



RETURN BIDS TO:

By Email:

nc-solicitations-gd@hrsdc-rhdcc.gc.ca

(Size limit – 13MB)

Attention:
Julie Barrette

REQUEST FOR PROPOSAL

Proposal To: Employment and Social Development 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 or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Instructions : See Herein

Vendor/Firm Name and address

Title: EVENT MANAGEMENT SERVICES FOR THE RED SEAL PROGRAM	
Solicitation No.: 100015911	Date: March 31, 2022
File No. – N° de dossier:	
<u>Solicitation Closes</u> May 10, 2022 At 02:00 PM	Time Zone Eastern Daylight time (EDST)
Address Inquiries to : Julie Barrette 343-551-9889 NC-SOLICITATIONS-GD@hrsdc-rhdcc.gc.ca	
Destination: See Herein	

Vendor/firm Name and address :	
Facsimile No. : Telephone No. :	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print):	
Name:	
Title:	
Signature:	Date:

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION.....	3
1.1 INTRODUCTION	3
1.2 SUMMARY.....	3
1.3 DEBRIEFINGS	4
1.4 BID CHALLENGE AND RECOURSE MECHANISMS.....	4
PART 2 - BIDDER INSTRUCTIONS.....	5
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	5
2.2 SUBMISSION OF BIDS.....	100
2.3 FORMER PUBLIC SERVANT	111
2.4 ENQUIRIES - BID SOLICITATION	122
2.5 APPLICABLE LAWS	122
PART 3 - BID PREPARATION INSTRUCTIONS	133
3.1 BID PREPARATION INSTRUCTIONS.....	133
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	144
4.1 EVALUATION PROCEDURES.....	144
4.2 BASIS OF SELECTION.....	144
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION.....	166
5.1 CERTIFICATIONS REQUIRED WITH THE BID	166
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....	166
PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS	188
6.1 SECURITY REQUIREMENTS.....	188
PART 7 - RESULTING CONTRACT CLAUSES	19
7.1 STATEMENT OF WORK.....	1919
7.2 STANDARD CLAUSES AND CONDITIONS.....	1919
7.3 SECURITY REQUIREMENTS.....	190
7.4 TERM OF CONTRACT	200
7.5 AUTHORITIES	200
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	211
7.7 PAYMENT.....	211
7.8 INVOICING INSTRUCTIONS	222
7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	222
7.10 APPLICABLE LAWS.....	222
7.11 PRIORITY OF DOCUMENTS	222
7.12 FOREIGN NATIONALS (CANADIAN CONTRACTOR <i>OR</i> FOREIGN CONTRACTOR)	222
7.13 INSURANCE	233
7.14 DISPUTE RESOLUTION	233
ANNEX “A” STATEMENT OF WORK	24
ANNEX “B” BASIS OF PAYMENT	57
ANNEX “C” SECURITY REQUIREMENTS CHECK LIST.....	572
ANNEX “D” COVID-19 VACCINATION REQUIREMENT CERTIFICATION	66
ANNEX “E” MANDATORY AND RATED TECHNICALS CRITERIAS	667
ANNEX “F” ELECTRONIC PAYMENT FORM	75 ERROR! BOOKMARK NOT DEFINED.

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 Annexes include Statement of Work Part 1 to 6, the Basis of Payment, the Security Requirements Checklist, the Covid-19 Certification, the Mandatory and Rated technical requirements and the the Electronic Payment Instruments.

1.2 Summary

1. The Interprovincial Standards Red Seal Program is the Canadian standard of excellence for skilled trades. It sets common standards to assess the skills of tradespersons across Canada. Employment and Social Development Canada (ESDC) provides a support function to the Red Seal Program, which includes organizing and facilitating workshops with Subject Matter Experts (SMEs) and Trade Instructors. The contractor will be required to provide Event Management services for Red Seal workshops, including services for additional related activities not specified in this contract.
2. This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.
3. 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.
4. The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

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 Bid Challenge and Recourse Mechanisms

1. Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
2. Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority identified in the first page of the solicitation or contractual document.

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)
3. 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 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

2.1.1 Integrity provisions—bid

1. The *Ineligibility and Suspension Policy* (the “Policy”) in effect on the date the bid solicitation is issued, and all related Directives in effect on that date, are incorporated by reference into, and form a binding part of the bid solicitation. The Bidder must comply with the Policy and Directives, which can be found at [*Ineligibility and Suspension Policy*](#).
2. Under the Policy, charges and convictions of certain offences against a Supplier, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Supplier is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC’s Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
3. In addition to all other information required in the bid solicitation, the Bidder must provide the following:
 - a. by the time stated in the Policy, all information required by the Policy described under the heading “Information to be Provided when Bidding, Contracting or Entering into a Real Property Agreement”; and
 - b. with its bid, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [*Declaration form for procurement*](#).
4. Subject to subsection 5, by submitting a bid in response to this bid solicitation, the Bidder certifies that:
 - a. it has read and understands the [*Ineligibility and Suspension Policy*](#);
 - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - c. it is aware that Canada may request additional information, certifications, and validations from the Bidder or a third party for purposes of making a determination of ineligibility or suspension;
 - d. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
 - e. none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
 - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
5. Where a Bidder is unable to provide any of the certifications required by subsection 4, it must submit with its bid a completed Integrity Declaration Form, which can be found at [*Declaration form for procurement*](#).
6. Canada will declare non-responsive any bid in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Bidder provided a false or misleading certification or

declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Bidder to be ineligible for award of a contract for providing a false or misleading certification or declaration.

2.1.2 Standard instructions, clauses and conditions

Pursuant to the [Department of Public Works and Government Services Act](#) (S.C. 1996, c.16), the instructions, clauses and conditions identified in the bid solicitation and resulting contract by number, date, and title are incorporated by reference into and form part of the bid solicitation and resulting contract as though expressly set out in the bid solicitation and resulting contract.

2.1.3 Definition of Bidder

"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

2.1.4 Submission of bids

1. Canada requires that each bid, at solicitation closing date and time or upon request from the Contracting Authority, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with section 2.1.15.
2. It is the Bidder's responsibility to:
 - a. obtain clarification of the requirements contained in the bid solicitation, if necessary, before submitting a bid;
 - b. prepare its bid in accordance with the instructions contained in the bid solicitation;
 - c. submit by solicitation closing date and time a complete bid;
 - d. send its bid only to the e-mail address specified on Page 1;
 - e. ensure that the Bidder's name, return address, bid solicitation number, and solicitation closing date and time are clearly visible on the bid; and,
 - f. provide a comprehensible and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the bid solicitation.
3. Canada will make available Notices of Proposed Procurement (NPP), bid solicitations and related documents for download through the Government Electronic Tendering Service (GETS). Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, bid solicitation or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments, including significant enquiries received and their replies, using GETS. It is the sole responsibility of the Bidder to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Bidder's part nor for notification services offered by a third party.
4. Bids will remain open for acceptance for a period of not less than **120** days from the closing date of the bid solicitation, unless specified otherwise in the bid solicitation. Canada reserves the right to seek an extension of the bid validity period from all responsive bidders in writing, within a minimum of 3 days before the end of the bid validity period. If the extension is accepted by all responsive bidders, Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive bidders, Canada will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the solicitation.
5. Bid documents and supporting information may be submitted in either English or French.
6. Bids received on or before the stipulated bid solicitation closing date and time will become the property of Canada and will not be returned. All bids will be treated as confidential, subject to the provisions of the [Access to Information Act](#) (R.S. 1985, c. A-1) and the [Privacy Act](#) (R.S., 1985, c. P-21).

7. Unless specified otherwise in the bid solicitation, Canada will evaluate only the documentation provided with a bidder's bid. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.
8. A bid cannot be assigned or transferred in whole or in part.

2.1.5 Late bids

Canada will delete bids delivered after the stipulated solicitation closing date and time.

2.1.6 Customs clearance

It is the responsibility of the Bidder to allow sufficient time to obtain Customs clearance, where required, before the bid closing date and time. Delays related to the obtaining of Customs clearance will not be accepted.

2.1.7 Legal capacity

The Bidder must have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder must provide, if requested by the Contracting Authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to bidders submitting a bid as a joint venture.

2.1.8 Rights of Canada

Canada reserves the right to:

- a. reject any or all bids received in response to the bid solicitation;
- b. enter into negotiations with bidders on any or all aspects of their bids;
- c. accept any bid in whole or in part without negotiations;
- d. cancel the bid solicitation at any time;
- e. reissue the bid solicitation;
- f. if no responsive bids are received and the requirement is not substantially modified, reissue the bid solicitation by inviting only the bidders who bid to resubmit bids within a period designated by Canada; and,
- g. negotiate with the sole responsive Bidder to ensure best value to Canada.

2.1.9 Rejection of bid

1. Canada may reject a bid where any of the following circumstances is present:
 - a. the Bidder is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which renders the Bidder ineligible to bid on the requirement;
 - b. an employee, or subcontractor included as part of the bid, is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which would render that employee or subcontractor ineligible to bid on the requirement, or the portion of the requirement the employee or subcontractor is to perform;
 - c. the Bidder is bankrupt or where, for whatever reason, its activities are rendered inoperable for an extended period;
 - d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Bidder, any of its employees or any subcontractor included as part of the bid;

- e. evidence satisfactory to Canada that based on past conduct or behavior, the Bidder, a subcontractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
 - f. with respect to current or prior transactions with the Government of Canada:
 - i. Canada has exercised its contractual remedies of suspension or termination for default with respect to a contract with the Bidder, any of its employees or any subcontractor included as part of the bid;
 - ii. Canada determines that the Bidder's performance on other contracts, including the efficiency and workmanship as well as the extent to which the Bidder performed the Work in accordance with contractual clauses and conditions, is sufficiently poor to jeopardize the successful completion of the requirement being bid on.
2. Where Canada intends to reject a bid pursuant to a provision of subsection 1. (f), the Contracting Authority will so inform the Bidder and provide the Bidder 10 days within which to make representations, before making a final decision on the bid rejection.
 3. Canada reserves the right to apply additional scrutiny, in particular, when multiple bids are received in response to a bid solicitation from a single bidder or a joint venture. Canada reserves the right to:
 - a. reject any or all of the bids submitted by a single bidder or joint venture if their inclusion in the evaluation has the effect of prejudicing the integrity and fairness of the process, or;
 - b. reject any or all of the bids submitted by a single bidder or joint venture if their inclusion in the procurement process would distort the solicitation evaluation, and would cause a result that would not reasonably have been expected under prevailing market conditions and/or would not provide good value to Canada.

2.1.10 Communications—solicitation period

To ensure the integrity of the competitive bid process, enquiries and other communications regarding the bid solicitation must be directed only to the Contracting Authority identified in the bid solicitation. Failure to comply with this requirement may result in the bid being declared non-responsive.

To ensure consistency and quality of information provided to bidders, significant enquiries received and their replies will be posted on the Government Electronic Tendering Service (GETS). For further information, consult subsection 3 of section 2.1.4.

2.1.11 Price justification

In the event that the Bidder's bid is the sole responsive bid received, the Bidder must provide, on Canada's request, one or more of the following price justification:

- a. a current published price list indicating the percentage discount available to Canada; or
- b. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
- c. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
- d. price or rate certifications; or
- e. any other supporting documentation as requested by Canada.

2.1.12 Bid costs

No payment will be made for costs incurred in the preparation and submission of a bid in response to the bid solicitation. Costs associated with preparing and submitting a bid, as well as any costs incurred by the Bidder associated with the evaluation of the bid, are the sole responsibility of the Bidder.

2.1.13 Conduct of evaluation

1. In conducting its evaluation of the bids, Canada may, but will have no obligation to, do the following:
 - a. seek clarification or verification from bidders regarding any or all information provided by them with respect to the bid solicitation;
 - b. contact any or all references supplied by bidders to verify and validate any information submitted by them;
 - c. request, before award of any contract, specific information with respect to bidders' legal status;
 - d. conduct a survey of bidders' facilities and/or examine their technical, managerial, and financial capabilities to determine if they are adequate to meet the requirements of the bid solicitation;
 - e. correct any error in the extended pricing of bids by using unit pricing and any error in quantities in bids to reflect the quantities stated in the bid solicitation; in the case of error in the extension of prices, the unit price will govern.
 - f. verify any information provided by bidders through independent research, use of any government resources or by contacting third parties;
 - g. interview, at the sole costs of bidders, any bidder and/or any or all of the resources proposed by bidders to fulfill the requirement of the bid solicitation.
2. Bidders will have the number of days specified in the request by the Contracting Authority to comply with any request related to any of the above items. Failure to comply with the request may result in the bid being declared non-responsive.

