



Purchasing Office - Bureau des achats

Communication Procurement Directorate/Direction de
l'approvisionnement en communication

360 Albert St. / 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

Supply Arrangement - Arrangement en matière d'approvisionnement

This is not a Contract

La présente n'est pas un contrat

Canada, as represented by the Minister of Public Works and
Government Services Canada, hereby authorizes the identified Users
listed herein to make contracts against this Supply Arrangement.

Le Canada, représenté par le ministre des Travaux Publics et
Services Gouvernementaux Canada, autorise par la présente, les
utilisateurs identifiés énumérés ci-après, à passer des contrats
découlant de cet arrangement en matière d'approvisionnement.

The Offeror hereby acknowledges that the attached document
contains its Supply Arrangement.

Le Proposant constate, par la présente, que le document ci-joint
comprend son arrangement en matière d'approvisionnement.

Signature

Date

Name and Title of person authorized to sign on behalf of Offeror
Nom et titre de la personne autorisée à signer au nom du Proposant
(Type or print) (Taper ou imprimer)

Comments - Commentaires

Representative - Représentant: Gary Reith

Tel - Tél: (604) 943-6712

Email - courriel: garyr@nautsamawt.com

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

108071036PG0001

Naut'sa mawt Tribal Council

330 - 6165 Highway 17A

330 - 6165 Highway 17A

Delta

British Columbia

V4K5B8

Canada

Title - Sujet Events Planning and Management		
Period of Supply Arrangement - Durée de l'arrangement Start/début: 2019-10-01 End/fin: 2020-09-30		
Supply Arrangement No. - N° de l'arrangement EN578-171582/013/CX		Date 2019-09-30
Client Reference No. - N° de référence du client EN578-17-1582		
Requisition Reference No. - N° de la demande EN578-171582		
File No. - N° de dossier cx031.EN578-171582		
CCC No./N° CCC - FMS No./N° VME		
Individual Contract Limitation - Limite de contrat individuel		GST/ HST TPS/TVH <input type="checkbox"/>
Financial Code(s) - Code(s) financier(s) 1274-A564-581100-504046		Amount - Montant
Security - Sécurité This Supply Arrangement may be used for contracts where security requirements have been identified. Cet arrangement peut être utilisé pour les contrats subséquents dans lesquels les besoins en matière de sécurité ont été déterminés. <i>If marked "X," please see the box to the left.</i> <input checked="" type="checkbox"/> Acknowledgement copy required <i>S'il y a un "X" ici, s.v.p. voir la boîte à la gauche.</i> Accusé de réception requis		
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 6B1 11 LAURIER ST Gatineau Quebec K1A0S5 Canada		
Invoices - Original and two copies to be sent to: Factures - Envoyer l'original et deux copies à: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 6B1 11 LAURIER ST Gatineau Quebec K1A0S5 Canada		
Address Enquiries to: - Adresser toutes questions à: St-Clair, Denise or Delegate		Buyer Id - Id de l'acheteur cx031
Telephone No. - N° de téléphone (343) 542-3671 ()		FAX No. - N° de FAX () -
Total Estimated Cost - Coût total estimatif \$0.00		Currency Type - Genre de devise CAD
For the Minister - Pour le Ministre		

SUPPLY ARRANGEMENT FOR EVENT MANAGEMENT SERVICES

Communication Procurement Directorate (CPD)

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ACQUISITION FEE

This Supply Arrangement is managed by the Communication Procurement Directorate (CPD) of Public Works and Government Services Canada (Public Services and Procurement Canada). CPD is mandated by Treasury Board to charge all identified users a 3% acquisition fee based on the value of any resulting contract over a value of \$25,000.00 (including positive value amendments) plus GST/HST, if applicable.

The identified user must remit a copy of any awarded contract to CPD on a quarterly basis for billing of the acquisition fee.

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

6.1 Arrangement

The Supply Arrangement covers the Work described in the Statement of Work at Annex A.

6.2 Security Requirement

There is no security requirements associated with this requirement.

