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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 003	Date: December 5, 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 :	
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AMENDMENT #003

This amendment #003 is raised to:

A) modify the Point-Rated Technical Criteria R2 and delete the bullet #6 in R2.

A.1) At Attachment 1 to Part 4, Mandatory and Point Rated Technical Criteria section

DELETE the section **2. Point-Rated Technical Criteria** in its entirety.

REPLACE WITH:

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 **84 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	50	35
TOTAL	120	84

R1 Bidder experience

RT	EVALUATION FACTORS	SCORE	CROSS REFERENCE TO PROPOSAL/COMMENTS
R1	<p>EVENT MANAGEMENT PROJECTS</p> <p>The Bidder should provide a detailed description of one (1) 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"> i. was held in Canada in compliance with all municipal, provincial and federal laws and regulations; ii. had at least 1,000 people register and attend at least one portion of the event; and 	__/70	



	<p>iii. was an in-person, virtual or hybrid event that required live broadcasting, with an intended provincial, national or international viewing audience.</p> <p>For the event management project, the Bidder should provide a description of the Bidder's responsibilities related to:</p> <ol style="list-style-type: none"> 1. creative services (i.e. content development and program planning) for the virtual venue and main stage (10 points); 2. studio and streaming services for broadcasting the main stage to the viewing audience (10 points); 3. developing video recordings (i.e. videography) of the main stage sessions (10 points); and 4. preparing a final report summarizing post-event outcomes and analytics (10 points). <p>For the submitted event management project, the Bidder should:</p> <ol style="list-style-type: none"> 5. demonstrate their approaches to improve audience attendance, engagement and interaction (10 points); 6. describe how the firm overcame a barrier/obstacle that would have jeopardized the event (10 points); and 7. outline how the firm provided administrative and technological support for the development of additional concurrent side events (i.e. showcases, exhibits, booths, etc.) (10 points). <p>To demonstrate its experience, the Bidder SHOULD provide for the event at a minimum, the following:</p> <ol style="list-style-type: none"> 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 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>Maximum points available: 70 Minimum points required : 49 Points obtained by the bidder (R1): _____</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"> 1. a description that demonstrates the Bidder’s ability to successfully design and implement CCDI 2023 through effective planning (10 points); 2. a description of the Bidder’s project management services in areas of time allocation and management, cost management, and scheduling (10 points); 3. the team’s organization chart with all proposed personnel and subcontractors, as appropriate, that will lead the project on behalf of the firm (10 points); 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 (10 points); 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 (10 points); and <p>(bullet #6 has been deleted)</p>	__/50	
<p>Maximum points available: 50 Minimum points required : 35 Points obtained by the bidder (R2): ____</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): _____

B) Answer the bidders' questions (6-8)

QUESTIONS AND ANSWERS

Question 6

Are you able to provide a word version of the pricing schedule?

Answer 6

Yes, please see the section "Bidding details" in the solicitation to download it.

Question 7

In Relation to the Point Rated Technical Criterion R2 (p.25), bullet #6, it is mentioned: "Any and all costs associated with the Bidder's professional, creative, streaming, studio, technology, audio/visual, and any other event or miscellaneous even management services required for CCDI 2023", Would you like us to include costs here in this section or put the costs only within the Pricing Schedule as per direction of RFP?

Answer 7

The bullet #6 of the Point Rated Technical Criterion R2 has been deleted. Please see the Amendment 003. Please, include costs only within the Pricing Schedule as per direction of RFP.

Question 8

a) Should the contractor provide the delivery platform or should they advise you on which platform to use?

b) Do you want to use the same delivery platform as for the 2022 CCDI or are you looking for a contractor to provide a new platform?

c) Should the contractor provide the registration platform or should they advise you on which platform to use?

d) Do you want to use the same registration platform as for the 2022 CCDI or are you looking for a contractor to propose a new platform?



Answer 8

- a) The contractor will not provide the delivery platform, nor advise on which platform to use.
- b) The delivery platform has not yet been chosen. We are not looking for the contractor to provide a new platform.
- c) The contractor will not provide the registration platform, nor advise on which platform to use.
- d) The registration platform has not yet been chosen. We are not looking for the contractor to provide a new platform.

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