2.1.14 Joint venture

1. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to bid together on a requirement. Bidders who bid as a joint venture must indicate clearly that it is a joint venture and provide the following information:
 - a. the name of each member of the joint venture;
 - b. the Procurement Business Number of each member of the joint venture;
 - c. the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
 - d. the name of the joint venture, if applicable.
2. If the information is not clearly provided in the bid, the Bidder must provide the information on request from the Contracting Authority.
3. The bid and any resulting contract must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the bid solicitation and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract.

2.1.15 Conflict of interest—unfair advantage

1. In order to protect the integrity of the procurement process, bidders are advised that Canada may reject a bid in the following circumstances:
 - a. if the Bidder, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation or in any situation of conflict of interest or appearance of conflict of interest;
 - b. if the Bidder, any of its subcontractors, any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other bidders and that would, in Canada's opinion, give or appear to give the Bidder an unfair advantage.
2. The experience acquired by a bidder who is providing or has provided the goods and services described in the bid solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This bidder remains however subject to the criteria established above.
3. Where Canada intends to reject a bid under this section, the Contracting Authority will inform the Bidder and provide the Bidder an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Contracting Authority before bid closing. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

2.1.16 Entire requirement

The bid solicitation documents contain all the requirements relating to the bid solicitation. Any other information or documentation provided to or obtained by a bidder from any source are not relevant. Bidders should not assume that practices used under previous contracts will continue, unless they are described in the bid solicitation. Bidders should also not assume that their existing capabilities meet the requirements of the bid solicitation simply because they have met previous requirements.

2.1.17 Further information

For further information, bidders may contact the Contracting Authority identified in the bid solicitation.

2.1.18 Code of Conduct for Procurement—bid

The *Code of Conduct for Procurement* 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.

2.2 Submission of Bids

Bids must be submitted only to Employment and Social Development Canada (ESDC) by the date, time and place or email address indicated on page 1 of the bid solicitation.

It is the Bidders responsibility to ensure their proposal and all associated documents are received in full and on time. It is advised that Bidders send the proposal in advance of the closing time to ensure confirmation of receipt.

Bidders must ensure e-mails do not exceed 13MB to avoid problems with transmission. For security reasons, any information submitted on a USB key will not be evaluated.

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

2.3 Former Public Servant

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

Definitions

For the purposes of this clause:

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **15** 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.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their full company name and address, e-mail address, as well as contact name, and telephone number.

Canada requests that bidders provide their bid in separate files, in soft copy, as follows:

Section I: Technical Bid 1 soft copy via e-mail;
Section II: Financial Bid 1 soft copy via e-mail;
Section III: Certifications 1 soft copy via e-mail.

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 8.5 x 11 inch (216 mm x 279 mm) format;
- (b) 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 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.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "F" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "F" 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.

Section III: Certifications

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

- 3.1.3.2** The Company Security Officer must ensure through the [Contract Security Program](#) that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

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

Mandatory and point rated technical evaluation criteria are included in Annex 'E'.

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit 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 **80** points minimum specified for each criterion for the technical evaluation, and
 - d. obtain the required minimum of **160** points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **200** points.
2. Bids not meeting a, b, c and d, 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 **60%** for the technical merit and **40%** 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 **60%**.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of **40%**.
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.
8. If two or more responsive bids achieve an identical score (total number of points) and this score is determined to be the Highest Combined Rating of Technical Merit and Price, the bidder who achieved the highest technical merit score will be recommended for contract award.

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).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		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 Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.1.2 Additional Certifications Required with the Bid

5.1.2.2 COVID-19 Vaccination Requirement Certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

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 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.

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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

5.2.3.2 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

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;

2. For additional information on security requirements, 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.

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 at Annex "A".

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

[SACC 2010B](#) – Professional services - General Conditions (2021-12-02), applies to and forms part of the Contract.

7.2.2 Supplemental General Conditions

[SACC A9113C](#) – Handling of Personal Information (2014-11-27)

[SACC A9122C](#) – Protection and Security of Data Stored in Databases (2008-05-12)

1. The Contractor must ensure that all the databases containing any information related to the Work are located in Canada or, if the Contracting Authority has first consented in writing, in another country where:
 - a. equivalent protections are given to personal information as in Canada under legislation such as the [Privacy Act](#), R.S. 1985, c.P-21, and the [Personal Information Protection and Electronic Documents Act](#), S.C. 2000, c.5, and under any applicable policies of the Government of Canada; and
 - b. the laws do not allow the government of that country or any other entity or person to seek or obtain the right to view or copy any information relating to the Contract without first obtaining the Contracting Authority's written consent.

In connection with giving its consent to locating a database in another country, the Contracting Authority may, at its option, require the Contractor to provide a legal opinion (from a lawyer qualified in the foreign country) that the laws in that country meet the above requirements, or may require the Contractor to pay for Canada to obtain such a legal opinion. Canada has the right to reject any request to store Canada's data in a country other than Canada if there is any reason to be concerned about the security, privacy, or integrity of Canada's data. Canada may also require that any data sent or processed outside of Canada be encrypted with Canada-approved cryptography and that the private key required to decrypt the data be kept in Canada in accordance with key management and storage processes approved by Canada.

2. The Contractor must control access to all databases on which any data relating to the Contract is stored so that only individuals with the appropriate security clearance are able to access the database, either by using a password or other form of access control (such as biometric controls).
3. The Contractor must ensure that all databases on which any data relating to the Contract is stored are physically and logically independent (meaning there is no direct or indirect connection of any kind) from all other databases, unless those databases are located in Canada (or in an another country approved by the Contracting authority under subsection 1) and otherwise meet the requirements of this article.
4. The Contractor must ensure that all data relating to the Contract is processed only in Canada or in another country approved by the Contracting Authority under subsection 1.
5. The Contractor must ensure that all domestic network traffic (meaning traffic or transmissions initiated in one part of Canada to a destination or individual located in another part of Canada) is routed exclusively through Canada, unless the Contracting Authority has first consented in writing to an

alternate route. The Contracting Authority will only consider requests to route domestic traffic through another country that meets the requirements of subsection 1.

6. Despite any section of the General Conditions relating to subcontracting, the Contractor must not subcontract (including to an affiliate) any function that involves providing a subcontractor with access to any data relating to the Contract unless the Contracting Authority first consents in writing

7.3 Security Requirements

7.3.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

1. The contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid designated organization screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC)
2. The contractor/offeror personnel requiring access to **protected** information, assets or sensitive work site(s) must **each** hold a valid **reliability status**, granted or approved by the CSP, PWGSC
3. The contractor/offeror **must not** remove any **protected** information or assets from the identified work site(s), and the contractor/offeror must ensure that its personnel are made aware of and comply with this restriction
4. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP, PWGSC
5. The contractor/offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex 'C'
 - b. Contract Security Manual (latest edition)

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from July 01, 2022 to March 31, 2023 inclusive.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least **60** calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority **To be determined at contract award**

The Contracting Authority for the Contract is:

Name: _____

Title: _____

Employment and Social Development Canada

Directorate: _____

Address: _____

Telephone: ____ - ____ - _____

E-mail address: _____

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 To be determined at contract award

The Project Authority for the Contract is:

Name: _____
Title: _____
Employment and Social Development Canada
Address: _____
Telephone: ____-____-_____
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 To be determined at contract award

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices and mark-up prices as specified in Annex 'B'. Customs duties are included 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.

Other Direct Expenses

The Contractor will be reimbursed for the other expenses only as per stated in Annex 'B' reasonably and properly incurred in the performance of the Work and referenced to Annex 'A' – Part 5 – Eligible expenses for workshops and meetings in-person Ottawa/Gatineau or in PTS (when applicable).

Option to Extend the Contract

During the extended period of the Contract, the Contractor will be paid firm prices and fixed marked-up as per Annex 'B', to perform the Work in relation to the contract extension.

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

7.7.2 Limitation of Price

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

7.7.3 Method of Payment – Payment after each event

Canada will pay the Contractor after each event performed and covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

7.7.4 Electronic Payment of Invoices – Contract

The Government of Canada is switching from cheques to direct deposit as primary payment method, an electronic transfer of funds deposited directly into your bank account. Direct deposit is faster, more convenient and more secure. Enroll for direct deposit or update the banking information you already have on file by sending your completed [Direct Deposit Enrollment Form](#) at the following email address: nc-cfob-dgapf-fournis-vendors-gd@hrscd-rhdcc.gc.ca.

7.8 Invoicing Instructions

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.

7.9 Certifications and Additional Information

7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.10 Applicable Laws

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

7.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the General Conditions – 2010B - Professional services (medium complexity) (2021-12-02)
- (c) the supplemental general conditions A9113C – Handling of Personal Information (2014-11-27)
- (d) the supplemental general conditions A9122C - Protection and Security of Data Stored in Databases (2008-05-12)
- (e) Annex A, Statement of Work;
- (f) Annex B, Basis of Payment;
- (g) Annex C, Security Requirements Check List;
- (h) the Contractor's bid dated - **To be provided at contract award.**

7.12 Foreign Nationals (Canadian Contractor)

[A2000C](#) Foreign Nationals (Canadian Contractor)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

7.13 Insurance

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

7.14 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” – PART 1 - Statement of Work

1. PROJECT TITLE

Event Management Services for the Red Seal Program.

2. INTRODUCTION

The Interprovincial Standards Red Seal Program is the Canadian standard of excellence for skilled trades. It sets common standards to assess the skills of tradespersons across Canada. Tradespersons who meet the Red Seal standard receive a Red Seal endorsement on their provincial/territorial trade certificates.

The Red Seal Program represents 55 skilled trades, see Annex ‘A’ Part 2 for a list of trades) and a substantial portion of the country’s trades workforce. Each of the provinces and territories (PTs) in Canada has the legislated authority to develop and deliver their own unique apprenticeship training programs for individuals working in the skilled trades. The Red Seal Program harmonizes provincial/territorial processes and requirements for skilled trades training certification and standards; develops and maintains interprovincial standards for Red Seal trades; facilitates collaboration with industry to build a skilled workforce; and increases the mobility of skilled tradespersons in Canada.

For more information on the Red Seal Program, visit www.red-seal.ca.

3. BACKGROUND

Employment and Social Development Canada (ESDC) provides a support function to the Red Seal Program, which includes organizing and facilitating workshops with Subject Matter Experts (SMEs) and Trade Instructors.

The workshops develop two products related to the Red Seal Program: National Standards and Examinations.

3.1 National Standards:

These are documents that outline all of the tasks performed by a competent journey person in a given Red Seal trade. The outcome of a standards workshop is a draft document, which, after validation by the PTs, becomes the base document for training and examination development for that trade.

3.2 Examination - Item Banks:

These are banks of trade-related multiple-choice questions developed to evaluate a tradesperson's competence in the tasks of the trade. These questions are developed by Subject Matter Experts (SMEs) and Trade Instructors during a workshop.

3.3 Examination - Item Bank Editing Workshops:

Following the Examination - Item Bank workshop, an editing workshop is organized to review the questions and ensure that they are written according to pre-established Red Seal exam development procedures.

3.4 Examination - Item Bank Translation workshops:

The translation workshop is to validate that questions and exam material are equivalent in English and French, and that translation respects common, plain terminology used in the Industry.

4. SCOPE OF WORK

The contractor will be required to provide Event Management services for Red Seal workshops, including services for additional related activities not specified in this contract. The tentative development workshop schedule for the first year of this contract can be found in Annex ‘A’ Part 3.

Important: Planning services will need to address different delivery methods of workshops:

Types of Workshop	In-Person in Ottawa/Gatineau	Virtual	In-Person in PTs*	Mix of Virtual and In-Person in PTs*
National Standards	X	X		
Examination Item Bank (Item Bank)	X	X	X	X
Examination Item Bank Editing (Editing)		X	X	
Examination Items Bank Translation (Translation)	X	X	X	X

*In-person workshops may be held in a hotel or in the PT apprenticeship office.

In-person in Ottawa/Gatineau: All participants will be travelling to Ottawa/Gatineau to attend the workshop in-person. Services such as travel arrangements, hospitality, booking of venues and payment of attendees' professional fees will be required.

Virtual: All participants will be attending the workshop virtually. Services such as testing of participants' internet connection and payment of participant professional fees will be required.

In-person in PTs: All participants will be travelling within their province or territory to attend the workshop. Services such as attendees' travel arrangements, hospitality, booking of venues and payment of attendee professional fees will be required.

Mix of virtual and in-person in PTs: Some participants will participate virtually and some in-person in PTs. Services such as testing of participants' internet connection, travel arrangements, hospitality, booking of venues and payment of attendee professional fees will be required.

Outlined below are the generic requirements for the Red Seal workshops. Please see Annex 'A' Part 4 for specific requirements for each type of workshop. Event management personnel will not be required on-site for any of the workshops.

Note: Workshop requirements or duration may change. In addition, workshops may be rescheduled or cancelled.