Although there is no security requirement required to be a supplier on the supply arrangement, Bidders may be required to meet security requirement on subsequent RFP Request.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) 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.

6.3.1 General Conditions

[2020](#) (2017-09-21) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

6.3.2 Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex C. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis or upon request to the Supply Arrangement Authority. The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

The data must be submitted to the PWGSC - CPD Supply Arrangement Authority no later than 15 calendar days after the end of the reporting period at the E-mail address: TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca

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6.4 Period of Supply Arrangement

The period for awarding contracts under the Supply Arrangement is from issuance to September 30, 2020.

6.4.1 Extension of Supply Arrangement

If the Supply Arrangement is authorized for use beyond the initial period, the Supplier offers to extend its arrangement for four (4) additional one year period under the same Terms and Conditions of the Supply Arrangement.

The Supplier will be advised of the decision to authorize the use of the Supply Arrangement for an extended period by the Supply Arrangement Authority 30 days before the expiry date of the Supply Arrangement. A revision to the Supply Arrangement will be issued by the Supply Arrangement Authority.

6.4.2 Comprehensive Land Claims Agreements (CLCAs)

The Supply Arrangement (SA) is for the delivery of the requirement detailed in the SA to the Identified Users identified in **Annex "F" – Identified Users** across Canada, including locations with Comprehensive Land Claims Agreements (CLCAs).

6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at the time of the RFP throughout North America and on occasion internationally.

6.5 Authorities

6.5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Denise St-Clair or delegate
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Communication Procurement Directorate
360 Albert Street
Ottawa, Ontario
K1R 7X7

Telephone: 343-542-3671

E-mail address: TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if and when applicable.

6.5.2 Supplier's Representative

The Supplier's Representative for the Supply Arrangement is:

The Offeror's Representative for the Supply Arrangement is identified on the front page of the resulting Supply Arrangement.

The Supplier's Representative for the Supply Arrangement is identified in the resulting Supply Arrangement and in any resulting contract issued under the Supply Arrangement.

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6.6 Identified Users

The Identified Users include;

1. Any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, IV and V of the Financial Administration Act, R.S.C., 1985, c. F-11.
2. CPD on behalf of any government commission or board of inquiry, hearings or investigative enquiry or any such entity.
3. Any other identified user or client, added to the Supply Arrangement through amendment to **Annex "F" – Identified Users**.
4. CPD on behalf of any other identified users added to the Supply Arrangement through amendment to **Annex "F" – Identified Users**. This may include Provinces, Territorial Governments.

6.7 On-going Opportunity for Qualification

A Notice will be posted after the initial period and before each option year to allow new suppliers to become qualified. Existing qualified suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

6.8 Limitation of Contracts Awarded Under Supply Arrangement

An RFP under the Supply Arrangements is used for requirements valued at **\$0.00** but less than **\$2,000,000.00** (including applicable taxes).

A minimum of three (3) Supply Arrangement Holders must be invited to submit a proposal for the solicitation process.

Provided a Client has the legal delegated services authority to contract, it may choose to award contracts under this SA in accordance with the Limitations described below.

Identified users

Identified users identified in **Annex "F" – Identified Users** may use the Supply Arrangement for requirements valued at **\$0.00** to **\$400,000.00** (including applicable taxes).

CPD Supply Arrangement Authority or its delegate

Requirements valued above **\$400,000.00** and up to **\$2,000,000.00** (including applicable taxes) must be procured and managed by the Communication Procurement Directorate, Multi-media, Printing, Audio-Visual, Communication, Events and Exhibits (MPACE) Division of Public Services and Procurement Canada (PSPC) Supply Arrangement Authority or its delegate.

Requirements valued at **\$0** to **\$400,000.00** (including applicable taxes) may be procured and managed by **MPACE Division** at the discretion of the Supply Arrangement Authority or its delegate.

Requirements valued above **\$2,000,000.00** will not be processed under this SA.

