

## REQUEST FOR PROPOSALS

For Professional Conference Organizer (PCO) for 2023 Hybrid Canadian Cancer Research Conference (2023)

RFP No. RP400-2022-01

ISSUE DATE:	Wednesday October 19, 2022
DEADLINE FOR PROPONENT ENQUIRIES	Friday October 28, 2022 by end of day - 5pm (Toronto Local Time)
DEADLINE FOR ISSUING ADDENDA & RESPONSES TO PROPONENT ENQUIRIES	Monday October 31, 2022
PROPOSAL SUBMISSION DEADLINE	Tuesday November 8, 2022 no later than 3:00pm (Toronto Local Time)
INTERVIEWS	Week of November 21 <sup>st</sup> , 2022

PROPONENT ENQUIRIES only by e-mail to:  
[procurement@partnershipagaincancer.ca](mailto:procurement@partnershipagaincancer.ca)

**\*\*Proponents should reference this RFP number (RFP No. RP400-2022-01) in the subject line of their correspondence.\*\***

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### **About the Canadian Partnership Against Cancer**

As the steward of the *Canadian Strategy for Cancer Control* (the Strategy), the Partnership works with Canada's cancer community to take action to ensure fewer people get cancer, more people survive cancer and those living with the disease have a better quality of life. This work is guided by the Strategy, which was refreshed for 2019 to 2029 and will help drive measurable change for all Canadians affected by cancer. The Strategy includes five priorities which will tackle the most pressing challenges in cancer control as well as distinct First Nations, Inuit and Métis Peoples-specific priorities and actions reflecting Canada's commitment to reconciliation. The Partnership will oversee the implementation of the priorities in collaboration with organizations and individuals on the front lines of cancer care - the provinces and territories, health-care professionals, people living with cancer and those who care for them, First Nations, Inuit and Métis communities, governments and organizations, and its funder Health Canada. Learn more about the Partnership and the refreshed Strategy at [www.cancerstrategy.ca](http://www.cancerstrategy.ca).

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## 1.0 INSTRUCTION TO PROPONENTS

### 1.1 *Invitation to Proponents*

This Request for Proposals ("RFP") is an invitation to suppliers/vendors (the "Proponents") to submit proposals (the "Proposals") for the services and deliverables described in Schedule A (the "Deliverables"). This RFP is issued by the Canadian Partnership Against Cancer (the "Partnership"), a not-for-profit corporation funded by Health Canada. The Partnership is committed to the ongoing process of reconciliation. Through our work and partnerships, we continue to support self-determined, Peoples-specific solutions for sustainable system change across cancer care that benefit all First Nations, Inuit and Métis in Canada.

### 1.2 *Enquiries*

Proponents should forward all enquiries and other communications, via e-mail only to:

[procurement@partnershipagainstcancer.ca](mailto:procurement@partnershipagainstcancer.ca)

All enquiries should be made via e-mail to the e-mail address above and enquiries submitted in any other way will not be accepted or answered. Proponents acknowledge that all enquiries received from Proponents and corresponding responses provided by the Partnership will be disclosed to all Proponents by way of an Addendum.

All enquiries and communications should be received prior to the Deadline for Proponent Enquiries set out in Section 1.7.

### 1.3 *Proposal Submission*

As part of its commitment to Equity, the Partnership encourages participation from all qualified Proponents including submissions from Indigenous-owned, women-owned, LGBTQ-owned, and minority-owned businesses.

Proponents should submit their Proposals in two separate parts. The financial part will contain the price portion of the Proposal using the Pricing Sheet, in Schedule C. The technical part of will contain the rest of the Proposal. Each part should be submitted in separate sealed package or electronic file in accordance with the instructions in this section.

Proponents must submit the Proposal in electronic copy in Microsoft Word format or portable document format (PDF), by e-mail to the e-mail address shown below before the Proposal Submission Deadline.

E-mail: [procurement@partnershipagainstcancer.ca](mailto:procurement@partnershipagainstcancer.ca)



Proposals submitted in any other manner will not be accepted.

It is the sole responsibility of the Proponent to ensure that its Proposal is received by the Partnership before the Proposal Submission Deadline.

#### **1.4 *Amendment and Withdrawal of Proposal***

Proponents may amend their Proposals prior to the Proposal Submission Deadline by withdrawing a submitted Proposal and resubmitting the amended Proposal prior to the Proposal Submission Deadline.

At any time throughout the RFP process until the execution of a written agreement for provision of the Deliverables, the Proponent may withdraw its Proposal. To withdraw the Proposal, a notice of withdrawal signed by an authorized representative of the Proponent must be sent to:

[procurement@partnershipagainstcancer.ca](mailto:procurement@partnershipagainstcancer.ca)

The Partnership is under no obligation to return withdrawn Proposals.

#### **1.5 *Agreement for Deliverables***

The selected Proponent will be invited to enter into an agreement (the “Agreement”) with the Partnership for the provision of the Deliverables. The final terms of the Agreement may be negotiated with the selected Proponent. However, Proponents are advised that the Agreement is expected to include the terms and conditions set out in Schedule F to this RFP.

It is the Partnership’s intention to enter into an Agreement with only one (1) legal entity. The term of the Agreement is to be for a period of up to **March 31<sup>st</sup>, 2028, including the next conference in 2023 and the following two (2) conferences (2025 and 2027), completing in March 31, 2028.** An option in favour of the Partnership to renew or extend the Agreement on the same terms and conditions up to an additional term of up to an **additional one (1) conference (2029).**

#### **1.6 *No Guarantee of Volume of Work or Exclusivity of Agreement***

The Partnership makes no guarantee of the value or volume of work to be assigned to any Proponent. Any Agreement executed with a selected Proponent will not be an exclusive contract for the provision of the described services and deliverables. The Partnership may contract with others for the same or similar services and deliverables to those described in this RFP or may obtain the same or similar services and deliverables internally.



## 1.7 RFP Timetable

The following is the schedule for this RFP:

ISSUE DATE:	Wednesday October 19, 2022
DEADLINE FOR PROPONENT ENQUIRIES	Friday October 28, 2022 by end of day - 5pm (Toronto Local Time)
DEADLINE FOR ISSUING ADDENDA & RESPONSES TO PROPONENT ENQUIRIES	Monday October 31, 2022
PROPOSAL SUBMISSION DEADLINE	Tuesday November 8, 2022 no later than 3:00pm (Toronto Local Time)
INTERVIEWS	Week of November 21 <sup>st</sup> , 2022

The Partnership may amend the schedule for this RFP in its sole discretion at any time prior to the Proposal Submission Deadline.

## 1.8 Proposal Content

The Proposal should include:

- a) an executive summary;
- b) a summary of the Proponent's understanding of the requirements and strengths of the proposed approach;
- c) a description of the relevant qualifications and experience of the Proponent organization and each candidate proposed for each key role;
- d) references for three (3) similar projects (excluding the Partnership) successfully completed by the Proponent organization within the last three years (Schedule D Form 1);
- e) a description of the proposed approach and work plan to accompany the Project Deliverables and Milestones (Schedule E);
- f) a description of the proposed project team structure, key roles and reporting relationships;
- g) names and resumes of the candidates proposed for each key role;
- h) two (2) references for each proposed candidate (excluding the Partnership) demonstrating relevant experience for the proposed role within the last three years (Schedule D Form 2);

## 1.9 Pricing and Timing

Please submit the price for completion of this project (both fees and expenses). The Proponent should assume that it is required to supply all necessary professional staff to undertake the project. The Proponent shall provide **a firm maximum ceiling price** for the assignment and a proposed payment schedule, if applicable. The Proponent should submit



pricing (Schedule C) in a separate sealed package and/or separate electronic file from the rest of the Proposal (see Section 1.3).