4.1 Venues (for In-Person Workshops)

The contractor will be required to conduct a competitive bidding process for a workshop venue. At a minimum, three (3) venues must be invited to submit a bid. All bids must be presented in a summary table. A list of venues will be provided by the Project Authority or Coordinator to the contractor.

It is the contractor's responsibility to secure the most competitive bid for the workshop venue based on:

- For In-Person National Standard, Item Bank and Translation Workshops in Ottawa/Gatineau:
 - All venues must quote rates for a boardroom, guest rooms, and hospitality (food and beverage), as well as provide other details/information required in order to select an appropriate venue for the workshop (such as breakfast included);
 - All venues must offer two (2) complimentary coffee/tea breaks per day;
 - All meeting rooms must have high-speed wireless internet access;
 - The venue must be centrally located with accommodations suitable for a week-long stay.
- For In-Person in PTs Item Bank Workshops:
 - All venues must quote rates for a boardroom, guest rooms, and hospitality (food and beverage), as well as provide other details/information required in order to select an appropriate venue for the workshop (such as breakfast included);
 - All meeting rooms must have high-speed wireless internet access;
 - The venue must be centrally located with accommodations suitable for a week-long stay.

- For In-Person in PTs Editing and Translation Workshops:
 - If the workshop is held at a hotel: quote rates will be required for boardroom, guest rooms, and hospitality (food and beverage).
 - If the workshop is held at a PT office: quotes will be required only for guest rooms. Hospitality (food and beverage) quotes from external sources may also be required.
 - The venue must be centrally located with accommodations suitable for a week-long stay.

Virtual workshops

- These workshops do not require venues.

Mix of In-Person and Virtual Workshops

- Same requirements as In-Person in PTs workshops apply.

- For all selected venues, the contractor will negotiate and enter into contract with the selected venue for guest rooms, meeting room, hospitality (food and beverage requirements), audiovisual equipment and parking, as required.

NOTE: The suitability of the facility for each workshop/meeting may need to be confirmed by the Project Authority or Coordinator prior to booking. A tour of the facilities may be performed by the Project Authority or Coordinator.

4.2 Hospitality for In-Person workshops:

- Cost of all hospitality expenses (including meals, breaks, gratuities and taxes) must fall within [Treasury Board Travel Directive](#) and not exceed preapproved amounts for each event. The Project Authority or Coordinator will provide the contractor the approved amounts prior to each workshop.
- Typically, workshops have food and beverages provided at morning and afternoon health breaks.
- The contractor must advise all venues of any allergies participants may have.

4.3 Attendees:

4.3.1 For National Standard and Item Bank Workshops:

- SMEs from each PT are invited to participate in workshops; however, as every PT may not participate in the workshop, the number of attendees per PT at workshops can vary (see table below);
- Trade instructors may be invited to participate in workshops;
- Other attendees may include: workshop host (PT employee), facilitators (PT employees) and ESDC staff;
- As a result, the final number of participants will be confirmed prior to each workshop - participants' information will be provided to the contractor by the Project Authority or Coordinator at least three (3) weeks prior to the workshop. In some cases, information for last minute participants can be sent to the contractor the week prior to the workshop. All participants' information must be managed according to [Article 6 Collection and use of Personal Information in the Government of Canada Privacy Act](#).

4.3.2 For Editing and Translation Workshops:

- SMEs from PTs are invited to participate in workshops (see table below);
- Trade instructors do not participate in these workshops;
- Other attendees may include: workshop host (PT employee) and ESDC staff;
- As a result, the final number of participants will be confirmed prior to each workshop - participants' information will be provided to the contractor by the Project Authority or Coordinator at least three (3) weeks prior to the workshop. In some cases, information for last minute participants can be sent to the contractor the week prior to the workshop. All participants' information must be managed according to [Article 6 Collection and use of Personal Information in the Government of Canada Privacy Act](#).

In-Person Workshops (number of participants)

	National Standards	Examination Item Bank	Editing	Translation
Subject Matter Experts (SMEs)	7-12	10-12	3-5	3-5
Trade Instructors	4-8	5-6	0	0
Host (PT)	1	1	1	0
Facilitators (PT)	1	5-6	0	0
ESDC Staff	3-5*	1	1	2
Total	16-27	22-26	5-7	5-7

*Note: Not all ESDC representatives will be required to attend the full 3 to 5-day workshop.

Virtual workshops (number of participants)

	National Standards	Item Bank	Editing	Translation
Subject Matter Experts (SMEs)	7-12	10-20	3-10	3-10
Trade Instructors	4-8	5-12	0	0
Host (PT)	1	1	1	0
Facilitators (PT)	1	3-8	0	0
ESDC Staff	3-5	1	1	2
Total	16-27	20-42	5-12	5-12

4.4 Attendees Professional Fees for Workshops, see Annex 'A' Part 5 for eligible expenses for workshops:

- SMEs attending the workshop are eligible to receive attendee professional fees;
- Trade instructors attending the workshop may be eligible to receive attendee professional fees, if they provide a letter from their employer indicating that they are not being paid for the duration of the workshop;
- No attendee professional fees apply to the other attendees, workshop host, facilitators or ESDC staff.

4.5 Information Package for In-Person Workshop:

Once the arrangements have been finalized, the contractor will email a package to each attendee (see specific in-person workshop requirements in Annex 'A' Part 4.

4.6 Document Printing:

The contractor will be required to conduct in a competitive bidding process for a printing company to print 28 copies (22 English and 6 French) of the National Standard prior to in-person in Ottawa/Gatineau Item Bank workshops. These copies must be delivered to the venue the week prior to the workshop. A list of printing companies will be provided to the contractor by the Project Authority or Coordinator at the beginning of the contract.

5. RESPONSIBILITIES

The contractor will be responsible for providing event management services for four (4) different types of workshops organized by ESDC, throughout the duration of the contract: National Standards, Item Bank, Editing and Translation. The number of workshops vary (between 25 and 40) depending on availability of participants, whether the workshops are in-person and/or virtual, and depending on the status of the pandemic in each PT. The contractor should identify three (3) resources as follows:

- Senior Event Manager: acts as a Team Lead and manages event budgets;
- Financial Manager: manages payments to suppliers and attendees, and prepares invoices to ESDC; and
- Event Coordinator: serves as the primary contact person with attendees and venues, and coordinates travel arrangements as well as travel claims.

Note: A single resource may perform a maximum of two (2) of the above-mentioned roles. Refer to the evaluation grid at Annex 'E' for more experience criteria for each of these resources.

For in-person workshops, the contractor will be responsible for:

- Verifying, amending and paying invoices such as attendee claims, if applicable, venue invoices, hospitality and airfares;
- Consulting the Project Coordinator, Workshop Lead and/or PT facilitator, or host regarding the food and beverage order no less than one (1) week prior to workshop;
- Making travel arrangements, if applicable, for participants within two (2) weeks of receipt of participant names unless otherwise instructed by ESDC Project Coordinator;
- Ensuring that the most economical option for travel, if applicable, is booked for each participant while also being reasonable with the participants' travel time;
- Ensuring that attendees, including facilitators and host, return home in the evening of the last day of workshop.
- Any exemptions and additional costs must be discussed and approved by ESDC for any type of expense.
- Emailing the Project Coordinator and the Workshop Lead the arrival/departure times and accommodation arrangements, if applicable, of the attendees no less than one week prior to workshops, and with an update before the workshop, if required;
- Informing the Project Coordinator for any participant requirements exceeding predetermined requirements;
- Providing a 24-hour point-of-contact service with a toll-free number during meeting and travel, if applicable, periods for travel emergencies;
- Paying attendee claims (by cheque or by electronic funds transfer) within 14 calendar days of receipt of their expense claim;
- Ensuring attendees' meals and driving expenses (taxis and shuttles to and from airport, as well as parking fees at the venue or the airport) are reimbursed as per the [National Joint Council Guidelines](#) for travel expenses; and
- Providing at the end of ESDC's financial year (March 31st), a financial update on current projects, as requested by the Project Authority or Coordinator.

6. COLLECTION AND USE OF PERSONAL INFORMATION

6.1 For the purpose of allowing the contractor to perform the work under the contract, ESDC shall make available to the contractor, in accordance with [Department of Employment and Social Development Act](#), [the Privacy Act](#) and other applicable laws governing the protection of personal information under its control, the following information:

- Names of participants;
- Home addresses and telephone numbers of participants;
- Work addresses and telephone numbers of participants; and
- Email addresses of participants.

With written consent from the participant, the contractor may collect other personal information directly from individuals only if it is required to perform the work described in the contract.

6.2 Unless otherwise required by law or authorized in writing by the individuals to whom that information relates, the Contractor shall not use or disclose the information referred to in section 6.1, except for the purpose of performing the work under this contract.

6.3 The Contractor must ensure that all aspects of the processing of information are conducted and only accessible in Canada. Personal information must physically reside in Canada; and it is subject to the protections afforded by Canadian privacy laws and ESDC will be better situated to take prompt action.

6.4 The contractor shall take all necessary measures to ensure that every person hired, or the services of whom it retains to fulfill obligations under this contract, knows and complies with all the terms and conditions of this contract with respect to the protection of information referred to in section above.

6.5 Unless otherwise required by law or authorized in writing by the individuals to whom that information relates, the contractor will ensure that no information referred to in section 6.1 is disclosed to a third party for a purpose authorized herein, unless there is a written agreement between the contractor and the third party, imposing upon the third party obligations that are the same as those that are imposed upon the contractor under this contract with respect to the protection of this information.

6.6 The information referred to in section 6.1 remains at all times under the control of ESDC.

6.7 The information referred to in section 6.1 is protected by the *Privacy Act* and any other applicable federal laws governing the protection of personal information held by federal institutions. That information shall be treated as such by the contractor in accordance with the ESDC Security Policy and Procedures Manual, the *Government of Canada Security Policy* or other instructions that ESDC may issue.

6.8 Unless otherwise required by law or authorized in writing by the individuals to whom that information relates, the contractor shall not make any copies of the information referred to in section 6.1 except with the written consent of ESDC.

6.9 Unless otherwise required by law or authorized in writing by the individuals to whom that information relates, upon expiry or termination of this contract, whichever is earlier, the contractor shall destroy the information referred to in section 6.1 and copies thereof, if any.

6.10 All information shall be destroyed in accordance with the ESDC Security Policy and Procedures Manual or other instructions that ESDC may issue.

6.11 The contractor's premises shall be open for inspection by authorized representatives of ESDC at reasonable times to ensure compliance with the provisions of this contract governing the protection of personal information.

6.12 The contractor shall notify ESDC immediately after he becomes aware that a breach of any provision of this contract governing the protection of personal information has occurred.

6.13 Any intentional breach by the contractor of any provision of this contract governing the protection of personal information constitutes a fundamental breach of contract as such, the contract may be terminated by ESDC.

The Contractor must inform the individuals through a privacy notice statement at or before the time when they collect the personal information. The privacy notice statement must include the following;

- a) that the personal information is being collected on behalf of, and may be provided to, ESDC;
- b) the purpose for the collection;
- c) the ways the personal information will be used;
- d) that the disclosure of the Personal Information is voluntary;
- e) any legal or administrative consequences for refusing to provide the personal information if applicable;

- f) the right to file a complaint to the Privacy Commissioner of Canada regarding the handling of the individual's personal information. Any uses or disclosures that are consistent with the original purpose;
- g) adapting the privacy notice statement for either written or verbal communication at the time of the collection.

7. CONSTRAINTS

7.1 Security Requirement

The Contractor will use SAVE-D to work remotely with protected information.

The Contractor must be working from within Canada.

7.2 Language requirements:

The contractor must provide personnel who are capable of providing services in both English and French to the participants, ESDC personnel and any other concerned individual, if requested by the Project Authority or Coordinator.

8 INVOICING

8.1 In-Person Workshops (with airfare):

Two (2) invoices per workshop will be accepted. First invoice should be for flights (and mark-up). The second invoice should include the attendees' expense claim forms, the workshop expenses such as catering, boardroom, accommodation, and contractor professional fees and markup.

8.2 In-Person Workshops (no airfare)

One (1) invoice per workshop will be accepted. The invoice should include the attendees' expense claim forms, the workshop expenses such as catering, boardroom, accommodation, and contractor professional fees and markup.

8.3 Virtual Workshops

One (1) invoice per workshop will be accepted. The invoice should include the attendees' expense claim forms and contractor professional fees and markup. Two (2) invoices per workshop will be accepted for workshops that will occur over an extended period of time.

All invoices **MUST** clearly state:

- Name of the event (trade name and type of workshop);
- Workshop date;
- Contract number;
- Expense for the different category of expenses and the GST number.