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6.9 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 the Supply Arrangement;
- b) the general conditions [2020](#) (2017-09-21), General Conditions - Supply Arrangement - Goods or Services;
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;
- e) Annex C, Reporting Requirements;
- f) Annex D, Identified Users;
- g) Annex E, Client Process for Request for Proposal (RFP) under the Supply Arrangement (SA); and
- h) the Supplier's arrangement.

6.10 Certifications and Additional Information

6.10.1 Compliance

Unless specified otherwise, there shall be continuous compliance with the certifications provided by the Supplier in its arrangement or precedent to issuance of the Supply Arrangement (SA), and the ongoing cooperation in providing additional information are conditions of issuance of the SA and failure to comply will constitute the Supplier in default. Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA.

6.10.2 SACC Manual Clauses

SACC Manual clause [A3000C](#) (2014-11-27) Aboriginal Business Certification (if applicable).

6.11 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario.

6.12 Insurance - No Specific Requirement

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.

6.13 Basis of 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(s) will belong to Canada, on the following grounds: where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

6.14 Transition to an e-Procurement Solution (EPS)

During the period of the Supply Arrangement, Canada may transition to an EPS for more efficient processing and management of individual contracts for any or all of the SA's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory. Canada agrees to provide the Supplier with at least a three-month notice to allow for any measures necessary for the integration of the Supply Arrangement into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support. If the Supplier chooses not to provide the supply arrangement of their goods or services through the e-procurement solution, the Supply Arrangement may be set aside by Canada.

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B. BID SOLICITATION PROCESS

FOR REQUEST FOR PROPOSALS (RFP) ISSUED UNDER THE EVENT MANAGEMENT SERVICES SUPPLY ARRANGEMENTS

NOTE: Sole source/directed requirements **must not** be actioned through this Supply Arrangement.

1. General

The following procedures will apply for all Requests for Proposals issued under the Supply Arrangements.

The Identified Users authorized to award Contracts under the Supply Arrangements include;

1. Any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the Financial Administration Act, R.S.C., 1985, c. F-11.
2. CPD on behalf of any government commission or board of inquiry, hearings or investigative enquiry or any such entity.
3. Any other identified user or client, added to the Supply Arrangement through amendment to **Annex "F" – Identified Users**.
4. CPD on behalf of any other identified users added to the Supply Arrangement through amendment to **Annex "F" – Identified Users**. This may include Provinces, Territorial Governments.

IMPORTANT NOTE: The procedures contained herein are not to be used by identified users for requirements valued at more than \$400K and CPD MPACE will use these for requirements up to **\$2,000,000.00**, (including GST/HST).

2. Bid Solicitation Documents

Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- Medium Complexity (MC) Template for medium complexity requirements
- High Complexity (HC) Template for more complex requirements
- Statement of Work Template – for Event Management Services

A copy of the standard procurement template(s) and Statement of Work template can be requested by the supplier from the Supply Arrangement Authority or its delegate or Contracting Authority, as applicable.

The bid solicitation will contain as a minimum the following:

- a) security requirement (if applicable);
- b) insurance requirement;
- c) canadian content certification;
- d) intellectual property clause;
- e) evaluation criteria;
- f) a complete description of the Work to be performed;
- g) **2003 (date to be inserted by client)** Standard Instructions - Goods or Services - Competitive Requirements;

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions **2003** (2019-03-04) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the Ineligibility and Suspension Policy. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of directors.

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- h) bid preparation instructions;
 - i) instructions for the submission of bids (address for submission of bids, bid closing date and time);
 - j) evaluation procedures and basis of selection;
 - k) certifications; and
 - Federal Contractors Program (FCP) for Employment Equity - Notification
 - SACC Manual Clauses for service requirements when specific individuals will be proposed for the work;
 - A3005T (2010-08-16) Status and Availability of Resources
 - A3010T (2010-08-16) Education and Experience
 - Integrity Provisions - Declaration of Convicted Offences;
 - l) conditions of the resulting contract.

3. Bid Solicitation Process

3.1 Bids will be solicited for specific requirements within the scope of the Supply Arrangements (SA) from suppliers who have been issued an SA.

