



**RETURN BIDS TO:**

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**Employment and Social Development  
Canada (ESDC)**

140 Promenade du Portage  
Place du Portage IV, Level 01  
Gatineau, Quebec  
K1A 0J9

Attention:

*Marco Quiroga*

|  |                                |
|--|--------------------------------|
| <b>Title:</b> Hybrid (virtual and in-person) event management services for the annual Canadian Congress on Disability Inclusion (CCDI).  |                                |
| <b>Solicitation No.:</b> 100021940   | <b>Date:</b> November 10, 2022 |
| <b>File No. – N° de dossier:</b>   |                                |
| <b><u>Solicitation Closes</u></b>  |                                |
| At 02 :00 PM / 14 h<br><i>Friday, December 9, 2022</i>   |                                |
| <b>Time Zone</b><br>Eastern Standard Time (EST)  |                                |
| <b>Address Inquiries to :</b><br><a href="mailto:Marco.Quiroga@hrsdcc.gc.ca">Marco Quiroga</a><br><a href="mailto:nc-solicitations-gd@hrsdcc.gc.ca">nc-solicitations-gd@hrsdcc.gc.ca</a> |                                |
| <b>Destination:</b><br>See Herein  |                                |

**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**

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



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the General Conditions, Statement of Work, the Basis of Payment, Schedule of Milestone Payments, the Federal Contractors Program for Employment Equity - Certification, and any other annexes.

### **1.2 Summary**

- 1.2.1 Employment and Social Development Canada (ESDC) has a requirement for Hybrid (virtual and in-person) event management services for the annual Canadian Congress on Disability Inclusion (CCDI) as described in the Annex "B", Statement of Work.
- 1.2.2 There is no security requirement associated with this requirement.
- 1.2.3 Canada is seeking to establish a one contract for a period of one year, plus four one-year options allowing Canada to extend the term of the contract.
- 1.2.4 The requirement is subject to Canadian Free Trade Agreement (CFTA), Canada–Chile Free Trade Agreement, Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), Canada–Colombia Free Trade Agreement, Canada-European Union Comprehensive Economic and Trade Agreement (CETA), Canada–Honduras Free Trade Agreement, Canada–Korea Free Trade Agreement, Canada–Panama Free Trade Agreement, Canada–Peru Free Trade Agreement, Canada–Ukraine Free Trade Agreement, Canada-United Kingdom Trade Continuity Agreement, World Trade Organization–Agreement on Government Procurement (WTO-GPA).

### **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.



## 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 90 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 return or delete bids delivered after the stipulated solicitation closing date and time.

2.1.6 has been deleted.

2.1.7 has been deleted.

#### **2.1.8 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.

#### **2.1.9 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.

#### **2.1.10 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.

#### **2.1.11 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.

#### **2.1.12 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.

#### **2.1.13 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.

#### **2.1.14 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.

#### **2.1.15 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 solitarily liable for the performance of any resulting contract.

#### **2.1.16 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.

### 2.1.17 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.

### 2.1.18 Further information

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

### 2.1.19 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: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

## 2.4 Enquiries - Bid Solicitation

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

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



Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## 2.5 Applicable Laws

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

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

## 2.6 Improvement of Requirement during Solicitation Period

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

## 2.7 Basis for Canada's Ownership of Intellectual Property

Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [\*Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts\*](#):

1. The main purpose of the Crown Procurement Contract, or the deliverables contracted for, is:  
To generate knowledge and information for public dissemination.

## 2.8 Bid Challenge and Recourse Mechanisms

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



## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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, as follows:

- Section I: Technical Bid, 1 soft copy via the e-mail [nc-solicitations-gd@hrsdc-rhdcc.gc.ca](mailto:nc-solicitations-gd@hrsdc-rhdcc.gc.ca) ;
- Section II: Financial Bid, 1 soft copy via the e-mail [nc-solicitations-gd@hrsdc-rhdcc.gc.ca](mailto:nc-solicitations-gd@hrsdc-rhdcc.gc.ca) ;
- Section III: Certifications, 1 soft copy via the e-mail [nc-solicitations-gd@hrsdc-rhdcc.gc.ca](mailto:nc-solicitations-gd@hrsdc-rhdcc.gc.ca) ;

|   |
|---|
| <b>Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.</b> |
|---|

Canada requests that Bidders use a numbering system that corresponds to the bid solicitation when preparing their bid.

#### **Section I: Technical Bid**

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

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

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



**ATTACHMENT 1 to PART 3, PRICING SCHEDULE**

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

The firm all-inclusive prices include the cost of labour, fringe benefits, general and administrative expenses, time in transit, overhead, travel and living expenses, profit and the like, excepting only Applicable Taxes.

**1. Initial Contract Period – Year 1**

*From Contract Award to one year later*

**2023 Canadian Congress on Disability Inclusion (CCDI).**

| # | Activity   | Firm Price (CAD)            | Percentage (approximate) |
|---|--|-----------------------------|--------------------------|
|   | <b>Start Date:</b> Contract Approval   |                             | -                        |
| 1 | Project Initiation Meeting   | -----                       | NA                       |
| 2 | Submit Project timeline, Schedule and Key Roles and Responsibilities                                       | \$ [insert price here only] | 10%                      |
|   | Feedback from Project Authority  | -----                       | NA                       |
| 3 | Initiate Build of Virtual Platforms  | \$ [insert price here only] | 20%                      |
|   | Feedback from Project Authority  | -----                       | NA                       |
| 4 | Lead Training and Briefings for Exhibitors, Panelists, Keynote Speakers, and Networking Session Moderators | -----                       | NA                       |
| 5 | Lead Rehearsals and Technical Dry-run of Show  | \$ [insert price here only] | 30%                      |
|   | Feedback from Project Authority  | -----                       | NA                       |
| 6 | Onsite Production, Live Broadcasting and Streaming   | \$ [insert price here only] | 20%                      |
| 7 | Post CCDI Meeting and Review   | \$ [insert price here only] | 10%                      |
| 8 | Develop and Upload Recordings of Main Stage Components   | -----                       | NA                       |
| 9 | Submit Final Documents (i.e. analysis of participant metrics) and Present Outcomes                         | \$ [insert price here only] | 10%                      |
|   | <b>End Date:</b> Contract Closeout   | -----                       | NA                       |
|   | <b>Total Initial Contract Period (Year 1)</b>  | \$ [insert price here]      |                          |

**2. Option Period 1 - Year 2:**

*From the expiration of contract period to one year later*

**2024 Canadian Congress on Disability Inclusion (CCDI).**

| # | Activity   | Firm Price (CAD)            | Percentage (approximate) |
|---|--|-----------------------------|--------------------------|
|   | <b>Start Date:</b> Start of Option Period 1                          |                             | -                        |
| 1 | Project Initiation Meeting   |                             | NA                       |
| 2 | Submit Project timeline, Schedule and Key Roles and Responsibilities | \$ [insert price here only] | 10%                      |
|   | Feedback from Project Authority                                      | -----                       | NA                       |



| # | Activity   | Firm Price (CAD)            | Percentage (approximate) |
|---|--|-----------------------------|--------------------------|
| 3 | Initiate Build of Virtual Platforms  | \$ [insert price here only] | 20%                      |
|   | Feedback from Project Authority  | -----                       | NA                       |
| 4 | Lead Training and Briefings for Exhibitors, Panelists, Keynote Speakers, and Networking Session Moderators | -----                       | NA                       |
| 5 | Lead Rehearsals and Technical Dry-run of Show  | \$ [insert price here only] | 30%                      |
|   | Feedback from Project Authority  | -----                       | NA                       |
| 6 | Onsite Production, Live Broadcasting and Streaming   | \$ [insert price here only] | 20%                      |
| 7 | Post CCDI Meeting and Review   | \$ [insert price here only] | 10%                      |
| 8 | Develop and Upload Recordings of Main Stage Components   | -----                       | NA                       |
| 9 | Submit Final Documents (i.e. analysis of participant metrics) and Present Outcomes                         | \$ [insert price here only] | 10%                      |
|   | <b>End Date:</b> Contract Closeout   | -----                       | NA                       |
|   | <b>Total Option Period 1 (Year 2)</b>  | \$ [insert price here only] |                          |

**3. Option Period 2 - Year 3:**

*From the expiration of Option Period 1 to one year later*

**2025 Canadian Congress on Disability Inclusion (CCDI).**

| # | Activity   | Firm Price (CAD)            | Percentage (approximate) |
|---|--|-----------------------------|--------------------------|
|   | <b>Start Date:</b> Start of Option Period 2  |                             | -                        |
| 1 | Project Initiation Meeting   |                             | NA                       |
| 2 | Submit Project timeline, Schedule and Key Roles and Responsibilities                                       | \$ [insert price here only] | 10%                      |
|   | Feedback from Project Authority  | -----                       | NA                       |
| 3 | Initiate Build of Virtual Platforms  | \$ [insert price here only] | 20%                      |
|   | Feedback from Project Authority  | -----                       | NA                       |
| 4 | Lead Training and Briefings for Exhibitors, Panelists, Keynote Speakers, and Networking Session Moderators | -----                       | NA                       |
| 5 | Lead Rehearsals and Technical Dry-run of Show  | \$ [insert price here only] | 30%                      |
|   | Feedback from Project Authority  | -----                       | NA                       |
| 6 | Onsite Production, Live Broadcasting and Streaming   | \$ [insert price here only] | 20%                      |
| 7 | Post CCDI Meeting and Review   | \$ [insert price here only] | 10%                      |
| 8 | Develop and Upload Recordings of Main Stage Components   | -----                       | NA                       |



| # | Activity   | Firm Price (CAD)            | Percentage (approximate) |
|---|--|-----------------------------|--------------------------|
| 9 | Submit Final Documents (i.e. analysis of participant metrics) and Present Outcomes | \$ [insert price here only] | 10%                      |
|   | <b>End Date:</b> Contract Closeout   | -----                       | NA                       |
|   | <b>Total Option Period 2 (Year 3)</b>  | \$ [insert price here only] |                          |

**4. Option Period 3 - Year 4:**

*From the expiration of Option Period 2 to one year later*

**2026 Canadian Congress on Disability Inclusion (CCDI).**

| # | Activity   | Firm Price (CAD)            | Percentage (approximate) |
|---|--|-----------------------------|--------------------------|
|   | <b>Start Date:</b> Contract Approval   |                             | -                        |
| 1 | Project Initiation Meeting   |                             | NA                       |
| 2 | Submit Project timeline, Schedule and Key Roles and Responsibilities                                       | \$ [insert price here only] | 10%                      |
|   | Feedback from Project Authority  | -----                       | NA                       |
| 3 | Initiate Build of Virtual Platforms  | \$ [insert price here only] | 20%                      |
|   | Feedback from Project Authority  | -----                       | NA                       |
| 4 | Lead Training and Briefings for Exhibitors, Panelists, Keynote Speakers, and Networking Session Moderators | -----                       | NA                       |
| 5 | Lead Rehearsals and Technical Dry-run of Show  | \$ [insert price here only] | 30%                      |
|   | Feedback from Project Authority  | -----                       | NA                       |
| 6 | Onsite Production, Live Broadcasting and Streaming   | \$ [insert price here only] | 20%                      |
| 7 | Post CCDI Meeting and Review   | \$ [insert price here only] | 10%                      |
| 8 | Develop and Upload Recordings of Main Stage Components   | -----                       | NA                       |
| 9 | Submit Final Documents (i.e. analysis of participant metrics) and Present Outcomes                         | \$ [insert price here only] | 10%                      |
|   | <b>End Date:</b> Contract Closeout   | -----                       | NA                       |
|   | <b>Total Option Period 3 (Year 4)</b>  | \$ [insert price here only] |                          |