Note: Any amount to be vied against Her Majesty in respect of the GST/HST is to be shown separately on all invoices for goods supplied or services provided and will be paid by the Government of Canada. The contractor agrees to remit any GST/HST paid or due to CRA.

The invoice must include:

- All calculations of the expenses in an Excel format (template to be provided by ESDC);
- A participant list – the list must be detailed and include the following: first and last name of participants, role, province/territory, full details/comments for unusual expense claim. List may also include comments from ESDC Advisor, Travel Agent/contractor as well as any other comments;
- Attach copies of required receipts with the participants claim;
- Attached the letter confirming instructor's eligibility to receive the professional fee for each day of the workshop with the instructor's claim, if required.

ANNEX “A” – PART 2 - OFFICIAL RED SEAL TRADE NAMES

Agricultural Equipment Technician	Insulator (Heat and Frost)
Appliance Service Technician	Ironworker (Generalist)
Auto Body and Collision Technician	Ironworker (Reinforcing)
Automotive Refinishing Technician	Ironworker (Structural/Ornamental)
Automotive Service Technician	Landscape Horticulturist
Baker	Lather (Interior Systems Mechanic)
Boilermaker	Machinist
Bricklayer	Metal Fabricator (Fitter)
Cabinetmaker	Mobile Crane Operator
Carpenter	Motorcycle Technician
Concrete Finisher	Oil Heat Systems Technician
Construction Craft Worker	Painter and Decorator
Construction Electrician	Parts Technician
Cook	Plumber
Drywall Finisher	Powerline Technician
Electric Motor System Technician	Recreation Vehicle Service Technician
Floorcovering Installer	Refrigeration and Air Conditioning Mechanic
Gasfitter – Class A	Roofer
Gasfitter – Class B	Sheet Metal Worker
Glazier	Sprinkler Fitter
Hairstylist	Steamfitter/Pipefitter
Heavy Duty Equipment Technician	Tilesetter
Heavy Equipment Operator (Dozer)	Tool and Die Maker
Heavy Equipment Operator (Excavator)	Tower Crane Operator
Heavy Equipment Operator (Tractor-Loader-Backhoe)	Transport Trailer Technician
Industrial Electrician	Truck and Transport Mechanic
Industrial Mechanic (Millwright)	Welder
Instrumentation and Control Technician	

ANNEX “A” – PART 3 - TENTATIVE WORKSHOP SCHEDULE

INITIAL CONTRACT PERIOD

April 1, 2022 to March 31, 2023

Please note that this schedule is tentative and all events are subject to change or cancellation.

WORKSHOPS

National Standards

Trade	Host	Month	Location
Baker	ON	TBD	TBD
Welder	NL	TBD	TBD
Automotive Service Technician	ON	TBD	TBD
Floorcovering Installer	MB	TBD	TBD
Tower Crane Operator	ON	TBD	TBD
Tilesetter	QC	TBD	TBD

Item Banks

Trade	Host	Month	Location
Appliance Service Technician	AB	TBD	TBD
Painter and Decorator	NB	TBD	TBD
Transport Trailer Technician	MB	TBD	TBD
Industrial Mechanic (Millwright)	MB	TBD	TBD
Steamfitter/Pipefitter	BC	TBD	TBD
Truck and Transport Mechanic	BC	TBD	TBD
Plumber	AB	TBD	TBD
Heavy Duty Equipment Technician	PE	TBD	TBD

Editing

Trade	Host	Month	Location
Appliance Service Technician	AB	TBD	TBD
Painter and Decorator	NB	TBD	TBD
Transport Trailer Technician	MB	TBD	TBD
Industrial Mechanic (Millwright)	MB	TBD	TBD
Steamfitter/Pipefitter	BC	TBD	TBD
Truck and Transport Mechanic	BC	TBD	TBD
Plumber	AB	TBD	TBD

Translation

Trade	Host	Month	Location
Parts Technician	SK	TBD	TBD
Bricklayer	ON	TBD	TBD
Welder	NL	TBD	TBD

Lather (Interior System Mechanic)	MB	TBD	TBD
Construction Electrician	NS	TBD	TBD
Mobile Crane Operator	SK	TBD	TBD
Industrial Electrician	ON	TBD	TBD
Agricultural Equipment Technician	SK	TBD	TBD
Metal Fabricator (Fitter)	NB	TBD	TBD
Recreation Vehicle Service Technician	AB	TBD	TBD
Carpenter	NB	TBD	TBD
Appliance Service Technician	AB	TBD	TBD
Painter and Decorator	NB	TBD	TBD
Transport Trailer Technician	MB	TBD	TBD
Industrial Mechanic (Millwright)	MB	TBD	TBD

OPTION PERIODS

April 1, 2023 to March 31, 2024 – Option Period 1

Please note that this schedule is tentative and all events are subject to change or cancellation.

Type of Workshop	Number of workshops
National Standards	7
Item Banks	8
Editing	7
Translation	9

April 1, 2024 to March 31, 2025 – Option Period 2

Please note that this schedule is tentative and all events are subject to change or cancellation.

Type of Workshop	Number of workshops
National Standards	8
Item Banks	9
Editing	9
Translation	10

April 1, 2025 to March 31, 2026 – Option Period 3

Please note that this schedule is tentative and all events are subject to change or cancellation.

Type of Workshop	Number of workshops
National Standards	7
Item Banks	10
Editing	10
Translation	9

ANNEX “A” – PART 4 – RED SEAL OCCUPATIONAL STANDARD (RSOS) WORKSHOPS - IN-PERSON (OTTAWA/GATINEAU) REQUIREMENTS -

Any of these conditions and requirements are subject to change. The Project Authority or Coordinator will advise the contractor of any changes, if or when required.

1. DURATION

- Most Standards workshops will start on Sunday, around 4:30 pm and end on Friday; around 4:00 pm. Full-day meetings will be held on Monday to Friday, usually between 8:30 am and 4:30 pm.
- Some attendees may be required to travel a day in advance (Saturday) to ensure their presence on the first day at the required time. Participants arriving close to the start time of the workshop must travel the day of.
- Participants from PTs not involved in harmonization (e.g., always Quebec, other PTs that will be identified by ESDC) attend only Sunday to Thursday, and are expected to return home Thursday evening, subject to travel schedules.
- All other attendees (including the Host) are expected to return home Friday evening, subject to travel schedules.
- No return flights before 6:00 pm on Friday should be scheduled.

2. LOCATION

- All workshops will be held in Ottawa/Gatineau. The venue should be at least a 3-star hotel in a central downtown location with accommodations suitable for a week-long stay.

3. MEETING ROOM

- Meeting room must be at least 66 ft. x 36 ft. (approximately 2375 sq. ft.).
- Meeting room must have one wall of unbroken wall space of at least 30 ft. This wall will be used to attach cards and flip chart sheets with mounting putty or tape as the document is being developed; preference will be giving to meeting rooms with a 14-ft. ceiling or higher.
- A combination of one (1) large room and one (1) or two (2) smaller adjoining spaces for breakout groups is preferable.
- Meeting room must be securable and rented on a 24-hour basis, Sunday at 2:00 pm through Friday 5:00 pm.
- Ensure accessibility to a power supply for six (6) laptops, six (6) monitors and one (1) projector.
- High-speed Wi-Fi is required.

4. ATTENDEES

A typical workshop will have between 16 to 27 participants. Invited to attend the workshop are:

- 7-12 SMEs, representing each PT, and national industry groups;
- 4-8 instructors representing PT for the duration of the workshop;
- 1 representative from the apprenticeship authority of the host province. This member, the Host, will assist the facilitating team in the development process of the standard at the workshop. (**Note:** the Host is not a participant and while travel expenses are paid, the professional fees are not); and
- 3-5 ESDC facilitators (local*).

*Not all ESDC representatives will be required to attend the full 3 to 5-day workshop.

NOTE: As every PT may not participate in the workshop, the number of attendees per PT at workshops can vary. As a result, the final number of participants will be confirmed prior to each workshop - participants' information will be provided to the contractor by the Project Authority or Coordinator at least three (3) weeks prior to the workshop. In some cases, information for last minute participants can be sent to the contractor the week prior to the workshop. All participants' information must be managed according to [Article 6 Collection and use of Personal Information in the Government of Canada Privacy Act](#).

5. HOSPITALITY

Food and beverages are to be provided Sunday afternoon:

- Approx. 4:00 pm: coffee, tea and soft drinks, and light snack.

Food and beverages are to be provided Monday to Friday:

- Approx. 10:00 am: coffee, tea, juices, assorted pastries and sliced fruits; and
- Approx. 2:15 pm: coffee, tea, soft drinks, assorted snacks and sliced fruits.

NOTE: Cost of all hospitality expenses (including breaks, gratuities and taxes) must fall within the [National Joint Council Guidelines](#) and not exceed pre-approved amounts per event provided by ESDC.

6. AUDIOVISUAL EQUIPMENT

A screen (at least 8 ft. x 8 ft.) will be required for the duration of the workshop. ESDC will supply all other audiovisual equipment.

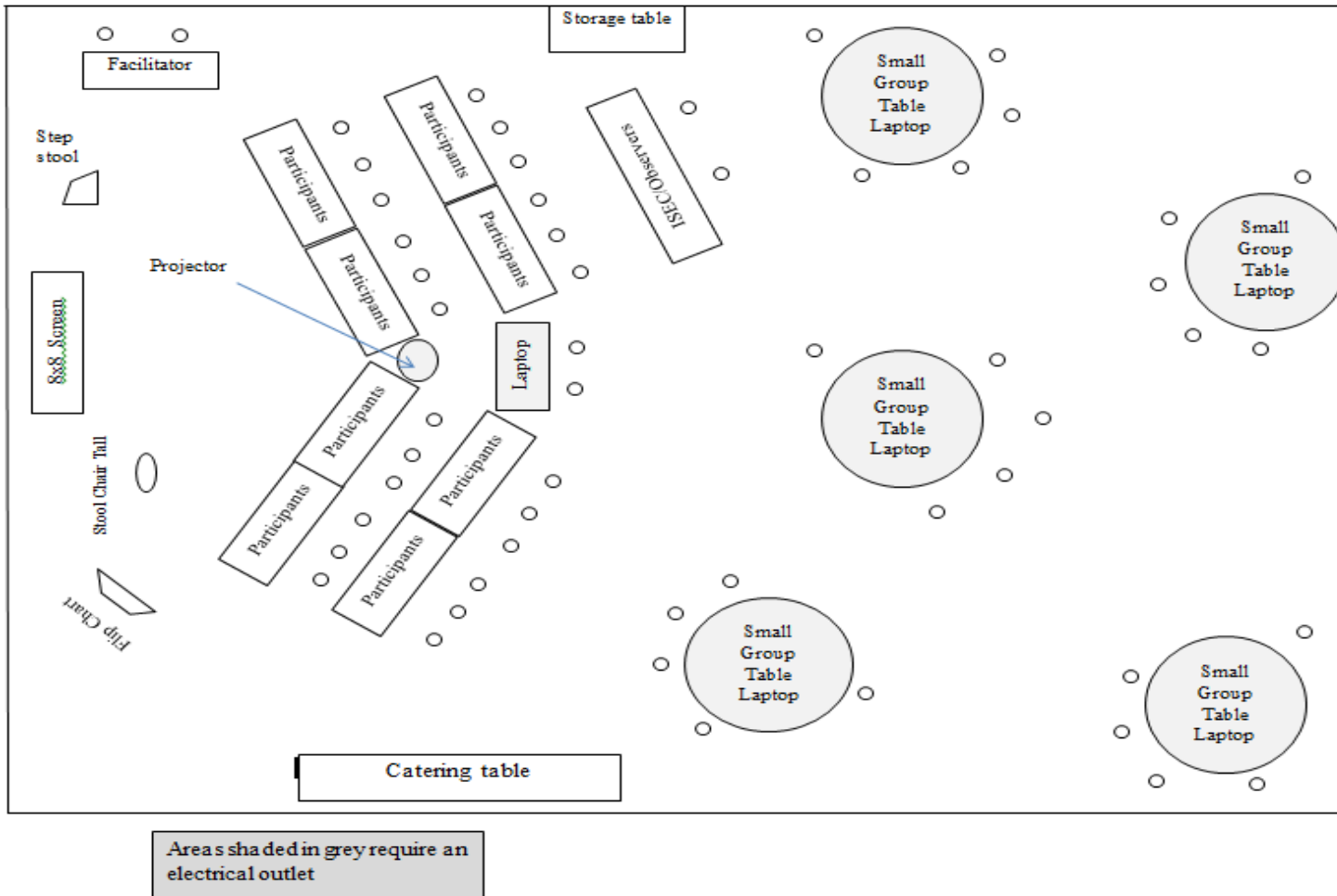
7. INFORMATION PACKAGE

The contractor will email an information package to workshop participants. It should include the following:

- Travel ticket;
- Guest room reservation confirmation;
- Expense claim form and pre-addressed envelope, if applicable;
- Guidelines for workshop expenses;
- Information regarding the venue;
- A 24-hour point-of-contact service toll-free phone number for travel emergencies; and
- Other documents provided by ESDC giving the attendees more information on the Standard workshop (for example, introductory letter and workshop agenda).