### **1.10 Key Personnel**

The key personnel who are named in the Proposal will be expected to remain assigned for the duration of the project, unless otherwise agreed to in writing by the Partnership. In the event the Proponent wishes to substitute any of the key personnel, the individual(s) proposed would have to demonstrate similar qualifications and experience as required to successfully perform such duties. Under the Agreement, the Partnership will have the sole right to determine whether key personnel proposed as substitutes are qualified to work on the project.

### **1.11 AODA Compliance Legislation**

As part of its response to this RFP, a Proponent may describe all measures that the Proponent intends to implement or make available in order that the Deliverables provided in response to this RFP be in compliance with applicable standards under the Accessibility for Ontarians with Disabilities Act, 2005 (“AODA”) and its regulations, including but not limited to (i) any training that has been, or will be, provided to Proponent’s staff; and (ii) all policies implemented by the Proponent in respect of the AODA and its regulations. The Agreement will require that the successful Proponent provide all Deliverables in accordance with AODA and its regulations.

### **1.12 Evaluation Process and Criteria**

Proposals will be reviewed and evaluated by an evaluation committee which is comprised of representatives of the Partnership and may include external advisors (the “Evaluation Committee”).

#### **1.12.1. Mandatory Criteria**

First, the Partnership will evaluate Proposals for compliance with the following Mandatory Criteria:

<b>MANDATORY FORMS:</b>
Submission Form (Schedule B)
Pricing Sheet (Schedule C)
References (Schedule D)
Deliverables and Milestones (Schedule E)





### 1.12.2. Rating Criteria

Next, the Partnership will evaluate and score Proposals based on the following rating criteria:

Evaluation Criteria	Weights
<p>Qualifications and experience of the Proponent organization and key members of the proposed team</p> <ul style="list-style-type: none"> <li>• Experience working with the research and/or scientific community, managing pan-Canadian events in collaboration/on behalf of hosting organizations</li> <li>• Experience managing hybrid conferences and experience with online platforms and implementing conference apps</li> <li>• Experience with speaker management and coordination</li> <li>• Experience managing exhibitor and poster exhibits, including electronic posters</li> <li>• Experience developing and managing budgets</li> <li>• Experience securing conference supporters and delivering on conference support opportunities</li> <li>• Implementation and management of the registration process</li> <li>• Implementation and management of the abstract submission process</li> <li>• Knowledge of the conference venue, hotels and amenities in Halifax</li> <li>• Excellent communication and people skills and strong organizational skills</li> </ul> <p>French language skills are an asset, but not a requirement</p>	25%
<p>Quality of the proposed approach and work plan (adequacy of project team structure, work plan, client engagement, reporting and controls, likelihood of timely delivery)</p> <ul style="list-style-type: none"> <li>• Well-developed work plan with clearly designed and developed milestones and deliverables and demonstrated likelihood of timely delivery</li> <li>• Client and vendor engagement strategy</li> <li>• Track record with securing conference sponsors</li> <li>• Description of reporting mechanisms and controls</li> <li>• Attention to detail</li> </ul>	30%
<p>Interviews</p> <ul style="list-style-type: none"> <li>• Discuss qualifications, experiences, and methodology to complete the scope of work</li> <li>• Aligned experience and overall fit</li> <li>• Thoughtful and high-quality discussion that demonstrates a strong understanding and provides insight into the needs articulated in the RFP and the context for evaluation</li> </ul>	25%
<p>Price (see Section 1.10 below)</p>	20%
<p><b>Total</b></p>	100%



### 1.12.3. Stages of the Proposal Evaluation

The Partnership will conduct the evaluation of Proposals in the following three (3) stages:

#### Stage I

Stage I will consist of a review to determine which Proposals comply with all of the Mandatory Criteria. If a Proposal fails to satisfy all of the Mandatory Criteria, the Partnership will issue the Proponent a rectification notice identifying the deficiencies and providing the Proponent an opportunity to rectify the deficiencies within a period of 2 business days from the date of the notice (the “Rectification Period”). If the Proponent fails to satisfy all of the Mandatory Criteria within the Rectification Period, the Proposal will be disqualified. If a Proposal is disqualified, it will not be further evaluated.

#### Stage II

Stage II will consist of a scoring by the Partnership of each qualified Proposal on the basis of the rating criteria. The Partnership may shortlist the top scoring Proposals and the Proponents may be invited to a virtual interview through Microsoft Teams. Interviews to be scheduled, at a time that is convenient for the Partnership.

#### Stage III

Stage III will consist of a scoring of the pricing submitted. The evaluation of price may be undertaken after the evaluation of mandatory criteria (Stage I) and any rated criteria (Stage II) has been completed.

The formula to be used for scoring price is as follows:

$$\text{Proponent's price score} = \text{lowest proposal price} \div \text{Proponent's price} \times \text{weighting}$$

#### Cumulative Score

At the conclusion of Stage III, the scores from Stage II and Stage III will be added and, subject to satisfactory reference checks, the highest scoring Proposal will be selected, and the Proponent of that Proposal will be invited to finalize and enter into the Agreement.



### **1.13 *Negotiations and Finalization of Agreement***

The final terms of the Agreement may be negotiated with the selected Proponent. However, Proponents are advised that the Agreement is expected to include the terms and conditions set out in Schedule F to this RFP.

Any negotiations will not constitute a legally binding offer to enter into a contract on the part of the Partnership or the Proponent and there will be no legally binding relationship created with any Proponent prior to the execution of a written agreement. Negotiations may include requests by the Partnership for supplementary information from the Proponent to verify, clarify or supplement the information provided in its Proposal or to confirm the conclusions reached in the evaluation, and may include requests by the Partnership for improved pricing or performance terms from the Proponent.

The Partnership intends to conclude negotiations and finalize the agreement with the selected Proponent within 30 days from the date the Partnership invites the selected Proponent to enter negotiations.

If the parties cannot conclude negotiations and finalize the agreement for the Deliverables within the that time period, the Partnership may discontinue negotiations with the selected Proponent and may cancel the RFP process or invite the next-highest-scoring Proponent to enter into negotiations. This process will continue until an agreement is finalized or until the Partnership elects to cancel the RFP process.



## 2.0 SUPPLEMENTARY TERMS AND CONDITIONS

### 2.1 *All New Information to Proponents by way of Addenda*

This RFP may be amended only by a written addendum (an “**Addendum**”) in accordance with this section. If the Partnership, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all Proponents by Addenda made available to all Proponents in the same way as the original RFP. Each Addendum shall form an integral part of this RFP. Any amendments or supplements to this RFP made in any other manner shall not be binding. **It is the sole responsibility of the Proponent to ensure that it has received all Addenda pertaining to this RFP.** The Partnership will not take any responsibility for losses, misunderstandings, errors or omissions from the Proponent not having received or reviewed any and all Addenda.

### 2.2 *Retention and Disclosure of Proposals*

All information obtained by the Partnership from Proponents in connection with this RFP will be retained by the Partnership for internal purposes. Information provided by Proponents in response to this RFP may be disclosed by the Partnership if permitted or required by law.

### 2.3 *Governing Law of RFP Process*

The RFP process shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

### 2.4 *Proponents to Follow Instructions*

Proponents should structure their Proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a Proposal should reference the applicable section numbers of this RFP where that request was made. Proponents responding to the RFP should provide additional information related to contacts and their corporate identity and status.

