

CLEAN **LNG**

2014 INTERNATIONAL LNG IN B.C. CONFERENCE

Powering a Strong Economy:
British Columbia's LNG in the Global Market
May 21 – 23, 2014 | Vancouver Convention Centre



2014 LNG in BC Conference Report



Jennifer Wray, Director, LNG Outreach
Ministry of Natural Gas Development



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Total Delegate Breakdown

		SUBTOTAL	BY CATEGORY	FINAL
Registered Delegates	Delegates	1,013	1,066	1,432
	First Nations Delegates (Paid By Community Grant)	53		
Sponsors Delegates	Platinum Sponsor Delegates	60	150	
	Gold Sponsor Delegates	45		
	Silver Sponsor Delegates	22		
	Bronze Sponsor Delegates	8		
	Custom Sponsor Delegates	15		
Speakers, Gov't, & Youth Partners	Speakers Passes	76	216	
	Gov't Passes	131		
	Youth Partner Passes	9		



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First Nations Communities in Attendance

First Nation Group	# of Representative(s)
Aboriginal Affairs and Northern Development Canada	1
Aboriginal Business and Investment Council	1
Aboriginal Business Service Network Society	1
AMTA - Aboriginal Mentoring and Training Association	1
BC Assembly of First Nations	1
BC Association of Aboriginal Friendship Center	1
BC First Nations Energy and Mining Council	1
Blueberry First Nations	3
Burns Lake Band	1
Carrier Sekani Tribal Council	1
CFDC of Central Interior First Nations	1
Coastal First Nations	2
Council-Burns Lake Band	1
Doig River First Nation	1
Fort Nelson First Nation	5
Gingolx Village Government	8
Gitga'at	1
Gitlaxt'aamiks Village Government	8
Gitxaala Nation	1
Haisla First Nation	7
Haisla Nation Council	1
Halfway River First Nations	5
Huu-ay-aht First Nations	4
Kitselas	1
Kitsumkalum First Nation	2

First Nation Group	# of Representative(s)
Lake Babine Nation	14
Lax Kw'alaams Band	7
Laxgalts'ap Village Government	2
McLeod Lake Indian Band	1
Metis Nation British Columbia	2
Metlakala First Nation	3
Morisetown	11
Nadleh Whut'en First Nation	2
Nak'azdli	3
Nisga'a Lisims Government	6
Nisga'a Village of Gitwinksihlkw	5
Old Massett	2
Prophet River First Nation	1
Saik'uz First Nation	2
Saulteau	1
Skin Tyee Band	2
Stellat'en First Nation	2
Takla Lake First Nation	1
Tl'azt'en Nation	1
Treaty 8 Tribal Association	2
Tsleil-Wautith	1
Union of BC Indian Chiefs	2
West Moberly First Nations	1
Wet'suwet'en First Nation	1
Total First Nations Represented	49
Total First Nation Delegates	135



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Countries Represented

Countries	# of Representative(s)
AUSTRALIA	7
CHINA	27
FRANCE	2
HONG KONG	4
INDIA	2
ITALY	1
JAPAN	19
KOREA	3
NETHERLANDS	1
NORWAY	2
TAIWAN	2
UNITED KINGDOM	7
USA	41
Total Countries Represented	13
Total	118



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B.C. Communities

City	# of Representative(s)	City	# of Representative(s)	City	# of Representative(s)
Abbotsford	2	Kitamaat Village	1	Prince Rupert	10
Aldergrove	1	Kitimat	6	Quesnel	2
Burnaby	26	Kitkatla	2	Richmond	16
Burns Lake	17	Kittimat	1	Salt Spring	1
Campbell River	2	Langley	9	Sidney	1
Cassidy	1	Lax Kw'alaams	5	Smithers	2
Charlie Lake	1	Maple Ridge	2	Sooke	4
Chilliwack	1	McLeod Lake	2	South Bank	2
Coquitlam	5	Metlakatla	1	Squamish	1
Cranbrook	1	Mission	1	Surrey	16
Dawson Creek	7	Morisetown	11	Taylor	1
Delta	2	Nanaimo	6	Terrace	21
Doig River	1	New Aiyansh	14	Vancouver	229
Duncan	1	New Westminster	6	Vanderhoof	3
Fort Fraser	2	North Saanich	5	Victoria	81
Fort Nelson	8	North Vancouver	11	West Vancouver	6
Fort St. James	3	Old Massett	3	Total Communities Represented	68
Fort St. John	18	Osoyoos	1	Total	659
Fraser Lake	2	Peace River	1		
Gingolx (Kincolith)	8	Penticton	1		
GITWINKSIHLKW	5	Port Alberni	6		
Greenville	2	Port Coquitlam	2		
Houston	3	Port Edward	3		
Kamloops	10	Port Hardy	1		
Kelowna	6	Port Moody	1		
Kitamaat	6	Prince George	20		



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Youth Experience

Youth Groups	42
Total Students	1171
Aboriginal Youth Groups	10
Total Aboriginal Students	209
Total Students Attended	1380



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Youth Experience – Regional Breakdown

Lower Mainland Students	893
Northern BC Students	190
Vancouver Island Students	190
Outside Lower Mainland Students	107



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LNG IN BC Conference 2015

October 14 – 17, 2015
Vancouver, BC



STANDING OFFER
EVENT MANAGEMENT SERVICES
FOR
GOVERNMENT COMMUNICATIONS AND PUBLIC ENGAGEMENT

STANDING OFFER REFERENCE NUMBER S0-GCPE024

THIS STANDING OFFER is made the 4th day of October, 2013.

INVENTA SALES AND PROMOTIONS INC.

210 – 1401 West 8th Avenue
Vancouver BC V8V 1T7
Contact: David Nichols
604 687-0544

(the "Offeror")

HEREBY OFFERS TO SUPPLY, AS, IF AND WHEN REQUESTED, THE SERVICES DESCRIBED IN SCHEDULE "A", TO HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, ON THE TERMS AND CONDITIONS DESCRIBED BELOW.

THE OFFER IS AS FOLLOWS:

DEFINITIONS

1. In this Standing Offer:

- a. "Contract" means the contract that is formed on receipt by the Offeror of a Draw Down for the Services described in the Draw Down, and which is on the terms and conditions set out in the Province's General Services

Agreement, a copy which may be found at http://www.pss.gov.bc.ca/psb/gsa/gsa_index.html as may be updated from time to time, and which includes as Schedules to the General Services Agreement the completed Schedules A, B, C, D, E (if applicable), F, and G (if applicable) attached to the RSO.

- b. "Contractor" means the Offeror who is in receipt of a Draw Down requesting the Services under this SO.
- c. "Draw Down" means a written draw down form issued by a Purchaser to an Offeror against this SO for the provision of a specified quantity of Services at the prices set out in this SO;
- d. "Ministry" means the Province's Ministry of [Insert Ministry name];
- e. "Offeror" means (insert legal name) also identified as (insert doing business as name if applicable).
- f. "Offeror's Representative" means the representative and designated back-up assigned by the Offeror to administer the SO.
- g. "Prices" mean the prices for the Services set out in Schedule "B" to the SO;
- h. "Province" means Her Majesty the Queen in Right of the Province of British Columbia and includes Procurement Services and the Ministry;
- i. "Province Representative" means Name, Procurement Specialist, or such other individual designated from time to time by the Province to administer this SO on behalf of the Province;
- j. "Purchaser" means an employee of the Ministry authorized to issue a Draw Down;
- k. "Procurement Services" means the Procurement Services Branch, Ministry of Technology, Innovation and Citizen's Services;
- l. "Services" means those services described in Schedule "A"; and
- m. "Standing Offer" or "SO" means this SO;

1.2 All references to dollars, currency, and money must mean Canadian dollars (\$CAD).

EXPIRY

- 2.1 This Standing Offer will expire on **October 3rd, 2016** unless withdrawn in accordance with section 3.1 K or section 9, or renewed by the Province for up to (2) additional (one) year periods.

STANDING OFFER - GENERAL

- 3.1 The Offeror makes the Offer set out in this SO on the following understandings:
 - a. the establishment of this SO does not oblige the Province to authorize or order all or any of the Services from the Offeror;
 - b. a Contract is formed only on receipt of a Draw Down by the Offeror;
 - c. a Draw Down Form shall form a Contract only for those Services in respect of which a Draw Down has been issued by a Purchaser, provided always that such Draw-Down is made in accordance with the provisions of this SO;
 - d. the Contract will be on the terms and conditions set out in the Province's General Services Agreement which may be found at http://www.pss.gov.bc.ca/psb/gsa/gsa_index.html as may be updated from time to time, and will include as Schedules to the General Services Agreement the completed Schedules A, B, C, D, E (if applicable), F, and G (if applicable) and G (if applicable) attached to this SO.
 - e. the Province reserves the right to procure the specified Services by any other means, including the use of other agreements, or by other procurement or contracting methods;
 - f. the liability of a Purchaser will be limited to that which arises from a Contract made prior to the expiry date described in Section 2.1;
 - g. the Province reserves the right to set aside this SO, for whatever reason, and not make it available for any Draw Downs. The Province will promptly notify the Offeror of such action;

- h. any changes to this SO are to be documented by way of a written addendum between the Offeror and the Province;
- i. the Offeror's Representative, and a designated back-up individual, will be available during the Province's normal business hours, and will have the authority to represent the Offeror with respect to all issued arising under this SO;
- j. if the Offeror offers a lower price to others in the British Columbia public sector for substantially the same services and terms and conditions of a Contract during the term of this SO, that lower price will also apply to this SO. For the purposes of this section, a lower price is a price that is lower than the unit price in Schedule "A";
- k. the Offeror will provide the Province's Representative with 60 days written notice of any changes to the list of Services included in Schedule "A", and the Province will determine, in its sole discretion, whether to accept such changes; and

DRAW DOWN MECHANISM

- 4. Services may be ordered by various methods including: in person; facsimile, or email, RSO long as a written Draw Down presented that includes as a minimum:
 - (a) The reference number for this SO;
 - (b) The name/description of the Purchaser;
 - (c) The specified quantity of the Services that are being ordered; and
 - (d) The maximum amount payable for the Draw Down.
- 5. Draw Downs against a SO paid for with the Province's corporate Purchasing card must be accorded the same prices and be subject to the same terms and conditions as any other Draw-Down.
- 6. If the Purchaser establishes a Draw Down to the Offeror prior to the expiry of this SO and receives the Services, then the

Purchaser will pay to the Offeror the amounts payable as described in Schedule "A".

- 7. If there is any conflict or inconsistency among any of the Provisions of the following documents:
 - a) This SO; and
 - b) A Draw Down,
 Then the order of precedence will be (a) and then (b).

GENERAL TERMS AND CONDITIONS THAT APPLY TO DRAW DOWNS OF SERVICES

- 8. The terms and conditions contained in the Province's General Service Agreement, a copy of which can be found at http://www.pss.gov.bc.ca/psb/gsa/gsa_index.html as may be updated from time to time, and Schedules A to G of this SO will constitute the full and complete agreement (the "Contract") between the parties. In the Province's General Services Agreement, "you" means the Contractor and "we" means the Purchaser.