8. MEETING ROOM SET-UP

See ANNEX A - DIAGRAM 1



NOTE: Set-up may vary depending on the chosen location.

RED SEAL OCCUPATIONAL STANDARD (RSOS) WORKSHOPS

VIRTUAL REQUIREMENTS

Any of these conditions and requirements are subject to change. The Project Authority or Coordinator will advise the contractor of any changes, if or when required.

1. DURATION

- The workshop is held over three weeks with 7-9 sessions (duration of each session is approximately 4 hours for an estimated total of 20-25 hours of webinar time).

2. LOCATION

- All workshops are held virtually with each participant taking part from their own location via webinar. No pre-meeting work (i.e. travel, hospitality, venue, scheduling) is required from the meeting planner.

3. ATTENDEES

A typical virtual workshop has between 16 to 27 participants (including ESDC and host). Invited to attend the workshops are:

- 5-13 trade experts from industry, nominated by PTs;
- 5-13 apprenticeship program instructors nominated by PTs;
- up to 1 or 2 trade experts representing national industry groups;
- 1 representative from the apprenticeship authority of the host province.
- 4 ESDC facilitators.

NOTE: The contractor will only be responsible for paying each attendee professional fees and additional expenses. Payment information will be provided by ESDC.

REQUIREMENTS ITEM BANK WORKSHOPS

IN-PERSON (OTTAWA/GATINEAU)

Any of these conditions and requirements are subject to change.

1. DURATION

- Most item bank workshops will start on Monday at 6:00 pm and end on Friday around 4:00 pm. Full-day meetings are held on Tuesday to Friday, usually between 8:30 am and 4:30 pm.
- Facilitators, the Host and the ESDC representative will be required to be in the meeting room by 3:00 pm on Monday.
- All other attendees (i.e., SMEs and instructors) are expected to arrive at the venue on Monday before 6:00 pm to attend the group meeting.
- Some attendees may be required to travel a day in advance (Sunday) to ensure their presence on the first day at the required time.
- All attendees (including the Host) are expected to return home Friday evening, subject to travel schedules.
- No return flights before 6:00 pm on Friday should be scheduled.
- Any exceptions that require an overnight stay must be approved by the ESDC Advisor in advance.

2. LOCATION

Most item bank workshops are held in Ottawa/Gatineau. The venue should be rated at least a 3-star hotel in a central downtown location with accommodations suitable for a week-long stay.

3. MEETING ROOM

- Meeting room must be securable and rented on a 24-hour basis, Monday at 3:00 pm through Friday 5:00 pm;
- Meeting room must be at least 54 ft. x 34 ft. (approximately 1800 sq. ft.). Preference will be given to meeting rooms with a 14-ft. ceiling or higher;
- Meeting room must be large enough for 5 round tables (sitting 4 persons and holding a laptop, a monitor and material) with plenty of space between tables, plus 1 head table (rectangle) for 2 persons and 2 laptops, and a projector table;
- Meeting room must have an adequate number of power outlets to accommodate up to 8 laptops, 7 monitors and a projector; and
- Meeting room must have high-speed internet access, which can accommodate up to 8 laptops.
- It is not necessary for the venue to provide paper or pens on table.

4. ATTENDEES

In most of Item Bank Workshops, participants to attend the workshop are:

- 10-12 SMEs from different PTs
- 5-6 instructors from different PTs
- 5-6 facilitators from different PTs
- 1 representative from the host province
- 1 ESDC representative (local)

5. HOSPITALITY

Food and beverages are to be provided Monday afternoon:

- Approx. 5:00 pm: coffee, tea.

From Tuesday to Friday, food and beverages are to be provided as follows:

- Approx. 10:00 am: coffee, tea, juices, snack; and
- Approx. 2:15 pm: coffee, tea, soft drinks and snack.

The contractor must advise all venues of any allergies participants may have.

NOTE: Cost of all hospitality expenses (including breaks, gratuities and taxes) must fall within [National Joint Council Guidelines](#) and not exceed pre-approved amount per event provided by ESDC.

6. AUDIOVISUAL EQUIPMENT

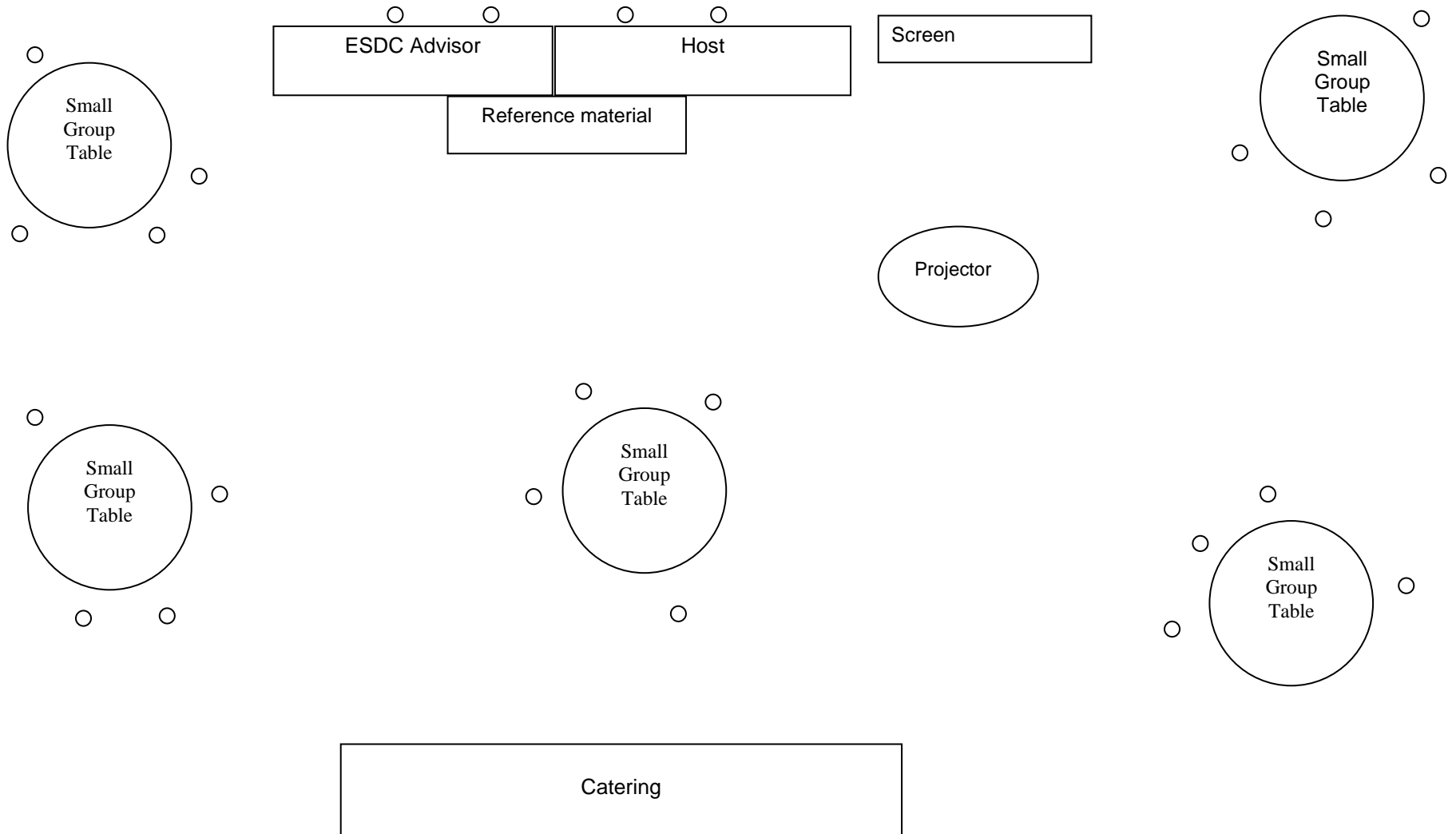
- A screen (8 ft. x 8 ft.) will be required for the duration of the workshop. ESDC will supply all other audiovisual equipment.

7. INFORMATION PACKAGE

The contractor will email an information package to participants. It should include the following:

- Travel ticket;
- Guest room reservation confirmation;
- Expense claim form and pre-addressed envelope, if applicable;
- Guidelines for workshop expenses;
- Information regarding the venue;
- A 24-hour point-of-contact service toll-free phone number for travel emergencies; and
- Other documents provided by ESDC or the Item Bank coordinator (for example, introductory letter and workshop agenda).

8. MEETING ROOM SET-UP





Request for Proposal: xxxxxxxx

REQUIREMENTS

ITEM BANK WORKSHOPS IN-PERSON (IN PTs)

Any of these conditions and requirements are subject to change.

1. DURATION

- Item bank workshops are held in various PTs depending on which PT will be facilitating.
- Depending on the size of the bank of questions, item bank workshops will last between 3 to 5 days. Most workshops are held between 8:30 am and 4:30 pm, local time.
- All attendees (including the Host) are expected to return home the last day of the workshop, subject to travel schedules.
- Any exceptions must be approved by the ESDC in advance.

2. LOCATION

- Each sessions are held in the PT facilitating with participants from the same PT.

3. MEETING ROOM

- Meeting room must be large enough for 3-6 attendees. The room must accommodate the space for a projector, a laptop and a 8 ft. x 8 ft. screen.
- Meeting room must have high-speed internet access for 1 laptop.

NOTE: Sessions can be held either in the provincial apprenticeship office or a hotel. For sessions in an apprenticeship office, facilitators are responsible to reserve a boardroom.

4. ATTENDEES

Each workshop sessions held in a PT normally includes:

- 2 SMEs
- 1 instructor
- 1 facilitator
- 1 ESDC representative to attend virtually

5. HOSPITALITY

- Approx. 10:00 am: coffee, tea, juices, snack; and
- Approx. 2:15 pm: coffee, tea, soft drinks and snack.

The contractor must advise all venues of any allergies participants may have.

NOTES:

- Cost of all hospitality expenses (including breaks, gratuities and taxes) must fall within [National Joint Council Guidelines](#) and not exceed pre-approved amount per event provided by ESDC.
- In some cases, lunch may be catered as part of the hospitality expenses and must fall within [National Joint Council Guidelines](#) and not exceed pre-approved amount per event provided by ESDC.

6. AUDIOVISUAL EQUIPMENT

- Facilitators are responsible for the boardroom equipment.
- A screen (8 ft. x 8 ft.) will be required for the duration of the workshop in a hotel boardroom.

7. INFORMATION PACKAGE



Request for Proposal: xxxxxxxx

The contractor will email an information package to participants. It should include the following:

- Province's COVID-19 guidelines, where required;
- Guest room reservation confirmation, if applicable;
- Guidelines for workshop expenses;
- Information regarding the venue;
- A 24-hour point-of-contact service toll-free phone number for emergencies; and
- Other documents provided by ESDC or the Item Bank Coordinator (for example, introductory letter and workshop agenda).



Request for Proposal: xxxxxxxx

REQUIREMENTS ITEM BANK WORKSHOPS

VIRTUAL

Any of these conditions and requirements are subject to change.

1. DURATION

Virtual Item Bank workshops usually last three (3) weeks. Virtual sessions are held during the three- (3) week period and are scheduled according to availabilities of facilitators and participants.

2. LOCATION

- Sessions are held virtually.

NOTE: A hotel room can be booked for participants that do not have access to a computer, high-speed internet or a secured room. Participants could also participate from the apprenticeship office. Some local travel fees may apply (e.g. room rental, lunch, kilometers, taxi and parking).

3. MEETING ROOM

- N/A

4. ATTENDEES

The number of attendees for virtual workshops will vary (between 14 to 30 participants). Since exam security has to be maintained, each participant can only access a limited number of questions. Each virtual workshop sessions usually includes:

- 1 instructor and 1 SME
- 1 facilitator
- 1 ESDC representative

5. HOSPITALITY

- N/A

6. AUDIOVISUAL EQUIPMENT

- If a participant has to travel to the province apprenticeship office to join the workshop and does not have a laptop, it is the facilitator's responsibility to ensure that one is available at that time.

7. INFORMATION PACKAGE

The contractor will email an information package to participants attending virtual workshop. It should include the following:

- Province's COVID-19 guidelines, where required;
- Guest room reservation confirmation, if applicable;
- Guidelines for workshop expenses, if applicable;
- A 24-hour point-of-contact service toll-free phone number for emergencies; and
- Other documents provided by ESDC or the Item Bank Coordinator (for example, introductory letter).



