

# Events Planning and Management Services Supply Arrangement Overview

The Government of Canada purchases professional services through contract vehicles such as standing offers (SO) and supply arrangements (SA). In some cases, the use of an SO or SA is mandatory.

The Events Planning and Management Services SA is a contract vehicle used to procure a full range of events management services up to \$2,000,000.

Description	Solicitation Highlights
<p><b>PWGSC Events Planning and Management Services Supply Arrangement</b></p> <p>The Events Planning and Management Services SA is used to procure a full range of events management services, for events which may include, but are not limited to meetings, hearings, conferences, workshops, summits, consultations, round tables, award ceremonies, galas and opening ceremonies on an “as and when requested” basis.</p> <p>Events Planning and Management Services is organized into 10 service categories. Attachment #1 identifies and describes each of the different services and associated tasks.</p> <p>By qualifying for the Events Planning and Management Services SA, your firm becomes eligible to provide services to the federal government for contracts valued at of any dollar value, up to \$2,000,000.</p> <p>Suppliers must be capable of providing services in both official languages, Canadian English and Canadian French.</p>	<p>Events Planning and Management Services is currently open for bids until July 23, 2019. The solicitation can be found at:  <a href="https://buyandsell.gc.ca/procurement-data/tender-notice/PW-CX-031-77335">https://buyandsell.gc.ca/procurement-data/tender-notice/PW-CX-031-77335</a></p> <p><b>Key Requirements:</b></p> <ul style="list-style-type: none"> <li>• Specialization for a minimum of three years in the provision of event management services</li> <li>• Registered Canadian business</li> <li>• Three event management projects            Note: Projects submitted where the work was performed by one or more of the supplier’s resources on behalf of another supplier will not be accepted.</li> <li>• Each of the proposed events must demonstrate the following           <ul style="list-style-type: none"> <li>○ Event Start Date must have been after October 1, 2013</li> <li>○ Event location within North America or international</li> <li>○ Your firm’s assigned portion of the overall budget must have been at least \$25,000, excluding taxes</li> <li>○ Minimum of 50 participants with varied profiles</li> <li>○ One or more of the firm’s resources on-site for three days or more</li> <li>○ Provision of all of the following event management services: accommodations coordination, registration/accreditation, hospitality coordination, and transportation/logistical planning/reservations</li> </ul> </li> <li>• Company-wide environmental mission statement, including environmental measures undertaken in office operations, and including plans for energy sourcing, materials/equipment sourcing and for reducing the carbon footprint (minimization of travel, use of green hotels, etc.)</li> </ul> <p>Proposals may be submitted by epost Connect service.</p>

## TPC Proposal Support Package for Events Planning and Management Services

Level of Support	Services Included	Cost (HST or GST Extra)
Full Turnkey Support	<ul style="list-style-type: none"> <li>• Request for Supply Arrangement (RFSA) review and amendment monitoring</li> <li>• Coaching and consultation throughout the proposal development effort</li> <li>• Easy-to-use Information Collection templates</li> <li>• Preparation of all aspects of the proposal, including writing the project profiles based on information provided and any follow-up discussions/interviews</li> <li>• Instructions and support for submitting the proposal via epost Connect</li> </ul>	Contact <a href="mailto:info@theproposalcentre.ca">info@theproposalcentre.ca</a> today for a quote