NOTIFICATION OF WITHDRAWAL

- 9. In the event that the Offeror wishes to withdraw this SO, the Offeror shall provide no less than thirty (30) days' written notice to the Province Representative, and such withdrawal of this SO will not be effective until receipt of such notification by the Province Representative and the expiry of such notice period.
- 9. The Offeror will fulfil any Draw Downs made before the expiry of such notice period.



SIGNED by the Offeror

(Authorized Signatory)

DAVID NICHOLS

Print Name

SVP & CO-FOUNDER

Title

SCHEDULE "A"

SERVICES

Working with the Province, the Contractor will be responsible for developing and implementing a comprehensive event management plan for key events which will include, but not be limited to, the following services:

- a) logistics management;
- b) communications and information management; and
- c) financial management.

LOGISTICS MANAGEMENT

The Contractor will be responsible for the following, as it relates to logistics management:

- a) Identifying requirements for design, production and delivery of all materials in support of celebration events and overarching activities;
- b) Establishing contact with appropriate City officials and other key players in the municipality;
- c) Arranging all pre-event and on-site logistical needs including, but not limited to, photography and videographer services;
- d) Working with municipalities to roll-out government initiatives, ensuring a consistent look and feel province-wide while tailoring to the unique needs of the community;
- e) Assisting the Province with developing and implementing a promotional strategies for events;
- f) Developing a checklist of, and procuring all required event elements;
- g) Undertaking all planning, organization, bookings, materials, invitations, on-site support and follow-up;
- h) Identifying requirements for signage to the GCPE's and/or Ministry's Project Manager. The Province is responsible for designing and providing final, print-ready artwork. The Contractor is responsible for production and installation of signage. The Province's Project Manager will provide the Contractor with a key contact who is responsible for ensuring the design and supply of final, print-ready artwork; and
- i) Providing the Province with a summary of findings and recommendations coming out of an event; incorporating improvements to subsequent events, and/or statistical information such as number of attendees, customer satisfaction results, etc.

COMMUNICATIONS AND INFORMATION MANAGEMENT

The Contractor will be responsible for the following, as it relates to communications and information management:

- a) Establishing contact with appropriate key players;
- b) Communicating requirements to the Province for design and production of media releases and/or ad copy;
- c) Developing and implementing a media relations strategy;
- d) Identifying and communicating requirements for the design and production of additional information materials that may be required including, but not limited to, promotional materials other than advertising; and
- e) The Contractor and all sub contractors will keep confidential all products produced and ideas put forward and finally agreed upon and will not disclose prior to media releases, and/ or without the express permission of the Province.

FINANCIAL MANAGEMENT

The Contractor will be responsible for the following, as it relates to financial management:

- a) Working with the Province to ensure the celebrations/events are carried out within budget;
- b) Coordinating payment for all suppliers (excluding ad placement costs). For ease of administration, the Province may pay directly for expenses incurred; and
- c) Providing financial reports to the Province.

EVENT MANAGEMENT

As part of Service delivery relating to a specific event(s), the Contractor will be responsible for the following:

- a) Providing all staff required for onsite management of all activities at the event;
- b) Developing and delivering on entertainment and theme-specific programming options;
- c) Designing, producing, and installing the overall creative "look", displays, and exhibits for the event;
- d) Identifying, procuring, securing, and installing equipment and infrastructure to meet the physical requirements necessary to deliver the event;
- e) Ongoing consultation with and reporting to the Province, including meetings with stakeholders as required;

- f) Ongoing liaison with, and coordination of, all potential collaborators and agencies involved in the event;
- g) Liaison with suppliers in order to assist and coordinate all shipping and delivery of production items and technical requirement associated with activities taking place during the event;
- h) Developing and delivering on invitations and invitation lists for the event, including managing RSVPs;
- i) Ongoing liaison and coordination of stakeholders participating in the event;
- j) Collecting, managing and collating event performance measurement data, such as surveys and a final report to the Province; and
- k) Actively monitoring all aspects of event planning and delivery.

The Contractor will be expected to manage all administrative responsibilities associated with the Contract, including but not limited to:

- a) Provision of accurate financial accounting of all billable items associated with the Contract;
- b) Appropriate assignment of all staff and/or subcontractors who deliver any part of the Services required under the Contract; and
- c) Overall coordination of all activities required to perform the Services.

SCHEDULE "B"**FEES:**

At the following rates for performing the Services:

Account Manager (Group Client Director)	\$215.00/hour
Project Manager (Client Manager)	\$125.00/hour
Vice President	\$225.00/hour
Account Executive	\$100.00/hour
Account Coordinator	\$85.00/hour
Production Manager	\$125.00/hour
Creative Director (Creative Department)	\$215.00/hour
Art Director (Creative Department)	\$150.00/hour
Studio Designer (Creative Department)	\$125.00/hour
Event Director and Conference Operations (External)	\$140.00/hour

If required, and approved by the Contract Manager, the Contractor may receive advanced payments. The Contractor will be required to submit proof of payment, for the sum of the advances, or repayment at the current interest rate will be required,

EXPENSES:

- a. pre-approved travel, accommodation and meal expenses for travel greater than 32 kilometers away from 210 –1401 West 8th Avenue, Vancouver, British Columbia on the same basis as the Province pays its Group II employees when they are on travel status;
- b. all other pre-approved expenses required to perform the services under the terms of this agreement; and

excluding goods and services tax ("GST") or other applicable tax paid or payable by the Contractor on expenses described in (a) to (c) above to the extent that the Contractor is entitled to claim credits (including GST input tax credits), rebates, refunds or remissions of the tax from the relevant taxation authorities.

STATEMENTS OF ACCOUNT:

In order to obtain payment of any fees and expenses under this Agreement for a period from and including the 1st day of a month to and including the last day of that month (each a "Billing Period"), the Contractor must deliver to the Province on a date after the Billing Period (each a "Billing Date"), a written statement of account in a form satisfactory to the Province containing:

- (a) the Contractor's legal name and address;
- (b) the date of the statement, and the Billing Period to which the statement pertains;
- (c) the Contractor's calculation of all fees claimed for that Billing Period, including a declaration by the Contractor of all hours worked on each day during the Billing Period for which the Contractor claims fees and a description of the applicable fee rates;
- (d) a chronological listing, in reasonable detail, of any expenses claimed by the Contractor for the Billing Period with receipts attached, if applicable, and, if the Contractor is claiming reimbursement of any GST or other applicable taxes paid or payable by the Contractor in relation to those expenses, a description of any credits, rebates, refunds or remissions the Contractor is entitled to from the relevant taxation authorities in relation to those taxes;
- (e) the Contractor's calculation of any applicable taxes payable by the Province in relation to the Services for the Billing Period;
- (f) a description of this Agreement;
- (g) a statement number for identification; and
- (h) any other billing information reasonably requested by the Province.

PAYMENTS DUE:

Within 30 days of the Province's receipt of the Contractor's written statement of account delivered in accordance with this Schedule, the Province must pay the Contractor the fees and expenses (plus all applicable taxes) claimed in the statement if they are in accordance with this Schedule. Statements of account or contract invoices offering an early payment discount may be paid by the Province as required to obtain the discount.

SCHEDULE "C"
APPROVED SUBCONTRACTORS

The Province reserves the right to approve all sub-contractors if /when sub-contracting applies.

SCHEDULE "D"

INSURANCE

1. The Contractor must, without limiting the Contractor's obligations or liabilities and at the Contractor's own expense, purchase and maintain throughout the Term the following insurances with insurers licensed in Canada in forms and amounts acceptable to the Province:
 - (a) Commercial General Liability in an amount not less than \$2,000,000.00 inclusive per occurrence against bodily injury, personal injury and property damage and including liability assumed under this Agreement and this insurance must
 - (i) include the Province as an additional insured,
 - (ii) be endorsed to provide the Province with 30 days advance written notice of cancellation or material change, and
 - (iii) include a cross liability clause.
2. All insurance described in section 1 of this Schedule must:
 - (a) be primary; and
 - (b) not require the sharing of any loss by any insurer of the Province.
3. The Contractor must provide the Province with evidence of all required insurance as follows:
 - (a) within 10 Business Days of commencement of the Services, the Contractor must provide to the Province evidence of all required insurance in the form of a completed Province of British Columbia Certificate of Insurance;
 - (b) if any required insurance policy expires before the end of the Term, the Contractor must provide to the Province within 10 Business Days of the policy's expiration, evidence of a new or renewal policy meeting the requirements of the expired insurance in the form of a completed Province of British Columbia Certificate of Insurance; and
 - (c) despite paragraph (a) or (b) above, if requested by the Province at any time, the Contractor must provide to the Province certified copies of the required insurance policies.
4. The Contractor must obtain, maintain and pay for any additional insurance which the Contractor is required by law to carry, or which the Contractor considers necessary to cover risks not otherwise covered by insurance specified in this Schedule in the Contractor's sole discretion.

SCHEDULE E

PRIVACY PROTECTION SCHEDULE

Definitions

1. In this Schedule,

- (a) "access" means disclosure by the provision of access;
- (b) "Act" means the *Freedom of Information and Protection of Privacy Act* (British Columbia);
- (c) "contact information" means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual;
- (d) "personal information" means recorded information about an identifiable individual, other than contact information, collected or created by the Contractor as a result of the Agreement or any previous agreement between the Province and the Contractor dealing with the same subject matter as the Agreement but excluding any such information that, if this Schedule did not apply to it, would not be under the "control of a public body" within the meaning of the Act.

Purpose

2. The purpose of this Schedule is to:

- (a) enable the Province to comply with the Province's statutory obligations under the Act with respect to personal information; and
- (b) ensure that, as a service provider, the Contractor is aware of and complies with the Contractor's

statutory obligations under the Act with respect to personal information.

Collection of personal information

- 3. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor may only collect or create personal information that is necessary for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.
- 4. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor must collect personal information directly from the individual the information is about.
- 5. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor must tell an individual from whom the Contractor collects personal information:
 - (a) the purpose for collecting it;
 - (b) the legal authority for collecting it; and
 - (c) the title, business address and business telephone number of the person designated by the Province to answer questions about the Contractor's collection of personal information.

Accuracy of personal information

- 6. The Contractor must make every reasonable effort to ensure the accuracy and completeness of any personal information to be used by the

Contractor or the Province to make a decision that directly affects the individual the information is about.

Requests for access to personal information

7. If the Contractor receives a request for access to personal information from a person other than the Province; the Contractor must promptly advise the person to make the request to the Province unless the Agreement expressly requires the Contractor to provide such access and, if the Province has advised the Contractor of the name or title and contact information of an official of the Province to whom such requests are to be made, the Contractor must also promptly provide that official's name or title and contact information to the person making the request.

Correction of personal information

8. Within 5 Business Days of receiving a written direction from the Province to correct or annotate any personal information, the Contractor must correct or annotate the information in accordance with the direction.
9. When issuing a written direction under section 8, the Province must advise the Contractor of the date the correction request to which the direction relates was received by the Province in order that the Contractor may comply with section 10.
10. Within 5 business days of correcting or annotating any personal information under section 8, the Contractor must provide the corrected or annotated information to any party to whom, within one year prior to the date the correction request was made to the Province, the Contractor disclosed the information being corrected or annotated.
11. If the Contractor receives a request for correction of personal information from a person other than the Province, the Contractor must promptly advise the

person to make the request to the Province and, if the Province has advised the Contractor of the name or title and contact information of an official of the Province to whom such requests are to be made, the Contractor must also promptly provide that official's name or title and contact information to the person making the request.