**5. Option Period 4 - Year 5:**

*From the expiration of Option Period 3 to one year later*

**2027 Canadian Congress on Disability Inclusion (CCDI).**

| #                                     | Activity   | Firm Price (CAD)            | Percentage (approximate) |
|---------------------------------------|--|-----------------------------|--------------------------|
|                                       | <b>Start Date:</b> Contract Approval   |                             | -                        |
| 1                                     | Project Initiation Meeting   |                             | NA                       |
| 2                                     | Submit Project timeline, Schedule and Key Roles and Responsibilities                                       | \$ [insert price here only] | 10%                      |
|                                       | Feedback from Project Authority  | -----                       | NA                       |
| 3                                     | Initiate Build of Virtual Platforms  | \$ [insert price here only] | 20%                      |
|                                       | Feedback from Project Authority  | -----                       | NA                       |
| 4                                     | Lead Training and Briefings for Exhibitors, Panelists, Keynote Speakers, and Networking Session Moderators | -----                       | NA                       |
| 5                                     | Lead Rehearsals and Technical Dry-run of Show  | \$ [insert price here only] | 30%                      |
|                                       | Feedback from Project Authority  | -----                       | NA                       |
| 6                                     | Onsite Production, Live Broadcasting and Streaming   | \$ [insert price here only] | 20%                      |
| 7                                     | Post CCDI Meeting and Review   | \$ [insert price here only] | 10%                      |
| 8                                     | Develop and Upload Recordings of Main Stage Components   | -----                       | NA                       |
| 9                                     | Submit Final Documents (i.e. analysis of participant metrics) and Present Outcomes                         | \$ [insert price here only] | 10%                      |
|                                       | <b>End Date:</b> Contract Closeout   | -----                       | NA                       |
| <b>Total Option Period 4 (Year 5)</b> |  | \$ [insert price here only] |                          |

|  |                         |
|--|-------------------------|
| EVALUATED PRICE (GST/HST excluded):<br><br>(Total Initial Contract Period + Total Option Period 1 + Total Option Period 2 + Total Option Period 3 + Total Option Period 4) | \$ [insert total price] |
|--|-------------------------|



## **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 Attachment 1 to Part 4.

#### **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.

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

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit (60%) and Price (40%)**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of points of the point rated technical criteria specified in Attachment 1 to Part 4.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 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                   |
|--------------------------------|------------------------------|-----------------------------|----------------------------|----------------------------|
| <b>Overall Technical Score</b> |                              | 115/135                     | 89/135                     | 92/135                     |
| <b>Bid Evaluated Price</b>     |                              | \$55,000.00                 | \$50,000.00                | \$45,000.00                |
| <b>Calculations</b>            | <b>Technical Merit Score</b> | $115/135 \times 60 = 51.11$ | $89/135 \times 60 = 39.56$ | $92/135 \times 60 = 40.89$ |
|                                | <b>Pricing Score</b>         | $45/55 \times 40 = 32.73$   | $45/50 \times 40 = 36.00$  | $45/45 \times 40 = 40.00$  |
| <b>Combined Rating</b>         |                              | 83.84                       | 75.56                      | 80.89                      |
| <b>Overall Rating</b>          |                              | 1st                         | 3rd                        | 2nd                        |

\*\*\*In the example above, Bidder 1 would be recommended for contract award\*\*\*



**ATTACHMENT 1 TO PART 4, MANDATORY AND POINT RATED TECHNICAL CRITERIA**

The Mandatory Technical Evaluation Criteria listed below will be evaluated on a met/not met (i.e. compliant/non-compliant) basis.

Where a mandatory criterion requests a Bidder to ‘demonstrate’: to be considered compliant, the technical response must substantiate how the Bidder meets the criteria identified in the mandatory requirement. The substantiation must not simply be a repetition of the requirement(s), but must provide sufficient detail to demonstrate how they will meet the requirements. Simply stating that the response complies with the requirement is not sufficient. The response will fail to meet a mandatory criterion where Canada determines that the substantiation is insufficient in detailing how the Bidder demonstrates a mandatory requirement(s). The onus is on the Bidder to demonstrate its compliance.

**TECHNICAL EVALUATION**

**1. Mandatory Technical Criteria**

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement and ensure that each criterion is addressed in sufficient depth to enable a thorough assessment.

When completing the evaluation grids, the specific information which demonstrates the requested criteria and reference to the page number of the bid/résumé should be incorporated so that the evaluator can verify this information.

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

| Number | Mandatory Technical Criterion / Description(s)   | Met/<br>Not met | Cross Reference to<br>Proposal/Comments |
|--------|--|-----------------|---|
| M1     | <p><b>LOCATION AND SPECIALIZATION OF THE BIDDER</b></p> <p>At the time of the bid closing, the Bidder <b>MUST</b> have been in business for a minimum of ten (10) years, including a minimum of five (5) years specializing in the provision of virtual and in-person event management services; and have a physical place of business within Canada.</p> <p>To demonstrate its specialization in event management, the Bidder <b>MUST</b> provide the following:</p> <ul style="list-style-type: none"> <li>a. The number of years the firm has been in business;</li> <li>b. The number of years the firm has specialized in the provision of virtual and in-person event management services; and</li> <li>c. The physical address (es) of the firm’s place(s) of business within Canada, including street address, city/town, and province/territory for each location.</li> </ul> |                 |   |
| M2     | <p><b>EXPERIENCE OF THE BIDDER – Accessibility and Inclusion</b></p> <p>At the time of the bid closing, the bidder <b>MUST</b> demonstrate that the <b>firm</b> has completed at least two (2) virtual, in-person or hybrid events in the last five (5) years:</p>   |                 |   |



**Attendee Experience:**

One (1) of the virtual, in-person or hybrid events **MUST** have been a large-scale (>1000 attendees), bilingual event that took place in Canada, and was **accessible and inclusive** for participants. The Bidder **MUST** provide a detailed project summary for the event that demonstrates:

1. the measures (i.e. planning, actions, third-party contracts and support, etc.) the firm took towards ensuring that the event was accessible and inclusive for participants, including those with physical, visual, auditory and hidden disabilities or cognitive and intellectual impairments; and
2. specify the particular steps taken and resources provided to ensure the event was as inclusive and accessible as possible.

**Disability Related Content:**

One (1) of the virtual, in-person or hybrid events **MUST** further demonstrate the Bidder's experience with another accessible and inclusive event that included content (i.e. presentations, speeches, discussions, videos, announcements, etc.) directly related to any topic or theme associated with disability, accessibility, and/or disability inclusion. The event **cannot** be the same event project summary described in the *Attendee Experience of M2*.

The Bidder must provide a detailed project summary for the event that demonstrates:

1. experience managing events focused on accessibility, disability and/or disability inclusion; and
2. professional working relationships with persons with disabilities, communities and/or other disability related organizations that specialize in the accessibility and inclusion of persons with disabilities.

**Compliance:**

To be compliant, the Project Summary for **each event MUST** include, as a minimum:

- a. the name, dates and duration of the project/event;
- b. a brief description of the project/event, including purpose, scope, deliverables, objectives to be achieved, issues, intent and the results/outcomes of the work;
- c. event location (Country and province/state and city);
- d. the number of people registered and in attendance, virtually and/or in-person;
- e. a list of the event management services provided by the Bidder; and



|                  |   |  |  |
|------------------|---|--|--|
|                  | <p>f. Client contact information (i.e. department/firm, etc.) and reference: at a minimum, include the name and contact information of the client's Project Authority.</p>  |  |  |
| <p><b>M3</b></p> | <p><b>EXPERIENCE OF THE PROPOSED RESOURCE</b></p> <p>At the time of bid closing, the Bidder <b>MUST</b> identify at least one (1) Proposed Resource (qualified person) who will lead the project on behalf of the firm; and include a CV and one (1) <u>project summary</u>, completed within the last two (2) years, that demonstrates the Proposed Resources' experience in virtual, or in-person or hybrid event management.</p> <p>The proposed project must have been done on behalf of the current firm; projects submitted from other firms will not be accepted.</p> <p>The Bidder can reference the projects (events) provided in the mandatory criteria (M1 or M2), as long as the event was:</p> <ol style="list-style-type: none"> <li>1. located in Canada and in compliance with all municipal, provincial and federal laws and regulations; and</li> <li>2. hybrid, with either part of the event being primarily held virtually with a small in-person component; or primarily in-person with a small virtual component.</li> </ol> <p>The <u>Project Summary</u> <b>MUST</b> demonstrate the following:</p> <ol style="list-style-type: none"> <li>a. the extent of the Proposed Resource's involvement in the project;</li> <li>b. how the Proposed Resource managed controversial issues;</li> <li>c. how the Proposed Resource ensured the projects were inclusive and accessible for participants; and</li> <li>d. a commitment to ensuring the project was bilingual.</li> </ol> <p>The <u>Project Summary</u> <b>MUST</b> include, as a minimum:</p> <ol style="list-style-type: none"> <li>a. the name, dates and duration of the project/event;</li> <li>b. a brief description of the project/event, including purpose, scope, deliverables, objectives to be achieved, issues, intent and the results/outcomes of the work;</li> <li>c. event location (Country and province/state and city);</li> <li>d. the number of people registered and in attendance, virtually and/or in-person;</li> <li>e. a list of the event management services provided by the Bidder; and</li> <li>f. Client contact information (i.e. department/firm, etc.) and reference: at a minimum, include the name and contact information of the client's Project Authority.</li> </ol> |  |  |



**2. Point-Rated Technical Criteria**

Bids, which meet all the mandatory technical criteria, will be evaluated and scored as specified in the tables inserted below. Bids, which fail to obtain the required minimum of **91 points** will be declared non-responsive.