### 2.5 *Proponents Shall Bear Their Own Costs*

The Proponent shall bear all of its own costs associated with or incurred in the preparation, presentation and submission of its Proposal including, if applicable, costs incurred for interviews, site visits or demonstrations.

### 2.6 *Communication after Issuance of RFP*

Proponents should promptly examine all of the documents comprising this RFP and report any errors, omissions or ambiguities. Proponents may direct questions or seek additional information by e-mail to the e-mail address set out in Section 1.2, before the Deadline for



Proponent Enquiries set out in Section 1.7. No such communications are to be directed to the Partnership in any other manner. It is the responsibility of the Proponent to seek clarification from the Partnership on any matter it considers to be unclear. The Partnership is under no obligation to provide additional information; but, may do so at its sole discretion.

## **2.7 Verify, Clarify and Supplement**

In the evaluation process, the Partnership may:

- request further information from the Proponent or third parties in order to verify, clarify or supplement the information provided in the Proposal;
- interview any or all Proponents to obtain information about or clarification of their Proposals;
- check references other than those provided by any Proponent; and
- consider the Proponent's past performance or conduct on previous contracts with the Partnership or other institutions.

The Partnership may revisit, re-evaluate, rescore or reject the Proponent's Proposal on the basis of any such information.

## **2.8 Confidentiality**

All information received by the Proponent provided by or obtained from the Partnership in any form in connection with this RFP either before or after the issuance of this RFP:

- is the sole property of the Partnership and must be treated as confidential;
- is not to be used for any purpose other than replying to this RFP and the performance of any subsequent Agreement; and
- shall be returned by the Proponent to the Partnership immediately upon the request of the Partnership.

## **2.9 Disqualification**

The Partnership may disqualify a Proposal on grounds of faulty submission, conflict of interest, improper conduct or provision of inaccurate or misleading information by the Proponent.



## **2.10 Procurement Process Non-Binding**

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- (a) this RFP will not give rise to any Contract A-based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (b) neither the Proponent nor the Partnership will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a Proposal submitted in response to this RFP.

No legal relationship or obligation regarding the procurement of any good or service will be created between the Proponent and the Partnership by this RFP process until the successful negotiation and execution of a written agreement for the acquisition of such goods and/or services.

While the pricing information provided in Proposals will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the Proposals and the ranking of the Proponents. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of the Partnership to enter into an agreement for the Deliverables.

The Partnership may cancel or amend the RFP process without liability at any time.



## **SCHEDULE A - Services and Deliverables**

### **Background**

This RFP is being issued by the Partnership, on behalf of the Canadian Cancer Research Alliance (CCRA). The goal of this RFP is to procure an experienced PCO to support the selection and management of a hybrid virtual platform, abstract submission, registration, planning logistics and execution of the Canadian Cancer Research Conference (CCRC).

### **History of the Canadian Cancer Research Alliance (CCRA)**

The CCRA is an alliance of organizations that work strategically to coordinate and collaborate on most of the cancer research conducted in Canada. Together, we support cancer research that uncovers factors which may cause cancer and discovers more—and better—treatments to improve patient and survivor outcomes. The CCRA's members include federal research funding programs and agencies, provincial research agencies, provincial cancer care agencies, cancer charities, and other voluntary associations.

Our alliance fosters partnerships among cancer research funders and promotes the development of national research priorities. CCRA members believe that through collaboration they can maximize the collective impact of their investments in cancer research and accelerate discovery in cancer control to benefit all people in Canada affected by cancer.

The Executive Office is supported by the Partnership, an independent, not-for-profit organization funded by the federal government to accelerate action on cancer control for all Canadians.

### **About the Canadian Cancer Research Conference (CCRC)**

The CCRC is Canada's only conference devoted to the continuum of cancer research from discovery to survivorship and palliative and end-of-life care and policy. Since its inaugural meeting in 2011, this biennial conference showcases the breadth and excellence of research in Canada, provides a venue for networking and cross-fertilization within and between research disciplines, communicates the impact of Canada's cancer research investment to the public and media, and provides a means for agencies to connect with their research communities. The next CCRC will be a hybrid event with in-person activities taking place in Halifax from November 11-14, 2023. Previous conferences were held in Toronto (2013 and 2011) with 991 and 1030 conference delegates, respectively, Montreal (2015) with 981 delegates, Vancouver (2017) with 1040 delegates, Ottawa (2019) with 893 delegates and 797 delegates for our virtual event in 2021.

The CCRC's scientific program has traditionally featured presentations from national and international leaders in cancer research through its unique blend of plenary sessions, concurrent symposia, poster sessions, and exhibits. The program is enhanced through the



involvement of patients and family members participating in the Patient Involvement in Cancer Research Program (PIP). The CCRC's community event which is hosted in conjunction with the scientific program provides a unique opportunity for members of the public to meet and ask questions of some leading cancer researchers from across Canada.

### Objectives/Purpose

On behalf of the CCRA, the Partnership requests Proposals from experienced individuals, organizations, or teams to act as the successful Proponent to work with the CCRA Executive Office to organize and manage the 2023 CCRC and its component parts. The 2023 CCRC will be held at the Halifax Convention Centre, in Halifax, Nova Scotia from November 11 to 14, 2023, with satellite events, pre/post-conference workshops, and meetings occurring on November 11 and/or 15, 2023. A contract with the Halifax Convention Centre, as well as Halifax Marriott Harbourfront and The Prince George Hotel Halifax, are already in place.

### Project Scope

The successful Proponent will be asked to provide logistical support for activities for the CCRC from planning to post-conference wrap-up. A list of detailed responsibilities can be found in the table below. The CCRA Executive Office, guided by several planning committees, will oversee and approve all activities, proposals, and recommendations related to the CCRC.

### Terms of Reference

<u>Deliverable</u>	<u>Description</u>
Project Management	Participate in regular teleconferences (as needed) with CCRA Executive Office, including post-event debriefs.
	Develop project and work plans and track milestones and deliverables.
Budget and Finances	Develop conference budget and provide advice on cost-saving methods on conference delivery.
	Work within agreed budget caps and work to achieve savings whenever possible.
	Provide support for ongoing tracking of costs and expenses. Verify all event invoices for accuracy.
Support/Sponsorship	Develop hybrid event conference support opportunities.
	Secure conference supporters.
	Manage support funds and supporter benefits ensuring all support requirements are met.
	Liaise with conference supporters and collect the required information.
Venue and Attendee Accommodation	Complete a site visit pre-conference to the Halifax Convention Centre, Halifax Marriott Harbourfront Hotel and Prince George Hotel, if required.





