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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

Title: Hybrid (virtual and in-person) event management services for the annual Canadian Congress on Disability Inclusion (CCDI).	
Solicitation No.: 100021940 Amendment 002	Date: December 2, 2022
File No. – N° de dossier:	
<u>Solicitation Closes</u> At 02 :00 PM / 14 h <i>Friday, December 9, 2022</i>	Time Zone Eastern Standard Time (EST)
Address Inquiries to : Marco Quiroga nc-solicitations-gd@hrsdcc.gc.ca	
Destination: 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

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



AMENDMENT #002

This amendment #002 is raised to:

A) modify the 2023 CCDI event dates.

A.1) At Annex “B”, Statement of work

DELETE section **10.2.1 Milestones for the 2023 Canadian Congress on Disability Inclusion (CCDI)** in its entirety

REPLACE WITH:

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

Table 1:

#	Activity	Responsible		Date
		Contractor	ESDC	
	Start Date: 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 24-26, 2023 (Tentatively)
7	Post CCDI 2023 Meeting and Review	x	x	May, 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
	End Date: 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.



A.2) At Annex “C”, Basis of Payment

DELETE section **1. Initial Contract Period – Year 1** in its entirety

REPLACE WITH:

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
	Start Date: 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 24-26, 2023 (Tentatively)
7	Post CCDI Meeting and Review	\$ [insert price here only]	May, 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
	End Date: Contract Closeout	-----	
	Total Initial Contract Period (Year 1)	\$ [insert price here]	

B) Answer the bidders’ questions (2-5)

QUESTIONS AND ANSWERS

Question 2

For the mandatory criterion M2 on p.20, regarding the attendee experience you are asking that one (1) virtual, in-person or hybrid events, that has been a large-scale (>1000 attendees), bilingual event that took place in Canada, and was accessible and inclusive for participants. Are we able to present an event example which meets these requirements but will take place in February 2023, which is prior to the annual Canadian Congress on Disability Inclusion (CCDI) in May 2023?



Answer 2

As per the instructions outlined in M2 of the Mandatory Technical Criteria, the Bidder's relevant experience must have taken place *prior* to the bid closing date. ESDC cannot evaluate the Bidder's potential or expected experience for pending events (i.e. experience and skills not yet obtained for events that have not yet happened).

Question 3

If this event (in February 2023) is presented to fulfill the requirements of (M2), will we receive the same consideration when scoring points in the **R1 Bidder Experience** section on p. 23?

Answer 3

As per the instructions outlined in R1 of the Point-Rated Technical Criteria, the Bidder's relevant projects must have taken place within two (2) years *prior* to the bid closing date. ESDC cannot evaluate the Bidder's potential or expected experience for pending events (i.e. experience and skills not yet obtained for events that have not yet happened).

Question 4

As indicated on p.56, Annex "C", Basis of Payment, section **1. Initial Contract Period – Year 1**, are the CCDI event dates going to be for 3 days on 22-24 May 2023?

Answer 4

The Canadian Congress on Disability Inclusion (CCDI) for 2023 will tentatively take place on May 24-26, 2023 (**3 days**).

Question 5

We are inquiring regarding M1 of the Mandatory Technical Criteria. Our company is 6 years old, but we have decades of experience within the event and conference industry. Does this automatically exclude us from bidding (as M1 states we must have been in business for a minimum of ten (10) years), or are we able to demonstrate via our proposal that we are qualified and have ample relevant experience?

Answer 5

As per the instruction outlined in M1 of the Mandatory Technical Criteria, the Bidder (i.e. the firm) must have been in business for a minimum of ten (10) years prior to the bid closing date. Of those 10 years, the Bidder must have at least five (5) years specializing in the provision of virtual and in-person event management services. ESDC will not evaluate Bidders that do not meet this requirement.

ESDC will evaluate the experience of the proposed resource (qualified person) that will lead the project on behalf of the firm in M3 of the Mandatory Technical Criteria. All submitted projects must have been done on behalf of the current firm; projects submitted from other firms will not be accepted.

All other terms and conditions of the solicitation remain the same.