Each point rated technical criterion should be addressed separately and requires **a minimum passing score as follows:**

| Point Rated (RT) Criterion | Maximum points | Minimum passing score |
|----------------------------|----------------|-----------------------|
| R1                         | 70             | 49                    |
| R2                         | 60             | 42                    |
| <b>TOTAL</b>               | <b>130</b>     | <b>91</b>             |

**R1 Bidder experience**

| RT | EVALUATION FACTORS  | SCORE  | CROSS REFERENCE TO PROPOSAL/COMMENTS |
|----|---|--------|--------------------------------------|
| R1 | <p><b>EVENT MANAGEMENT PROJECTS</b></p> <p>The Bidder should provide a detailed description of <b>one (1)</b> event management project that was produced within the past two (2) years from the bid solicitation closing date. Projects submitted where the work was performed by one (1) or more of the Bidder’s resources on behalf of another firm will not be accepted.</p> <p>The Bidder can present the same example(s) submitted for the mandatory criteria M1 and M2, as long as the Bidder can demonstrate that the event management project:</p> <ul style="list-style-type: none"> <li>i. was held in Canada in compliance with all municipal, provincial and federal laws and regulations;</li> <li>ii. had at least 1,000 people register and attend at least one portion of the event; and</li> <li>iii. was an in-person, virtual or hybrid event that required live broadcasting, with an intended provincial, national or international viewing audience.</li> </ul> <p>For the event management project, the Bidder should provide a description of the Bidder’s responsibilities related to:</p> <ul style="list-style-type: none"> <li>1. creative services (i.e. content development and program planning) for the virtual venue and main stage <b>(10 points)</b>;</li> <li>2. studio and streaming services for broadcasting the main stage to the viewing audience <b>(10 points)</b>;</li> <li>3. developing video recordings (i.e. videography) of the main stage sessions <b>(10 points)</b>; and</li> </ul> | ___/70 |                                      |



|   |   |  |  |
|---|---|--|--|
|   | <p>4. preparing a final report summarizing post-event outcomes and analytics <b>(10 points)</b>.</p> <p>For the submitted event management project, the Bidder should:</p> <p>5. demonstrate their approaches to improve audience attendance, engagement and interaction <b>(10 points)</b>;</p> <p>6. describe how the firm overcame a barrier/obstacle that would have jeopardized the event <b>(10 points)</b>; and</p> <p>7. outline how the firm provided administrative and technological support for the development of additional concurrent side events (i.e. showcases, exhibits, booths, etc.) <b>(10 points)</b>.</p> <p>To demonstrate its experience, the Bidder SHOULD provide for the event at a minimum, the following:</p> <p>a. the name, dates and duration of the project/event;</p> <p>b. a brief description of the project/event, including purpose, scope, deliverables, objectives to be achieved, issues, intent and the results/outcomes of the work;</p> <p>c. event location (Country and province/state and city);</p> <p>d. the number of people registered and in attendance, virtually and/or in-person;</p> <p>e. a list of the event management services provided by the Bidder; and</p> <p>f. Client contact information (i.e. department/firm, etc.) and reference: at a minimum, include the name and contact information of the client's Project Authority.</p> |  |  |
| <p><b>Maximum points available: 70</b><br/> <b>Minimum points required : 49</b><br/> <b>Points obtained by the bidder (R1): _____</b></p> |   |  |  |

**Evaluation Ruler for the Criterion R1:**

- **Not acceptable (0 points):** No relevant examples provided or information is missing and less than the established minimum.
- **Acceptable (5 points):** Provides a relevant project; descriptions illustrates the relevant experience, but includes several irrelevant or unrelated pieces.
- **Excellent (10 points):** Provides a project that illustrates extensive experience; body of work is detailed and contains no irrelevant or unrelated pieces of work.





**R2 Project Plan, Management and Reporting Structure**

| RT   | EVALUATION FACTORS  | SCORE  | CROSS REFERENCE TO PROPOSAL/COMMENTS |
|--|---|--------|--------------------------------------|
| R2   | <p>The Bidder should submit a proposal outlining a detailed work plan and timeline for the provision of the services and deliverables and other requirements specified in the Annex “B” Statement of Work.</p> <p>At a minimum, the work plan and timeline should include:</p> <ol style="list-style-type: none"> <li>1. a description that demonstrates the Bidder’s ability to successfully design and implement CCDI 2023 through effective planning <b>(10 points)</b>;</li> <li>2. a description of the Bidder’s project management services in areas of time allocation and management, cost management, and scheduling <b>(10 points)</b>;</li> <li>3. the team’s organization chart with all proposed personnel and subcontractors, as appropriate, that will lead the project on behalf of the firm <b>(10 points)</b>;</li> <li>4. development of a preliminary project schedule that includes all phases of the work, including but not limited to: key milestones, key deliverables and activities, and critical path scenarios <b>(10 points)</b>;</li> <li>5. the roles, responsibilities and management of the positions involved in each aspect of the outlined work, including who would be reporting and/or interacting directly with Project Authority on behalf of the firm <b>(10 points)</b>; and</li> <li>6. any and all costs associated with the Bidder’s professional, creative, streaming, studio, technological, audio/visual, and any other event or miscellaneous event management services required for CCDI 2023 <b>(10 points)</b>.</li> </ol> | ___/60 |                                      |
| <p><b>Maximum points available: 60</b><br/> <b>Minimum points required : 42</b><br/> <b>Points obtained by the bidder (R2): ____</b></p> |   |        |                                      |

**Evaluation Ruler for the Criterion R2:**

- **Not acceptable (0 points):** Information is missing. Criterion not met, or the information provided was insufficient or technically unacceptable. The proposal lacks important details about the feasibility of the



proposed methodology and remains unclear of how the Contractor's approach will address the objectives and tasks outlined in Section 4 and Section 10.1 of the Statement of Work.

- **Acceptable (5 points):** The majority of the information is accurate, current and relevant to the project requirements and objectives. The proposal demonstrates that the Contractor's approach addresses most of the objectives and tasks outlined in Section 4 and Section 10.1 of the Statement of Work however, the questions remain about the feasibility of this process. Most of the information is accurate, relevant, and current
- **Excellent (10 points):** All information presented is accurate, current, and relevant to the project requirements and objectives. The proposal demonstrates that the Contractor's approach addresses all of all of the objectives and tasks outlined in Section 4 and Section 10.1 of the Statement of Work, and includes important details about the feasibility of this process. All of the information is accurate, relevant, and current.

**Total Points obtained by the bidder (R1 + R2):** \_\_\_\_\_



## **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.

### **5.2 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.



## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

There are no security requirements associated with this solicitation.

### **6.2 Insurance Requirements**

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 Supplier is at its own expense and for its own benefit and protection. It does not release the Supplier from or reduce its liability under the contract.



## 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 "B".

### 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

The General Conditions – ESDC (2022-04-07) at Annex "A", apply to and form part of the Contract.

#### 7.2.2 Supplemental General Conditions

The following supplemental general conditions apply to and form part of the Contract:

[4007](#) (2010-08-16), Canada to own Intellectual Property Rights in Foreground.

### 7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

### 7.4 Term of Contract

#### 7.4.1 Period of the Contract

The period of the Contract is from date of Contract to one year later.

#### 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 four (4) additional one (1) year periods 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 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

The Contracting Authority for the Contract is: [\(To be provided at time of Contract award\)](#)

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**

The Project Authority for the Contract is: [\(To be provided at time of Contract award\)](#)

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**

[\(To be provided at time of Contract award\)](#)

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

**7.7 Payment**

**7.7.1 Basis of Payment**

The Contractor will be paid for the Work performed, in accordance with the Basis of payment at annex C, to a limitation of expenditure of \$\_\_\_\_\_ [\(To be provided at time of Contract award\)](#). Customs duties are included and Applicable Taxes are extra.

**7.7.2 Limitation of Price**

*SACC Manual* clause [C6000C](#) (2017-08-17) 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 – Milestone Payments**

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

- a. an accurate and complete claim for payment and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

The schedule of milestones for which payments will be made in accordance with the Contract is identified in Annex C, Basis of Payment.



#### 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@hrsdc-rhdcc.gc.ca](mailto:nc-cfob-dgapf-fournis-vendors-gd@hrsdc-rhdcc.gc.ca).

#### 7.8 Invoicing Instructions

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

2. Invoices must be distributed as follows:

One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.

#### 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 supplemental general conditions;
- (c) Annex A, ESDC - General Conditions (2022-04-07);
- (d) Annex B, Statement of Work;
- (e) Annex C, Basis of Payment;
- (f) the Contractor's bid dated \_\_\_\_\_. (*To be provided at time of Contract award*)

#### 7.12 Foreign Nationals (Canadian Contractor **OR** Foreign Contractor)

**(Clause to be inserted if Canadian Contractor is selected – A2000C)**

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.

**OR**

**(Clause to be inserted if Foreign Contractor is selected above – A2001C)**

The Contractor must comply with Canadian immigration legislation 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 Canadian Embassy, Consulate or High Commission in the Contractor's country to obtain instructions, information on Citizenship and Immigration Canada's



requirements and any required documents. The Contractor is responsible to ensure that foreign nationals have the required information, documents and authorizations before performing any work under the Contract in Canada. 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 Environmental Considerations

As part of the Greening Government Strategy (GGS), the Government of Canada is committed to aid the transition to a net-zero, circular economy through green procurement that includes life-cycle assessment principles and the adoption of clean technologies and green products and services. To align with departmental efforts to reduce Canada's carbon footprint, when applicable, the Contractor should undertake the following measures to improve environmental performance and support the transition to a low-carbon economy:

- a. Provide and transmit draft reports, final reports, other documents and bids in electronic format. Should printed material be required, double-sided printing in black and white format is the default.
- b. Provide printed material on a minimum recycled content of 30% and/or certified as originating from a sustainably managed forest.
- c. Recycle unneeded printed documents (in accordance with Security Requirements).
- d. Use video and/or teleconferencing where possible to cut down unnecessary travel.
- e. Use of public/green transit where feasible.
- f. Use of Properties with Environmental Ratings, including accommodations while travelling.
- g. Take actions to reduce the amount of fuel consumed by its vehicles. This can include such provisions as promoting good driving behaviour (eg - anti-idling, speed, car-sharing initiatives, green driving habits, etc) and purchasing fuel efficient and hybrid vehicles.
- h. Select and operate IT and office equipment in a manner that reduces energy consumption and material usage.
- i. Use and/or provide consumables that minimize environmental impacts through reduce, recycle, reuse and elimination of packaging.

### 7.15 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](#)".





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## ANNEX “A”, ESDC - GENERAL CONDITIONS (2022-04-07)

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## 01 Interpretation

In the Contract, unless the context otherwise requires:

**"Applicable Taxes"** means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013;

**"Articles of Agreement"** means the clauses and conditions incorporated in full text or incorporated by reference from the *Standard Acquisition Clauses and Conditions Manual* to form the body of the Contract; it does not include these general conditions, any supplemental general conditions, annexes, the Contractor's bid or any other document;

**"Canada", "Crown", "Her Majesty" or "the Government"** means Her Majesty the Queen in right of Canada as represented by the Minister of Employment and Social Development Canada (ESDC) and any other person duly authorized to act on behalf of that minister;

**"Contract"** means the Articles of Agreement, these general conditions, any supplemental general conditions, annexes and any other document specified or referred to as forming part of the Contract, all as amended by agreement of the Parties from time to time;

**"Contracting Authority"** means the person designated by that title in the Contract, or by notice to the Contractor, to act as Canada's representative to manage the Contract;

**"Contractor"** means the person, entity or entities named in the Contract to supply goods, services or both to Canada;

**"Contract Price"** means the amount stated in the Contract to be payable to the Contractor for the Work, exclusive of Applicable Taxes;

**"Cost"** means cost determined according to Contract Cost Principles 1031-2 as revised to the date of the bid solicitation or, if there was no bid solicitation, the date of the Contract;

**"Government Property"** means anything supplied to the Contractor by or on behalf of Canada for the purposes of performing the Contract and anything acquired by the Contractor in any manner in connection with the Work, the cost of which is paid by Canada under the Contract;

**"Party"** means Canada, the Contractor, or any other signatory to the Contract and "Parties" means all of them;

**"Specifications"** means the description of the essential, functional or technical requirements of the Work in the Contract, including the procedures for determining whether the requirements have been met;

**"Total Estimated Cost", "Revised Estimated Cost", "Increase (Decrease)"** on page 1 of the Contract or Contract Amendment means an amount used for internal administrative purposes only that comprises the Contract Price, or the revised Contract Price, or the amount that would increase or decrease the Contract Price and the Applicable Taxes as evaluated by the Contracting Authority, and does not constitute tax advice on the part of Canada;

**"Work"** means all the activities, services, goods, equipment, matters and things required to be done, delivered or performed by the Contractor under the Contract.