## Attachment #1

### Events Planning and Management Services and Tasks

Services	Tasks (include, but are not limited to)
<b>1. General Pre-Event Planning</b>	<ul style="list-style-type: none"> <li>a. Establishing and/or clarifying event objectives and designing program content and formats</li> <li>b. Working with organizing groups and individuals to determine the purpose, parameters, policies and procedures for events</li> <li>c. Evaluating the impact of events on the image and success of the client organization holding the events</li> <li>d. Preparing and/or executing a plan which meets the defined needs and culture of the organization holding events</li> <li>e. Making or assisting in making key decisions related to event design, objectives and content, negotiations, personnel, accommodations, travel, and transportation and contingencies</li> <li>f. Researching and negotiating for sub contracted partnership and official supplier arrangements</li> </ul>
<b>2. Specific Pre-Event Planning</b>	<ul style="list-style-type: none"> <li>a. Establishing and coordinating marketing and promotions</li> <li>b. Recruiting event participants</li> <li>c. Establishing and coordinating registration procedures</li> <li>d. Assisting the client with program and session planning, including formatting, timelines, and agenda preparation</li> <li>e. Arranging for the production, printing, and distribution of related material, before, during and after the event</li> <li>f. Collating and distributing conference kits</li> <li>g. Preparing name or identification badges, or protocols</li> <li>h. Handling and planning for sensitive event topics or issues</li> <li>i. Developing logos, letterheads and signage</li> <li>j. Securing any additional insurance at the request of the Project Authority</li> <li>k. Developing floor plans and assigning exhibit space (both paid and unpaid)</li> <li>l. Prospecting and negotiating for sub contracted services which will be required in order to execute events</li> <li>m. Providing advice and managing protocol for civilian and military dignitaries at the local, national or international level</li> </ul>
<b>3. Transportation</b>	<ul style="list-style-type: none"> <li>a. Researching and coordinating commercial or chartered transportation including group check-ins and boarding assistance</li> <li>b. Researching and coordinating ground transportation as required (for example rental cars, vans, buses, trains, shuttles taxis, etc.)</li> <li>c. Arranging for transportation or shipping of event material developed in Canada</li> <li>d. Providing information on security requirements and procedures at commercial transportation facilities</li> <li>e. Facilitating border crossings, including ensuring delegates are aware and have the required passports/visas</li> <li>f. Researching and coordinating accommodations, hospitality, hosting or tourist activities</li> </ul>
<b>4. Accommodations</b>	<ul style="list-style-type: none"> <li>a. Block booking rooms on behalf of the Project Authority at appropriate venues</li> <li>b. Providing information and instructions to delegates on use and cost of the venue or hotel services</li> <li>c. Providing information on accessing currency exchange services</li> <li>d. Providing/sub-contracting interpreters as required</li> <li>e. Coordinating final rooming lists with hotels and venues</li> </ul>

Services	Tasks (include, but are not limited to)
<b>5. Venue and Related Services</b>	<ul style="list-style-type: none"> <li>a. Researching and coordinating the rental or use of venue space for the event (including identifying and negotiating with selected sites and facilities authorities)</li> <li>b. Conducting space planning, layouts and staging</li> <li>c. Selecting and making provisions for facilitators/speakers</li> <li>d. Arranging for note takers or for recording of the event</li> <li>e. Arranging for the provision of simultaneous interpretation and/or on-site translation (in one or more other languages as requested by the Project Authority)</li> <li>f. Arranging and sub-contracting for on-site security during and after hours</li> <li>g. Coordinating tourist programming or entertainment programs</li> <li>h. Planning and managing audiovisual and recording requirements</li> <li>i. Providing and coordinating venue accoutrements (podiums, decorations, banners, tables, chairs, tents, etc)</li> <li>j. Arranging for rental of cell phones or other communication devices</li> <li>k. Obtain the services of a photographer and / or a videographer</li> <li>l. Arranging and providing for support services such as a Business Service Centre (with fax, printer, monitor, internet capability, etc.) desk top publishing, conference publishers, IT hardware and software, and electronic polling</li> </ul>
<b>6. On-Site Event Coordination Services</b>	<ul style="list-style-type: none"> <li>a. Maintaining logistical control of events in normal and emergency circumstances</li> <li>b. Coordinating registration procedures (both paper-based and automated environments) as well as collecting registration fees</li> <li>c. Hiring, training, and leading volunteers</li> <li>d. Briefing, directing and assisting the Client on-site</li> <li>e. Managing exhibits and booth setup</li> <li>f. Managing hospitality, food and beverage</li> <li>g. Coordinating speakers/presenters/facilitators, note takers, simultaneous interpreters and translators, security staff, audio-visual staff, photographer/videographer</li> </ul>
<b>7. Contractor Travel</b>	<ul style="list-style-type: none"> <li>a. Traveling with or without the client on reconnaissance and advance trips to event locations</li> <li>b. Traveling to the event location to provide on-site services during the event</li> <li>c. Traveling to the client's location for planning meetings and progress briefing sessions</li> </ul>
<b>8. Financial Management</b>	<ul style="list-style-type: none"> <li>a. Monitoring the financial objectives and sub contracts of an event</li> <li>b. Following Appendices B, C and D of the National Joint Council Travel Directive</li> <li>c. Billing procedures, reviewing bills from subcontractors, and ensuring payments for expenses as required</li> </ul>
<b>9. Risk Management</b>	<ul style="list-style-type: none"> <li>a. Providing a detailed risk management plan during the early planning stages of the event, overseeing and modifying the plan as necessary during events, updating the plan as required throughout the duration of the project</li> </ul>
<b>10. Post-Conference Reporting and Debriefing</b>	<ul style="list-style-type: none"> <li>a. Preparing the final report for the event including a final budget</li> <li>b. Debriefing the Project Authority and other client officials regarding the final outcome(s) of the event, including lessons learned</li> <li>c. Conduct follow-ups for registration, delegate services (payments, summaries, delegate lists, event proceedings, etc.) via all means (paper, electronic, web)</li> <li>d. Follow up with sub contracted suppliers for all billing, services, adjustments and final payments, etc.</li> </ul>