	Manage and oversee venue and hotel contracts, reviewing final invoices.
	Manage guestroom block for the duration of the project planning and conference.
	Report on hotel room pick-up regularly.
	Communicate and oversee travel arrangements for VIPs including complimentary registration links (in adherence with CPAC's Travel Policy).
	Investigate and provide travel promo codes for delegates to reduce travel costs.
	Develop all catering menus.
	Procure and manage onsite photographer.
	Prepare Exhibitor Prospectus with order forms, shipping information, etc. and manage exhibit logistics
	Procure and manage audiovisual requirements during conference planning and conference (in adherence to CPAC's procurement policies).
	Procure and manage décor vendor (in adherence to CPAC's procurement policies).
	Procure and manage signage required (in adherence to CPAC's procurement policies).
	Organize space logistics for satellite meetings, scientific program and community event.
	Manage poster exhibits (may include electronic posters)
	Create and maintain function sheets detailing room set-ups, technical installations, AV, and catering specifications.
	Engage with host city tourism organizations.
	Conduct venue search for CCRC 2025
	Procure any CCRC-branded swag that may be required (in adherence to CPAC's procurement policies).
Program Logistics	Research hybrid conference programming (hybrid and non-concurrent in-person and virtual components), develop a pro/con list, and considerations for each approach. Develop a conference schedule based on the decision.
	Research conference trends and make recommendations to enhance the conference schedule.
	Research and propose innovative networking options for a hybrid event.
	Procure and manage any additional vendors required for the hybrid conference, including but not limited to a production company, entertainment, emcee, video recording, and video editing (in adherence to CPAC's procurement policies).
	Provide onsite support for conference duration (registration hours and scientific program hours, set up and take down)



	Prepare and collate delegate packages including sourcing the bag, managing the contents of the bag, arranging items to be shipped and managing the stuffing of the bags, if required.
	Source, schedule and manage onsite volunteers including a definition of volunteer roles and creation of volunteer orientation package and leading volunteer orientation meeting before the conference.
	Assign staff moderators for each session and communication instructions and responsibilities.
	Develop floor plan and assign sessions, including satellite sessions, to appropriate rooms
Virtual Platform/Conference App	Determine functionality required for hybrid platform/conference app. Research and present options for the platform. Procure platform in adherence to CPAC's procurement policies.
	Manage all virtual platform requirements during project planning and execution.
	Provide attendee support for the virtual platform leading up to and during the conference.
Scientific Program	Conduct speaker management, the main point of contact for speakers and poster presenters.
	Provide an online portal for submitting presentations (both in person and virtual). Manage portal to ensure all presentations are uploaded and provide support for upload if required.
	Communicate presentation requirements and create and distribute speaker package. Communicate instructions and responsibilities with session chairs.
	Prepare documentation (terms of reference) and brief session chairs on roles and responsibilities
	Work with session chairs to collect presentation titles from speakers and communicate presentation details.
	Prepare and update the scientific program document to be posted on the conference website (template provided by CCRA).
	Manage on-site speakers' lounge for presenters to submit and test live presentations.
	Coordinate with AV technicians to ensure that presentations are loaded onto the computer in each room on a timely basis.
Registration	Research registration rates of similar hybrid events (Canadian and international) and provide recommendations for registration fees.
	Develop a bilingual online registration system with a backend accessible to the CCRA Executive Office and allow payment by credit card and e-transfer. Must adhere to style and branding guidelines. CCRA Executive Office to provide necessary registration fields and specifications.
	Manage online registration and respond to email inquiries. Distribute complimentary registration links to VIPs.



	Manage and bank conference fees and forward accumulated registration fees.
	Register to collect HST to enable appropriate tax collection as required for conference registration fees.
	Provide a post-conference detailed registration list that accurately captures attendees by their status
	Print CCRC branded name badges for all attendees which differentiate staff, presenters, chairs, patients, and registrants.
Abstracts	Develop and manage the development of an online bilingual abstract submission system with a backend accessible to the CCRA Executive Office. Must include a review process with the option of blinded reviews. Must adhere to style and branding guidelines. CCRA Executive office to provide necessary abstract submission fields and specifications.
	Manage abstract submissions and abstract email inquiries.
	Distribute the survey to abstract reviewers to identify review expertise.
	Assign abstracts to reviewers based on research expertise identified in the survey. Re-assign abstracts where reviewers have conflicts or do not possess expertise.
	Distribute abstracts to reviews and provide training and instruction to reviewers. Follow up with reviewers to ensure the review is completed in a timely fashion.
	Analyze the results of the abstract review and make recommendations for the scientific program. Prepare analysis of abstract review for Scientific Program Committee.
Communications	Maintain CASL-compliant email distribution list. Individuals must be able to subscribe and unsubscribe at any time.
	Disseminate CCRC branded conference email communication to the subscription list.
	Disseminate CCRC branded registration and abstract submission confirmation emails.
	Disseminate CCRC branded abstract review results to abstract submitters.
	Participate in the development of communications strategy to align with key conference milestones and collaborate with both internal communications team and external communications vendor.
	Respond to all conference email inquiries, including registration and abstract inquiries and escalate to the CCRA Executive Office as required.
	Develop marketing options to increase conference awareness and attendance based on research of appropriate target audiences.
	Develop and manage holding slides/pre-roll that will be displayed in each conference room prior to session presentations.



Community Event	Secure and manage the venue and venue logistics.
	Identify, procure and manage audiovisual requirements during conference planning and conference (in adherence to CPAC's procurement policies).
	Procure and manage any additional vendors required for a community event (in adherence to CPAC's procurement policies).
	Secure exhibitors and manage exhibitor set up and take down.
	Provide speaker management, including communication of presentation requirements and creation and distribution of speaker package.
	Act as the main point of contact for speakers and exhibitors.

### ***Bait and Switch***

The successful Proponent will provide for the duration of the project, the full complement of staff required to perform the work of the project, including the specific individuals identified in its Proposal.

These key personnel shall remain assigned for the duration of the project unless otherwise agreed to in writing by the Partnership. In the event the Proponent wishes to substitute any of the key personnel, the individual(s) proposed should demonstrate similar qualifications and experience as required to successfully perform such duties. The Partnership shall have the sole right to determine whether key personnel proposed as substitutes are qualified to work on the project. The Partnership shall not unreasonably withhold approval of staff changes.



## SCHEDULE B - Submission Form

The Proponent must not amend this Form in any way other than by providing the requested information. This form must be completed, signed and submitted as part of the Proponent's Proposal.

### To the Canadian Partnership Against Cancer:

#### 1. Proponent Information

- (a) The full legal name of the Proponent is:

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- (b) Any other relevant name under which the Proponent carries on business is:

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- (c) The jurisdiction under which the Proponent is governed is:

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- (d) The name, address, telephone, facsimile number and e-mail address of the contact person for the Proponent is:

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- (e) The Proponent is:

**Proponents must select one of the following choices.**

- an individual {Provide HST/GST #}
- a sole proprietorship {Provide HST/GST #}
- a corporation {Provide HST/GST #}
- a partnership {Provide HST/GST #}
- a joint venture {Provide HST/GST #}
- an incorporated consortium {Provide HST/GST #}
- a consortium that is a partnership {Provide HST/GST #}
- other legally recognized entity: {Specify type, provide HST/GST # or state "N/A".}

#### 2. Acknowledgment of Non-Binding Procurement Process

The Proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and



for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the Partnership and the Proponent unless and until the Partnership and the Proponent execute a written agreement for the Deliverables.

**3. Ability to Provide Deliverables**

The Proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required. The Proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFP for the rates set out in its Proposal.

**4. Price**

The Proponent has submitted its price in accordance with the instructions in the RFP and in the form set out at Schedule C.

**5. Addenda**

The Proponent is deemed to have read and accepted all Addenda issued by the Partnership prior to the Deadline for Issuing Addenda. The onus remains on the Proponent to make any necessary amendments to the Proposal based on the Addenda. The Proponent confirms that it has received the following Addenda:

{List Addenda numbers or, if no Addenda were issued, state “None”.}  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Conflict of Interest**

The Proponent, by submitting the Proposal, confirms that to its best knowledge and belief no actual or potential Conflict of Interest exists with respect to the submission of the Proposal or performance of the contemplated Agreement other than those disclosed in this Submission Form. Where the Partnership discovers a Proponent’s failure to disclose all actual or potential Conflicts of Interest, the Partnership may disqualify the Proponent or terminate any Agreement awarded to that Proponent as a result of this procurement process.