## 02 Standard clauses and conditions

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

## 03 Powers of Canada

All rights, remedies, powers and discretions granted or acquired by Canada under the Contract or by law are cumulative, not exclusive.

## 04 Status of the Contractor

The Contractor is an independent contractor engaged by Canada to perform the Work. Nothing in the Contract is intended to create a partnership, a joint venture or an agency between Canada and the other Party or Parties. The Contractor must not represent itself as an agent or representative of Canada to anyone. Neither the Contractor nor any of its personnel is engaged as an employee or agent of Canada. The Contractor is responsible for all deductions and remittances required by law in relation to its employees.

## 05 Conduct of the Work

1. The Contractor represents and warrants that:
  - a. it is competent to perform the Work;
  - b. it has everything necessary to perform the Work, including the resources, facilities, labour, technology, equipment, and materials; and
  - c. it has the necessary qualifications, including knowledge, skill, know-how and experience, and the ability to use them effectively to perform the Work.
2. The Contractor must:
  - a. perform the Work diligently and efficiently;
  - b. except for Government Property, supply everything necessary to perform the Work;
  - c. use, as a minimum, quality assurance procedures, inspections and controls generally used and recognized by the industry to ensure the degree of quality required by the Contract;
  - d. select and employ a sufficient number of qualified people;
  - e. perform the Work in accordance with standards of quality acceptable to Canada and in full conformity with the Specifications and all the requirements of the Contract;
  - f. provide effective and efficient supervision to ensure that the quality of workmanship meets the requirements of the Contract.
3. The Work must not be performed by any person who, in the opinion of Canada, is incompetent, unsuitable or has conducted himself/herself improperly.
4. All services rendered under the Contract must, at the time of acceptance, be free from defects in workmanship and conform to the requirements of the Contract. If the Contractor is required to correct or replace the Work or any part of the Work, it will be at no cost to Canada.
5. Canada's facilities, equipment and personnel are not available to the Contractor to perform the Work unless the Contract specifically provides for it. The Contractor is responsible for advising the Contracting Authority in advance if it requires access to Canada's facilities, equipment or personnel to perform the Work. The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.



6. Unless the Contracting Authority orders the Contractor to suspend the Work or part of the Work pursuant to section 28, the Contractor must not stop or suspend the Work or part of the Work pending the settlement of any dispute between the Parties about the Contract.
7. The Contractor must provide all reports that are required by the Contract and any other information that Canada may reasonably require from time to time.
8. The Contractor is fully responsible for performing the Work. Canada will not be responsible for any negative consequences or extra costs if the Contractor follows any advice given by Canada unless the Contracting Authority provides the advice to the Contractor in writing and includes a statement specifically relieving the Contractor of any responsibility for negative consequences or extra costs that might result from following the advice.

## **06 Subcontracts**

1. Except as provided in subsection 2, the Contractor must obtain the Contracting Authority's written consent before subcontracting or permitting the subcontracting of any part of the Work. A subcontract includes a contract entered into by any subcontractor at any tier to perform any part of the Work.
2. The Contractor is not required to obtain consent for subcontracts specifically authorized in the Contract. The Contractor may also without the consent of the Contracting Authority:
  - a. purchase "off-the-shelf" items and any standard articles and materials that are ordinarily produced by manufacturers in the normal course of business;
  - b. subcontract any portion of the Work as is customary in the carrying out of similar contracts; and
  - c. permit its subcontractors at any tier to make purchases or subcontract as permitted in paragraphs (a) and (b).
3. In any subcontract other than a subcontract referred to in paragraph 2.(a), the Contractor must, unless the Contracting Authority agrees in writing, ensure that the subcontractor is bound by conditions compatible with and, in the opinion of the Contracting Authority, not less favourable to Canada than the conditions of the Contract, with the exception of requirements under the Federal Contractors Program for employment equity which only apply to the Contractor.
4. Even if Canada consents to a subcontract, the Contractor is responsible for performing the Contract and Canada is not responsible to any subcontractor. The Contractor is responsible for any matters or things done or provided by any subcontractor under the Contract and for paying any subcontractors for any part of the Work they perform.

## **07 Specifications**

1. All Specifications provided by Canada or on behalf of Canada to the Contractor in connection with the Contract belong to Canada and must be used by the Contractor only for the purpose of performing the Work.
2. If the Contract provides that Specifications furnished by the Contractor must be approved by Canada, that approval will not relieve the Contractor of its responsibility to meet all requirements of the Contract.

## **08 Replacement of specific individuals**

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - a. the name, qualifications and experience of the proposed replacement; and



- b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

## 09 Time of the essence

It is essential that the Work be performed within or at the time stated in the Contract.

## 10 Excusable delay

1. A delay in the performance by the Contractor of any obligation under the Contract that is caused by an event that
  - a. is beyond the reasonable control of the Contractor,
  - b. could not reasonably have been foreseen,
  - c. could not reasonably have been prevented by means reasonably available to the Contractor, and
  - d. occurred without the fault or neglect of the Contractor,

will be considered an "Excusable Delay" if the Contractor advises the Contracting Authority of the occurrence of the delay or of the likelihood of the delay as soon as the Contractor becomes aware of it. The Contractor must also advise the Contracting Authority, within 15 working days, of all the circumstances relating to the delay and provide to the Contracting Authority for approval a clear work around plan explaining in detail the steps that the Contractor proposes to take in order to minimize the impact of the event causing the delay.

2. Any delivery date or other date that is directly affected by an Excusable Delay will be postponed for a reasonable time that will not exceed the duration of the Excusable Delay.
3. However, if an Excusable Delay has continued for 30 days or more, the Contracting Authority may, by giving notice in writing to the Contractor, terminate the Contract. In such a case, the Parties agree that neither will make any claim against the other for damages, costs, expected profits or any other loss arising out of the termination or the event that contributed to the Excusable Delay. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.
4. Unless Canada has caused the delay by failing to meet an obligation under the Contract, Canada will not be responsible for any costs incurred by the Contractor or any of its subcontractors or agents as a result of an Excusable Delay.
5. If the Contract is terminated under this section, the Contracting Authority may require the Contractor to deliver to Canada, in the manner and to the extent directed by the Contracting Authority, any completed parts of the Work not delivered and accepted before the termination and anything that the Contractor has acquired or produced specifically to perform the Contract. Canada will pay the Contractor:
  - a. the value, of all completed parts of the Work delivered to and accepted by Canada, based on the Contract Price, including the proportionate part of the Contractor's profit or fee included in the Contract Price; and
  - b. the Cost to the Contractor that Canada considers reasonable in respect of anything else delivered to and accepted by Canada.

The total amount paid by Canada under the Contract to the date of termination and any amounts payable under this subsection must not exceed the Contract Price.



## 11 Inspection and acceptance of the Work

1. All the Work is subject to inspection and acceptance by Canada. Inspection and acceptance of the Work by Canada do not relieve the Contractor of its responsibility for defects or other failures to meet the requirements of the Contract. Canada will have the right to reject any Work that is not in accordance with the requirements of the Contract and require its correction or replacement at the Contractor's expense.
2. The Contractor must provide representatives of Canada access to all locations where any part of the Work is being performed at any time during working hours. Representatives of Canada may make examinations and such tests of the Work as they may think fit. The Contractor must provide all assistance and facilities, test pieces, samples and documentation that the representatives of Canada may reasonably require for the carrying out of the inspection. The Contractor must forward such test pieces and samples to such person or location as Canada specifies.
3. The Contractor must inspect and approve any part of the Work before submitting it for acceptance or delivering it to Canada. The Contractor must keep accurate and complete inspection records that must be made available to Canada on request. Representatives of Canada may make copies and take extracts of the records during the performance of the Contract and for up to three years after the end of the Contract.

## 12 Invoice submission

1. Invoices must be submitted, in the Contractor's name, to the Project or Technical Authority identified in the contract. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
  - a. the date, the name and address of the client, item or reference numbers, deliverable/description of the Work, contract number and financial code(s);
  - b. details of expenditures (such as item, quantity, unit of issue, unit price, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
  - c. deduction for holdback, if applicable;
  - d. the extension of the totals, if applicable; and
  - e. if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

## 13 Taxes

1. Federal government departments and agencies are required to pay Applicable Taxes.
2. Applicable Taxes will be paid by Canada as provided in the Invoice Submission section. It is the sole responsibility of the Contractor to charge Applicable Taxes at the correct rate in accordance with applicable legislation. The Contractor agrees to remit to appropriate tax authorities any amounts of Applicable Taxes paid or due.
3. The Contractor is not entitled to use Canada's exemptions from any tax, such as provincial sales taxes, unless otherwise specified by law. The Contractor must pay applicable provincial sales tax, ancillary taxes, and any commodity tax, on taxable goods or services used or consumed in the performance of the Contract (in accordance with applicable legislation), including for material incorporated into real property.



4. In those cases where Applicable Taxes, customs duties, and excise taxes are included in the Contract Price, the Contract Price will be adjusted to reflect any increase, or decrease, of Applicable Taxes, customs duties, and excise taxes that will have occurred between bid submission and contract award. However, there will be no adjustment for any change to increase the Contract Price if public notice of the change was given before bid submission date in sufficient detail to have permitted the Contractor to calculate the effect of the change.

5. Tax Withholding of 15 Percent – Canada Revenue Agency

Pursuant to the [Income Tax Act](#), 1985, c. 1 (5th Supp.) and the [Income Tax Regulations](#), Canada must withhold 15 percent of the amount to be paid to the Contractor in respect of services provided in Canada if the Contractor is not a resident of Canada, unless the Contractor obtains a valid waiver from the [Canada Revenue Agency](#). The amount withheld will be held on account for the Contractor in respect to any tax liability which may be owed to Canada.

#### 14 Transportation costs

If transportation costs are payable by Canada under the Contract and the Contractor makes the transportation arrangements, shipments must be made by the most direct and economical means consistent with normal shipping practice. The costs must be shown as a separate item on the invoice.

#### 15 Transportation carriers' liability

The federal government's policy of underwriting its own risks precludes payment of insurance or valuation charges for transportation beyond the point at which ownership of goods passes to the federal government (determined by the FOB point or Incoterms). Where increased carrier liability is available without charge, the Contractor must obtain the increased liability for shipment.

#### 16 Payment period

1. Canada's standard payment period is 30 days. The payment period is measured from the date an invoice in acceptable form and content is received in accordance with the Contract or the date the Work is delivered in acceptable condition as required in the Contract, whichever is later. A payment is considered overdue on the 31st day following that date and interest will be paid automatically in accordance with the section 17.
2. If the content of the invoice and its substantiating documentation are not in accordance with the Contract or the Work is not in acceptable condition, Canada will notify the Contractor within 15 days of receipt. The 30-day payment period begins upon receipt of the revised invoice or the replacement or corrected Work. Failure by Canada to notify the Contractor within 15 days will only result in the date specified in subsection 1 to apply for the sole purpose of calculating interest on overdue accounts.