Request for Proposal: xxxxxxxx

REQUIREMENTS ITEM BANK WORKSHOPS

MIX OF IN-PERSON (IN PTs) AND VIRTUAL

For workshops that have a mix of in-person and virtual sessions, both requirements would apply.



Request for Proposal: xxxxxxxxx

REQUIREMENTS EDITING WORKSHOPS

IN PERSON (IN PTs)

Any of these conditions and requirements are subject to change.

1. DURATION

- Editing workshops are held in the host jurisdiction.
- Depending on the size of the bank of questions, editing workshops last between 3 to 4 days. Most workshops are held between 8:30 am and 4:30 pm, local time. Start and end times must be confirmed with the ESDC advisor.
- All non-local attendees (i.e. SMEs) will normally travel to the workshop city the day before the workshop.
- All attendees (including the Host) travel home at the end of the last day of workshop. Any exceptions must be approved by the ESDC in advance.

NOTE: Sessions can be held either in the apprenticeship office or a hotel. For sessions in an apprenticeship office, Hosts are responsible to reserve a boardroom.

2. LOCATION

- Most editing workshops are held in the Host PT facilities.
- When the meeting is held in the apprenticeship office, the hotel should be rated at least 3-stars in a central downtown location, near the provincial apprenticeship office, with accommodations suitable for a week-long stay.

3. MEETING ROOM

Most workshops are held in the Host's provincial apprenticeship office unless there are no boardrooms available. For workshops held in a rented venue:

- Meeting room must be securable and rented on a 24-hour basis, the first day of the workshop at 8:00 am through the last day of the workshop 5:00 pm;
- Meeting room must be able to accommodate seven (7) people, two (2) laptops and a projector. Preference will be given to meeting rooms with a 14-ft. ceiling or higher;
- Meeting room must have high-speed internet access to accommodate two (2) laptops.

4. ATTENDEES

Invited to attend the workshop are:

- 3-5 SMEs from the host province;
- 1 representative from the host province (local); and
- 1 ESDC representative to attend virtually.

5. HOSPITALITY

- Approx. 10:00 am: coffee, tea, juices, snack; and
- Approx. 2:15 pm: coffee, tea, soft drinks and snack.

The contractor must advise all venues of any allergies participants may have.

NOTES:

- Cost of all hospitality expenses (including breaks, gratuities and taxes) must fall within [National Joint Council Guidelines](#) and not exceed pre-approved amount per event provided by ESDC.
- In some cases, lunch may be catered as part of the hospitality expenses and must fall within [National Joint Council Guidelines](#) and not exceed pre-approved amount per event provided by ESDC.



Request for Proposal: xxxxxxxx

6. AUDIOVISUAL EQUIPMENT

- Hosts are responsible for the boardroom equipment.
- A screen (8 ft. x 8 ft.) will be required for the duration of the workshop in a hotel boardroom.

7. INFORMATION PACKAGE

The contractor will email an information package to participants attending the workshop. It should include the following:

- Province's COVID-19 guidelines, where required;
- Guest room reservation confirmation, if applicable;
- Guidelines for workshop expenses, if applicable; a 24-hour point-of-contact service toll-free phone number for emergencies; and
- Other documents provided by ESDC or the Item Bank Coordinator (for example, introductory letter).



Request for Proposal: xxxxxxxx

REQUIREMENTS EDITING WORKSHOPS

VIRTUAL

Any of these conditions and requirements are subject to change.

1. DURATION

- Depending on the size of the bank of questions, editing workshops last between 3 to 4 days. Most workshops are held between 8:30 am and 4:30 pm, local time. Start and end times must be confirmed with the ESDC Advisor.

2. LOCATION

- All workshops are held virtually from participants' home. If a participant is unable to participate from home, a venue can be found for them (e.g. hotel room close to their home, provincial apprenticeship office, if not far from home)

3. MEETING ROOM

- N/A

4. ATTENDEES

- 3-10 SMEs from the host province
- 1 representative from the host province (local)
- 1 ESDC representative

NOTE: The actual number of attendees can vary from one workshop to another. The total of each session will be confirmed just before the workshop. Attendees' information will be provided as soon as possible.

5. HOSPITALITY

- N/A

6. AUDIOVISUAL EQUIPMENT

- N/A

7. INFORMATION PACKAGE

- ESDC will send the information package to participants.



Request for Proposal: xxxxxxxxx

REQUIREMENTS TRANSLATION WORKSHOPS

IN-PERSON (IN OTTAWA/GATINEAU)

Any of these conditions and requirements are subject to change.

1. DURATION

- Depending on the size of the bank of questions, translation workshops are 3 to 4 days. Workshops are usually held between 8:30 am and 4:30 pm, local time. Start and end times must be confirmed with the ESDC Advisor.
- All attendees (including the Host) are expected to return home the last day of the workshop, subject to travel schedules.
- No return flights before 6:00 pm should be scheduled.
- Any exceptions that require an overnight stay must be approved by the ESDC Advisor in advance.

2. LOCATION

- The workshop will be held in a hotel in Ottawa/Gatineau.
- The hotel should be rated at least a 3-star hotel with accommodations suitable for a week-long stay.

3. MEETING ROOM

- Meeting room must be securable and rented on a 24-hour basis, Monday at 3:00 pm through Friday 5:00 pm;
- Meeting room must accommodate 5 to 7 persons;
- Meeting room must have an adequate number of power outlets to accommodate up to 8 laptops, 7 monitors and a projector; and
- Meeting room must have high-speed internet access, which can accommodate up to 8 laptops.

4. ATTENDEES

Invited to attend the workshop are:

- 3-5 bilingual SMEs from different provinces and territories
- 2 ESDC representatives

5. HOSPITALITY

From Tuesday to Friday, food and beverages are to be provided as follows:

- Approx. 10:00 am: coffee, tea, juices, snack; and
- Approx. 2:15 pm: coffee, tea, soft drinks and snack.

The contractor must advise all venues of any allergies participants may have.

NOTE: Cost of all hospitality expenses (including breaks, gratuities and taxes) must fall within [National Joint Council Guidelines](#) and not exceed pre-approved amount per event provided by ESDC.

6. AUDIOVISUAL EQUIPMENT

- A screen (8 ft. x 8 ft.) will be required for the duration of the workshop. ESDC will supply all other audiovisual equipment.

7. INFORMATION PACKAGE

The contractor will email an information package to workshop participants. It should include the following:

- Travel ticket;



Request for Proposal: xxxxxxxx

- Guest room reservation confirmation;
- Expense claim form and pre-addressed envelope, if applicable;
- Guidelines for workshop expenses;
- Information regarding the venue;
- A 24-hour point-of-contact service phone number for travel emergencies; and
- Other documents provided by ESDC or the translation workshop coordinator (for example, introductory letter and workshop agenda).



Request for Proposal: xxxxxxxxx

REQUIREMENTS TRANSLATION WORKSHOPS

IN-PERSON (IN PTs)

Any of these conditions and requirements are subject to change.

1. DURATION

- Depending on the size of the bank of questions, translation workshops are 3 to 4 days. Workshops are usually held between 8:30 am and 4:30 pm, local time. Start and end times must be confirmed with the ESDC Advisor.

2. LOCATION

- Each sessions are held in the PT facilitating with participants from the same PT.
- All attendees (including the Host) travel home at the end of the last day of workshop. Any exceptions must be approved by the ESDC Advisor in advance
- The hotel should be rated at least 3-stars in a central downtown location, near the provincial apprenticeship office, with accommodations suitable for a week-long stay

3. MEETING ROOM

- Meeting room must be large enough for 3-6 attendees. The room must accommodate the space for a projector, a laptop and an 8 ft. x 8 ft. screen.
- Meeting room must have high-speed internet access for 1 laptop.

NOTE: Sessions can be held either in the provincial apprenticeship office or a hotel. For sessions in an apprenticeship office, facilitators are responsible to reserve a boardroom.

4. ATTENDEES

Invited to attend the workshop are:

- 3-10 bilingual SMEs from different provinces and territories
- 2 ESDC representatives

5. HOSPITALITY

- Approx. 10:00 am: coffee, tea, juices, snack; and
- Approx. 2:15 pm: coffee, tea, soft drinks and snack.

The contractor must advise all venues of any allergies participants may have.

NOTES:

- Cost of all hospitality expenses (including breaks, gratuities and taxes) must fall within [National Joint Council Guidelines](#) and not exceed pre-approved amount per event provided by ESDC.
- In some cases, lunch may be catered as part of the hospitality expenses and must fall within [National Joint Council Guidelines](#) and not exceed pre-approved amount per event provided by ESDC.

6. AUDIOVISUAL EQUIPMENT

- Facilitators are responsible for the boardroom equipment.
- A screen (8 ft. x 8 ft.) will be required for the duration of the workshop in a hotel boardroom.

7. INFORMATION PACKAGE

The contractor will email an information package to workshop participants. It should include the following:



Request for Proposal: xxxxxxxx

- Province's COVID-19 guidelines, where required;
- Guest room reservation confirmation;
- Expense claim form and pre-addressed envelope, if applicable;
- Guidelines for workshop expenses;
- Information regarding the venue;
- A 24-hour point-of-contact service phone number for emergencies; and
- Other documents provided by ESDC or the translation workshop coordinator (for example, introductory letter and workshop agenda).



Request for Proposal: xxxxxxxx

REQUIREMENTS TRANSLATION WORKSHOPS

VIRTUAL

Any of these conditions and requirements are subject to change.

1. DURATION

- Depending on the size of the bank of questions, Translation workshop usually last 5 to 12 days and are between 8:30 am and 4:30 pm, local time
- The sessions could be phased over several weeks with different groups of participants (SMEs).

2. LOCATION

- Sessions are held virtually.

NOTE: A hotel room can be booked for participants that do not have access to a computer, high-speed internet or a secured room. Participants could also participate from the apprenticeship office. Some local travel fees may apply (e.g. room rental, lunch, kilometers, taxi and parking).

3. MEETING ROOM

N/A

4. ATTENDEES

Invited to attend the workshop are:

- 3-10 bilingual SMEs from different provinces and territories
- 2 ESDC representatives to attend virtually

5. HOSPITALITY

- N/A

6. AUDIOVISUAL EQUIPMENT

- If a participant has to travel to the province apprenticeship office to join the workshop and does not have a laptop, it is the facilitator's responsibility to ensure that one is available at that time.

7. INFORMATION PACKAGE

- ESDC will send the information package to participants.



Request for Proposal: xxxxxxxxx

**ANNEX “A” – PART 5 - ELIGIBLE EXPENSES FOR WORKSHOPS AND MEETINGS (WHEN APPLICABLE
IN-PERSON OTTAWA/GATINEAU OR IN PTS**

ROLE	PROFESSIONAL FEES	MEALS¹	VENUE/HOTEL	GROUND TRANSPORTATION	OTHER EXPENSES
In-town SMEs	\$200/day for each day of workshop	Lunch only	None	Provincial rate times number of km for each day of workshop	Parking with receipts if applicable
Out-of-town SMEs	\$200/day for each day of workshop and each day of travel	All meals	Room expenses on master account	Provincial rate times number of km	Taxis, parking and baggage fees with receipts
In-town instructors	None ²	Lunch only	None	Provincial rate times number of km for each day of workshop	Parking with receipts if applicable
Out-of-town instructors	\$200/day for Saturday or Sunday travel days only ²	All meals	Room expenses on master account	Provincial rate times number of km	Taxis, parking and baggage fees with receipts
In-town facilitators	None	None	None	None	None
Out-of-town facilitators	None	All meals	Room expenses on master account	Provincial rate times number of km	Taxis, parking and baggage fees with receipts
In-town Host	None	None	None	None	None
Out-of-town Host	None	All meals	Room expenses on master account	Provincial rate times number of km	Taxis, parking and baggage fees with receipts

¹ As per National Joint Council Travel Guidelines

² Instructors may claim \$200 Professional fees Monday to Friday if they provide an official letter from their employer confirming that they will not be receiving their regular wages.