Protection of personal information

12. The Contractor must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal, including any expressly set out in the Agreement.

Storage and access to personal information

13. Unless the Province otherwise directs in writing, the Contractor must not store personal information outside Canada or permit access to personal information from outside Canada.

Retention of personal information

14. Unless the Agreement otherwise specifies, the Contractor must retain personal information until directed by the Province in writing to dispose of it or deliver it as specified in the direction.

Use of personal information

15. Unless the Province otherwise directs in writing, the Contractor may only use personal information if that use is for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.

Disclosure of personal information

16. Unless the Province otherwise directs in writing, the Contractor may only disclose personal information inside Canada to any person other than the Province if the disclosure is for the performance of the Contractor's

obligations, or the exercise of the Contractor's rights, under the Agreement.

17. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor must not disclose personal information outside Canada.

Notice of foreign demands for disclosure

18. In addition to any obligation the Contractor may have to provide the notification contemplated by section 30.2 of the Act, if in relation to personal information in the custody or under the control of the Contractor, the Contractor:

- (a) receives a foreign demand for disclosure;
- (b) receives a request to disclose, produce or provide access that the Contractor knows or has reason to suspect is for the purpose of responding to a foreign demand for disclosure; or
- (c) has reason to suspect that an unauthorized disclosure of personal information has occurred in response to a foreign demand for disclosure

the Contractor must immediately notify the Province and, in so doing, provide the information described in section 30.2(3) of the Act. In this section, the phrases "foreign demand for disclosure" and "unauthorized disclosure of personal information" will bear the same meanings as in section 30.2 of the Act.

Notice of unauthorized disclosure

19. In addition to any obligation the Contractor may have to provide the notification contemplated by section 30.5 of the Act, if the Contractor knows that there has been an unauthorized disclosure of personal information in the custody or under the control of the

Contractor, the Contractor must immediately notify the Province. In this section, the phrase "unauthorized disclosure of personal information" will bear the same meaning as in section 30.5 of the Act.

Inspection of personal information

20. In addition to any other rights of inspection the Province may have under the Agreement or under statute, the Province may, at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor's premises to inspect any personal information in the possession of the Contractor or any of the Contractor's information management policies or practices relevant to the Contractor's management of personal information or the Contractor's compliance with this Schedule, and the Contractor must permit and provide reasonable assistance to any such inspection.

Compliance with the Act and directions

21. The Contractor must in relation to personal information comply with:
 - (a) the requirements of the Act applicable to the Contractor as a service provider, including any applicable order of the commissioner under the Act; and
 - (b) any direction given by the Province under this Schedule.
22. The Contractor acknowledges that it is familiar with the requirements of the Act governing personal information that are applicable to it as a service provider.

Notice of non-compliance

23. If for any reason the Contractor does not comply, or anticipates that it will be unable to comply, with a provision in this Schedule in any respect, the Contractor must promptly notify the Province of the particulars of the non-compliance or anticipated non-

compliance and what steps it proposes to take to address, or prevent recurrence of, the non-compliance or anticipated non-compliance.

30. Nothing in this Schedule requires the Contractor to contravene the law of any jurisdiction outside Canada unless such contravention is required to comply with the Act.

Termination of Agreement

24. In addition to any other rights of termination which the Province may have under the Agreement or otherwise at law, the Province may, subject to any provisions in the Agreement establishing mandatory cure periods for defaults by the Contractor, terminate the Agreement by giving written notice of such termination to the Contractor, upon any failure of the Contractor to comply with this Schedule in a material respect.

Interpretation

25. In this Schedule, references to sections by number are to sections of this Schedule unless otherwise specified in this Schedule.
26. Any reference to the "Contractor" in this Schedule includes any subcontractor or agent retained by the Contractor to perform obligations under the Agreement and the Contractor must ensure that any such subcontractors and agents comply with this Schedule.
27. The obligations of the Contractor in this Schedule will survive the termination of the Agreement.
28. If a provision of the Agreement (including any direction given by the Province under this Schedule) conflicts with a requirement of the Act or an applicable order of the commissioner under the Act, the conflicting provision of the Agreement (or direction) will be inoperative to the extent of the conflict.
29. The Contractor must comply with the provisions of this Schedule despite any conflicting provision of this Agreement or, subject to section 30, the law of any jurisdiction outside Canada.

SCHEDULE F

ADDITIONAL TERMS

Appendix 1 – Group 2 Rates Travel Expenses for Contractor

Appendix 2 – Workorder (Drawdown) Template and Change Order Template

SCHEDULE G

SECURITY SCHEDULE

Definitions

1. In this Schedule,
 - (a) "Equipment" means any equipment, including interconnected systems or subsystems of equipment, software and networks, used or to be used by the Contractor to provide the Services;
 - (b) "Facilities" means any facilities at which the Contractor provides or is to provide the Services;
 - (c) "Information" means information
 - (i) in the Material, or
 - (ii) accessed, produced or obtained by the Contractor (whether verbally, electronically or otherwise) as a result of the Agreement;
 - (d) "Record" means a "record" as defined in the *Interpretation Act*;
 - (e) "Sensitive Information" means
 - (i) Information that is "personal information" as defined in the *Freedom of Information and Protection of Privacy Act*, or
 - (ii) any other Information specified as "Sensitive Information" in Appendix G6, if attached; and
 - (f) "Services Worker" means an individual involved in providing the Services for or on behalf of the Contractor and, for greater certainty, may include
 - (i) the Contractor or a subcontractor if an individual, or
 - (ii) an employee or volunteer of the Contractor or of a subcontractor.

Schedule contains additional obligations

2. The obligations of the Contractor in this Schedule are in addition to any other obligations in the Agreement or the schedules attached to it relating to security including, without limitation, the obligations of the Contractor in the Privacy Protection Schedule, if attached.

Services Worker confidentiality agreements

3. The Contractor must not permit a Services Worker who is an employee or volunteer of the Contractor to have access to Sensitive Information unless the Services Worker has first entered into a confidentiality agreement with the Contractor to keep Sensitive Information confidential on substantially similar terms as those that apply to the Contractor under the Agreement.

Services Worker security screening

4. The Contractor may only permit a Services Worker who is an employee or a volunteer of the Contractor to have access to Sensitive Information or otherwise be involved in providing the Services if, after having subjected the Services Worker to the personnel security screening requirements set out in Appendix G1 and any additional requirements the Contractor may consider appropriate, the Contractor is satisfied that the Services Worker does not constitute an unreasonable security risk. The Contractor must create, obtain and retain Records documenting the Contractor's compliance with the security screening requirements set out in Appendix G1 in accordance with the provisions of that appendix.

Services Worker activity logging

5. Subject to section 6, the Contractor must create and maintain detailed Records logging the activities of all Service Workers in relation to:
 - (a) their access to Sensitive Information; and
 - (b) other matters specified by the Province in writing for the purposes of this section.
6. The Records described in section 5 must be made and maintained in a manner, and contain information, specified in Appendix G2, if attached.

Facilities and Equipment protection and access control

7. The Contractor must create, maintain and follow a documented process to:
 - (a) protect Facilities and Equipment of the Contractor required by the Contractor to provide the Services from loss, damage or any other occurrence that may result in any of those Facilities and Equipment being unavailable when required to provide the Services; and
 - (b) limit access to Facilities and Equipment of the Contractor
 - (i) being used by the Contractor to provide the Services, or
 - (ii) that may be used by someone to access Information

to those persons who are authorized to have that access and for the purposes for which they are authorized, which process must include measures to verify the identity of those persons.

8. If the Province makes available to the Contractor any Facilities or Equipment of the Province for the use of the Contractor in providing the Services, the Contractor must comply with any policies and procedures provided to it by the Province on acceptable use, protection of, and access to, such Facilities or Equipment.

Sensitive Information access control

9. The Contractor must:
 - (a) create, maintain and follow a documented process for limiting access to Sensitive Information to those persons who are authorized to have that access and for the purposes for which they are authorized, which process must include measures to verify the identity of those persons; and
 - (b) comply with the information access control requirements set out in Appendix G3, if attached.

Integrity of Information

10. The Contractor must:
 - (a) create, maintain and follow a documented process for maintaining the integrity of Information while possessed or accessed by the Contractor; and
 - (b) comply with the information integrity requirements set out in Appendix G4, if attached.
11. For the purposes of section 10, maintaining the integrity of Information means that, except to the extent expressly authorized by the Agreement or approved in writing by the Province, the Information has:
 - (a) remained as complete as when it was acquired or accessed by the Contractor; and
 - (b) not been altered in any material respect.

Documentation of changes to processes

12. The Contractor must create and maintain detailed Records logging any changes it makes to the processes described in sections 7, 9 and 10.

Notice of security breaches

13. If Contractor becomes aware that:
 - (a) unauthorized access, collection, use, disclosure, alteration or disposal of Information or Records containing Information; or
 - (b) unauthorized access to Facilities or Equipment

has occurred or is likely to occur (whether or not related to a failure by the Contractor to comply with this Schedule or the Agreement), the Contractor must immediately notify the Province of the particulars of that occurrence or likely occurrence. If the Contractor provides a notification under this section other than in writing, that notification must be confirmed in writing to the Province as soon as it is reasonably practicable for the Contractor to do so.

Review of security breaches

14. If the Province decides to conduct a review of a matter described in section 13 (whether or not the matter came to the attention of the Province as a result of a notification under section 13), the Contractor must, on the request of the Province, participate in the review to the extent that it is reasonably practicable for the Contractor to do so.

Retention of Records

15. Unless the Agreement otherwise specifies, the Contractor must retain all Records in the Contractor's possession that contain Information until directed by the Province in writing to dispose of them or deliver them as specified in the direction.

Storage of Records

16. Until disposed of or delivered in accordance with section 15, the Contractor must store any Records in the Contractor's possession that contain Information in accordance with the provisions of Appendix G5, if attached.

Audit

17. In addition to any other rights of inspection the Province may have under the Agreement or under statute, the Province may, at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor's premises to inspect and, at the Province's discretion, copy:
 - (a) any Records in the possession of the Contractor containing Information; or
 - (b) any of the Contractor's Information management policies or processes (including the processes described in sections 7, 9 and 10 and the logs described in sections 5 and 12) relevant to the Contractor's compliance with this Schedule

and the Contractor must permit, and provide reasonable assistance to the exercise by the Province of the Province's rights under this section.

Termination of Agreement

18. In addition to any other rights of termination which the Province may have under the Agreement or otherwise at law, the Province may, subject to any provisions in the Agreement establishing mandatory cure periods for defaults by the Contractor, terminate the Agreement by giving written notice of such termination to the Contractor, upon any failure of the Contractor to comply with this Schedule in a material respect.

Interpretation

19. In this Schedule, unless otherwise specified:

- (a) references to sections are to sections of this Schedule; and
 - (b) references to appendices are to the appendices attached to this Schedule.
20. Any reference to the "Contractor" in this Schedule includes any subcontractor retained by the Contractor to perform obligations under the Agreement and the Contractor must ensure that any such subcontractors comply with this Schedule.
21. The appendices attached to this Schedule are part of this Schedule.
22. If there is a conflict between a provision in an appendix attached to this Schedule and any other provision of this Schedule, the provision in the appendix is inoperative to the extent of the conflict unless the appendix states that it operates despite a conflicting provision of this Schedule.
23. If there is a conflict between:
- (a) a provision of the Agreement, this Schedule or an appendix attached to this Schedule; and
 - (b) a documented process required by this Schedule to be created or maintained by the Contractor
- the provision of the Agreement, Schedule or appendix will prevail to the extent of the conflict.
24. The obligations of the Contractor in this Schedule will survive the termination of the Agreement.