Conflict of Interest includes, but is not limited to, any situation or circumstance where:

- a) in relation to the RFP process, the Proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to
  - i. having or having access to information in the preparation of its Proposal that is confidential to the Partnership and not available to other Proponents;



- ii. communicating with any person with a view to influencing preferred treatment in the RFP process; or
  - iii. engaging in conduct that compromises or could be seen to compromise the integrity of the RFP process and render that process non-competitive and unfair; or
- b) in relation to the performance of its contractual obligations under the Agreement, the supplier's other commitments, relationships or financial interests
- i. could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment; or
  - ii. could or could be seen to compromise, impair or be incompatible with the effective performance of its contractual obligations;

***Proponents must choose one of the following two options.***

The Proponent declares that: (1) there was no Conflict of Interest in preparing its Proposal; and (2) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

**OR**

The Proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its Proposal, and/or the Proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP. The details of the actual or potential Conflict of Interest are as follows:

## 7. Disclosure of Information

The Proponent hereby agrees that any information provided in this Proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The Proponent hereby consents to the disclosure, on a confidential basis, of this Proposal by the Partnership to its advisers retained for the purpose of evaluating or participating in the evaluation of this Proposal. The Proponent acknowledges that the Partnership may make public the name of any and all Proponents.



I confirm that this Submission Form has been completed with no changes to the text provided in the RFP.

Signature of Witness:	Signature of Proponent representative:
Name of Witness:	Name and Title of Proponent representative:
	Date:
	I have authority to bind the Proponent.





## SCHEDULE C - Pricing Sheet

**Table 1: Budget by Deliverable.**

Enter the budget against each milestone specified in Schedule E: Description of Goods and Services

Deliverable	Work Effort (# hours)	Hourly/ Rate	Total Cost
1. Project Management			
2. Budget and Finances			
3. Support/Sponsorship			
4. Venue and Attendee Accommodation			
5. Program Logistics			
6. Virtual Platform/Conference App			
7. Scientific Program			
8. Registration			
9. Abstracts			
10. Communications			
11. Community Event			
<b>Subtotal</b>			
<b>HST</b>			
<b>Total Budget</b>			



**Additional Expenses**

Please provide a list of all additional expenses including but not limited to: administrative costs, out of pocket expenses, transportation, food etc.

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**Total Proposed Price (Agreement Ceiling Price for fees)**

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## SCHEDULE D - Reference Form

### Form D1

*Each Proponent should provide references from three (3) different clients (excluding the Partnership) who have obtained services similar to those required in this RFP from the Proponent within the last three (3) years.*

*The Partnership is not required to contact all references provided by the Proponent. In addition, references other than those provided by the Proponent (including but not limited to Partnership staff) may be contacted to obtain additional information that will be used in evaluating the Proponent’s past performance.*

*Past performance will be evaluated on a pass/fail basis. Items to be evaluated include but is not limited to:*

- 1. Conformance to contract requirements*
- 2. Adherence to contract schedules*
- 3. Cost Performance*
- 4. Risk Management*
- 5. Reasonable and Cooperative behavior (Business relations)*
- 6. Commitment to Customer Service*
- 7. Concern for the interest of the Customer*

Proponent: \_\_\_\_\_

### Reference #1

Company Name:	
Company Address:	
Contact Name:	
Contact Title:	
Contact Telephone Number & Email Address:	
Date Work Undertaken:	
Nature of Assignment:	

### Reference #2

Company Name:	
Company Address:	
Contact Name:	
Contact Title:	



Contact Telephone Number & Email Address:	
Date Work Undertaken:	
Nature of Assignment:	

**Reference #3**

Company Name:	
Company Address:	
Contact Name:	
Contact Title:	
Contact Telephone Number & Email Address:	
Date Work Undertaken:	
Nature of Assignment:	

**Form D2**

*Each Proponent should provide references from two (2) different clients (excluding the Partnership) to whom each candidate proposed for a key role has provided services within the last three (3) years in a role similar to that set out for the candidate in the Proposal.*

*Please include in the Proposal a separate copy of this part of the reference form for each candidate proposed for each key role set out in the Proposal.*

Name of Candidate: \_\_\_\_\_  
Proposed Role: \_\_\_\_\_

**Reference #1**

Company Name:	
Company Address:	
Contact Name:	
Contact Title:	
Contact Telephone Number & Email Address:	
Date Work Undertaken:	
Nature of Assignment:	

**Reference #2**

Company Name:	
Company Address:	
Contact Name:	
Contact Title:	
Contact Telephone Number & Email Address:	
Date Work Undertaken:	
Nature of Assignment:	

## SCHEDULE E - Project Deliverables and Milestones

The Proponent should provide a detailed work plan, including the deliverables, timelines and project team responsibilities for the performance of the Agreement.

<b>Deliverable/Milestone</b>	<b>Timeline</b>	<b>Responsibility</b>
Project Management		
Budget and Finances		
Support/Sponsorship		
Venue and Attendee Accommodation		
Program Logistics		
Virtual Platform/Conference App		
Scientific Program		
Registration		
Abstracts		
Communications		
Community Event		

## SCHEDULE F - Additional Terms and Conditions For Agreements

### Background:

The funding for this Agreement provided by the Partnership is, in whole or in part, obtained pursuant to a funding agreement (“Health Canada Funding Agreement”) between the Partnership and Her Majesty the Queen in Right of Canada as represented by the Minister of Health (“Minister”);

The Health Canada Funding Agreement requires the Partnership to require certain minimum terms and conditions in agreements.

The Contractor acknowledges the source of the funding and recognizes the need to ensure that there is a high level of accountability and transparency in the receipt and expenditure of the funding.

The Parties agree that the following terms and conditions are included in addition to any other terms of the Agreement:

### 1. Definitions:

In this Agreement:

- a) “Agreement” means this agreement and all schedules and any amendments made to this agreement in accordance with its terms;
- b) “Amount” means the amount expressed in the Agreement to be payable to the Contractor for the Work;
- c) “Party” means the Partnership or the Contractor or any other signatory to the Agreement and “Parties” means all of them.

### 2. Accounts and Audit

- a) The Contractor shall keep proper and accurate Work-related accounts and records of the cost to the Contractor of the Work and of all expenditures or commitments made by the Contractor in connection therewith, and shall keep all invoices, receipts and vouchers relating thereto. The Contractor shall not, without the prior written consent of the Partnership, dispose of any such accounts and records, including invoices, receipts or vouchers, until the expiration of six (6) years after final payment under this Agreement, or until the settlement of all outstanding claims and disputes, whichever is later.
- b) All such accounts and records shall at all times during the retention period referred to in subsection a) be open to audit, inspection and examination by the authorized representatives of the Partnership, the Minister or the Auditor General of Canada to confirm compliance with this Agreement and the appropriate use of funds, who may make extracts from and/or make copies thereof. The Contractor shall provide access to its premises and

reasonable facilities for such audits, inspections and examinations and shall furnish all such information as the representatives may from time to time require with respect to such accounts and records. The Partnership shall be entitled to monitor and review the Work through site visits or other means.

### 3. Appropriation

Each payment to be made under the Agreement at any given time is subject to the Partnership having been provided sufficient funding from the Minister for the fiscal year in which the payment is due.