Request for Proposal: xxxxxxxx

VIRTUAL ELIGIBLE EXPENSES FOR WORKSHOPS AND MEETINGS (WHEN APPLICABLE)

ROLE	PROFESSIONAL FEES	OTHER (MEALS, VENUE, HOTEL, TRANSPORTATION, ETC.)
SMEs RSOS - Virtual	All participants are entitled to claim \$30.00 for every hour of workshop participation. In addition, a flat \$100 to cover time spent on offline work will also be provided.	N/A
Instructors RSOS - virtual	All participants are entitled to claim \$30.00 for every hour of workshop participation. Instructors must provide an official letter from their employer confirming that they will not be receiving their regular wages in order to claim their professional fee. In addition, a flat \$100 to cover time spent on offline work will also be provided.	
SMEs IB – ED -TR	Full day sessions (5 hours or more) - \$200 per day. Half day sessions (less than 5 hours) - \$30.00 an hour rounded to the nearest 15 quarter hour. Testing video conferencing - \$30.00 an hour rounded to the nearest 15 quarter hour.	N/A
Instructors IB – ED –TR	Full day sessions (5 hours or more) - \$200 per day. Half day sessions (less than 5 hours) - \$30.00 an hour rounded to the nearest 15 quarter hour. Testing video conferencing - \$30.00 an hour rounded to the nearest 15 quarter hour. Instructors must provide an official letter from their employer confirming that they will not be receiving their regular wages in order to claim their professional fee.	N/A



Request for Proposal: xxxxxxxx

ANNEX "A" – PART 6 - QUESTIONS AND ANSWERS

CLAIMS

Q1 – What happens if a participant does not claim what they are entitled too?

If participants do not claim an expense they are entitled to, the contractor will not add it to the reimbursement unless otherwise instructed by ESDC.

Q2 – What happens if a participant claims an expense that they are not entitled to?

If participants have claimed an expense they are NOT entitled to, the contractor will NOT reimburse it and will make a note on the participant expense claim form. **ESDC will NOT reimburse an expense that a participant was not entitled to.**

Q3 – Can participants claim breakfast if it is provided by the hotel?

If a continental breakfast is provided by the hotel, participants are eligible to claim breakfast allowance. However, if a hot breakfast is provided, participants can NOT claim the breakfast allowance.

FLIGHTS

Q4 – What happens if a participant asks to extend their stay either prior or after the workshop?

Participants are permitted to build on a vacation or "extended stays" before or after the workshop if there are no extra costs to ESDC. Participants can only claim for expenses based on "typical" travel to attend the workshop.

Q5 – What happens if a participant chooses to fly home on a "red eye"?

If a participant chooses to fly home on a "red eye" flight and gets to his/her home province after midnight, he/she will not be entitled to the professional fees for the day (\$200) or the meals.

Q6 – What happens if a participant would like to bring family members to the location where the workshop is being conducted?

ESDC has no issues with participants bringing family members with them, but the contractor has to ensure that there are no extra costs to ESDC (e.g. guest room rental, meals, transportation).



Request for Proposal: xxxxxxxx

Q7 – What happens if a participant plans on leaving the workshop location for a holiday outside Canada, therefore not returning home after the workshop?

If this situation happens, the contractor will need contact ESDC (Project Authority or Coordinator) to discuss the situation. They will determine the expenses that will be reimbursed to the participants according to their situation.

Q8 – What happens if a participant decides to book their airline using a point system?

Participants should not be booking their own flight. If they do book with points, ESDC will only reimburse the amount paid by the participants with a receipt (tax and fees) and up to the maximum of the cost of the flight if the contractor would have booked it. The flight paid with points will NOT be reimbursed.

Q9 – What happens if a participant selects their seats and there is a cost?

Pre-booking of seats consists of additional costs at the time of booking participant's flights, unless medical or size restrictions pose an issue, no seat selection is to be made. It is the contractor's responsibility to advise the participants that all seats can be booked online 24 hours ahead of departure time at no charge. ESDC will NOT reimburse the participants if they select their seats when booking their flights.

DRIVING

Q10 – What happens if a participant chooses to drive instead of flying?

If a participant chooses to drive instead of flying to the workshop, the contractor will have to compare the cost of each travel (from door to door) to determine the maximum cost to be reimbursed for the trip. ESDC will reimburse the lowest cost. The cost comparison needs to be provided with the invoice to ESDC and send to the participant so they are aware of the maximum cost that will be reimbursed.

HOTEL

Q11 – What if an in-town participant wants to stay in a hotel?

Eligibility of participants who are "in-town" (local) to stay at the hotel will be determined on a case-by-case basis. Most of the time "in-town" (local) participants are NOT entitled to stay at the hotel.

Q12 – What happens if the workshop ends early and the participant has a late flight?

Participants are not permitted to book a hotel room for the day if workshop ends early or if they have a late flight. The contractor will need to contact ESDC (Project Authority or Coordinator) to discuss the situation. They will determine the steps to be undertaken should this issue arise, according to the participant's situation.



Request for Proposal: xxxxxxxxx

ANNEX "B" - BASIS OF PAYMENT

1. PROJECT TITLE

Event Management Services for the Red Seal Program

2. PROPOSED BASIS OF PAYMENT

2.1 Professional Fees:

The Contractor will be paid on an hourly basis for the performance of services detailed in the Statement of Work.

2.2 Direct expenses associated with the events:

The Contractor will be reimbursed for Workshop participants' eligible expenses see Annex 'A' Part 5, pre-approved by the Project Authority supported by appropriate receipts without allowance thereon for overhead or profit. All payments are subject to government audit.

- **Travel and living expenses** (e.g. airfares, accommodations, meals, taxi fares, shuttle fares, vehicle allowance, parking) will be reimbursed in accordance with the current Treasury Board Travel Directive (Web Site: Travel Directive (njc-cnm.gc.ca)) without allowance thereon for overhead or profit.
- **Other direct expenses:** The Contractor will be reimbursed for other direct expenses associated with the events (e.g. participants' professional fees, boardroom, catering, audio-visual equipment, printing of National Standards) pre-approved by the Project Authority supported by appropriate receipts without allowance thereon for overhead or profit.

NOTE: Any administrative cost related to the event, such as banking fees, flight reservation fees, photocopies, postal fees and phone calls should be included in the professional fees. No additional cost can be invoiced to ESDC.

NOTE: Any exemptions or additional costs must be discussed and approved by ESDC for any type of expenses.

NOTE: Bidder shall provide his GST registration number and/or Supplier Registration information number (see buyandsell.gc.ca - Buyandsell.gc.ca).

GST/HST registration number: _____

3. FINANCIAL CONTENT

The Undersigned hereby offers to Her Majesty the Queen in Right of Canada, as requested by the Minister, to furnish all expertise, materials, equipment and others things necessary to the entire satisfaction of the Minister or his authorized representative, the work as described in the RFP according to the terms and conditions of the Department.

4. FINANCIAL PROPOSAL

The financial proposal MUST be submitted IN CANADIAN FUNDS and in accordance with the following:



Request for Proposal: xxxxxxxxx

Professional fees¹ only – Initial Contract Period (from date of award to March 31, 2023)

Name of Workshop or Meeting	Number of Events	Hourly Price per Event (\$)	TOTAL
National Standards	4	\$ _____	\$ _____
Item Bank	6	\$ _____	\$ _____
Item Bank Editing	6	\$ _____	\$ _____
Item Bank Translation	9	\$ _____	\$ _____
Total Professional fees			\$ _____

¹ Professional fees must include any administrative cost related to the event, such as banking fees, flight reservation fees, photocopies, postal fees and phone calls.

Professional fees¹ only – Option Period 1

Name of Workshop or Meeting	Number of Events	Hourly Price per Event (\$)	TOTAL
National Standards	7	\$ _____	
Item Bank	8	\$ _____	
Item Bank Editing	7	\$ _____	
Item Bank Translation	9	\$ _____	
Total Professional fees			\$ _____

¹ Professional fees must include any administrative cost related to the event, such as banking fees, flight reservation fees, photocopies, postal fees and phone calls.

Professional fees¹ only – Option Period 2

Name of Workshop or Meeting	Number of Events	Hourly Price per Event (\$)	TOTAL
National Standards	8	\$ _____	
Item Bank	9	\$ _____	
Item Bank Editing	9	\$ _____	
Item Bank Translation	10	\$ _____	



Request for Proposal: xxxxxxxx

Total Professional fees	\$ _____
--------------------------------	----------

¹ Professional fees must include any administrative cost related to the event, such as banking fees, flight reservation fees, photocopies, postal fees and phone calls.

Professional fees¹ only – Option Period 3

Name of Workshop or Meeting	Number of Events	Hourly Price per Event (\$)	TOTAL
National Standards	7	\$ _____	
Item Bank	10	\$ _____	
Item Bank Editing	10	\$ _____	
Item Bank Translation	9	\$ _____	
Total Professional fees			\$ _____

TOTAL PROFESSIONAL FEES	\$ _____
--------------------------------	----------

¹ Professional fees must include any administrative cost related to the event, such as banking fees, flight reservation fees, photocopies, postal fees and phone calls.

Mark-up on Direct Expenses¹ associated with the events - Initial Contract Period

Direct Expenses Associated with the Events	Mark-up ²	Total (for evaluation Purposes only)
Travel and Living Expenses: \$229,300.00 (Estimated)	_____ %	\$ _____
Other Direct Expenses: \$202,200.00 (estimated)	_____ %	\$ _____
Total		\$ _____

¹The following are considered Direct Expenses:

- Travel and living expenses (e.g. airfares, accommodations, meals, taxi fares, shuttle fares, vehicle allowance, parking);
- Other direct expenses associated with the events (e.g. participants' professional fees, boardroom, catering, audio-visual equipment, printing of National Standards) pre-approved by the Project Authority supported by appropriate receipts.

² Not to exceed 5%



Request for Proposal: xxxxxxxxx

Mark-up on Direct Expenses¹ associated with the events - Option Period 1

Direct Expenses Associated with the Events	Mark-up ²	Total (for evaluation Purposes only)
Travel and Living Expenses: \$506,600.00 (estimated)	_____ %	\$ _____
Other Direct Expenses: \$285,400.00 (estimated)	_____ %	\$ _____

¹The following are considered Direct Expenses:

- Travel and living expenses (e.g. airfares, accommodations, meals, taxi fares, shuttle fares, vehicle allowance, parking);
- Other direct expenses associated with the events (e.g. participants' professional fees, boardroom, catering, audio-visual equipment, printing of National Standards) pre-approved by the Project Authority supported by appropriate receipts.

² Not to exceed 5%

Mark-up on Direct Expenses¹ associated with the events - Option Period 2

Direct Expenses Associated with the Events	Mark-up ²	Total (for evaluation Purposes only)
Travel and Living Expenses: \$618,100.00 (estimated)	_____ %	\$ _____
Other Direct Expenses: \$329,800.00 (estimated)	_____ %	\$ _____

¹The following are considered Direct Expenses:

- Travel and living expenses (e.g. airfares, accommodations, meals, taxi fares, shuttle fares, vehicle allowance, parking);
- Other direct expenses associated with the events (e.g. participants' professional fees, boardroom, catering, audio-visual equipment, printing of National Standards) pre-approved by the Project Authority supported by appropriate receipts.

² Not to exceed 5%



Request for Proposal: xxxxxxxx

Mark-up on Direct Expenses¹ associated with the events – Option Period 3

Direct Expenses Associated with the Events	Mark-up ²	Total (for evaluation Purposes only)
Travel and Living Expenses: \$626,000.00 (estimated)	_____ %	\$ _____
Other Direct Expenses: \$335,000.00 (estimated)	_____ %	\$ _____

¹The following are considered Direct Expenses:

- Travel and living expenses (e.g. airfares, accommodations, meals, taxi fares, shuttle fares, vehicle allowance, parking);
- Other direct expenses associated with the events (e.g. participants’ professional fees, boardroom, catering, audio-visual equipment, printing of National Standards) pre-approved by the Project Authority supported by appropriate receipts.

² Not to exceed 5%

5. INVOICING INSTRUCTIONS

5.1 In-Person Workshops (with airfare):

Two (2) invoices per workshop will be accepted. First invoice should be for flights (and mark-up). The second invoice should include the attendees’ expense claim forms, the workshop expenses such as catering, boardroom, accommodation, and contractor professional fees and markup.

5.2 In-Person Workshops (no airfare)

One (1) invoice per workshop will be accepted. The invoice should include the attendees’ expense claim forms, the workshop expenses such as catering, boardroom, accommodation, and contractor professional fees and markup.

5.3 Virtual Workshops

One (1) invoice per workshop will be accepted. The invoice should include the attendees’ expense claim forms and contractor professional fees and markup. Two (2) invoices per workshop will be accepted for workshops that will occur over an extended period of time.

All invoices **MUST** clearly state:

- Name of the event (trade name and type of workshop);
- Workshop date;
- Contract number;
- Expense for the different category of expenses and the GST number.

Any amount to be levied against Her Majesty in respect of the GST/HST is to be shown separately on all invoices for goods supplied or services provided and will be paid by the Government of Canada. The Bidder agrees to remit any GST/HST paid or due to CRA.