#### 17 Interest on overdue accounts

1. For the purpose of this section:

**"Average Rate"** means the simple arithmetic mean of the Bank Rates in effect at 4:00 p.m. Eastern Time each day during the calendar month immediately before the calendar month in which payment is made;

**"Bank Rate"** means the rate of interest established from time to time by the Bank of Canada as the minimum rate at which the Bank of Canada makes short term advances to members of the Canadian Payments Association;

**"date of payment"** means the date of the negotiable instrument drawn by the Receiver General for Canada to pay any amount under the Contract;

an amount becomes **"overdue"** when it is unpaid on the first day following the day on which it is due and payable according to the Contract.



2. Canada will pay to the Contractor simple interest at the Average Rate plus 3 percent per year on any amount that is overdue, from the date that amount becomes overdue until the day before the date of payment, inclusive. The Contractor is not required to provide notice to Canada for interest to be payable.
3. Canada will pay interest in accordance with this section only if Canada is responsible for the delay in paying the Contractor. Canada will not pay interest on overdue advance payments.

## 18 Compliance with applicable laws

1. The Contractor must comply with all laws applicable to the performance of the Contract. The Contractor must provide evidence of compliance with such laws to Canada at such times as Canada may reasonably request.
2. The Contractor must obtain and maintain at its own cost all permits, licenses, regulatory approvals and certificates required to perform the Work. If requested by the Contracting Authority, the Contractor must provide a copy of any required permit, license, regulatory approvals or certificate to Canada.

## 19 Ownership

1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.
2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.
3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.
4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.

## 20 Copyright

In this section, "**Material**" means anything that is created by the Contractor as part of the Work under the Contract, that is required by the Contract to be delivered to Canada and in which copyright subsists. "Material" does not include anything created by the Contractor before the date of the Contract.

Copyright in the Material belongs to Canada and the Contractor must include the copyright symbol and either of the following notice on the Material: © Her Majesty the Queen in right of Canada (year) or © Sa Majesté la Reine du chef du Canada (année).

The Contractor must not use, copy, divulge or publish any Material except as is necessary to perform the Contract. The Contractor must execute any conveyance and other documents relating to copyright in the Material as Canada may require.

The Contractor must provide at the request of Canada a written permanent waiver of moral rights, in a form acceptable to Canada, from every author that contributed to the Material. If the Contractor is the author of the Material, the Contractor permanently waives its moral rights in the Material.

## 21 Translation of documentation

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada under section 20. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada





agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

## 22 Confidentiality

1. The Contractor must keep confidential all information provided to the Contractor by or on behalf of Canada in connection with the Work, including any information that is confidential or proprietary to third parties, and all information conceived, developed or produced by the Contractor as part of the Work when copyright or any other intellectual property rights in such information belongs to Canada under the Contract. The Contractor must not disclose any such information without the written permission of Canada. The Contractor may disclose to a subcontractor any information necessary to perform the subcontract as long as the subcontractor agrees to keep the information confidential and that it will be used only to perform the subcontract.
2. The Contractor agrees to use any information provided to the Contractor by or on behalf of Canada only for the purpose of the Contract. The Contractor acknowledges that all this information remains the property of Canada or the third party, as the case may be. Unless provided otherwise in the Contract, the Contractor must deliver to Canada all such information, together with every copy, draft, working paper and note that contains such information, upon completion or termination of the Contract or at such earlier time as Canada may require.
3. Subject to the [Access to Information Act](#), R.S., 1985, c. A-1, and to any right of Canada under the Contract to release or disclose, Canada must not release or disclose outside the Government of Canada any information delivered to Canada under the Contract that is proprietary to the Contractor or a subcontractor.
4. The obligations of the Parties set out in this section do not apply to any information if the information:
  - a. is publicly available from a source other than the other Party; or
  - b. is or becomes known to a Party from a source other than the other Party, except any source that is known to be under an obligation to the other Party not to disclose the information; or
  - c. is developed by a Party without use of the information of the other Party.
5. Wherever possible, the Contractor must mark or identify any proprietary information delivered to Canada under the Contract as "Property of (Contractor's name), permitted Government uses defined under Employment and Social Development Canada (ESDC) Contract No. (fill in Contract Number)". Canada will not be liable for any unauthorized use or disclosure of information that could have been so marked or identified and was not.
6. If the Contract, the Work, or any information referred to in subsection 1 is identified as TOP SECRET, SECRET, CONFIDENTIAL, PROTECTED, COSMIC TOP SECRET, NATO SECRET, NATO CONFIDENTIAL, or NATO RESTRICTED by Canada, the Contractor must at all times take all measures reasonably necessary for the safeguarding of the material so identified, including those set out in the *PWGSC Contract Security Manual* and its supplements and any other instructions issued by Canada.
7. If the Contract, the Work, or any information referred to in subsection 1 is identified as TOP SECRET, SECRET, CONFIDENTIAL, PROTECTED, COSMIC TOP SECRET, NATO SECRET, NATO CONFIDENTIAL, or NATO RESTRICTED by Canada, representatives of Canada are entitled to inspect the Contractor's premises and the premises of a subcontractor at any tier for security purposes at any time during the term of the Contract. The Contractor must comply with, and ensure that any subcontractor complies with, all written instructions issued by Canada dealing with the material so identified, including any requirement that employees of the Contractor or of any subcontractor execute and deliver declarations relating to reliability screenings, security clearances and other procedures.



## 23 Government Property

1. All Government Property must be used by the Contractor solely for the purpose of the Contract and remains the property of Canada. The Contractor must maintain adequate accounting records of all Government Property and, whenever feasible, mark it as being the property of Canada.
2. The Contractor must take reasonable and proper care of all Government Property while it is in its possession or subject to its control. The Contractor is responsible for any loss or damage resulting from its failure to do so other than loss or damage caused by ordinary wear and tear.
3. All Government Property, unless it is installed or incorporated in the Work, must be returned to Canada on demand. All scrap and all waste materials, articles or things that are Government Property must, unless provided otherwise in the Contract, remain the property of Canada and must be disposed of only as directed by Canada.
4. At the time of completion of the Contract, and if requested by the Contracting Authority, the Contractor must provide to Canada an inventory of all Government Property relating to the Contract.

## 24 Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

## 25 Intellectual property infringement and royalties

1. The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.
2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to [Department of Justice Act](#), R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.
3. The Contractor has no obligation regarding claims that were only made because:
  - a. Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or
  - b. Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications or other documentation); or
  - c. the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or
  - d. the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or



Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.

4. If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:
  - a. take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
  - b. modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
  - c. take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.

## **26 Amendment and waivers**

1. To be effective, any amendment to the Contract must be done in writing by the Contracting Authority and the authorized representative of the Contractor.
2. While the Contractor may discuss any proposed modifications to the Work with other representatives of Canada, Canada will not be responsible for the cost of any modification unless it has been incorporated into the Contract in accordance with subsection 1.
3. A waiver will only be valid, binding or affect the rights of the Parties if it is made in writing by, in the case of a waiver by Canada, the Contracting Authority and, in the case of a waiver by the Contractor, the authorized representative of the Contractor.
4. The waiver by a Party of a breach of any condition of the Contract will not be treated or interpreted as a waiver of any subsequent breach and therefore will not prevent that Party from enforcing of that term or condition in the case of a subsequent breach.

## **27 Assignment**

1. The Contractor must not assign the Contract without first obtaining the written consent of the Contracting Authority. Any assignment made without that consent is void and will have no effect. The assignment will be effective upon execution of an assignment agreement signed by the Parties and the assignee.
2. Assignment of the Contract does not relieve the Contractor from any obligation under the Contract and it does not impose any liability upon Canada.

## **28 Suspension of the Work**

1. The Contracting Authority may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract for a period of up to 180 days. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so. While such an order is in effect, the Contractor must not remove any part of the Work from any premises without first obtaining the written consent of the Contracting Authority. Within these 180 days, the Contracting Authority must either cancel the order or terminate the Contract, in whole or in part, under section 29 or section 30.
2. When an order is made under subsection 1, unless the Contracting Authority terminates the Contract by reason of default by the Contractor or the Contractor abandons the Contract, the Contractor will be entitled to be paid its additional costs incurred as a result of the suspension plus a fair and reasonable profit.



3. When an order made under subsection 1 is cancelled, the Contractor must resume work in accordance with the Contract as soon as practicable. If the suspension has affected the Contractor's ability to meet any delivery date under the Contract, the date for performing the part of the Work affected by the suspension will be extended for a period equal to the period of suspension plus a period, if any, that in the opinion of the Contracting Authority, following consultation with the Contractor, is necessary for the Contractor to resume the Work. Any equitable adjustments will be made as necessary to any affected conditions of the Contract.

## 29 Default by the Contractor

1. If the Contractor is in default in carrying out any of its obligations under the Contract, the Contracting Authority may, by giving written notice to the Contractor, terminate for default the Contract or part of the Contract. The termination will take effect immediately or at the expiration of a cure period specified in the notice, if the Contractor has not cured the default to the satisfaction of the Contracting Authority within that cure period.
2. If the Contractor becomes bankrupt or insolvent, makes an assignment for the benefit of creditors, or takes the benefit of any statute relating to bankrupt or insolvent debtors, or if a receiver is appointed under a debt instrument or a receiving order is made against the Contractor, or an order is made or a resolution passed for the winding-up of the Contractor, the Contracting Authority may, to the extent permitted by the laws of Canada, by giving written notice to the Contractor, immediately terminate for default the Contract or part of the Contract.
3. If Canada gives notice under subsection 1 or 2, the Contractor will have no claim for further payment except as provided in this section. The Contractor will be liable to Canada for all losses and damages suffered by Canada because of the default or occurrence upon which the notice was based, including any increase in the cost incurred by Canada in procuring the Work from another source. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.
4. Upon termination of the Contract under this section, the Contracting Authority may require the Contractor to deliver to Canada, in the manner and to the extent directed by the Contracting Authority, any completed parts of the Work, not delivered and accepted before the termination and anything the Contractor has acquired or produced specifically to perform the Contract. In such a case, subject to the deduction of any claim that Canada may have against the Contractor arising under the Contract or out of the termination, Canada will pay or credit to the Contractor:
  - a. the value, of all completed parts of the Work delivered to and accepted by Canada, based on the Contract Price, including the proportionate part of the Contractor's profit or fee included in the Contract Price; and
  - b. the cost to the Contractor that Canada considers reasonable in respect of anything else delivered to and accepted by Canada.

The total amount paid by Canada under the Contract to the date of the termination and any amount payable under this subsection must not exceed the Contract Price.

5. Title to everything for which payment is made to the Contractor will, once payment is made, pass to Canada unless it already belongs to Canada under any other provision of the Contract.
6. If the Contract is terminated for default under subsection 1, but it is later determined that grounds did not exist for a termination for default, the notice will be considered a notice of termination for convenience issued under subsection 1 of section 30.

## 30 Termination for convenience

1. At any time before the completion of the Work, the Contracting Authority may, by giving notice in writing to the Contractor, terminate for convenience the Contract or part of the Contract. Once such a notice of termination for convenience is given, the Contractor must comply with the requirements of the termination notice. If the Contract is terminated in part only, the Contractor must proceed to complete any part of the



Work that is not affected by the termination notice. The termination will take effect immediately or, as the case may be, at the time specified in the termination notice.