3.2 The bid solicitation will be sent directly electronically to a minimum of three (3) Supply Arrangement Holders by the Identified User if the requirement is from **\$0.00** to **\$400,000.00** (including applicable taxes) or the CPD Supply Arrangement Authority or its delegate if the requirement is up to **\$2,000,000.00** (including applicable taxes).

3.3 As indicated in the RFP, the SA Holder will be required to submit a proposal within the specified time frame. The time frame will be determined based on the complexity of the requirement but will not be less than 5 working days.

3.4 The following forms must be used for the first page of the bid solicitation document and the first page of the resulting contract document. These forms are available on the [Electronic Forms Catalogue](http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html) (http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html) website.

PWGSC-TPSGC 9400-3, Bid Solicitation
PWGSC-TPSGC 9400-4, Contract

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C. RESULTING CONTRACT CLAUSES

1. General

The conditions of any contract awarded under the Supply Arrangements will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template:

- a. **MC** (for medium complexity requirements), **2010B** (*date to be inserted by client*) - General Conditions - Professional Services (medium complexity) will apply to the resulting contract.
- b. **HC** (for higher complexity requirements), **2035** (*date to be inserted by client*) - General Conditions - High Complexity - Services will apply to the resulting contract.

A copy of the template(s) can be provided upon request by contacting the Strategic Policy Integration Division by sending a query to TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca.

Alternatively, the above templates are available in Section 2 – Templates of the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-sacc-manual/standard-procurement-templates>) issued by Public Works and Government Services Canada.

Note: References to the HC and MC templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

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ANNEX "A"

SAMPLE STATEMENT OF WORK

(Identified user may remove items not required for their requirement)

1 Overview

The Government of Canada requires the provision of a full range of event management services, including but not limited to meetings, conferences, hearings, workshops, summits, consultations, round tables, award ceremonies, galas and opening ceremonies on an "as and when requested basis".

The Supplier must be capable of providing services in both official languages (Canadian English and Canadian French).

2 Tasks

Suppliers will be required to provide event management services on an "as and when requested basis" in support of government programs. These services may include, but are not limited to, the following:

2.1 General Pre-Event Planning

- a. Establishing and/or clarifying event objectives and designing program content and formats;
- b. Working with organizing groups and individuals to determine the purpose, parameters, policies and procedures for events;
- c. Evaluating the impact of events on the image and success of the client organization holding the events;
- d. Preparing and/or executing a plan which meets the defined needs and culture of the organization holding events;
- e. Making or assisting in making key decisions related to event design, objectives and content, negotiations, personnel, accommodations, travel, and transportation and contingencies; and
- f. Researching and negotiating for sub contracted partnership and official supplier arrangements.

2.2 Specific Pre-Event Planning

- a. Establishing and coordinating marketing and promotions;
- b. Recruiting event participants;
- c. Establishing and coordinating registration procedures;
- d. Assisting the client with program and session planning, including formatting, timelines and agenda preparation;
- e. Arranging for the production, printing, and distribution of related material, before, during and after the event;
- f. Collating and distributing conference kits;
- g. Preparing name or identification badges, or protocols;
- h. Handling and planning for sensitive event topics or issues;
- i. Developing or reproducing logos, letterheads and signage;
- j. Developing floor plans and assigning exhibit space (both paid and unpaid);
- k. Obtaining and negotiating for sub contracted services which will be required in order to execute events; and
- l. Providing advice and managing protocol for civilian, distinguished leaders or military dignitaries at the local, national or international level.

2.3 Transportation

- a. Researching and coordinating commercial or chartered transportation including group check-ins and boarding assistance;
- b. Researching and coordinating ground transportation as required (for example rental cars, vans, buses, trains, shuttles taxis, etc.);
- c. Arranging for transportation or shipping of event material developed in Canada;
- d. Providing information on security requirements and procedures at commercial transportation facilities; and
- e. Researching and coordinating accommodations, hospitality and hosting or tourist activities.