### 4. Assignment

- a) The Contractor shall not assign this Agreement or any payment, right or obligation hereunder without the prior written consent of the Partnership. Any assignment made without that prior written consent is void and of no effect.
- b) No assignment of this Agreement shall relieve the Contractor from any obligation under this Agreement or impose any liability upon the Partnership unless otherwise agreed to in writing by the Partnership. This Agreement binds the Parties and their respective successors and permitted assigns.

### 5. Changes

- a) If, on the basis of progress reports provided to the Partnership or for any other reason, the Parties decide that modifications to the Work or to line items within the budget are needed, the appropriate changes may be made by the administrative contact for the Parties, provided that no increase shall be made to the maximum Amount payable hereunder and further provided that no other term of this Agreement may be altered in this fashion.
- b) If the change is greater than 15% or \$50,000 of the maximum Amount payable, whichever is lesser, or if the maximum Amount payable changes, the formal amendment process, signed by the approved delegated authority, shall apply.
- c) If the Partnership, acting reasonably, determines that modifications to the Work are needed (including substituting deliverables), the Contractor shall use commercially reasonable efforts to accommodate the Partnership’s request for modifications in a manner that avoids changing the maximum Amount payable.

### 6. Communications

- a) If this Agreement requires work with members of the public, the Contractor shall take the necessary measures

to respect the spirit and intent of the *Official Languages Act* to communicate with the public in the official language (i.e., English or French) of their choice;

- b) Any person related to the Contractor shall, where appropriate, ensure that: (i) communication, announcements or documents for the general public concerning services, programs, projects or activities are provided in both official languages; (ii) any services, programs, projects or activities to be delivered by the Contractor to the general public are delivered in both official languages; (iii) any services provided to official language minority communities are provided in a manner that they may participate in these services on a basis comparable to the majority language community; and (iv) consultations with stakeholders on services, programs, projects or activities encourage participation in both official languages, as well as representatives from official language minority communities.

#### **7. Compliance with Applicable Laws**

The Contractor shall comply with all applicable laws, regulations and policies relating to the performance of the Work including, without limitation, those concerning privacy and confidentiality, health and labour conditions and the protection of the environment, and shall require compliance therewith by all of its subcontractors. Evidence of compliance with such laws shall be furnished by the Contractor to the Partnership at such times as the Partnership may reasonably request.

#### **8. Confidentiality**

- a) The Contractor shall keep confidential all information provided to the Contractor by or on behalf of the Partnership in connection with this Agreement, or acquired by the Contractor in the course of performing the Work. The Contractor shall not disclose the information to any person without the written permission of the Partnership, except that the Contractor may disclose to a subcontractor, authorized in accordance with this Agreement, information necessary for the performance of the subcontract. The Contractor shall treat as confidential and cause those with whom it shares such information, during as well as after the performance of any Work under this Agreement, any information to which the Contractor becomes privy as a result of acting under the Agreement.
- b) This section does not apply to any information that:
- i. is publicly available from a source other than the Contractor;
  - ii. is or becomes known to the Contractor from a source other than the Partnership, except any source that is known to the Contractor to be under an obligation to the Partnership not to disclose the information; or

iii. is required to be disclosed by law or by court or other lawful authority.

- c) If the Contractor is required, by law or by a court or other lawful authority, to disclose the Partnership's confidential information, the Contractor shall: promptly notify the Partnership before making any such disclosure, if such notification is not prohibited by law, the court or other lawful authority; cooperate with the Partnership on the proposed form and nature of the disclosure; and ensure that any disclosure is made in accordance with the requirements of applicable law and within the parameters of the specific requirements of the court or other lawful authority.
- d) Upon request, the Contractor shall return to the Partnership all information provided to the Contractor by or on behalf of the Partnership or acquired by the Contractor in connection with the Work and any copies of the information, in any form whatsoever.

#### **9. Conflict of Interest and Government Contracting**

- a) The Contractor represents and warrants that the Contractor has no interest in the business of any third party that would cause a conflict of interest or seem to cause a conflict of interest in carrying out the Work. Should such an interest be acquired during the Term, the Contractor shall declare it immediately to the Partnership.
- b) It is a term of this Agreement that no individual who is subject to the provisions of the *Conflict of Interest Act*, the *Conflict of Interest Code for Members of the House of Commons*, the *Conflict of Interest Code for Senators*, the *Conflict of Interest and Post-Employment Code for Public Office Holders*, the *Values and Ethics Code for Health Canada*, the *Values and Ethics Code for the Public Sector* or any other values and ethics codes applicable within provincial or territorial governments or specific organizations shall derive a direct benefit resulting from this Agreement unless the provision or receipt of such benefit is in compliance with such legislation and codes.
- c) The Contractor represents and warrants that the Contractor, and the Contractor's officers, agents and employees, are not prohibited under subsection 750(3) of the *Criminal Code* from benefiting from a government contract.
- d) The Contractor represents, warrants and covenants 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 the Partnership or to a member of the family of such a person with a view to influencing the entry into this Agreement or the administration of this Agreement.
- e) The Contractor acknowledges and agrees that the Partnership will provide the Minister with access to this Agreement.



## 10. Relationship of the Parties

Nothing contained in this Agreement creates or shall be construed to create a relationship of principal-agent, employer-employee, partnership or joint venture between the Parties. The Contractor shall not represent itself (including in any agreement with any third party) as the agent, employee or partner of the Partnership or in a manner that could lead a member of the public to believe that the Contractor is an agent, employee or partner of the Partnership. The Contractor shall be solely responsible for any and all deductions and payments required to be made from or to employees, including those required for Canada or Quebec pension plans, employment insurance, worker's compensation and income tax.

## 11. Dispute Resolution

If the Parties have a dispute relating to any matter subject to this Agreement, the Parties shall deal with that dispute through court action.

## 12. Entire Agreement

The Agreement, including its schedules, constitutes the entire Agreement between the Parties with respect to its subject matter and supersedes all previous agreements, understandings, negotiations and discussions, both oral and written, between the Parties unless they are incorporated by reference in this Agreement. All amendments to this Agreement are to be made in writing and signed by the Parties.

## 13. Further Assurances

The Contractor shall do, execute and deliver, or cause to be done, executed and delivered, all such further assignments, documents, instruments, transfers, acts, deeds, matters, assurances and things as, from time to time, may be reasonably necessary or desirable to give effect to this Agreement.

## 14. Indemnification

a) The Contractor shall indemnify and save harmless the Partnership and its directors, officers, employees, agents, successors and assigns from and against all claims, losses, damages, costs, expenses, including solicitor/client fees, administrative fees and disbursements, causes of action, actions and other proceedings ("Claims"), made, sustained, brought, prosecuted, threatened to be brought or prosecuted, in any manner based upon, occasioned by, or attributable to, any environmental effect, injury to or death of a person or damage to or loss of property, arising directly or indirectly from any act, omission or delay on the part of the Contractor or the Contractor's employees or agents in performing the Work or as a result of the

Work, and any liens, attachments, charges or other encumbrances or claims upon or in respect of any materials, parts, work-in-process or finished work furnished to, or in respect of which any payment has been made by the Partnership and for the use of an invention claimed in a patent, or infringement or alleged infringement of any patent or any registered industrial design or any copyright or trade secret resulting from the performance of the Contractor's obligations under this Agreement, and in respect of the use of or disposal by the Partnership of anything furnished pursuant to this Agreement, except that the Partnership will not claim indemnification under this section to the extent that the injury, loss or damage has been caused by the Partnership or its employees or agents.