2. If a termination notice is given pursuant to subsection 1, the Contractor will be entitled to be paid, for costs that have been reasonably and properly incurred to perform the Contract to the extent that the Contractor has not already been paid or reimbursed by Canada. The Contractor agrees that it will only be paid the following amounts:
  - a. on the basis of the Contract Price, for any part of the Work completed that is inspected and accepted in accordance with the Contract, whether completed before, or after the termination in accordance with the instructions contained in the termination notice;
  - b. the Cost incurred by the Contractor plus a fair and reasonable profit thereon as determined by Canada in accordance with the profit provisions found in PWGSC Supply Manual section [10.65 Calculation of profit on negotiated contracts](#), for any part of the Work commenced, but not completed, prior to the date of the termination notice. The Contractor agrees that it is not entitled to any anticipated profit on any part of the Contract terminated; and
  - c. all costs incidental to the termination of the Work incurred by the Contractor but not including the cost of severance payments or damages to employees whose services are no longer required, except wages that the Contractor is obligated by statute to pay.
3. Canada may reduce the payment in respect of any part of the Work, if upon inspection, it does not meet the requirements of the Contract.
4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price. The Contractor will have no claim for damages, compensation, loss of profit, interest, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

### **31 Accounts and audit**

1. The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records, including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.
2. If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time spent each day by each individual performing any part of the Work.
3. Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. During this time, the Contractor must make this information available for audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as the representatives of Canada may from time to time require to perform a complete audit of the Contract.
4. The amount claimed under the contract, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment immediately on demand by Canada. Canada may hold back, deduct and set off any credits owing and unpaid under this section from any money that Canada owes to the Contractor at any time (including under other contracts). If Canada does not choose to exercise this right at any given time, Canada does not lose this right.



### **32 Right of set-off**

Without restricting any right of set-off given by law, Canada may set-off against any amount payable to the Contractor under the Contract, any amount payable to Canada by the Contractor under the Contract or under any other current contract. Canada may, when making a payment pursuant to the Contract, deduct from the amount payable to the Contractor any such amount payable to Canada by the Contractor which, by virtue of the right of set-off, may be retained by Canada.

### **33 Notice**

Any notice under the Contract must be in writing and may be delivered by hand, courier, mail, facsimile or other electronic method that provides a paper record of the text of the notice. It must be sent to the Party for whom it is intended at the address stated in the Contract. Any notice will be effective on the day it is received at that address. Any notice to Canada must be delivered to the Contracting Authority.

### **34 Conflict of interest and Values and Ethics Codes for the Public Service**

The Contractor acknowledges that individuals who are subject to the provisions of the [Conflict of interest Act](#), 2006, c. 9, s. 2, the *Conflict of interest Code for Members of the House of Commons*, the *Values and Ethics Code for the Public Service* or all other codes of values and ethics applicable within specific organizations cannot derive any direct benefit resulting from the Contract.

### **35 No bribe or conflict**

1. The Contractor declares that no bribe, gift, benefit, or other inducement has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Canada or to a member of the family of such a person, with a view to influencing the entry into the Contract or the administration of the Contract.
2. The Contractor must not influence, seek to influence or otherwise take part in a decision of Canada knowing that the decision might further its private interest. The Contractor must have no financial interest in the business of a third party that causes or would appear to cause a conflict of interest in connection with the performance of its obligations under the Contract. If such a financial interest is acquired during the period of the Contract, the Contractor must immediately declare it to the Contracting Authority.
3. The Contractor warrants that, to the best of its knowledge after making diligent inquiry, no conflict exists or is likely to arise in the performance of the Contract. In the event the Contractor becomes aware of any matter that causes or is likely to cause a conflict in relation to the Contractor's performance under the Contract, the Contractor must immediately disclose such matter to the Contracting Authority in writing.
4. If the Contracting Authority is of the opinion that a conflict exists as a result of the Contractor's disclosure or as a result of any other information brought to the Contracting Authority's attention, the Contracting Authority may require the Contractor to take steps to resolve or otherwise deal with the conflict or, at its entire discretion, terminate the Contract for default. Conflict means any matter, circumstance, interest, or activity affecting the Contractor, its personnel or subcontractors, which may or may appear to impair the ability of the Contractor to perform the Work diligently and independently.

### **36 Survival**

All the Parties' obligations of confidentiality, representations and warranties set out in the Contract as well as the provisions, which by the nature of the rights or obligations might reasonably be expected to survive, will survive the expiry or termination of the Contract.

### **37 Severability**

If any provision of the Contract is declared by a court of competent jurisdiction to be invalid, illegal or unenforceable, that provision will be removed from the Contract without affecting any other provision of the Contract.



### **38 Successors and assigns**

The Contract is to the benefit of and binds the successors and permitted assignees of Canada and of the Contractor.

### **39 Contingency fees**

The Contractor certifies that it has not directly or indirectly, paid or agreed to pay and agrees that it will not, directly or indirectly, pay a contingency fee for the solicitation, negotiation or obtaining of the Contract to any person, other than an employee of the Contractor acting in the normal course of the employee's duties. In this section, "contingency fee" means any payment or other compensation that depends or is calculated based on a degree of success in soliciting, negotiating or obtaining the Contract and "person" includes any individual who is required to file a return with the registrar pursuant to section 5 of the [Lobbying Act](#), 1985, c. 44 (4th Supplement).

### **40 International sanctions**

1. Persons in Canada, and Canadians outside of Canada, are bound by economic sanctions imposed by Canada. As a result, the Government of Canada cannot accept delivery of goods or services that originate, either directly or indirectly, from the countries or persons subject to [economic sanctions](#).
2. The Contractor must not supply to the Government of Canada any goods or services which are subject to economic sanctions.
3. The Contractor must comply with changes to the regulations imposed during the period of the Contract. The Contractor must immediately advise Canada if it is unable to perform the Work as a result of the imposition of economic sanctions against a country or person or the addition of a good or service to the list of sanctioned goods or services. If the Parties cannot agree on a work around plan, the Contract will be terminated for the convenience of Canada in accordance with section 30.

### **41 Integrity provisions—contract**

The *Ineligibility and Suspension Policy* (the "Policy") and all related Directives incorporated by reference into the bid solicitation on its closing date are incorporated into, and form a binding part of the Contract. The Contractor must comply with the provisions of the Policy and Directives, which can be found on Public Works and Government Services Canada's website at [Ineligibility and Suspension Policy](#).

### **42 Harassment in the workplace**

1. The Contractor acknowledges the responsibility of Canada to ensure, for its employees, a healthy work environment, free of harassment. A copy of the [Policy on Harassment Prevention and Resolution](#), which is also applicable to the Contractor, is available on the Treasury Board Web site.
2. The Contractor must not, either as an individual, or as a corporate or unincorporated entity, through its employees or subcontractors, harass, abuse, threaten, discriminate against or intimidate any employee, contractor or other individual employed by, or under contract with Canada. The Contractor will be advised in writing of any complaint and will have the right to respond in writing. Upon receipt of the Contractor's response, the Contracting Authority will, at its entire discretion, determine if the complaint is founded and decide on any action to be taken.

### **43 Entire agreement**

The Contract constitutes the entire and only agreement between the Parties and supersedes all previous negotiations, communications and other agreements, whether written or oral, unless they are incorporated by reference in the Contract. There are no terms, covenants, representations, statements or conditions binding on the Parties other than those contained in the Contract.

### **44 Access to information**

Records created by the Contractor, and under the control of Canada, are subject to the [Access to Information Act](#). The Contractor acknowledges the responsibilities of Canada under the [Access to Information Act](#) and must, to the extent possible, assist Canada in discharging these responsibilities. Furthermore, the Contractor acknowledges that section 67.1 of the [Access to Information Act](#) provides that any person, who destroys, alters, falsifies or



conceals a record, or directs anyone to do so, with the intent of obstructing the right of access that is provided by the [Access to Information Act](#) is guilty of an offence and is liable to imprisonment or a fine, or both.

#### **45 Code of Conduct for Procurement—Contract**

The Contractor agrees to comply with the [Code of Conduct for Procurement](#) and to be bound by its terms for the period of the Contract.





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## ANNEX “B”, STATEMENT OF WORK

### **1. TITLE**

Hybrid (virtual and in-person) event management services for the annual Canadian Congress on Disability Inclusion (CCDI).

### **2. OBJECTIVES**

The Accessible Canada Directorate of the Income Security and Social Development Branch at Employment and Social Development Canada (ESDC) is seeking the services of a contractor to provide virtual and in-person event management (i.e. planning, production, livestreaming, recording and other essential services outlined in Sections 4 and 10) for the annual CCDI.

### **3. BACKGROUND**

On May 26 to 27, 2022, ESDC hosted the first annual CCDI. The CCDI is more than a conference – it is the Government of Canada’s new annual milestone event to kick-start National AccessAbility Week (NAAW) celebrations.

The theme for CCDI 2022 was “Innovating Together: Celebrating and Driving Disability Inclusion in Canada.” This virtual, interactive and inclusive event was free and open to the public, and brought together:

- a. persons with disabilities
- b. disability organizations
- c. public and private sector organizations
- d. employers
- e. innovators
- f. thought leaders

These participants exchanged ground-breaking ideas and insights to help shape accessible and inclusively designed communities and workplaces across Canada.

CCDI 2022 featured:

- a. next-level networking to exchange ideas and build partnerships
- b. an innovation showcase to highlight leading-edge accessible, inclusive and innovative projects, products, and services
- c. a career fair for persons with disabilities featuring some of Canada’s most diverse and inclusive employers.

CCDI 2022 had over 4,000 registrants and over 2,000 attendees. CCDI 2023 will have increased registration and attendance.

The purpose of this contract is to assist the Accessible Canada Directorate (ACD) with planning, preparation and managing of future CCDI, which will include a main stage, an innovation showcase, a career fair for persons with disabilities, and networking opportunities.

### **4. SCOPE OF WORK**

The contractor is required to assist the Accessible Canada Directorate with services for the annual CCDI, including:

#### **PART A: Planning and Set-up**

##### **4.1 Hybrid Event Content Planning and Design**

The contractor is required to lead, in collaboration with and with the approval of ESDC, the planning of the design and logistics of the hybrid event, which includes developing:

- a. Attendee journey mapping / story-board the experience;



- b. Recommendations on enhancing existing agenda for maximum audience engagement and flow (i.e. Technology integration, audience experience ideas, agenda enhancements, etc.);
- c. Providing recommendations to improve interactivity, including identifying engaging host/MC candidates, etc.; and
- d. Ideation on various strategic elements.

#### 4.2 Content Development and Management

The Contractor is responsible for managing the content leading up to the events, which includes, but is not limited to:

- a. Defining engagement parameters;
- b. Defining engagement scope;
- c. Defining risks and a risk management strategy;
- d. Developing initial engagement and promotional plan to increase national awareness;
- e. Develop event plans, critical paths and checklists working back from key deadlines and event dates;
- f. Develop scenario notes for a variety of engagement events;
- g. Logistical planning and liaison between all elements;
- h. Work with ACD and its partners to ensure information is relevant, accurate and accessible, including being written in simple, clear and concise language; and
- i. Assist with registration and communication plan of event from a technology perspective.