2.4 Accommodations

- a. Block booking rooms on behalf of the Project Authority at appropriate venues;
- b. Providing information and instructions to delegates on use and cost of the venue services;
- c. Providing information on accessing currency exchange services;
- d. Providing / sub-contracting interpreters as required; and
- e. Coordinating final room lists with venues.

2.5 Venue and Related Services

- a. Researching and coordinating the rental or use of venue space for the event;
- b. Conducting space planning, layouts and staging;
- c. Making provisions for facilitators/speakers;
- d. Arranging for note takers or for recording of the event;
- e. Arranging for the provision of simultaneous interpretation and/or on-site translation;
- f. Arranging and sub-contracting for on-site security during and after hours;
- g. Coordinating tourist programming or entertainment programs if required;
- h. Coordination for venue audiovisual and recording requirements;
- i. Provision and coordination of venue accoutrements (podiums, decorations, banners, tables, chairs, tents, etc.); and
- j. Arranging and providing for support services such as a Business Service Centre (with fax, printer, monitor, internet capability, etc.).

2.6 On-Site Event Coordination Services

- a. Maintaining logistical control of events in normal and emergency circumstances ;
- b. Coordinating registration procedures (both paper-based and automated environments) as well as collecting registration fees if required;
- c. Hiring, training, and leading volunteers or personnel;
- d. Briefing, directing and assisting the Client on-site;
- e. Overseeing exhibits and booth setup;
- f. Overseeing hospitality, food and beverage; and
- g. Coordinating artists / speakers / presenters / facilitators, note takers, simultaneous interpreters and translators, security staff, audio-visual staff, photographer/videographer (all on site staffing).

2.7 Contractor Travel

Contractor travel (only on approval of the Project Authority) may include, but is not limited too;

- a. Traveling with or without the client on reconnaissance and advance trips to event locations;
- b. Traveling to the event location to provide on-site services during the event; and
- c. Traveling to the client's location for planning meetings and progress briefing sessions.

2.8 Financial Management

- a. monitoring the financial objectives and sub contracts of an event;
- b. Following Appendices of the National Joint Council Travel Directive; and
- c. Billing procedures, reviewing bills from subcontractors, and ensuring payments for expenses which were subcontracted.

2.9 Risk Management

- a. Providing a detailed risk management plan during the early planning stages of the event, overseeing and modifying the plan as necessary during events, and updating the plan as required throughout the duration of the project; and
- b. Implementing the plan and overseeing the implementation of the plan in the case of an unforeseen emergency to its resolution.

2.10 Post-Conference Reporting and Debriefing

- a. Preparing final report for the event including expenses;
- b. Debriefing the Project Authority and other client officials regarding the final outcome(s) of the event, including lessons learned;
- c. Conduct follow-ups for registration, delegate services (payments, summaries, delegate lists, event proceedings, etc.) via all means (paper, electronic, web); and
- d. Follow up with sub contracted suppliers for all billing, services, adjustments and final payments, etc.

3 Environmental Considerations

Invitations to, registration of, and correspondence with event participants is to be conducted electronically whenever possible.

All non-electronic correspondence and event supplies including reports, documents, invoices, name cards, place cards, banners, registration packages, brochures, handouts, and session notes should be certified as originating from a sustainable managed forest and/or with a minimum of 30% recycled content.

Double-sided photocopying will be the default unless otherwise specified by the Project or Contracting Authority. Photocopied documents are to be in black and white format unless otherwise specified.

The Supplier is encouraged to use surplus assets or reusable assets and rented signage, whenever possible and reasonable to do so.

Suppliers are encouraged adopting the following environmental considerations, wherever possible:

- a. Minimization of travel (use of video/telephone conferencing, use of local employees);
- b. Accommodation preference for green-rated hotels, where value for money is demonstrated;
- c. Avoidance of disposable dishes and single serve containers;
- d. Use of non-toxic markers for white boards, avoidance of paper based flip charts;
- e. Use of fuel-efficient vehicles or mass transit vehicles;
- f. Electronic invitation, registration and coordination methods;
- g. Efficient use of electric equipment to conserve energy;
- h. Encourage electronic distribution of documents;
- i. Promotional items that have environmental features, and surplus items that can be reused or recycled; and
- j. Food and beverages are Canadian wherever possible.