- b) The Contractor's obligation of indemnity or reimbursement of the Partnership under this Agreement shall not affect or prejudice the Partnership from exercising any other rights it has under law.
- c) To the extent that any third party, in reliance upon representations made by the Contractor, considers the Contractor to be an agent or employee of the Partnership, the Contractor shall indemnify and save harmless the Partnership for any Claims occasioned thereby by such third party.
- d) The Contractor shall protect itself, through an appropriate policy of insurance, against any liability resulting from anything done or omitted to be done by the Contractor in carrying out the Work under this Agreement, for such coverage limits as a reasonably prudent party carrying out the same or similar activities might obtain.

## 15. Injury on Duty

The Partnership shall assume no liability for injury on duty while the Contractor is performing tasks related to this Agreement except to the extent caused by or due to the Partnership. It is the Contractor's responsibility to ensure that proper insurance coverage is in place prior to the commencement of the Work.

## 16. Inspection of the Work

a) The Work and any and all parts thereof shall be subject to such inspection as the Partnership determines to be appropriate, consistent with the relevant provisions of this Agreement, if any, prior to acceptance. The Partnership or its representatives, shall have access to the Work at any time during working hours at any site where any part of the Work is being carried out and may make examinations and such tests of the Work as they may think fit. Should the Work or any part thereof not be in accordance with the requirements of the Agreement, the Partnership shall have the right to reject the Work and require its correction or replacement at the Contractor's

expense. The Partnership shall inform the Contractor of the reasons for any such rejection.

- b) The Contractor shall provide all assistance and facilities, test pieces, samples and documentation that the Partnership may reasonably require for the carrying out of any such inspection, and the Contractor shall forward such test pieces and samples to such person or location as the Partnership may direct. Inspection by the Partnership shall not relieve the Contractor from responsibility to meet the requirements of this Agreement.
- c) No part of the Work shall be submitted for acceptance or delivery until it has been inspected and approved by the Contractor and, wherever practicable, marked with an approval stamp satisfactory to the Partnership. The Contractor shall keep accurate and complete inspection records which shall, upon request, be made available to the Partnership, which may make copies thereof and take extracts therefrom during the performance of this Agreement and for any period of time thereafter provided for in this Agreement.

#### 17. Intellectual Property

- a) Intellectual property developed for this Agreement shall vest in and be owned by the Partnership.
- b) The Partnership shall have a nonexclusive royalty-free sub-licensable right to use any other intellectual property of the Contractor required to use the intellectual property developed for this Agreement.

#### 18. Invoicing

- a) The Contractor shall submit invoice(s) on its own forms to the Partnership, which shall include the following information:
  - i. Contractor name and address;
  - ii. Number assigned by the Partnership, if any, to this Agreement;
  - iii. Contractor's Invoice Number and Date;
  - iv. Name of the individual at the Partnership supervising this Agreement;
  - v. Period in which services were rendered;
  - vi. Deliverables and/or milestones completed and attached (when applicable); and
  - vii. Total amount for services rendered, HST shown separately.
- b) The invoice submitted by the Contractor should include a description of the Work performed, and the time worked. The Contractor will submit invoices on a monthly basis or any other basis as indicated in this Agreement.

#### 19. Language

The parties confirm it is their wish that this Agreement be drawn up in the English Language. Les parties confirment

qu'ils souhaitent que le présent accord soit rédigé en anglais.

#### 20. Governing Laws

The Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein. The Parties shall submit to the jurisdiction of the courts sitting in Toronto, Ontario.

#### 21. Minimum Information in this Agreement

This Agreement shall include the following minimum information:

- a) a description of the Work, a budget, the Amount to be paid and clear expectations as to the results expected through carrying out the Work;
- b) the effective date, the date of signing and the term of this Agreement;
- c) conditions that must be met before payment is made and the schedule and basis of payment; and
- d) the maximum amount payable.

If at any time it is discovered that this Agreement does not contain all or any part of the minimum information required, the Parties shall use their best efforts in good faith to amend this Agreement to include the information that is missing.

#### 22. Notices

Where in this Agreement any notice, demand, request, direction or other communication is required to be given or made by a Party, it shall be in writing and is effective if sent by any means, including electronic means, addressed to the Party for whom it is intended at the address mentioned in this Agreement, and any such communication shall be deemed to have been received if by registered mail, when the postal receipt is acknowledged by the Party, if by electronic means, one business day after having been sent and if by mail, five business days after being mailed. The address of a Party may be changed by notice in the manner set out in this provision.

#### 23. Payment

- a) Payments under this Agreement, except advance payments, shall be conditional upon performance, completion and delivery of the Work, or any part of the Work, to the satisfaction of the Partnership, and upon submission of an invoice satisfactory to the Partnership.
- b) Subject to the section "Invoicing", payment by the Partnership for the Work shall be made within sixty (60) days of receipt of an invoice requesting payment.

- c) If the Partnership has any reasonable objection whatsoever to an invoice, the supporting documentation or the performance of this Agreement by the Contractor, then the Partnership shall, within fifteen (15) days of receipt of the invoice or as quickly as reasonably possible, notify the Contractor of the nature of the objection.
- d) Notwithstanding any other provision of this Agreement, no payment shall be made to the Contractor unless and until, with respect to all parts of the Work in respect of which payment is claimed, the Contractor, where required to do so, establishes to the satisfaction of the Partnership that such parts of the Work will be free from all claims, liens, attachments, charges or encumbrances.

#### **24. Powers of the Partnership**

Every right, remedy, power and discretion vested in or acquired by the Partnership under this Agreement or by law shall be cumulative and non-exclusive.

#### **25. Proactive Disclosure**

- a) Information contained in this Agreement in relation to the following data elements: Contractor name, reference number, Agreement date, description of Work, Agreement period or delivery date, and Agreement value, may be posted on the Partnership's website. Information that would normally be withheld under the *Access to Information Act* and *Privacy Act* will not appear on the website.
- b) This "public disclosure" is intended to ensure that Agreement information is collected and presented consistently in a manner that promotes transparency and facilitates public access.

#### **26. Reporting**

- a) The Contractor shall provide the Partnership with such progress reports, including financial matters, as are called for on the Work under this Agreement and, in any event, no less frequently than annually for the period ending March 31 of each year. Unless otherwise provided in this Agreement, the form and substance of the progress report shall be acceptable to the Partnership.
- b) The Partnership may, in its sole discretion, require the Contractor to provide an interim progress report on the Work for a specified period of time (no more than a 12 month period).
- c) The Partnership may withhold or reduce any payments to be made to the Contractor under this Agreement if any report has not been submitted by the Contractor in accordance with the requirements of this Agreement.

#### **27. Severability**

If any provision of this Agreement is determined to be invalid or unenforceable, in whole or in part, by a court of

competent jurisdiction, such invalidity or unenforceability shall not affect the remaining terms or provisions of this Agreement.

#### **28. Status and Replacement of Personnel**

- a) If at any time during the Term the Contractor is unable to provide the services of any person who was to perform the Work, it shall immediately advise the Partnership and provide a replacement person with similar qualifications and experience.
- b) The Partnership may reject any such replacement person and the Contractor shall immediately remove the person from the Work and shall secure a further replacement.
- c) The fact that the Partnership does not order the removal of a replacement person from the Work shall not relieve the Contractor from its responsibility to meet the requirements of the Agreement.