#### 4.3 Virtual Venue and In-Person Venue Event Design and Registration Page Set-up

The Contractor is required to set-up and oversee the design elements and registration page leading up to the event, including but not limited to:

- a. Managing content of bilingual and accessible platform;
- b. Development of registration page, home (lobby) page, agenda, main stage page, networking room pages, speaker overview, exhibitor pages for the annual CCDI, starting with the 2023 event;
- c. Technology testing and troubleshooting; and
- d. Development of attendee guides and resources / FAQs that are written in simple, clear and concise language for each annual CCDI.

### **PART B: Implementation**

#### 4.4 Livestreaming

The contractor is responsible for the livestreaming of the CCDI, which includes:

- a. developing three simultaneous streaming package – French, English and floor, for both the virtual and in-person audiences. Studio and on-location set up required;
- b. a Technical Producer to manage multiple feeds such as multiple video sources, video, PowerPoint, text supers. High quality video at 1920 X 1080 with 128kb audio, Bandwidth for up to 7,000 viewers;
- c. technical requirements to connect with French/English live interpretation and Communication Access Real-Time Translation (CART) services (does not include cost of any interpreters); and
- d. providing post-CCDI recordings of the main stage sessions and , records and reports (i.e. metrics, attendance, etc.) of all components of the annual CCDI.

Note: ESDC is responsible for providing English and French interpretation, CART captioning, and ASL/LSQ interpretation.

#### 4.5 Rehearsal and Official Days of Production

The Contractor is responsible for managing the rehearsal and official days of production, which includes, but is not limited to:



- a. Developing “run of show” for all elements;
- b. Collecting all content and presentations from ESDC (i.e. keynote presentations, panelist questions, etc.);
- c. Coordinating rehearsals/ testing with all CCDI elements (main stage panelists, speakers and hosts); and
- d. Acting as central show caller with technology platform supplier to remotely manage producing all live elements such as entertainers, speakers, etc. on the mainstage.

#### 4.6 Project Management

The Contractor is required to provide project management, including but not limited to:

- a. providing three staff members for the duration of the CCDI to assist with any/all participant inquiries and questions, tech support and platform adjustments/trouble shooting. All interactions with participants (i.e. tech support, inquiries, etc.) will be available in French and English;
- b. providing technology testing and troubleshooting;
- c. participating in ongoing client status call from award date to the end of contract; and
- d. providing post-CCDI metrics and reporting of attendance, engagement and participant feedback.

The work does not entail access to private, personal or classified information.

### **5. TASKS**

The Contractor will:

1. Ensure that the work is appropriately planned, organized and carried out as per provisions of this contract;
2. Start the work upon issuance of the contract;
3. Be compliant with Web Content Accessibility Guidelines (WCAG) 2.1 level AA for the development and delivery of services and products within the scope of the contract;
4. Be available via telephone, email or virtual meeting to discuss progress and address issues, within one business day of requests for meetings by the Project Authority; and
5. Be available to attend meetings with the Project Authority by video/teleconference, as and when requested.

### **6. CONSTRAINTS**

#### 6.1 Language

As a department of the federal government, ESDC is required, under the [Official Languages Act](#), to provide its services in either official language of Canada. The Contractor should write all documents using one of the two Official Languages and deliver them using Microsoft compatible software via email.

As a national event open to all participants across Canada, every aspect of each annual CCDI must also be bilingual. The main stage must have English, French interpretation and a Bilingual (Floor) feed. ESDC will work with the Contractor to make sure every aspect of the user experience is available to participants in English and French.

#### 6.2 Accessibility

The Government of Canada strives to ensure that the goods and services it procures are inclusive by design and accessible by default, in accordance with the [Accessible Canada Act](#), its associated regulations and standards, and the Treasury Board Contracting Policy. Procurement documents will specify the required accessibility criteria and standards and provide guidelines for the evaluation of proposals with respect to those criteria and standards.

In accordance with the principles of the [Accessible Canada Act](#), all work must be conducted in an accessible manner, including but not limited to, ensuring that all documents are written in simple, clear and concise language and made available in alternative and accessible formats for those who use assistive devices.



The Contractor will allow 5 working days prior to an organized meeting with the Project Authority to ensure that all documents prepared are accessible for persons with disabilities (i.e. to persons with visual impairments, and to those that require the use of screen readers, etc.). The Contractor will make sure that all materials are provided in simple, clear and concise language.

As a national event open to all participants across Canada, every aspect of each CCDI must be accessible and meet [Web Content Accessibility Guidelines \(WCAG\) 2.1](#) level AA for web software and documents, as per the Government of Canada's Accessible ICT Procurement Guide. This means:

- a. All aspects of each CCDI should be accessible to all types of disabilities (physical, auditory and visual disabilities, as well as cognitive and intellectual impairments), and range of disability (mild, moderate, and severe; temporary, episodic, and permanent);
- b. All aspects of the digital platform (i.e. virtual platform main stage and career fair) must be WCAG 2.1 level AA compliant (i.e. registration, website, virtual platform, navigation to content and information, livestreaming, chat, etc.); and
- c. All meetings and training sessions with panelists, exhibitors, keynote speakers should include:
  - i. American Sign Language (ASL) and Langue des signes Québécoise (LSQ) interpretation;
  - ii. Live CART captioning via StreamText and "picture and picture;" and
  - iii. Relevant documents written in simple, clear and concise language and large font.

ESDC will work with the Contractor to make sure each CCDI, including every agenda item for the main stage, is accessible to participants. ESDC is responsible for providing English and French Interpreters, CART captioning and ASL/LSQ interpretation.

### 6.3 Intellectual Property

Canada to own all Intellectual Property created by this contract.

The Contractor shall also comply with the intellectual property provisions included in the contract that binds him. In accordance with the provisions of the contract, the intellectual property rights in the report will belong to Canada, which can make appropriate use of the material without further payment. The Contractor will agree that the final report contain an acknowledgement of ESDC's contribution and a disclaimer indicating that the views expressed are those of the Contractor and not of ESDC. The Contractor is further required to provide all raw working files, rights and releases for the Guide and Placemat by the contract deadline.

## **7. MEETINGS**

The Contractor is required to participate in all scheduled meetings and ongoing status calls and all other calls or virtual meetings with the Project Authority, if requested.

## **8. TRAVEL**

The Contractor may be required to travel to Ottawa or any other location that ESDC requests to broadcast from ESDC's live location, pending public health and travel restrictions to limit the spread of Covid-19. If no restrictions are in effect leading up to the annual CCDI, starting with CCDI 2023, ESDC will require the contractor to travel to the live location for the duration of the Congress, including set-up and tear-down, to fulfil the obligation to live broadcast the event from one of ESDC's in-person studios or event venue, which will be determined closer to the day of the event.

The Contractor is responsible for all planning and costs associated with traveling to and from the onsite location. The Contractor should only book travel and accommodations once ESDC confirms the in-person component of each CCDI (starting with CCDI 2023). ESDC and the Project Authority are not liable for any risk, cancellation fees or additional costs the Contractor may ensue.



## **9. CLIENT SUPPORT**

### **9.1 Project Authority**

The Project Authority will coordinate the overall project between the Working group and Contractor, provide direction and guidance to the Contractor, as required, and review and approve all deliverables.

The Project Authority will also:

1. Ensure that the appropriate subject matter and technical experts from within the Accessible Canada Directorate are available to the Contractor to discuss and provide content, source or reference materials, review deliverables, and facilitate cooperation with other players, as required;
2. Provide the Contractor with related information that may not be easily accessible, if possible;
3. Renegotiate schedule dates, if necessary and possible; and,
4. Provide other assistance or support, as required, to execute the contract.

(see **Section 7.5 “Authorities”** for the name and coordinates of the Project Authority)

### **9.2 Relevant Documentation**

Upon awarding the contract, ESDC will provide the Contractor with a copy of the following publically available information:

1. the virtual platforms to be used throughout the duration of each of the annual CCDI (starting with CCDI 2023); and
2. all written materials, including agendas, bios, questions, speeches, presentations, and web content, translated into English and French.

## **10. DELIVERABLES, MILESTONES AND SCHEDULE**

### **10.1 Detailed Deliverables**

#### **1. Project Initiation Meeting**

The Contractor must meet with the Project Authority within 5 days of the Contract Award to confirm the project and its requirements, as well as timeframes for the deliverables.

#### **2. Submit Project Timeline, Schedule and Key Roles and Responsibilities**

The Contractor must provide a project timeline, schedule and evergreen document outlining the key roles and responsibilities by email to the Project Authority within 15 working days of receiving the contract, which outlines of the work they will undertake to complete each deliverable.

#### **3. Initiate Build of Virtual Platforms**

Once granted access to the virtual platforms, the Contractor must initiate build of priority elements to be used for the Main Stage and the Career Fair. This work includes:

- a. developing an information and registration page for attendees and exhibitors;
- b. developing and updating Frequently Asked Questions (FAQ) section;
- c. setting up a technical support email account to monitor and respond to technical issues associated with the virtual platforms;
- d. developing the virtual main stage and it's components including live chat, breakout rooms, networking sessions, keynote sessions, etc.; and
- e. developing the virtual career fair.

#### **4. Lead Training and Briefings**

The Contractor must provide and lead training sessions to help exhibitors understand how to develop their virtual booths, and for how participants are to use the virtual platform. The contractor is further required to train and brief ESDC on how to use back-end features of the virtual platform so that they can assist participants and exhibitors.



**5. Lead Rehearsals and Technical Dry Run of Show**

The Contractor must lead rehearsals and technical dry run of show with keynote speakers, panelists, moderators, accessible service providers (translators, interpreters, captioners, etc.), Audio Visual personnel, etc. prior to the live event.

**6. Production, Live Broadcasting and Streaming**

The Contractor is required to provide onsite (pending covid-19 and public health restrictions) and virtual production, live broadcasting and streaming of each annual CCDI, starting with CCDI 2023.

**7. Post CCDI Meeting and Review**

After concluding the live broadcasting of each annual CCDI, the Contractor is required to meet with ESDC to discuss outcomes, lessons learned and next steps prior to closing out each annual CCDI and preparing for the next assigned tasks and deliverables.

**8. Develop and Upload Recordings of Main Stage Components**

The Contractor is required to prepare and upload recordings of the main stage. ESDC will work with the contractor to develop the necessary SRT files for each recording.

**9. Submit Final Documents (i.e. analysis of participant metrics) and Present Outcomes**

The Contractor must provide a report and PowerPoint presentation outline the outcomes of each annual CCDI. The Contractor must finalize and submit the final documents (Report and PowerPoint presentation) based on comments/feedback provided by the Project Authority.