SCHEDULE G – Appendix G1 – Security screening requirements

The personnel security screening requirements set out in this Appendix G1 are for the purpose of assisting the Contractor determine whether or not a Services Worker constitutes an unreasonable security risk.

Verification of name, date of birth and address

1. The Contractor must verify the name, date of birth and current address of a Services Worker by viewing at least one piece of "primary identification" of the Services Worker and at least one piece of "secondary identification" of the Services Worker,* as described in the table following this section. The Contractor must obtain or create, as applicable, Records of all such verifications and retain a copy of those Records. For a Services Worker from another province or jurisdiction, reasonably equivalent identification documents are acceptable.

Primary Identification	Secondary Identification
<p>Issued by ICBC:</p> <ul style="list-style-type: none"> • B.C. driver's licence or learner's licence (must have photo) • B.C. Identification (BCID) card <p>Issued by provincial or territorial government:</p> <ul style="list-style-type: none"> • Canadian birth certificate <p>Issued by Government of Canada:</p> <ul style="list-style-type: none"> • Canadian Citizenship Card • Permanent Resident Card • Canadian Record of Landing/Canadian Immigration Identification Record 	<ul style="list-style-type: none"> • School ID card (student card) • Bank card (only if holder's name is on card) • Credit card (only if holder's name is on card) • Passport • Foreign birth certificate (a baptismal certificate is not acceptable) • Canadian or U.S. driver's licence • Naturalization certificate • Canadian Forces identification • Police identification • Foreign Affairs Canada or consular identification • Vehicle registration (only if owner's signature is shown) • Picture employee ID card • Firearms Acquisition Certificate • Social Insurance Card (only if has signature strip) • B.C. CareCard • Native Status Card • Parole Certificate ID • Correctional Service Conditional Release Card

*It is not necessary that each piece of identification viewed by the Contractor contains the name, date of birth and current address of the Services Worker. It is sufficient that, in combination, the identification viewed contains that information.

Verification of education and professional qualifications

2. The Contractor must verify, by reasonable means, any relevant education and professional qualifications of a Services Worker, obtain or create, as applicable, Records of all such verifications, and retain a copy of those Records.

Verification of employment history and reference checks

3. The Contractor must verify, by reasonable means, any relevant employment history of a Services Worker, which will generally consist of the Contractor requesting that a Services Worker provide employment references and the Contractor contacting those references. If a Services Worker has no relevant employment history, the Contractor must seek to verify

the character or other relevant personal characteristics of the Services Worker by requesting the Services Worker to provide one or more personal references and contacting those references. The Contractor must obtain or create, as applicable, Records of all such verifications and retain a copy of those Records.

Security interview

4. The Contractor must allow the Province to conduct a security-focused interview with a Services Worker if the Province identifies a reasonable security concern and notifies the Contractor it wishes to do so.



CERTIFICATE OF INSURANCE

Freedom of Information and Protection of Privacy Act
The personal information requested on this form is collected under the authority of and used for the purpose of administering the *Financial Administration Act*. Questions about the collection and use of this information can be directed to the Director, Client Services, Core Government and Crowns at 250 356-8915, PO Box 9405 STN PROV GOVT, Victoria BC V8W 9V1.
Please refer all other questions to the contact named in Part 1.

Part 1 To be completed by the Province

THIS CERTIFICATE IS REQUESTED BY and ISSUED TO (Name of office) Government Communications & Public Engagement		AGREEMENT IDENTIFICATION NO. SO-GCPE024
PROVINCE'S CONTACT PERSON NAME & TITLE Dawn Stewart, Financial Officer		PHONE NO 250 356-8555
MAILING ADDRESS 4 th Floor 617 Government Street, Victoria BC		POSTAL CODE V8W 9V1
Inventa Sales and Promotions Inc.		
210 – 1401 West 8 th Avenue, Vancouver BC		V6H 1C9

Part 2 To be completed by the Insurance Agent or Broker

INSURED	NAME Inventa Sales and Promotions Inc.		
	ADDRESS 210 – 1401 West 8 th Avenue, Vancouver BC		POSTAL CODE V6H 1C9
OPERATIONS INSURED	PROVIDE DETAILS		
TYPE OF INSURANCE <i>List each separately</i>	COMPANY NAME, POLICY NO. & BRIEF DESCRIPTION	EXPIRY DATE YYYY/MM/DD	LIMIT OF LIABILITY/AMOUNT
Commercial General Liability	Northbridge Commercial Insurance Corporation Policy no. CBC 1933896 Bodily Injury & Property Damage, each occurrence	2014/08/18	\$5,000,000

This certificate certifies that policies of insurance described herein are in full force and effective as of the date of this certificate and comply with the insurance requirements of the Agreement identified above, except as follows:

AGENT OR BROKER COMMENTS:

AGENT OR BROKER Aon Reed Stenhouse Inc.	ADDRESS 1200 – 401 W. Georgia Street, Vancouver BC V6B 5A1	PHONE NO 604.443.3375
SIGNED BY THE AGENT OR BROKER ON BEHALF OF THE ABOVE INSURER(S) Katie Probert, BBA, CAIB		DATE SIGNED October 8, 2013

AON REED STENHOUSE INC

APPENDIX 1 - Group 2 Rates EXPENSES FOR CONTRACTORS

The following are allowable expenses for contractors. All expenses must be paid by the contractor. Expenses cannot be direct billed to the ministry except in unusual circumstances (in these cases a special clause must be included in the contract). Original receipts must be submitted with the expense claim (when receipts are required) but photocopies of receipts will be accepted if the contractor requires the original for another purpose (e.g., to claim for HST credits).

Travel Expenses

The contractor must be outside their headquarters area (32 kilometres from where they ordinarily perform their duties) to be eligible to claim travel, meal and accommodation expenses.

1. Meal Allowances:

Effective March 29, 2009, the following meal allowances can be claimed which must not exceed \$49.00 per day (receipts are not required):

Breakfast only	\$22.00	claim if travel starts before 7:00 a.m. or ends after 7:00 a.m.
Lunch only	\$22.00	claim if travel starts before 12:00 noon or ends after 12:00 noon.
Dinner only	\$28.50	claim if travel starts before 6:00 p.m. or ends after 6:00 p.m.
Breakfast and lunch only	\$30.00	see above
Breakfast and dinner only	\$36.50	see above
Lunch and dinner only	\$36.50	see above
Full day	\$49.00	

2. Mileage Rates When Using Private Vehicle:

Effective April 1, 2013, the private mileage allowance is \$.52 per kilometre (receipts are not required). This rate can be claimed when using a private vehicle for travel. It is intended to cover costs of gas and maintenance.

3. Taxi and Parking:

Taxi and parking charges will be reimbursed if receipts/copies of receipts are provided. Tips identified separately on taxi receipts cannot be claimed.

4. Car Rentals:

Approved car rental agencies and the maximum rates for each community are listed at www.pss.gov.bc.ca/csa/categories/vehicle_rentals/vehicle_rentals_daily/vehicle_rentals_daily.html#suppliers. Other agencies are to be used only when these agencies cannot supply vehicles or when renting a vehicle outside BC. Contractors should ask for the government rate. Receipts/copies of receipts are required.

PAI (personal accident insurance) will not be reimbursed.

CDW/LDW (collision/loss damage waiver) will be reimbursed only when renting from a company not on the approved list for the specific community or when renting outside BC.

5. Accommodation:

a) **Hotel/motel** (Receipt/copy of receipt and proof of payment required).

Approved hotels and the maximum rates that may be claimed for rooms and supplementary items (e.g., parking) are listed in the Accommodation Guide at <http://csa.pss.gov.bc.ca/businesstravel>. Rates may vary between summer, winter and shoulder seasons. Only the single government rate will be reimbursed. The "number in party" identified on the receipt must show only one person.

Process for Selecting Accommodation:

- Select the most cost-effective hotel from the accommodation guide that meets your business requirements.
- Ensure the expectations of the ministry expense authority are clarified (through the contract manager) regarding the price of accommodation before travel takes place.
- Ensure the rates charged by the hotel for the room and supplementary charges are at or below the rates quoted in the accommodation guide.

If the contractor cannot stay at any of the hotels listed in the guide due to an exceptional or emergency situation, pre-approval must be obtained from the ministry expense authority and attached to the expense claim. This approval should be obtained through the contract manager.

b) **Private lodging** (receipts are not required):

\$30 per night may be claimed when private lodging is arranged (e.g., staying with friends).

6. Airfare:

Economy airfare only will be reimbursed. Receipts/copies of receipts and proof of payment are required.

7. Miscellaneous Travel Expenses:

Laundry, gratuities, portage and personal phone calls cannot be claimed. Ferry charges and highway tolls can be claimed if supported by an original receipt. Other miscellaneous expenses incurred when travelling (e.g., courier and photocopying charges) can also be claimed if supported by a receipt/copy of receipt.

8. Out-of-Province Travel:

When B.C. contractors are required to travel out-of-province, a Travel Authorization form approved by the ministry director must accompany the expense claim.

Other Expenses

1. Business Expenses (e.g., all costs associated with meetings, including business and guest meals):

Claims for business expenses must be accompanied by an approved Business Expense Approval form (which should be completed by the ministry, not the contractor).

2. GST:

Contractors registered with the Canada Revenue Agency for GST purposes are entitled to claim input tax credits for the GST paid on their travel expenses and must deduct this before they invoice the ministry.

3. Miscellaneous Expenses (e.g. business telephone/fax calls, newspapers, etc.):

Miscellaneous expenses will be paid if supported by original receipts and in our opinion are necessarily incurred by you in providing the service. Contact the contract manager before incurring any miscellaneous expenses.



October 4th, 2013

To: All Government Vendors

This letter is to introduce and inform all authorized Province of British Columbia travel industry suppliers to Inventa Sales and Promotions Inc. as a cost recoverable Contractor to the Province of BC. Employee's and sub-contractor's of Inventa Sales and Promotions Inc. are permitted access to provincial government rates allowed to all regular government employees for the period October 4th, 2013 to October 3, 2016.

Vehicle rental agencies should note that all conditions of the provincial government agreement apply with the exception of Personal Injury Insurance (PII). Purchase of PII is at the discretion of the customer and is not a reimbursable cost.

The Contractor named above agrees that the services or goods obtained by virtue of this Letter of Authorization are to be used solely for services supplied to the Province of BC. The cost of the service or goods will be reimbursed to the Contractor by the government, at the rate(s) supplied.