#### **29. Subcontracting**

- a) Unless otherwise provided in this Agreement, the Contractor shall obtain the consent of the Partnership in writing prior to subcontracting or permitting the subcontracting of any portion of the Work at any time. The Partnership shall not unreasonably withhold consent.
- b) The Contractor is not obliged to seek consent to subcontracts specifically authorized in this Agreement.
- c) Any consent to a subcontract shall not relieve the Contractor from its obligations under this Agreement or be construed as authorizing any liability on the part of the Partnership to a subcontractor.

#### **30. Survival**

All obligations of the Contractor shall expressly, or by their nature, survive expiry or termination of this Agreement until, and unless, they are fulfilled, or by their nature expire.

#### **31. Termination Due to Default**

- a) The Partnership may, by notice to the Contractor, terminate this Agreement if:
  - i. the Contractor becomes insolvent or commits an act of bankruptcy, makes an assignment for the benefit of creditors or takes the benefit of any statute relating to bankrupt or insolvent debtors, goes into receivership or bankruptcy, ceases to carry on business, or is wound up or dissolved;
  - ii. the Contractor has made materially false or misleading representations or statements, or provided materially false or misleading information to the Partnership on any matter related to this Agreement, other than in good faith (the Contractor shall demonstrate good faith);
  - iii. the Contractor fails to perform or comply with any term, condition or obligation under this Agreement; or

- iv. in the opinion of the Partnership, the Contractor fails to proceed diligently with the Work so as to jeopardize performance of this Agreement in accordance with its terms.
  - b) If the Partnership terminates this Agreement under sub-section a), the Partnership may arrange, upon such terms and conditions and in such manner as the Partnership deems appropriate, for the Work to be completed that was so terminated, and the Contractor shall be liable to the Partnership for any excess costs relating to the completion of the Work.
  - c) Upon termination of this Agreement under sub-section a), the Partnership may require the Contractor to deliver and transfer title to the Partnership, in the manner and to the extent directed by the Partnership, any finished work that has not been delivered and accepted prior to such termination and any materials or work-in-process that the Contractor has specifically acquired or produced for the fulfillment of the Agreement. The Partnership shall pay the Contractor for all finished work delivered pursuant to such direction and accepted by the Partnership, the cost to the Contractor of such finished work plus the proportionate part of any fee fixed by this Agreement and shall pay or reimburse the Contractor the fair and reasonable cost to the Contractor of all materials or work-in-process delivered to the Partnership pursuant to such direction. The Partnership may withhold from the amounts due to the Contractor such sums as the Partnership determines to be necessary to protect the Partnership against excess costs for the completion of the Work. Such termination shall not impact the intellectual property rights available from Contractor under section 18 as in existence to the date of termination.
  - d) The Contractor shall not be entitled to be reimbursed any amount which, taken together with any amounts paid or becoming due to the Contractor under this Agreement, exceeds the Amount applicable to the Work or the particular part thereof.
  - e) If, after the Partnership issues a notice of termination under subsection a), it is determined by the Partnership that the default of the Contractor is due to causes beyond the control of the Contractor, such notice of termination shall be deemed to have been issued pursuant to the section entitled "termination or Suspension Without Cause" and the rights and obligations of the Parties shall be governed by that section.
- b) All Work completed by the Contractor to the satisfaction of the Partnership based on the provisions of this Agreement before the giving of such notice shall be paid for by the Partnership in accordance with the provisions of this Agreement.
  - c) All Work not completed by the Contractor to the satisfaction of the Partnership based on the provisions of this Agreement before the giving of such notice shall be paid for by the Partnership to the Contractor on the following terms:
    - i. the amount of any capital expenditures actually incurred only if they were specifically authorized under the Agreement or approved in writing by the Partnership for the purpose of the Agreement, less any depreciation in respect thereof already taken into account in determining cost, to the extent that the capital expenditures are properly apportionable to the performance of this Agreement;
    - ii. all costs of and incidental to the termination of this Agreement, including the cost of cancellation of obligations incurred by the Contractor with respect to the terminated Work or part thereof; but not including the cost of severance payments or damages to employees whose services are no longer required by reason of the termination.
  - d) Payment and reimbursement under the provisions of this section shall be made only to the extent that it is established to the satisfaction of the Partnership that the costs and expenses were actually incurred by the Contractor and that the same are fair and reasonable and are properly attributable to the termination or suspension of the Work or the part thereof so terminated.
  - e) The Contractor shall not be entitled to be reimbursed any amount which, taken together with any Amounts paid or becoming due to the Contractor under this Agreement, exceeds the Amount applicable to the Work or the particular part thereof.
  - f) The Contractor shall have no claim for damages, compensation, loss of profit, allowance or otherwise by reason of or directly or indirectly arising out of any action taken or notice given by the Partnership under the provisions of this section except as expressly provided therein.

### **32. Termination or Suspension Without Cause**

- a) The Partnership may, by giving notice to the Contractor, terminate or suspend the Work with respect to all or any part or parts of the Work not completed. The Contractor shall proceed to complete parts of the Work not affected

### **33. Time of the Essence**

- a) Time is of the essence of this Agreement.
- b) Any delay by the Contractor in performing the Contractor's obligations under this Agreement which is caused by an event beyond the control of the Contractor, and which could not have been foreseen and could not

have been avoided by the Contractor by means reasonably available to the Contractor, constitutes an excusable delay. Events may include, but are not restricted to: acts of God, acts of Her Majesty, acts of local or provincial governments, fires, floods, epidemics, quarantine restrictions, strikes or labour unrest, freight embargoes and unusually severe weather.

- c) The Contractor shall give notice to the Partnership immediately after the occurrence of the event that causes the excusable delay. When requested to do so by the Partnership, the Contractor shall deliver a description in a form satisfactory to the Partnership, of work-around plans including alternative sources and any other means that the Contractor will utilize to overcome the delay and endeavour to prevent any further delay. Upon approval in writing by the Partnership of the work-around plans, the Contractor shall implement the work-around plans and use all reasonable means to recover any time lost as a result of the excusable delay. Any additional costs caused by the delay shall be supported by the Contractor.
- d) Notwithstanding that the Contractor has complied with the requirements of this section, the Partnership may exercise any right of termination contained in the section entitled "Termination or Suspension Without Cause".

#### **34. Waivers**

The fact that the Partnership refrains from exercising a remedy or right that it is entitled to exercise under this Agreement shall not be considered to be a waiver of such remedy or right and, furthermore, partial or limited exercise of a remedy or right conferred on the Partnership shall not prevent it in any way from later exercising any other remedy or right under this Agreement or applicable law, unless the Partnership waives such remedy or right in writing.

#### **35. Warranty**

- a) Notwithstanding inspection and acceptance of the Work by or on behalf of the Partnership and without restricting any other provision of this Agreement or any condition, warranty or provision implied or imposed by law, the Contractor warrants that, for a period of 12 months from the date of delivery, or if acceptance takes place on a later date, the date of acceptance, the Work shall be free from all defects in design, materials or workmanship, and shall conform with the requirements of this Agreement, provided that with respect to property provided by the Partnership, the Contractor's warranty shall extend only to its proper incorporation into the Work. In addition, the Contractor has the obligation to respect any other warranty provided for by law.
- b) In the event of a defect or non-conformance in any part of the Work during the warranty period defined in

subsection a) the Contractor, at the request of the Partnership to do so, shall as soon as possible repair, replace or otherwise make good at its own option and expense the part of the Work found to be defective or not in conformance with the requirements of this Agreement.

#### **36. Counterparts**

This Agreement may be signed in counterparts and each counterpart shall constitute an original document and all counterparts taken together shall constitute one and the same Agreement.