Request for Proposal: xxxxxxxx

ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat PREQ 100015911
Security Classification / Classification de sécurité

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Request for Proposal: xxxxxxxx



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat PREQ 100015911
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Short Title(s) of material / Titre(s) abrégé(s) du matériel : <input type="text"/> Document Number / Numéro du document : <input type="text"/>	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITÉ <input type="checkbox"/> TOP SECRET- SIGINT / TRÈS SECRET – SIGINT <input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMBLEMES <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> NATO SECRET / NATO SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET Special comments: Commentaires spéciaux : _____ NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unsecured personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unsecured personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)	
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PRODUCTION	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Request for Proposal: xxxxxxxx



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat PREQ 100015911
Security Classification / Classification de sécurité

PART C - (continued) / PARTIE C - (suite)

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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



Request for Proposal: xxxxxxxx



Government
of Canada Gouvernement
du Canada

Contract Number / Numéro du contrat PREQ 100015911
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Lise Caron	Title - Titre Manager	Signature Caron, Lise	Digitally signed by Caron, Lise Date: 2021.12.24 07:43:33 -05'00'
Telephone No. - N° de téléphone 613-808-6754	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel lise.caron@hrsdcc-rhdcc.gc.ca	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Jean-Claude Lajoie	Title - Titre RSO/NCR	Signature Lajoie, JeanClaude	Digitally signed by Lajoie, JeanClaude Date: 2022.01.05 09:55:06 -05'00'
Telephone No. - N° de téléphone 819-743-6752	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jeanclaude.lajoie@servicecanada.gc.ca	Date 2022-01-05
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature Barrette, Julie	Digitally signed by Barrette, Julie DN: C=CA, O=GC, OU=HRSDCC-RHDCC, CN="Barrette, Julie" Reason: I am the author of this document Location: your signing location here Date: 2022.02.07 10:37:11-05'00' Foxit PDF Editor Version: 11.1.0
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Request for Proposal: xxxxxxxx

ANNEX “D” - COVID-19 VACCINATION REQUIREMENT CERTIFICATION

I, _____ (*first and last name*), as the representative of _____ (*name of business*) pursuant to _____ (*insert solicitation number*), warrant and certify that all personnel that _____ (*name of business*) will provide on the resulting Contract who access federal government workplaces where they may come into contact with public servants will be:

(a) fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s); or

(b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada;

until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by _____ (*name of business*) have been notified of the vaccination requirements of the Government of Canada’s COVID-19 Vaccination Policy for Supplier Personnel, and that the _____ (*name of business*) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: _____

Date: _____

Optional For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below is not a substitute for completing the mandatory certification above.

Initials: _____

Information you provide on this Certification Form and in accordance with the Government of Canada’s COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.



Request for Proposal: xxxxxxxxx

ANNEX “E” EVALUATION CRITERIA – MANDATORY AND TECHNICAL

MANDATORY TECHNICAL (MT) REQUIREMENTS

The mandatory technical requirements listed will be evaluated on a pass/fail (i.e. compliant / non-compliant) basis.

Proposals that fail to meet the mandatory technical requirements will be discarded at this stage without further consideration.

Proposals must demonstrate compliance with all of the following specifications and requirements and must provide the necessary documentation to support compliance in order to be considered.

BASIS OF SELECTION:

To be considered responsive, a bid must:

- meet all the mandatory technical requirement of this solicitation; and,
- obtain the required minimum of 80 points (80%) for each rated requirement.

Statement of Compliance

Requirement Number	Description(s)	Page No. / Paragraph no.	Compliant	Non compliant
MT1	<p>EXPERIENCE OF THE BIDDER</p> <p>The Bidder must prior to date of bid closing:</p> <ul style="list-style-type: none"> • have been in business for a minimum of four (4) years including a minimum of three (3) years specializing in the provision of event management services; and • have a physical place of business within Canada. <p>The bidder must provide, in writing:</p> <ol style="list-style-type: none"> 1. the number of years the firm has been in business; 2. the number of years the firm has specialized in the provision of event management services; and 3. the physical address(es) of the firm’s place(s) of business within Canada (including street address, city/town and province/territory for each). 4. name of the contact including phone number and email address 			



Request for Proposal: xxxxxxxx

<p>MT2</p>	<p>PROPOSED RESOURCES</p> <p>The Bidder must identify: One (1) resource as the Senior Event Manager, One (1) resource as the Financial Manager and One (1) resource as the Event Coordinator.</p> <p>The resources proposed must meet all of the criteria (see definitions below) for the respective category of personnel (Senior Event Manager, Financial Manager or Event Coordinator) for which they have been proposed. All of the resources proposed must be employees of the Bidder.</p> <p>The same resource may be proposed for two categories of personnel (e.g. Senior Event Manager and Event Coordinator) however, the resource must meet all of the criteria for each category.</p> <p>The Bidder must provide the curriculum vitae of each proposed resource outlining their qualifications, training, education, language capability, related work experience and expertise in planning and organizing events, and which demonstrates their capability to provide event management services as described in the Statement of Work (Annex A).</p> <p>The Senior Event Manager is a resource who meets all of the following prior to date of bid closing:</p> <ul style="list-style-type: none"> • at least five (5) years experience in the past eight (8) years leading the development and execution of events, involving travel coordination and hospitality; • has managed events with a total cost of \$45,000 or more; • has managed events with delegates from more than two (2) provinces or territories; • has managed events with a duration of three (3) days or more; • has managed events with a minimum of twelve (12) delegates; and • has provided or overseen the provision of all of the following: accommodations, hospitality and transportation. <p>The Financial Manager is a resource who meets all of the following prior to date of bid closing:</p>			
-------------------	--	--	--	--



Request for Proposal: xxxxxxxx

	<ul style="list-style-type: none"> • at least three (3) years' experience in the past five (5) years providing financial management in special events, hospitality management, hotel management or tourism fields; • was responsible for the receipt, management and disbursement of funds for events with a total cost of \$45,000 or more. <p>The Event Coordinator is a resource who meets all of the following, prior to date of bid closing:</p> <ul style="list-style-type: none"> • at least two (2) years of experience in the past five (5) years coordinating the execution of events; • has coordinated events with a total cost of \$45,000 or more; • has coordinated events with delegates from more than two (2) provinces or territories; • has coordinated events with a duration of three (3) days or more; • has coordinated events with a minimum of twelve (12) delegates; • has coordinated the provision of two (2) or more of the following: accommodations, hospitality and transportation; • has coordinated more than two (2) events simultaneously. 			
<p>MT3</p>	<p>EVENTS MANAGEMENT PROJECTS</p> <p>The Bidder must provide information on three (3) events management projects, where the event dates were after January 1, 2016. Each of the Senior Event Manager, Financial Manager and the Event Coordinator identified in MT2 must have been involved in the planning of at least one (1) event. An event may be used to demonstrate the experience of more than one resource, however no more than three (3) projects are to be submitted. If more than 3 projects are submitted, only the first 3 in order of presentation will be accepted. At a minimum, one (1) of the three (3) projects must demonstrate an ability of the Bidder to provide event planning services where the profile of participants is varied. "Participant" is defined as including, but not restricted to, a potential audience, actual delegate, speaker/presenter, moderator, facilitator, session chair, or member of a client group. "Varied" is defined as including three (3) or more of the following profiles within one event: general public, tradespersons, government representatives, senior executives, VIPs, etc.</p>			



Request for Proposal: xxxxxxxxx

	<p>Provide the following information for each of the three (3) projects:</p> <ul style="list-style-type: none">a) Name of the project;b) Description of the project;c) Event location;d) Duration of the event, including start and end dates;e) Proposed resource(s) role in project;f) Number of participants; andg) Profile of participants (as defined above) at the event.			
--	---	--	--	--



Request for Proposal: xxxxxxxxx

POINT RATED TECHNICAL CRITERIA

The criteria contained herein will be used by ESDC to evaluate each Proposal. Bidders are advised to address these requirements in the order presented, where possible, and in sufficient depth in their proposals to enable a thorough assessment. ESDC's assessment will be based solely on the information contained within the Proposal. ESDC may seek further information or clarification from Bidders.

An item not addressed in the proposal will be deemed as either not meeting the criteria or given zero points under the point rated system.

Proposals will be evaluated and scored in accordance with specific evaluation criteria, as detailed in this section. To be considered compliant, bidders must obtain the required minimum of 80 percent. Proposals scoring less than 80 percent in any one (1) of these criteria will not be given further consideration. The rating is performed on a scale of 100 points.

RATING SCALES AND CATEGORIES	
Bidders will be rated on the combined total score for the following rated criteria.	
Category	Definition
EXCELLENT 100 points	<ul style="list-style-type: none"> • All elements are present • All elements are clearly described • Substantial details provide evaluators with a clear understanding of the methodology that the Bidder will use to plan, organize and manage an Item Bank workshop for the target audience and how to effectively communicate with it. The description provides clear details to outline the challenges in meeting ESDC's workshop objectives with well thought-out solutions.
VERY GOOD 90 points	<ul style="list-style-type: none"> • All elements are present • Most elements are well described • Details provide evaluators with very good understanding of the methodology that the Bidder will use to plan, organize and manage an Item Bank workshop for the target audience and how to effectively communicate with it. The description provides many details to outline the challenges in meeting ESDC's workshop objectives with solutions.
GOOD 80 points	<ul style="list-style-type: none"> • A good number of elements are present • A good number of elements are well described • Details provide evaluators with an understanding of the methodology that the Bidder will use to plan, organize and manage an Item Bank workshop for the target audience and how to communicate with it. The description provides details to outline the challenges in meeting ESDC's workshop objectives with some solutions.



Request for Proposal: xxxxxxxxx

UNACCEPTABLE
0 points

- Information was not provided
- Few elements present
- Not enough details are described or are poorly described
- Not enough details are provided to assess how the bidder's approach and methodology will be used to meet to the requirements as described in the Statement of Work (Annex 'A').

OR

Details do not provide evaluators with an understanding of the methodology that the Bidder will use to plan, organize and manage an Item Bank workshop for the target audiences and/or how to effectively communicate with it.

OR

The description does not outline any challenges in meeting ESDC's workshop objectives or does not provide any solutions.



Request for Proposal: xxxxxxxxx

R.1 APPROACH, METHODOLOGY and R.2 PROJECT MANAGEMENT PLAN

The Bidder should submit a detailed work plan to describe the methodology that it will use to plan, organize and manage the execution of one Item Bank workshop, as described in Annex A.

The Bidder should also provide details to describe the most effective methods to communicate with the target audiences.

The description should outline any challenges in meeting ESDC’s overall Item Bank workshop objectives and ensure that Treasury Board Travel and Hospitality guidelines are met.

R.1 Project Approach and Methodology (Maximum 100 points, Minimum of 80 points)		
	Maximum Points	
	100	
<p>The Bidder must provide a detailed approach and methodology based on the requirements within the Statement of Work regarding an Item Bank workshop that will be held with a mix of in-person in PTs (2 in BC, 3 in MB) and virtual participants (12).</p> <p>The Bidder must provide a list of tasks performed by each proposed resource required for this event.</p> <p>The Bidder must supply an outline of their recommended approach and methodology for this mixed Item Bank workshop.</p> <p>At a minimum, the following criteria will be evaluated: your approach, your understanding of the mixed Item Bank workshop’s scope and challenges, and the quality and effectiveness of the proposed plan.</p>		
Comments:		Total Points: /100



Request for Proposal: xxxxxxxx

R.2 Project Management Plan (Maximum 100 points, Minimum of 80 points)		
	Maximum Points	
	100	
<p>The Bidder should provide a detailed description of the proposed project and risk mitigation plan and the procedures, schedule controls, as well as the tools and techniques that will be used to plan, organize and manage an Item Bank workshop held with a mix of in-person in PTs (2 in BC, 3 in MB) and virtual participants (12).</p> <p>The plan must provide flexibility and take into account client needs.</p> <p>The Bidder should provide a detailed description of the Bidder's procedures to identify risk associated with each elements of the mixed Item Bank workshop as outlined in the Statement of Work.</p> <p>The description of the project management approach should demonstrate how the Bidder will ensure that performance, quality and the scheduled goals for the mixed Item Bank workshop are achieved.</p> <p>The description of the project management approach should demonstrate how the Bidder proposes to work in collaboration with the Project Authority or Coordinator for the development of the mixed Item Bank workshop.</p> <p>The description should outline the key areas of the mixed Item Bank workshop that require input from ESDC.</p>		
Comments:		Total Points: /100



Request for Proposal: xxxxxxxx

ANNEX “F” – ELECTRONIC PAYMENT INSTRUMENTS

Canada requests that Bidders complete option 1 or 2 below:

1. Electronic Payment Instruments will be accepted for payment of invoices.

The following Electronic Payment Instrument(s) are accepted:

- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);

2. Electronic Payment Instruments will not be accepted for payment of invoices.

The Bidder is not obligated to accept payment by Electronic Payment Instruments.
Acceptance of Electronic Payment Instruments is not an evaluation criterion.