This Letter of Authorization is not transferable and is not to be used by anyone other than the Contractor named above. Personal or other use of this letter or services/goods provided through the use of this letter, for other than that stated in the Contractor's agreement, is forbidden. Such use may result in termination of the agreement and future ability to receive authorization to access government contracts, Corporate Supply Arrangements (CSAs) or Standing Offers (SOs) in the future. Should you require verification of this letter please contact me at 250 356-8595

Thank you,

Dawn Stewart

Dawn Stewart
Financial Services Officer
Government Communications and Public Engagement



GOVERNMENT COMMUNICATIONS AND PUBLIC ENGAGEMENT

REQUEST FOR STANDING OFFER

Event Management Services

REQUEST FOR STANDING OFFER No. ON-002417

Issue date: August 9, 2013

Closing location:

MAIL ONLY:	COURIER/BY HAND:
Procurement Services Branch P.O. Box 9476, Stn. Prov. Gov't. Victoria, B.C. V8W 9W6 Attention: Cheryl Akey	Procurement Services Branch c/o 2 nd Floor 563 Superior Street Victoria, B.C. V8V 1T7 Attention: Cheryl Akey

Closing date and time:

Three (3) complete paper copies and 1 electronic copy on DVD or USB media of the written Response must be received before 2:00 PM Pacific Time on **September 19, 2013**

OR

- B. If electronic delivery on BC Bid is the delivery method selected, one complete electronic Response** must be received before 2:00 PM Pacific Time on **September 19, 2013** in accordance with BC Bid instructions. Only pre-authorized e-bidders registered on BC Bid can submit an electronic Response.

Contact person:

Cheryl Akey, Procurement Specialist

Fax: (250) 387-7309

procurement@gov.bc.ca

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1.0 SUMMARY OF THE REQUIREMENT

Government Communications and Public Engagement (GCPE) ensures that information about government programs and services is accessible to British Columbians. GCPE also has the responsibility for leading and co-ordinating communications with internal and external stakeholders.

GCPE is seeking full-service agencies with extensive experience in community consultation and event planning to provide, on an as, if and when requested basis, event management services in support of provincial, regional and/or community events. Offerors will have demonstrated experience in organizing community events and working collaboratively with multiple parties from a variety of interest groups to ensure that planned activities focus on the unique requirements of each community or region.

GCPE anticipates establishing up to six (6) Standing Offers for these Services, to be delivered to the Province.

Offerors with a valid Standing Offer (as defined in this RSO) will be selected for each Contract using the following process:

- Specifics regarding the project or assignment will be sent to one or more Offeror(s), at the discretion of the Province. The criteria for selecting an Offeror(s) will vary, depending upon the requirements of the applicable project or task and could involve requiring an Offeror to have a certain demonstrated experience and proficiency level in one or more service areas depending on the specific requirements of the project or assignment;
- The Offeror(s) will provide a completed work order (see sample provided in Appendix D), outlining the work effort and costing of the project (costing to be based on the rates included in the Standing Offer);
- A draw-down will be issued to the Offeror proposing the best solution (i.e. lowest price, availability, etc.), subject to satisfactory performance during the term of the Standing Offer. Note that the Province may not necessarily select the Offeror offering the lowest price, and may also review the qualifications or other criteria required for a specific project.

All draw-downs will be established between GCPE and the Offeror, however, some or all of the services may be delivered directly to a ministry client.

GCPE reserves the right, in its sole discretion to:

- a) employ open competitions that include suppliers external to the Standing Offer;

- b) otherwise engage suppliers external to the Standing Offer in connection with any project required by the Province.

REQUEST FOR STANDING OFFER TERMINOLOGY

Throughout this Request for Standing Offer, terminology is used as follows:

- a) "Contract" means the Contract entered into by the Offeror and the Ministry by means of the written draw-down against the Standing Offer, for the provision of a specified quantity of the Service set out on the Draw Down Form, for the prices set out in the Standing Offer. The Contract is formed on receipt of the Draw Down Form;
- b) "Contractor" means the Offeror who is in receipt of a Draw Down Form requesting supply of a portion of the Service from the Standing Offer;
- c) "Draw Down Form" means any form of the Ministry that lists the Service set out in the Standing Offer and is sent to the Offeror;
- d) "Ministry" means Ministry of Technology, Innovation and Citizens' Services;
- e) "must", "mandatory" or "required" means a requirement that must be met in order for a Standing Offer to receive consideration;
- f) "Offeror" means the offeror who is successful in response to this Request for Standing Offer;
- g) "GCPE" means Government Communications and Public Engagement;
- h) "Province" means Her Majesty the Queen in Right of the Province of British Columbia and includes the Procurement Services Branch and the Ministry;
- i) "Procurement Services" means the Procurement Services Branch (PSB) within the Shared Services division of the Ministry of Technology, Innovation and Citizens' Services;
- j) "Respondent" means an individual or a company that submits, or intends to submit, a response to this "Request for Standing Offer (RSO)";
- k) "RSO" means Request for Standing Offer;
- l) "Service(s)" means a range of event planning management services including logistics management, communications and information management, and financial management;
- m) "should" or "desirable" means a requirement having a significant degree of importance to the objectives of the Request for Standing Offer; and
- n) "Standing Offer" means an Offeror's offer to provide the Service at pre-arranged prices, is issued by the Offeror to the Ministry on the basis of a response to this Request for Standing Offer and in a form acceptable to the Ministry.

2.0 REQUEST FOR STANDING OFFER PROCESS

2.1 STANDING OFFER EXPLANATION

A Request for Standing Offer is issued to solicit responses from suppliers. The responses are evaluated and the supplier(s) with the best responses are issued a Standing Offer to be signed and submitted to the Province. The Standing Offer is an offer from the potential supplier to sell goods and services to the Province as, if and when requested. When a supplier signs a Standing Offer, that entity (the "Offeror") is offering to provide certain products or Services at specified prices over a specified period of time. If and when the Province makes a draw-down against that Standing Offer, only then does the Offeror have a Contract for the amount drawn down or ordered.

2.2 CONTRACTUAL OBLIGATION

There is no contractual obligation on either party until a draw-down is made. The Standing Offer lays out the terms of the offer, including the terms and conditions that will govern any subsequent draw-downs. A Standing Offer is not a contract and an Offeror may withdraw a Standing Offer by notification to the Province or the Province may set aside a Standing Offer at any time. However, all draw-downs received by an Offeror prior to withdrawing are legally binding and must be honoured. No Offeror will acquire any legal or equitable rights or privileges relative to the goods or services until the Draw Down Form is received. The terms and conditions laid out in the Standing Offer will apply to the draw-down. A separate contract is entered into each time a draw-down is made against a Standing Offer.

2.3 ACCEPTANCE OF STANDING OFFERS

- a) This Request for Standing Offer is not an agreement to purchase goods or services. The Province is not bound to accept the lowest priced or any response of those submitted. Responses will be assessed in light of the evaluation criteria. The Province will be under no obligation to receive further information, whether written or oral, from any Respondents.
- b) Neither acceptance of a response nor receipt of a Standing Offer will constitute approval of any activity or development contemplated in any Standing Offer that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

2.4 ADDITIONAL INFORMATION

Subsequent information regarding this Request for Standing Offers will only be posted on the BC Bid Website (www.bcbid.ca).

Respondents are strongly encouraged to select "Send Me Amendments" that is included as an option on the Opportunity Notice published on BC Bid^(r) for this RSO. By selecting this option a registered Respondent will be automatically notified of any amendment that may be issued. Respondents that are not registered with BC Bid^(r) may register by selecting *Start your e-Service, Supplier Registration* on the BC Bid^(r) home page.

2.5 ENQUIRIES

All enquiries related to this Request for Standing Offer are to be directed, in writing, to the following person. Information obtained from any other source is not official and should not be relied upon.

Procurement Services Branch
2nd Floor, 563 Superior Street
PO Box 9476 STN PROV GOVT
Victoria, BC, V8W 9W6
Contact Person: **Cheryl Akey**
Fax #: (250) 387-7309
Email: procurement@gov.bc.ca

2.6 CLOSING DATE

Three (3) complete paper copies and 1 electronic copy on DVD or USB media of each Response must be received before 2:00 p.m., Pacific Time, at:

MAIL ONLY: Procurement Services Branch Box 9476, Stn. Prov. Govt. Victoria, B.C. V8W 9W6	COURIER/BY HAND: Procurement Services Branch c/o 2nd Floor 563 Superior Street Victoria, B.C. V8V 1T7
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OR

One complete electronic Response must be received in accordance with BC Bid instructions for e-bidding. Only pre-authorized e-bidders registered on the BC Bid system can submit electronic bids.

Responses will not be accepted by facsimile or email. All Responses should be clearly marked with the name and address of the Respondent, the RSO number, and the project or program title.

2.7 LATE RESPONSES

Late responses will not be accepted and may be returned to the Respondent.

2.8 EVALUATION AND SELECTION

The evaluation committee will check responses against the mandatory criteria. Responses not meeting all mandatory criteria will be rejected without further consideration. Responses that meet the mandatory requirements will be evaluated on criteria outlined.

2.8.1 RSO TIMELINES

The following timetable outlines the anticipated schedule for the Request for Standing Offer process. The timing and the sequence of events resulting from this Request for Standing Offer may vary and shall ultimately be determined by GCPE.

EVENT	DATE
Request for Standing Offer issued	August 9, 2013
Request for Standing Offer closes	September 19, 2013
Respondents notified of results	October 8, 2013
Standing Offers in place	October 15, 2013

3.0 RESPONSE PREPARATION

3.1 SIGNED RESPONSES

The Response must include a cover letter substantially similar to the cover letter set out in Appendix A and the cover letter must be signed by a person authorized to sign on behalf of the Respondent.

If the Response is submitted electronically on BC Bid, the Response must be submitted by a person authorized to submit the Response on BC Bid and to use the Respondent's e-bidding key as signature on behalf of the Respondent.

3.2 CHANGES TO OFFER WORDING

The Respondent will not change the wording or pricing of its response after closing and no words or comments will be added to the response unless requested by the Province for purposes of clarification.

3.3 WORKING LANGUAGE OF THE PROVINCE

The working language of the Province of British Columbia is English and all responses to this Request for Standing Offer must be in English.

3.4 RESPONDENTS' EXPENSES

Respondents are solely responsible for their own expenses, including travel, in preparing a response and for subsequent negotiations with the Province, if any, and the Province will not be liable to any Respondents or Offerors for any claims arising from this Request for Standing Offers.

3.5 CURRENCY AND TAXES

Prices quoted are to be:

- a) in Canadian dollars;
- b) inclusive of duty, where applicable;
- c) FOB destination, delivery charges included where applicable; and
- d) exclusive of all applicable taxes.

4.0 ADDITIONAL REQUEST FOR STANDING OFFER TERMS

4.1 MODIFICATION OF TERMS

The Province might modify the terms of the Request for Standing Offer at any time at its sole discretion, including cancelling this Request for Standing Offer at any time.

4.2 OWNERSHIP OF OFFERS AND FREEDOM OF INFORMATION

All documents, including responses and Standing Offers submitted to the Province become the property of the Province. They will be received and held in confidence by the Province, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

4.3 SUB-CONTRACTING

Sub-contracting for specialized services is permissible; however, sub-contractors cannot be wholly owned or partially owned by the contractor. In cases where the Contractor has subsidiaries, partially or wholly owned, services provided by these subsidiaries will bill according to contracted rates.

5.0 SAMPLE STANDING OFFER

Offerors will be requested to sign a Standing Offer similar to the sample attached as Appendix E. At the conclusion of the evaluation, Offerors deemed successful will be provided a copy of the Standing Offer, prepared using the sample and the contents of their response. Offers will be required to review and confirm that the standing Offer accurately reflects their response, sign and return a copy to the Procurement Services Branch at the address identified in 2.6. Only then will the Standing Offer be considered valid and capable of being drawn down from.