4 Official Languages

The Supplier's firm may be required to provide services in both Canadian official languages (English and French). At a minimum, one (1) of the Contractor's on-site resources must be bilingual if the Work is being performed in a bilingual region. Normally, Québec, Ontario and New Brunswick, although other areas and regions or other language requirements may be identified by the Project Authority.

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ANNEX "B"
BASIS OF PAYMENT

A Limitation of Expenditure contract will be used.

The following will be specified in each SARFP request;

Varying pricing methodologies may be used, such as but not limited to Firm fixed pricing, milestone pricing, one-time payment, or single project based pricing. Varying types of invoice payment methods will be permitted.

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ANNEX “C” REPORTING REQUIREMENTS

[illegible]

Acronyms:

FY = Federal Government Fiscal Year (April 01 to March 31)

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ANNEX "D"

IDENTIFIED USERS

The Identified Users authorized to award Contracts under the Supply Arrangements include;

1. Any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the Financial Administration Act, R.S.C., 1985, c. F-11.
2. CPD on behalf of any government commission or board of inquiry, hearings or investigative enquiry or any such entity.

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ANNEX "E"

CLIENT PROCESS FOR REQUEST FOR PROPOSAL (RFP) UNDER THE SUPPLY ARRANGEMENT (SA)

(RFPs issued under the Event Management Services SA)

1. Statement of Work (SOW) - Defining the Requirement

The first step is to determine the requirement and prepare a SOW. The information in the SOW should be in sufficient detail to enable the Supply Arrangement Holders to provide accurate estimates of cost/price, other direct and indirect costs, schedules for milestones and deliverables with completion dates and the total price.

2. Evaluation Criteria

The evaluation criteria will be defined in the Request for Proposals (RFP). Evaluation criteria can be subject to both a mandatory and a point rated evaluation system (see Appendix "A" – Sample Evaluation Grid for rated Technical criteria for detail). The evaluation criteria grid must be published to the Bidders to be fair and transparent.

3. Mandatory Evaluation Criteria

Mandatory evaluation criteria identify at the outset the minimum criteria for bids to be considered further.

Mandatory evaluation criteria are evaluated on a simple pass/fail basis. When mandatory evaluation criteria are used, the RFP will clearly indicate that failure to meet any of the mandatory criteria will render the bid non-compliant and that it will be given no further consideration.

3.1 Financial

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB Destination.

3.2 Language:

If applicable, one or more of the proposed resources may need to be capable of providing services in both official Canadian languages (English or French).

3.3 Security:

If applicable, security requirement should be defined in the RFP.

4. Point Rated Evaluation Criteria

The RFP will clearly state all evaluation factors and their relative importance. Point rated evaluation criteria will be used to establish the points bid must meet to be considered a valid and responsive proposal.

5. Basis of Selection

The basis of selection, can either be highest points, or lowest cost. Whatever the Basis of selection, the bidders must have met the mandates and provided all the certifications.

6. Basis of Payment

A Limitation of Expenditure contract will be used. Varying types of invoice payments will be permitted.

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7. Steps in the Request For Proposal (RFP) process

The RFP issued by the Identified User will include all of the elements identified under B. Bid Solicitation Documents article 2 of this Supply Arrangement.

The RFP will be sent electronically to a minimum of three (3) SA Holder via e-mail. CPD strongly recommends the read receipt function be implemented for each email.

As requested, the SA Holder will submit a proposal electronically by return email to the identified user within the applicable timeframe. The Bidder's proposal is not intended to duplicate the SOW, but rather to offer a description of how and when the Bidder proposes to satisfy the requirement, along with the proposed price for doing so.

Bidders should submit a detailed plan that includes the following:

- a) All work to fulfill the requirement of the statement of work;
- b) Scheduling (timelines) or key milestones as specified; and
- c) All anticipated expenses in the financial proposal only categorized as follows - 'Direct Expenses', 'Subcontracting', 'Travel and Living (Bidder)'.

