4.4. Language of Work**

All pre-conference, conference and post conference tasks, activities, deliverables and milestones, as outlined in section 3.1 are to be delivered in both English and French, except for the draft conference report.

**5. PROJECT SCHEDULE**

**5.1. Milestone Schedule**

Date of completion	Milestone Tasks
On or before June 24, 2022 (pre-conference, see section 3.1)	<b>Milestone 1</b> <ul style="list-style-type: none"> <li>• Select and operationalize an appropriate virtual platform;</li> <li>• Draft and review documentation to assist in the preparation of a program for the conference;</li> <li>• Support the final selection of appropriate speakers, panelists and other necessary presenters for the conference;</li> <li>• Have regular weekly contact with the project authority or an assigned delegate, by phone, email, video-call or in-person meeting to provide an update on conference planning and progress in meeting key milestones;</li> <li>• In addition to weekly meetings, attend planning meetings, as requested by PHAC;</li> <li>• Hire other service providers (through either the conference location or otherwise as identified by the Project Authority), including but not limited to an audio-visual vendor, appropriate virtual platform, food and beverage vendor, simultaneous translation services that includes American Sign Language(ASL)/Langue des signes Québécoise (LSQ) and real time captioning, and technicians, and;</li> <li>• Provide monthly written summaries in English delivered electronically in a PDF format, to the Project Authority or designate, the first week of the next month, outlining: accomplished tasks, activities, deliverable and/or completed milestones of the previous month; general progress update towards conference delivery; and, barriers or challenges that need attention and/or resolution.;</li> </ul>
On or before September 9, 2022 (pre-conference, see section 3.1)	<b>Milestone 2</b> <ul style="list-style-type: none"> <li>• Work with the Project Authority to develop pre-conference packages, conference orientation supports and other material distributed throughout the conference to attendees as needed;</li> </ul>



	<ul style="list-style-type: none"> <li>• Provide advice on the development of innovative sessions to ensure active and inclusive participation of all in attendance;</li> <li>• Provide support to the Project Authority to ensure key stakeholders are invited to attend and/or participate in the conference;</li> <li>• Prepare detailed questions for use to support and facilitate conference discussion in both English and French for all sessions, panels and/or breakout rooms;</li> <li>• Ensure the needs of Autistic Canadians are met and that the conference will be inclusive, accessible, and will align with the <a href="#"><u>Guide to Planning Inclusive Meetings: Knowing your participants</u></a> developed by the Government of Canada;</li> <li>• Liaise with the venue representative to ensure meeting rooms plans meet the needs of conference participants (including Autistic Canadians and their caregivers);</li> <li>• Ensure accessibility planning will allow for full participation for all conference participants;</li> <li>• Develop signage for the conference venue;</li> <li>• Develop a mechanism to capture conference attendees feedback during and after the conference is completed;</li> <li>• Have regular weekly contact with the project authority or an assigned delegate, by phone, email, video-call or in-person meeting to provide an update on conference planning and progress in meeting key milestones;</li> <li>• In addition to weekly meetings, attend planning meetings, as requested by PHAC;</li> <li>• Hire other service providers (through either the conference location or otherwise as identified by the Project Authority ), including but not limited to an audio-visual vendor, food and beverage vendor, simultaneous translation services that includes American Sign Language(ASL)/Langue des signes Québécoise (LSQ) and real time captioning, and technicians, and;</li> <li>• Provide monthly written summaries in English delivered electronically in a PDF format, to the Project Authority or designate, the first week of the next month, outlining: accomplished tasks, activities, deliverable and/or completed milestones of the previous month; general progress update towards conference delivery; and, barriers or challenges that need attention and/or resolution.</li> </ul>
<p>November 14/15/16 , 2022 (During the conference – see section 3.1)</p>	<p><b>Milestone 3</b></p> <ul style="list-style-type: none"> <li>• Work with the Project Authority to deliver a conference package and other required material distributed throughout the conference to attendees as needed (ex. conference program in various alternative formats such as large font, name tags, site maps etc.);</li> <li>• Prepare and utilize a detailed processes to support the facilitation of the conference in both English and French, ASL/LSQ and real time captioning for all sessions, panels and/or breakout rooms;</li> <li>• Oversee the on-site/virtual or hybrid registration of participants and monitoring of participation;</li> <li>• Oversee sound checks and other audio-visual testing performed by the audio-visual vendor;</li> </ul>



	<ul style="list-style-type: none"> <li>• Post signage at the conference venue;</li> <li>• Facilitate the conference, including break-out sessions, panels, question &amp; answer periods; using innovative ways such as design thinking to ensure full and inclusive participation of all participants including Autistic Canadians;</li> <li>• Welcome and guide participants to appropriate sessions if needed;</li> <li>• Introduce the conference in general, individual sessions, speakers and activities;</li> <li>• Ensure active engagement of participants and the implementation of innovative activities that promote the sharing of ideas and opinions;</li> <li>• Have available a mechanism for participants to provide in the moment feedback about their conference experience;</li> <li>• Deal with, resolve and report to the Project Authority on any/all feedback or issues that arise during the conference; and,</li> <li>• Take comprehensive and accurate notes on the content of all sessions, panels and/or discussions; including questions and responses.</li> </ul>
<p>On or before December 30, 2022 (After the conference – see section 3.1)</p>	<p><b>Milestone 4</b></p> <ul style="list-style-type: none"> <li>• Provide a final monthly project summary, combining November and December 2022, in English, delivered electronically in a PDF format, to the Project Authority or designate no later than December 30, 2022, outlining:             <ol style="list-style-type: none"> <li>(1) accomplished tasks, activities, deliverable and/or completed milestones of November and December 2022;</li> <li>(2) general progress update towards conference delivery;</li> <li>(3) barriers or challenges that need attention and/or resolution</li> </ol> </li> </ul>
<p>On or before February 28, 2023 (After the conference – see section 3.1)</p>	<p><b>Milestone 5</b></p> <ul style="list-style-type: none"> <li>• Submit a draft conference report in English delivered electronically in a PDF format to the Project Authority no later than January 31, 2023 and submit the final version of the conference report in English and French delivered electronically in a PDF format, to the Project Authority no later than February 28, 2023. The report will:             <ol style="list-style-type: none"> <li>(1) accurately outline all discussions from the conference;</li> <li>(2) identify priorities for action to help move forward with the development of a national autism strategy as a result of the conference discussions;</li> <li>(3) include strategic observations as a result of conference discussions that inform priorities for the national autism strategy in the short, medium and long-term;</li> <li>(4) include information on all issues and/or feedback obtained during the conference;</li> <li>(5) include comprehensive conference details such as, but not limited to; information on the participants (i.e. the location of the conference, the number of registrants and if they participated in person or virtually, demographics of participants, location/region they represent, organizations who participated, speakers/presenters who participated etc.</li> </ol> </li> </ul>



### ANNEX B, NON-DISCLOSURE AGREEMENT

I, \_\_\_\_\_, recognize that in the course of my work as an employee or subcontractor of \_\_\_\_\_, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. \_\_\_\_\_ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and \_\_\_\_\_, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: \_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Date