6.0 MINISTRY/SITUATION OVERVIEW

6.1 OVERVIEW

Government Communications and Public Engagement (GCPE) ensures that information about government programs and services is accessible to British Columbians. GCPE also has the responsibility for leading and co-ordinating communications with internal and external stakeholders.

Government Communications and Public Engagement provides the following services:

- co-ordinating cross-government initiatives;
- advertising research;
- strategic communications planning and advice;
- issues management;
- media relations and media monitoring;
- event planning and event management;
- writing and editorial services;
- graphic design;
- web development;
- advertising and marketing;
- online communications services and management of web content;
- distributing news releases and backgrounders;
- technical support to the Press Theatre in the Legislature;
- strategic development and policy oversight in support of the Open Government and Public Engagement agenda;
- program support and technology services in support of corporate citizen-centric web and application development (through the Corporate Online Services branch);
- program support and technology and services in support of enterprise data and geospatial services and infrastructure, including open data (through the DataBC branch);
- program support and technology services in support of cross-government citizen engagement and social media activities (through the Citizen Engagement branch); and
- responsibility for government's relationship with the *Knowledge Network Corporation*.

6.2 TERM OF STANDING OFFER

The initial term of the Standing Offer will be for three (3) years. Offerors may be provided an option to renew, at the sole discretion of the Province, for two additional one-year terms. Offerors will be provided an opportunity to negotiate their rates at these renewal points.

7.0 REQUIREMENTS

NOTE: This section includes “Response Guidelines” which are intended to assist Respondents in the development of their responses. The Response Guidelines are not intended to be all-inclusive; Respondents should use their own judgement in determining what information should be provided to demonstrate that the Respondent will meet or will exceed the Ministry’s expectations. Please address each of the following items in your proposal, in the order as they appear.

7.1 SERVICE DELIVERY

The following requirements for this Standing Offer relating to the Services to be provided are described in detail throughout this section.

Working with the Province, the Contractor will be responsible for developing and implementing a comprehensive event management plan for key events which will include, but not be limited to, the following services:

- a) logistics management;
- b) communications and information management; and
- c) financial management.

7.1.1 LOGISTICS MANAGEMENT

The Contractor will be responsible for the following, as it relates to logistics management:

- a) Identifying requirements for design, production and delivery of all materials in support of celebration events and overarching activities;
- b) Establishing contact with appropriate City officials and other key players in the municipality;
- c) Arranging all pre-event and on-site logistical needs including, but not limited to, photography and videographer services;
- d) Working with municipalities to roll-out government initiatives, ensuring a consistent look and feel province-wide while tailoring to the unique needs of the community;
- e) Assisting the Province with developing and implementing a promotional strategies for events;
- f) Developing a checklist of, and procuring all required event elements;

- g) Undertaking all planning, organization, bookings, materials, invitations, on-site support and follow-up;
- h) Identifying requirements for signage to the GCPE's and/or Ministry's Project Manager. The Province is responsible for designing and providing final, print-ready artwork. The Contractor is responsible for production and installation of signage. The Province's Project Manager will provide the Contractor with a key contact who is responsible for ensuring the design and supply of final, print-ready artwork; and
- i) Providing the Province with a summary of findings and recommendations coming out of an event; incorporating improvements to subsequent events, and/or statistical information such as number of attendees, customer satisfaction results, etc.

7.1.2 COMMUNICATIONS AND INFORMATION MANAGEMENT

The Contractor will be responsible for the following, as it relates to communications and information management:

- a) Establishing contact with appropriate key players;
- b) Communicating requirements to the Province for design and production of media releases and/or ad copy;
- c) Developing and implementing a media relations strategy;
- d) Identifying and communicating requirements for the design and production of additional information materials that may be required including, but not limited to, promotional materials other than advertising; and
- e) The Contractor and all sub contractors will keep confidential all products produced and ideas put forward and finally agreed upon and will not disclose prior to media releases, and/ or without the express permission of the Province.

7.1.3 FINANCIAL MANAGEMENT

The Contractor will be responsible for the following, as it relates to financial management:

- a) Working with the Province to ensure the celebrations/events are carried out within budget;
- b) Coordinating payment for all suppliers (excluding ad placement costs). For ease of administration, the Province may pay directly for expenses incurred; and
- c) Providing financial reports to the Province.

7.1.4 EVENT MANAGEMENT

As part of Service delivery relating to a specific event(s), the Contractor will be responsible for the following:

- a) Providing all staff required for onsite management of all activities at the event;
- b) Developing and delivering on entertainment and theme-specific programming options;
- c) Designing, producing, and installing the overall creative “look”, displays, and exhibits for the event,
- d) Identifying, procuring, securing, and installing equipment and infrastructure to meet the physical requirements necessary to deliver the event;
- e) Ongoing consultation with and reporting to the Province, including meetings with stakeholders as required;
- f) Ongoing liaison with, and coordination of, all potential collaborators and agencies involved in the event;
- g) Liaison with suppliers in order to assist and coordinate all shipping and delivery of production items and technical requirement associated with activities taking place during the event;
- h) Developing and delivering on invitations and invitation lists for the event, including managing RSVPs;
- i) Ongoing liaison and coordination of stakeholders participating in the event;
- j) Collecting, managing and collating event performance measurement data, such as surveys and a final report to the Province; and
- k) Actively monitoring all aspects of event planning and delivery.

The Contractor will be expected to manage all administrative responsibilities associated with the Contract, including but not limited to:

- a) Provision of accurate financial accounting of all billable items associated with the Contract;
- b) Appropriate assignment of all staff and/or subcontractors who deliver any part of the Services required under the Contract; and
- c) Overall coordination of all activities required to perform the Services.

RESPONSE GUIDELINES

1. Provide a response to **Appendix D Sample Event Scenario**.

NOTE: GCPE reserves the right to utilize the information presented in response to Appendix D to select an Offeror and issue a draw-down for the LNG Conference, should it occur.

7.2 ORGANIZATIONAL EXPERIENCE

Respondents should have proven expertise in large-scale, multi-stakeholder event planning and event management, including the following experience:

- a) developing comprehensive event management and implementation plans, with extensive experience planning and managing events that comprised multiple simultaneous activities occurring in different municipalities.
- b) working with multiple separate organizations to plan, coordinate and deliver regionally-based events involving multiple communities;
- c) organizing and facilitating the needs of business and public events that may include up to 2,000 attendees or more;
- d) managing event projects with large budgets (e.g. over \$1Mil);
- e) developing and implementing communication plans that effectively advertised the event(s);
- f) compiling, analyzing and reporting statistical information that included meaningful quantitative and qualitative measures.
- g) organizing and facilitating the needs of business and public events that include high-profile attendees (e.g. elected officials and/or other public personalities)
- h) developing implementation plans, which set up key milestones, deadlines, budgets, etc. to ensure success of the event;
- i) managing changes to the original plans, including those that occur on the day of the scheduled business event;
- j) ensuring that all event activities were completed on time and on budget

Respondents should also have experience in the following areas:

- k) Experience liaising with client staff, contractors (i.e. communications / media, catering, administrative services), sponsors, and other key stakeholders;
- l) Experience liaising with suppliers to ensure coordination of all technical requirements;
- m) Ability to identify key challenges and opportunities, and develop strategies and tactics to take advantage of identified opportunities and overcome key challenges;
- n) Ability to work within tight timelines and under severe time pressures; and
- o) Ability to strategically conceptualize and develop specific themes and event plans.

RESPONSE GUIDELINES

2. Complete **Appendix B Respondent Profile Summary**.
3. Provide a description of your experience, as it relates to a) through o) above.
4. Complete **Appendix C Respondent Experience**, providing details on 2 large event management projects completed within the last 3 years

7.3 KEY PERSONNEL

Respondents should name a single key individual who is proposed to be the Account Manager for the term of the Standing Offer. The Account Manager will have overall responsibility for the Contract, the authority required to make decisions regarding service delivery, and will be the Province's contact for day-to-day activities of the Contract. The Account Manager should be easily accessible to the Province to resolve issues that may arise during the term of the Contract.

The proposed Account Manager should have at least five or more years experience managing the following:

- contracts for public sector and/or corporate clients;
- large-scale, multi-stakeholder event planning and event management activities;

Respondents should also name one individual as the Project Manager. The proposed Project Manager should have provided on-site oversight to five or more large-scale community-based events within the past five years.

Respondents may name a single person into both of these roles; in this case, the individual will be evaluated separately for each role. Respondents should not name more than one person for each role. Scores will be adversely affected if more than one person is named into a single role.

Respondents should name their key personnel and describe the roles of each of the individuals who will be providing the services contemplated in this Request for Standing Offer.

Respondents should have a contingency plan to be implemented in the event that the Account Manager becomes unexpectedly unavailable.

NOTE: GCPE expects that the individuals named in the response to this section will be available for the term of the Standing Offer. Any substitutions to key personnel must be approved by GCPE, and will be required to be equally qualified, as determined by GCPE.

Team members should have at least 5 years experience providing the Services, as described throughout the RFP. Consideration will be given to the following components of Team Experience:

- a) Demonstrated experience providing the Services (i.e. years of experience and projects worked on);
- b) Depth of experience (i.e. experience/skills employed in the assignments or projects, and projects worked on);
- c) Formal education and training.

RESPONSE GUIDELINES

- 5. Name a proposed Contract Manager, and explain how this individual meets or exceeds the expected qualifications and experience.
- 6. Name a proposed Project Manager, and explain how this individual meets or exceeds the expected qualifications and experience
- 7. Provide a resume for the proposed Contract Manager and Project Manager (resumes should not exceed 3 pages)
- 8. Provide a summary of the other key personnel to be involved, describing the roles of each individual who will be providing the Services. Include a resume for each.

7.4 PRICING

Respondents should provide charge out rates for the services outlined in this RFP.

RESPONSE GUIDELINES

- 9. Provide hourly rates for both the Account Manager and the Project Manager.
- 10. Provide hourly rates for other key personnel to be involved in providing the Services.
- 11. Outline any other costs/charge out rates associated with providing the Services.

8.0 EVALUATION CRITERIA

8.1 MANDATORY CRITERIA

The following are mandatory requirements. Responses not clearly demonstrating that they meet them will receive no further consideration during the evaluation process.

Mandatory Criteria	
a)	The Response must be received at the closing location by the specified closing date and time on the title page of this Request for Standing Offer.
b)	The Response must be in English and must not be sent by facsimile or e-mail.
c)	Three (3) complete copies plus one (1) electronic copy on DVD or USB media of each Response must be submitted OR One complete electronic response must be received in accordance with BC Bid instructions for e-bidding.
d)	The Response must include a cover letter substantially similar to the cover letter set out in Appendix A and the cover letter must be signed by a person authorized to sign on behalf of the Respondent.
e)	The Response must include a completed form, in substantially the same form as Appendix B Respondent Profile Summary , to be considered.
f)	The Response must include a completed form, in substantially the same form as Appendix C Respondent Experience , to be considered.

8.2 DESIRABLE CRITERIA

Responses meeting the mandatory requirements will be further assessed against the following desirable criteria.