Bidders may request written clarification of the RFP requirements. Such requests for clarification will be sent through electronic correspondence by the date indicated in the RFP. The identified user must respond to all clarification requests to all bidders removing any identifying information of which supplier asked the question.

7.1 Financial

The Bidder will be required to provide information strictly in accordance with the Annex "B" - Basis of Payment as outlined in the RFP.

7.2 Security:

Bidders must demonstrate that they meet the required security requirement as defined in the RFP.

8. Evaluation of Proposals

The proposal must be evaluated in accordance with the evaluation factors identified in the RFP, basing an evaluation on previous known or outside information of the Bidder is not allowed.

9. Contract Award

Contracts awarded under the SA will clearly specify the work to be performed and will have an identifiable start and end date. The Identified User - Contracting Authority will award Contracts in accordance with Part 6 C Resulting Contract Clauses of this SA.

10. Debriefs

At contract award, the identified user specified in the RFP will notify all bidders as to which SA Holder is being awarded the contract.

If a Bidder has questions as to why their proposal was not selected, the Bidder may direct written or verbal questions to the identified user specified in the RFP. The identified user specified in RFP will debrief the Bidder in writing as to why they were not selected.

The debriefing should be provided within 10 working days after the time after award.

APPENDIX A

TECHNICAL AND FINANCIAL EVALUATION

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(RFPs issued under the Event Management Services Supply Arrangement)

1. TECHNICAL EVALUATION

1.1 Mandatory Requirements

Bidders must meet all the mandatory requirements of the RFP. No further consideration will be given to Bidders not meeting all the mandatory criteria.

Evaluation Criteria	Met	Not met
The bid submission requirements of Standard Instructions 2003 are met.		
All requested certifications have been submitted		
Comments:		

Evaluation Criteria	Met	Not met
M.1 FINANCIAL PROPOSAL		
The Bidder must provide costing information strictly in accordance with the Basis of Payment stipulated in Annex "B". Any deviation from the pricing schedule will render your offer non-responsive.		
Comments:		

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Evaluation Criteria	Met	Not Met
M.2 EVENTS MANAGEMENT PROJECTS		
<p>The Supplier must provide three (3) event management projects. The event management projects proposed must demonstrate the experience of the Supplier. Projects submitted where the work was performed by one (1) or more of the Supplier's resources on behalf of another supplier will not be accepted.</p> <p>Each of the proposed event must demonstrate the following experience:</p> <ul style="list-style-type: none">• The event start date must have been after October 1, 2013 and;• The event location must be identified• The firm's assigned portion of the overall budget (valued at more than XX,XXX.XX) must be identified (including professional fees, direct expenses, sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes);• A minimum of XX participants with varied profiles must have attended the event. One (1) or more of the firm's resources must have been on-site for three (3) days or more. "On-site" is defined as at the event location(s) and/or traveling with the event participants; and• The provision of <u>all</u> of the following event management services must have been required: accommodations coordination, registration/ accreditation, hospitality coordination, and transportation/ logistical planning/ reservations. (please choose ones that apply to your requirement)• The Supplier must provide the following information for <u>each</u> of the three (3) proposed event management project submitted in response to M.2:<ul style="list-style-type: none">a) Name of the project/event;b) Client (Department/firm, etc);c) Description of the event;d) Event start date; (Day, Month, Year)e) Event location;f) Supplier's assigned portion of the overall budget (including professional fees, direct expenses, sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes);g) Number of participants in attendance;h) Profile of participants in attendance [ie. the sector (private, public or military), ranks or positions, and country(ies) of origin of the delegates];i) Number of days one or more of the firm's resource(s) was/were on-site and their role at the time; andj) List of events management services provided which must include accommodations, registration, hospitality, and transportation.		
Comments:		

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1.2 Point Rated Technical Evaluation

Only those proposals which meet the Mandatory Requirements will be considered when evaluating the Point Rated Technical Evaluation.