**10.2 Milestones**

**10.2.1 Milestones for the 2023 Canadian Congress on Disability Inclusion (CCDI)**

| # | Activity   | Responsible |      | Date            |
|---|--|-------------|------|-----------------|
|   |  | Contractor  | ESDC |                 |
|   | <b>Start Date:</b> Contract Approval   | -           | -    | Date of Award   |
| 1 | Project Initiation Meeting   | x           | x    | January 2023    |
| 2 | Submit Project timeline, Schedule and Key Roles and Responsibilities                                       | x           |      | January 2023    |
|   | Feedback from Project Authority  |             | x    | January 2023    |
| 3 | Initiate Build of Virtual Platforms  | x           |      | February 2023   |
|   | Feedback from Project Authority  |             | X    | February 2023   |
| 4 | Lead Training and Briefings for Exhibitors, Panelists, Keynote Speakers, and Networking Session Moderators | x           |      | February 2023   |
| 5 | Lead Rehearsals and Technical Dry-run of Show  | x           |      | April 24, 2023  |
|   | Feedback from Project Authority  |             | x    | May 1, 2023     |
| 6 | Onsite Production, Live Broadcasting and Streaming   | x           |      | May 22-24, 2023 |
| 7 | Post CCDI 2023 Meeting and Review  | x           | x    | May 24, 2023    |
| 8 | Develop and Upload Recordings of Main Stage Components   | x           | x    | June 30, 2023   |
| 9 | Submit Final Documents (i.e. analysis of participant metrics) and Present Outcomes                         | x           |      | August 1, 2023  |
|   | <b>End Date:</b> Contract Closeout   |             |      |                 |



All deliverables rendered under this contract are subject to review by the Project Authority. Should any deliverables not be to the satisfaction as submitted, the Project Authority would have the right to require correction before payment will be authorized.

The Milestones for the subsequent Canadian Congress on Disability Inclusion (2024, 2025, 2026, and 2027) will be provided to the Contractor if Canada decides to exercise the option periods.

The Project Authority will provide the said milestones to the contractor 60 days before the expiry date of the Contract.

## **11. WORK LOCATION**

The preparation, planning, and analysis work must be performed at the Contractor's site. The Contractor may be required to travel to broadcast from ESDC's live location, pending public health and travel restrictions to limit the spread of Covid-19.

There is no security requirement associated with the requirement. However, the Contractor must comply with the General Conditions of the Contract.



## ANNEX “C”, BASIS OF PAYMENT

The firm all-inclusive prices include the cost of labour, fringe benefits, general and administrative expenses, time in transit, overhead, profit and the like, excepting only Applicable Taxes. All prices are in Canadian Dollars.

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

### 1. Initial Contract Period – Year 1

*From Contract Award to one year later*

#### 2023 Canadian Congress on Disability Inclusion (CCDI).

| # | Activity   | Firm Price (CAD)            | Date            |
|---|--|-----------------------------|-----------------|
|   | <b>Start Date:</b> Contract Approval   |                             | Date of Award   |
| 1 | Project Initiation Meeting   | -----                       | January 2023    |
| 2 | Submit Project timeline, Schedule and Key Roles and Responsibilities                                       | \$ [insert price here only] | January 2023    |
|   | Feedback from Project Authority  | -----                       | January 2023    |
| 3 | Initiate Build of Virtual Platforms  | \$ [insert price here only] | February 2023   |
|   | Feedback from Project Authority  | -----                       | February 2023   |
| 4 | Lead Training and Briefings for Exhibitors, Panelists, Keynote Speakers, and Networking Session Moderators | -----                       | February 2023   |
| 5 | Lead Rehearsals and Technical Dry-run of Show  | \$ [insert price here only] | April 24, 2023  |
|   | Feedback from Project Authority  | -----                       | May 1, 2023     |
| 6 | Onsite Production, Live Broadcasting and Streaming   | \$ [insert price here only] | May 22-24, 2023 |
| 7 | Post CCDI Meeting and Review   | \$ [insert price here only] | May 24, 2023    |
| 8 | Develop and Upload Recordings of Main Stage Components   | -----                       | June 30, 2023   |
| 9 | Submit Final Documents (i.e. analysis of participant metrics) and Present Outcomes                         | \$ [insert price here only] | August 1, 2023  |
|   | <b>End Date:</b> Contract Closeout   | -----                       |                 |
|   | <b>Total Initial Contract Period (Year 1)</b>  | \$ [insert price here]      |                 |





**2. Option Period 1 - Year 2:**

*From the expiration of contract period to one year later*

**2024 Canadian Congress on Disability Inclusion (CCDI).**

| # | Activity   | Firm Price (CAD)            | Date <sup>1</sup> |
|---|--|-----------------------------|-------------------|
|   | <b>Start Date:</b> Start of Option Period 1  |                             |                   |
| 1 | Project Initiation Meeting   |                             | January 2024      |
| 2 | Submit Project timeline, Schedule and Key Roles and Responsibilities                                       | \$ [insert price here only] | January 2024      |
|   | Feedback from Project Authority  | -----                       | January 2024      |
| 3 | Initiate Build of Virtual Platforms  | \$ [insert price here only] | February 2024     |
|   | Feedback from Project Authority  | -----                       | February 2024     |
| 4 | Lead Training and Briefings for Exhibitors, Panelists, Keynote Speakers, and Networking Session Moderators | -----                       | February 2024     |
| 5 | Lead Rehearsals and Technical Dry-run of Show  | \$ [insert price here only] | April 2024        |
|   | Feedback from Project Authority  | -----                       | May 2024          |
| 6 | Onsite Production, Live Broadcasting and Streaming   | \$ [insert price here only] | May 2024          |
| 7 | Post CCDI Meeting and Review   | \$ [insert price here only] | May 2024          |
| 8 | Develop and Upload Recordings of Main Stage Components   | -----                       | June 2024         |
| 9 | Submit Final Documents (i.e. analysis of participant metrics) and Present Outcomes                         | \$ [insert price here only] | August 2024       |
|   | <b>End Date:</b> Contract Closeout   | -----                       | NA                |
|   | <b>Total Option Period 1 (Year 2)</b>  | \$ [insert price here only] |                   |

<sup>1</sup>These dates are only an approximation. The exact dates will be provided to the contractor 60 days before the start of the Option Period 1.

**3. Option Period 2 - Year 3:**

*From the expiration of Option Period 1 to one year later*

**2025 Canadian Congress on Disability Inclusion (CCDI).**

| # | Activity   | Firm Price (CAD)            | Date <sup>2</sup> |
|---|--|-----------------------------|-------------------|
|   | <b>Start Date:</b> Start of Option Period 2                          |                             | -                 |
| 1 | Project Initiation Meeting   |                             | January 2025      |
| 2 | Submit Project timeline, Schedule and Key Roles and Responsibilities | \$ [insert price here only] | January 2025      |
|   | Feedback from Project Authority                                      | -----                       | January 2025      |



| # | Activity   | Firm Price (CAD)            | Date <sup>2</sup> |
|---|--|-----------------------------|-------------------|
| 3 | Initiate Build of Virtual Platforms  | \$ [insert price here only] | February 2025     |
|   | Feedback from Project Authority  | -----                       | February 2025     |
| 4 | Lead Training and Briefings for Exhibitors, Panelists, Keynote Speakers, and Networking Session Moderators | -----                       | February 2025     |
| 5 | Lead Rehearsals and Technical Dry-run of Show  | \$ [insert price here only] | April 2025        |
|   | Feedback from Project Authority  | -----                       | May 2025          |
| 6 | Onsite Production, Live Broadcasting and Streaming   | \$ [insert price here only] | May 2025          |
| 7 | Post CCDI Meeting and Review   | \$ [insert price here only] | May 2025          |
| 8 | Develop and Upload Recordings of Main Stage Components   | -----                       | June 2025         |
| 9 | Submit Final Documents (i.e. analysis of participant metrics) and Present Outcomes                         | \$ [insert price here only] | August 2025       |
|   | <b>End Date:</b> Contract Closeout   | -----                       | NA                |
|   | <b>Total Option Period 2 (Year 3)</b>  | \$ [insert price here only] |                   |

<sup>2</sup>These dates are only an approximation. The exact dates will be provided to the contractor 60 days before the start of the Option Period 2.

**4. Option Period 3 - Year 4:**

*From the expiration of Option Period 2 to one year later*

**2026 Canadian Congress on Disability Inclusion (CCDI).**

| # | Activity   | Firm Price (CAD)            | Dates <sup>3</sup> |
|---|--|-----------------------------|--------------------|
|   | <b>Start Date:</b> Contract Approval   |                             | -                  |
| 1 | Project Initiation Meeting   |                             | January 2026       |
| 2 | Submit Project timeline, Schedule and Key Roles and Responsibilities                                       | \$ [insert price here only] | January 2026       |
|   | Feedback from Project Authority  | -----                       | January 2026       |
| 3 | Initiate Build of Virtual Platforms  | \$ [insert price here only] | February 2026      |
|   | Feedback from Project Authority  | -----                       | February 2026      |
| 4 | Lead Training and Briefings for Exhibitors, Panelists, Keynote Speakers, and Networking Session Moderators | -----                       | February 2026      |
| 5 | Lead Rehearsals and Technical Dry-run of Show  | \$ [insert price here only] | April 2026         |
|   | Feedback from Project Authority  | -----                       | May 2026           |
| 6 | Onsite Production, Live Broadcasting and Streaming   | \$ [insert price here only] | May 2026           |
| 7 | Post CCDI Meeting and Review   | \$ [insert price here only] | May 2026           |



| # | Activity   | Firm Price (CAD)            | Dates <sup>3</sup> |
|---|--|-----------------------------|--------------------|
| 8 | Develop and Upload Recordings of Main Stage Components                             | -----                       | June 2026          |
| 9 | Submit Final Documents (i.e. analysis of participant metrics) and Present Outcomes | \$ [insert price here only] | August 2026        |
|   | <b>End Date:</b> Contract Closeout   | -----                       | NA                 |
|   | <b>Total Option Period 3 (Year 4)</b>  | \$ [insert price here only] |                    |

<sup>3</sup>These dates are only an approximation. The exact dates will be provided to the contractor 60 days before the start of the Option Period 3.

**5. Option Period 4 - Year 5:**

*From the expiration of Option Period 3 to one year later*

**2027 Canadian Congress on Disability Inclusion (CCDI).**

| # | Activity   | Firm Price (CAD)            | Date <sup>4</sup> |
|---|--|-----------------------------|-------------------|
|   | <b>Start Date:</b> Contract Approval   |                             | -                 |
| 1 | Project Initiation Meeting   |                             | January 2027      |
| 2 | Submit Project timeline, Schedule and Key Roles and Responsibilities                                       | \$ [insert price here only] | January 2027      |
|   | Feedback from Project Authority  | -----                       | January 2027      |
| 3 | Initiate Build of Virtual Platforms  | \$ [insert price here only] | February 2027     |
|   | Feedback from Project Authority  | -----                       | February 2027     |
| 4 | Lead Training and Briefings for Exhibitors, Panelists, Keynote Speakers, and Networking Session Moderators | -----                       | February 2027     |
| 5 | Lead Rehearsals and Technical Dry-run of Show  | \$ [insert price here only] | April 2027        |
|   | Feedback from Project Authority  | -----                       | May 2027          |
| 6 | Onsite Production, Live Broadcasting and Streaming   | \$ [insert price here only] | May 2027          |
| 7 | Post CCDI Meeting and Review   | \$ [insert price here only] | May 2027          |
| 8 | Develop and Upload Recordings of Main Stage Components   | -----                       | June 2027         |
| 9 | Submit Final Documents (i.e. analysis of participant metrics) and Present Outcomes                         | \$ [insert price here only] | August 2027       |
|   | <b>End Date:</b> Contract Closeout   | -----                       | NA                |
|   | <b>Total Option Period 4 (Year 5)</b>  | \$ [insert price here only] |                   |

<sup>4</sup>These dates are only an approximation. The exact dates will be provided to the contractor 60 days before the start of the Option Period 4.