Desirable Criteria	Points Available	Minimum score (if applicable)
Experience and Qualifications	40	
Service Delivery – Event Scenario	30	
Pricing	30	
TOTAL POINTS AVAILABLE	100	

8.3 PRICING EVALUATION

The Province will evaluate price as follows:

- Only those Responses that have met all mandatory requirements will be evaluated for price;
- The lowest price Response will receive all the points allocated to price; and
- All other proposals will be scored using the following formula:

$$\frac{\text{Lowest Priced Proposal}}{\text{This Proposal's Price}} \times \text{Points Available}$$

8.4 REFERENCES

References may be contacted to verify statements made in the Response. The Ministry reserves the right to contact any clients of the referenced projects or work provided throughout the Response to verify statements made, in addition to the corporate references provided by the Respondent. The Ministry will not enter into a Standing Offer with any Respondent whose references, in the Agency's sole opinion, are found to be unsatisfactory.

8.5 EVALUATION PROCESS

Stage 1

Responses will be checked for compliance with the Mandatory Criteria. Responses that do not meet the mandatory requirements will receive no further consideration.

Stage 2

Responses meeting the mandatory requirements will be evaluated on the Desirable Criteria outlined in section 8.2.

Stage 3

Up to the top six (6) highest scoring Respondent(s) will be given a Standing Offer.

Stage 4

Reference checks may be completed with the Respondents.

9.0 RESPONSE FORMAT

The following format and sequence should be followed in order to provide consistency in responses and ensure each response receives full consideration. All pages should be consecutively numbered.

- a) The Response covering letter set out in **Appendix A**;
- b) A 1-2 page corporate information overview of the Respondent firm, e.g. types of services offered, length of time in business, and accomplishments;
- c) The body of the Response, including **Appendix B** Respondent Profile Summary and **Appendix C** Respondent Experience;
- d) A resume for each key personnel identified, containing information on the individual's education, relevant employment history including positions held and their duration, relevant skills and experience and professional designations and affiliations;

APPENDIX A: RESPONSE COVERING LETTER

Letterhead or Respondent's name and address

Date:

[NAME OF MINISTRY]

[ADDRESS]

Attention: [Name]

Subject: **Event Management Services**
 Request for Standing Offer No. ON-002417, including any
 amendments or additions (the "Request for Standing Offer")

NOTE: amendments and additions will be posted to the BC Bid website at www.bcbid.ca. It is the Respondent's sole responsibility to check for amendments and additional information.

The enclosed Response is submitted in response to the above-referenced Request for Standing Offer.

We have carefully read and examined the Request for Standing Offer and have conducted such other investigations as were prudent and reasonable in preparing the Response. We are authorized to submit this Response on behalf of the Respondent.

Yours truly,

Signature of Principal

Name:

Title:

Telephone Number:

e-mail address:

Legal name of Respondent:

Date:

APPENDIX B: RESPONDENT PROFILE SUMMARY

RESPONDENT PROFILE INFORMATION

Respondents are advised to complete this form in full. The table will expand to accommodate the information requested. If the requested information is not applicable to the Respondent's organization, indicate this with "n/a" in the appropriate cell.

Respondent Organization Name:	
Address of Respondent's Head Office:	
Address of Respondent's Canadian Branch Office(s):	
Year Established:	
Name of Owner:	
Mergers Within the Past 2 Years:	
Respondents' Business Philosophy / Mission / Mandate / Etc.:	
Strategic Alliances to Provide Communications Services:	
Total \$ Value of 2012 Canadian Billings:	
Name, Address, Phone, Fax #'s & Email of Response Contact Person:	

REFERENCES

Provide the name, corporate affiliation, title and telephone number of three clients who can attest to the Respondent's corporate professionalism and ability to provide the Services. State the number of years that services have been provided to each client. The Ministry may contact these references without notifying the Respondent. The Ministry reserves the right to not award a Standing Offer to any Respondent who has references that are deemed to be unsatisfactory, in the Ministry's sole opinion.

First Client Reference	Name of Client:			
	Title or Position			
	Firm Name			
	Telephone Number	() -	City	

	Nature of Services Provided			
	Date(s) Services Provided			
Second Client Reference	Name of Client:			
	Title or Position			
	Firm Name			
	Telephone Number	() -	City	
	Nature of Services Provided			
	Date(s) Services Provided			

APPENDIX C: RESPONDENT EXPERIENCE

Respondent's Name:	
---------------------------	--

Respondents should have planned and delivered at least two events within the past four years that comprised multiple simultaneous activities occurring in different municipalities. Provide the details of two recent events in the tables below:

Event No. 1 Name:	
Date range when the event occurred: (mm/YYYY to mm/YYYY)	
Budget:	\$
Identify the communities specific to this event.	
Describe the goal or objective of this event, clearly identifying how it benefited the community(ies) and/or region.	
Identify all the separate organizations that were involved in the planning, coordinating and delivering of this project.	
Explain the Respondent's role in planning, coordinating and delivering this event.	
Describe what the Respondent did to develop and implement a communication plan, and how this plan was proven effective.	
Explain how the Respondent ensured that this event was delivered on time and on budget.	
Describe the statistical information that was collected, analyzed and reported specific to this event. Ensure this includes a complete description of the quantitative and qualitative measures used.	

Event No. 1 Name:	
Explain how the statistical information was used.	
Describe any creative approaches the Proponent used in delivering services specific to this event.	
Identify what, if any, display units were used for this event.	
Describe the Respondent's role in the construction of the display unit used.	
Provide a reference who can confirm the Respondent's work related to this event. Include a name and current phone number and email address.	

Event No. 2 Name:	
Date range when the event occurred: (mm/YYYY to mm/YYYY)	
Budget:	\$
Identify the communities specific to this event.	
Describe the goal or objective of this event, clearly identifying how it benefited the community(ies) and/or region.	
Identify all the separate organizations that were involved in the planning, coordinating and delivering of this project.	
Explain the Respondent's role in planning, coordinating and delivering this event.	
Describe what the Respondent did to develop and implement a communication plan, and how this plan was proven effective.	

Event No. 2 Name:	
Explain how the Respondent ensured that this event was delivered on time and on budget.	
Describe the statistical information that was collected, analyzed and reported specific to this event. Ensure this includes a complete description of the quantitative and qualitative measures used.	
Explain how the statistical information was used.	
Describe any creative approaches the Respondent used in delivering services specific to this event.	
Identify what, if any, display units were used for this event.	
Describe the Respondent's role in the construction of the display unit used.	
Provide a reference who can confirm the Respondent's work related to this event. Include a name and current phone number and email address.	

APPENDIX D: SAMPLE EVENT SCENARIO

SAMPLE EVENT: LNG CONFERENCE

Background:

Between February 25 & 26, 2013, the Province of British Columbia hosted Canada's first international conference focused on liquefied natural gas (LNG). The event was called Fuelling the Future: Global Opportunities for LNG in BC.

The event brought together global industry players and an international audience to discuss key topics for B.C.'s emerging LNG industry. Over 500 people attended conference. First Nations leaders, representatives from 25 B.C. communities, federal and provincial government officials, academics, and 192 companies spanning eight countries participated.

In 2014, the Government of British Columbia plans to host the event again with a larger scope and audience size.

Event:

British Columbia LNG International Conference 2014 (TBD name: Fuelling the Future: Global Opportunities for LNG in BC)

Goals:

- Showcase British Columbia's growing natural gas sector and commitment to reach new markets through the development of a new liquefied natural gas (LNG) industry
- Validate the provincial government's plans to build a clean LNG industry, with leading regulations and policy development
- Provide a forum where industry officials can connect, learn and collaborate with leading authorities in responsible resource development
- Highlight growth opportunities in B.C. and bring together global LNG proponents and investors
- Showcase B.C.'s service sector, the province's developing labour market and commitment to skills training and job creation
- Ensure British Columbians understand how the LNG opportunity will provide a lasting legacy for future generations

Event Dates:

Wednesday May 21st – Friday May 23rd, 2014

Event Location: Vancouver Convention Centre

Floor plan:

The entire Vancouver Convention Centre will be booked for use. The three levels will be utilized to best accommodate a floor plan with the following:

- a keynote speaking area with dining/table space
- a separate, main-stage area for speakers and panel discussions, with space to accommodate a large audience
- meeting rooms that can be booked for use on-site
- dedicated areas for media scrums/presentations

- dedicated trade show space
- staging, including audio/visual for speaking areas for applicable areas

Audience:

Representatives will attend from the Province of British Columbia; natural gas LNG proponents; First Nations leaders; local governments; learning institutions; global investors, and domestic and international consumers.

The event will include speeches from multiple VIPs. Planning should address handling and security for these guests.

In total, the conference will be attended by approximately 1,000 people.

Media:

Media will be invited to attend the event. The floor plan will need to accommodate media presence during speeches and panel discussions. Audio/visual space and feeds will need to be accessible. Approximately 50 media should be accommodated at peak interest times.

Meals and Reception:

Planning for a menu and be required and meals will be provided on-site. Keynote speeches could occur during lunch/dinner hours.

Additional needs:

- Staff resources for coat-check area, registration/check-in and dining
- Staff resources to assist government staff as required
- Security personal for entrances
- Collateral materials
- Additional reception as required

Event budget:

\$1,000,000.00

RESPONSE GUIDELINES

In no more than 10 pages, provide the following information:

1. At a high level, explain the process that the Respondent would use to plan for this event (or similar type events). Include the following elements in this explanation:
 - Developing a work plan for the event, which would outline major activities and milestones associated with the event;
 - Developing a budget for the event;
 - Describe the GCPE Project Manager's role in these activities.
2. Provide an overview of the creative concepts, including themes, contemplated for the event;
3. Demonstrate how GCPE's goals (as outlined above) would be integrated into the plan;

4. Provide a pricing summary, including an estimated total event price with a basic breakdown of costs that separates service fee from other items;
5. Explain how the Respondent would ensure that costs for the event are kept within budget, and that invoices related to these costs would be accurate; and
6. Identify any statistical information that could be collected and explain how it would be gathered, analyzed and reported.

NOTE: GCPE reserves the right to utilize the information presented in response to Appendix D to select an Offeror and issue a draw-down for the 2014 LNG Conference, should it occur.

APPENDIX E: SAMPLE STANDING OFFER



For reference purposes only – this Appendix is NOT to be submitted in your Response.

STANDING OFFER

[NAME OF SERVICE]
FOR
MINISTRY OF [NAME]

STANDING OFFER REFERENCE NUMBER _____

THIS STANDING OFFER is made the XX day of MONTH, YEAR.

[Offeror's name]
[Address]
[Telephone and facsimile number]
[Contact Name]

(the "Offeror")

HEREBY OFFERS TO SUPPLY, AS, IF AND WHEN REQUESTED, THE SERVICES DESCRIBED IN SCHEDULE "A", TO HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, ON THE TERMS AND CONDITIONS DESCRIBED BELOW.

THE OFFER IS AS FOLLOWS:

DEFINITIONS

1. In this Standing Offer:
 - a. "Contract" means the contract that is formed on receipt by the Offeror of a Draw Down for the Services described

in the Draw Down, and which is on the terms and conditions set out in the Province's General Services Agreement, a copy which may be found at http://www.pss.gov.bc.ca/psb/gsa/gsa_index.html as may be updated from time to time, and which

includes as Schedules to the General Services Agreement the completed Schedules A, B, C, D, E (if applicable), F, and G (if applicable) attached to the RSO.