To be considered compliant, Bidders must obtain a minimum passing mark of **XXX** overall for the point rated criteria of the Technical Evaluation. The rating is performed on a scale of **XXX points**. Proposals scoring less than **XXX** points overall for the point rated criteria of the Technical Evaluation will not be given further consideration.

Bidders are instructed to address each requirement in sufficient depth to permit a complete assessment by the Evaluation Team.

Proposals will be evaluated on the level of detail by which they address the rated requirements. For example, if a description of a process or procedure is requested, the various steps which the Bidder will perform in order to complete the requirement, as detailed in the Annex "A" Statement of Work (SOW), should be described.

General statements should be avoided. These do not provide details which can be compared to the description of the requirement and therefore evaluated as to their relevancy in fulfilling the requirement, as detailed in the SOW.

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The following criteria will be evaluated:

EVALUATION SUMMARY FOR RFP UNDER THE SA FOR (INSERT TITLE OF EVENT)	
MANDATORY REQUIREMENTS:	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET
Mandatories Checked by:	Date:
RATED REQUIREMENTS	SCORE ACHIEVED
R.1 APPROACH AND METHODOLOGY Explanation of how work will be completed or Project Plan A) Scheduling (timelines), Critical Points, and Key Milestones are clearly listed and relevant to the requirement.	_____/ 50 points
R.2 ENVIRONMENTAL CONSIDERATIONS As part of their bid, the Bidder should provide the following: company-wide environmental mission statement (including environmental measures undertaken in office operations). The mission statement should include: <ul style="list-style-type: none">• A plan for energy reduction (measures taken to improve energy efficiency, intended use of alternative fuel/power sources or use of energy conservation products);• A plan for materials/equipment management (intended use of recycled or reused products, waste management strategy); and• A plan for reducing the carbon footprint (minimization of travel, teleworking, virtual meetings, or use of green hotels, etc.).	_____/ 50 points
R.3 UNDERSTANDING OF THE SCOPE AND CHALLENGES The Bidder should demonstrate through their descriptions an understanding of the nature, scope and purpose of the requirement, the challenges associated with providing event management services for this requirement, and how they might mitigated any risks, and the Bidder's capacity to deliver the required services to fulfill the communications objectives specified in this RFP.	_____/ 50 points

<p>R.4 PROPOSED SAMPLE BUDGET</p> <p>The Bidder must provide the following information for a proposed sample budget in the financial bid for event reflective of work as described in the SOW Annex A;</p> <ul style="list-style-type: none"> • A list of the sub contracts which maybe require and the estimated budgeted costs for each sub contract; • A list of the travel considerations and the estimated costs; • A clear explanation of when the costs may be incurred in accordance with timeline; <p>The proposed budget must clearly demonstrate that the Bidder:</p> <ul style="list-style-type: none"> • Demonstrated appropriate scheduling for the service and contracts 	<p>_____ / 50 points</p>
<p>OVERALL TOTAL</p>	<p>_____ / 200 points</p>
<p>Comments:</p>	

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INSTRUCTIONS TO EVALUATORS

PLEASE READ THE FOLLOWING CAREFULLY AND IN ITS ENTIRETY PRIOR TO COMMENCING THE EVALUATION OF THE RATED REQUIREMENTS.

- 1) The following scoring grid will be used for the evaluation of the rated criteria. All other criteria will be evaluated according to the points specified in the "Assessment of Criteria" Grid provided below should be used.

ASSESSMENT OF CRITERIA

Percentage Factor	Description of Level	Rating Level
50	Full Points	Full Points <ul style="list-style-type: none">• All elements present, and• All elements fully described, and• Substantial details provided lead to a complete and thorough understanding of the elements.
35	Acceptable	Acceptable response <ul style="list-style-type: none">• Most elements are present, and• Most elements are described, and• Details provided lead to a basic understanding of the elements
20	Weak	Weak response <ul style="list-style-type: none">• Some elements are present,• The elements are described poorly or non-relevant to the work in the SOW• Details show a lack of understanding of more than 2 of the elements.
0	Unacceptable	Un-acceptable response <ul style="list-style-type: none">• Few or no elements present, or• Not all elements are described