- b. **"Contractor"** means the Offeror who is in receipt of a Draw Down requesting the Services under this SO.
- c. **"Draw Down"** means a written draw down form issued by a Purchaser to an Offeror against this SO for the provision of a specified quantity of Services at the prices set out in this SO;
- d. **"Ministry"** means the Province's Ministry of [Insert Ministry name];
- e. **"Offeror"** means (insert legal name) also identified as (insert doing business as name if applicable).
- f. **"Offeror's Representative"** means the representative and designated back-up assigned by the Offeror to administer the SO.
- g. **"Prices"** mean the prices for the Services set out in Schedule "B" to the SO;
- h. **"Province"** means Her Majesty the Queen in Right of the Province of British Columbia and includes Procurement Services and the Ministry;
- i. **"Province Representative"** means Name, Procurement Specialist, or such other individual designated from time to time by the Province to administer this SO on behalf of the Province;
- j. **"Purchaser"** means an employee of the Ministry authorized to issue a Draw Down;
- k. **"Procurement Services"** means the Procurement Services Branch, Ministry of Technology, Innovation and Citizen's Services;
- l. **"Services"** means those services described in Schedule "A"; and
- m. **"Standing Offer"** or **"SO"** means this SO;

- 1.2 All references to dollars, currency, and money must mean Canadian dollars (\$CAD).

EXPIRY

- 2.1 This Standing Offer will expire on [Month, DD, YYYY] unless withdrawn in accordance with section 3.1 K or section 9, or renewed by the Province for up to (insert number) additional (insert number) year periods.

STANDING OFFER - GENERAL

- 3.1 The Offeror makes the Offer set out in this SO on the following understandings:
 - a. the establishment of this SO does not oblige the Province to authorize or order all or any of the Services from the Offeror;
 - b. a Contract is formed only on receipt of a Draw Down by the Offeror;
 - c. a Draw Down Form shall form a Contract only for those Services in respect of which a Draw Down has been issued by a Purchaser, provided always that such Draw-Down is made in accordance with the provisions of this SO;
 - d. the Contract will be on the terms and conditions set out in the Province's General Services Agreement which may be found at http://www.pss.gov.bc.ca/psb/gsa/gsa_index.html as may be updated from time to time, and will include as Schedules to the General Services Agreement the completed Schedules A, B, C, D, E (if applicable), F, and G (if applicable) and G (if applicable) attached to this SO.
 - e. the Province reserves the right to procure the specified Services by any other means, including the use of other agreements, or by other procurement or contracting methods;
 - f. the liability of a Purchaser will be limited to that which arises from a Contract made prior to the expiry date described in Section 2.1;

- g. the Province reserves the right to set aside this SO, for whatever reason, and not make it available for any Draw Downs. The Province will promptly notify the Offeror of such action;
- h. any changes to this SO are to be documented by way of a written addendum between the Offeror and the Province;
- i. the Offeror's Representative, and a designated back-up individual, will be available during the Province's normal business hours, and will have the authority to represent the Offeror with respect to all issued arising under this SO;
- j. if the Offeror offers a lower price to others in the British Columbia public sector for substantially the same services and terms and conditions of a Contract during the term of this SO, that lower price will also apply to this SO. For the purposes of this section, a lower price is a price that is lower than the unit price in Schedule "A";
- k. the Offeror will provide the Province's Representative with 60 days written notice of any changes to the list of Services included in Schedule "A", and the Province will determine, in its sole discretion, whether to accept such changes; and

DRAW DOWN MECHANISM

- 4. Services may be ordered by various methods including: in person, facsimile, or email, RSO long as a written Draw Down is presented that includes as a minimum:
 - (a) The reference number for this SO;
 - (b) The name/description of the Purchaser;
 - (c) The specified quantity of the Services that are being ordered; and
 - (d) The maximum amount payable for the Draw Down.
- 5. Draw Downs against a SO paid for with the Province's corporate Purchasing card must be accorded the same prices and be

subject to the same terms and conditions as any other Draw-Down.

- 6. If the Purchaser establishes a Draw Down to the Offeror prior to the expiry of this SO and receives the Services, then the Purchaser will pay to the Offeror the amounts payable as described in Schedule "A".
- 7. If there is any conflict or inconsistency among any of the Provisions of the following documents:
 - a) This SO; and
 - b) A Draw Down,

Then the order of precedence will be (a) and then (b).

GENERAL TERMS AND CONDITIONS THAT APPLY TO DRAW DOWNS OF SERVICES

- 8. The terms and conditions contained in the Province's General Service Agreement, a copy of which can be found at http://www.pss.gov.bc.ca/psb/gsa/gsa_index.html as may be updated from time to time, and Schedules A to G of this SO will constitute the full and complete agreement (the "Contract") between the parties. In the Province's General Services Agreement, "you" means the Contractor and "we" means the Purchaser.

NOTIFICATION OF WITHDRAWAL

- 9. In the event that the Offeror wishes to withdraw this SO, the Offeror shall provide no less than thirty (30) days' written notice to the Province Representative, and such withdrawal of this SO will not be effective until receipt of such notification by the Province Representative and the expiry of such notice period.
- 9. The Offeror will fulfil any Draw Downs made before the expiry of such notice period.

SIGNED by the Offeror

(Authorized Signatory)

Print Name

Title

SCHEDULE "A"

SERVICES

(Insert Summary of the Requirement and Requirements sections of the RSO)

SCHEDULE "B"

Pricing

(Insert Consultant hourly rates and other associated pricing)

SCHEDULE "C"
APPROVED SUBCONTRACTORS

(Insert text as required)

SCHEDULE "D"

INSURANCE

1. The Contractor must, without limiting the Contractor's obligations or liabilities and at the Contractor's own expense, purchase and maintain throughout the Term the following insurances with insurers licensed in Canada in forms and amounts acceptable to the Province:
 - (a) Commercial General Liability in an amount not less than \$2,000,000.00 inclusive per occurrence against bodily injury, personal injury and property damage and including liability assumed under this Agreement and this insurance must
 - (i) include the Province as an additional insured,
 - (ii) be endorsed to provide the Province with 30 days advance written notice of cancellation or material change, and
 - (iii) include a cross liability clause.
2. All insurance described in section 1 of this Schedule must:
 - (a) be primary; and
 - (b) not require the sharing of any loss by any insurer of the Province.
3. The Contractor must provide the Province with evidence of all required insurance as follows:
 - (a) within 10 Business Days of commencement of the Services, the Contractor must provide to the Province evidence of all required insurance in the form of a completed Province of British Columbia Certificate of Insurance;
 - (b) if any required insurance policy expires before the end of the Term, the Contractor must provide to the Province within 10 Business Days of the policy's expiration, evidence of a new or renewal policy meeting the requirements of the expired insurance in the form of a completed Province of British Columbia Certificate of Insurance; and
 - (c) despite paragraph (a) or (b) above, if requested by the Province at any time, the Contractor must provide to the Province certified copies of the required insurance policies.
4. The Contractor must obtain, maintain and pay for any additional insurance which the Contractor is required by law to carry, or which the Contractor considers necessary to cover risks not otherwise covered by insurance specified in this Schedule in the Contractor's sole discretion.

SCHEDULE E

PRIVACY PROTECTION SCHEDULE

Definitions

1. In this Schedule,

- (a) "access" means disclosure by the provision of access;
- (b) "Act" means the *Freedom of Information and Protection of Privacy Act* (British Columbia);
- (c) "contact information" means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual;
- (d) "personal information" means recorded information about an identifiable individual, other than contact information, collected or created by the Contractor as a result of the Agreement or any previous agreement between the Province and the Contractor dealing with the same subject matter as the Agreement but excluding any such information that, if this Schedule did not apply to it, would not be under the "control of a public body" within the meaning of the Act.

Purpose

2. The purpose of this Schedule is to:

- (a) enable the Province to comply with the Province's statutory obligations under the Act with respect to personal information; and
- (b) ensure that, as a service provider, the Contractor is aware of and complies with the Contractor's

statutory obligations under the Act with respect to personal information.

Collection of personal information

- 3. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor may only collect or create personal information that is necessary for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.
- 4. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor must collect personal information directly from the individual the information is about.
- 5. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor must tell an individual from whom the Contractor collects personal information:
 - (a) the purpose for collecting it;
 - (b) the legal authority for collecting it; and
 - (c) the title, business address and business telephone number of the person designated by the Province to answer questions about the Contractor's collection of personal information.

Accuracy of personal information

- 6. The Contractor must make every reasonable effort to ensure the accuracy and completeness of any personal information to be used by the

Contractor or the Province to make a decision that directly affects the individual the information is about.

Requests for access to personal information

7. If the Contractor receives a request for access to personal information from a person other than the Province, the Contractor must promptly advise the person to make the request to the Province unless the Agreement expressly requires the Contractor to provide such access and, if the Province has advised the Contractor of the name or title and contact information of an official of the Province to whom such requests are to be made, the Contractor must also promptly provide that official's name or title and contact information to the person making the request.

Correction of personal information

8. Within 5 Business Days of receiving a written direction from the Province to correct or annotate any personal information, the Contractor must correct or annotate the information in accordance with the direction.
9. When issuing a written direction under section 8, the Province must advise the Contractor of the date the correction request to which the direction relates was received by the Province in order that the Contractor may comply with section 10.
10. Within 5 business days of correcting or annotating any personal information under section 8, the Contractor must provide the corrected or annotated information to any party to whom, within one year prior to the date the correction request was made to the Province, the Contractor disclosed the information being corrected or annotated.
11. If the Contractor receives a request for correction of personal information from a person other than the Province, the Contractor must promptly advise the

person to make the request to the Province and, if the Province has advised the Contractor of the name or title and contact information of an official of the Province to whom such requests are to be made, the Contractor must also promptly provide that official's name or title and contact information to the person making the request.

Protection of personal information

12. The Contractor must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal, including any expressly set out in the Agreement.

Storage and access to personal information

13. Unless the Province otherwise directs in writing, the Contractor must not store personal information outside Canada or permit access to personal information from outside Canada.

Retention of personal information

14. Unless the Agreement otherwise specifies, the Contractor must retain personal information until directed by the Province in writing to dispose of it or deliver it as specified in the direction.

Use of personal information

15. Unless the Province otherwise directs in writing, the Contractor may only use personal information if that use is for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.

Disclosure of personal information

16. Unless the Province otherwise directs in writing, the Contractor may only disclose personal information inside Canada to any person other than the Province if the disclosure is for the performance of the Contractor's

obligations, or the exercise of the Contractor's rights, under the Agreement.

17. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor must not disclose personal information outside Canada.

Notice of foreign demands for disclosure

18. In addition to any obligation the Contractor may have to provide the notification contemplated by section 30.2 of the Act, if in relation to personal information in the custody or under the control of the Contractor, the Contractor:
 - (a) receives a foreign demand for disclosure;
 - (b) receives a request to disclose, produce or provide access that the Contractor knows or has reason to suspect is for the purpose of responding to a foreign demand for disclosure; or
 - (c) has reason to suspect that an unauthorized disclosure of personal information has occurred in response to a foreign demand for disclosure

the Contractor must immediately notify the Province and, in so doing, provide the information described in section 30.2(3) of the Act. In this section, the phrases "foreign demand for disclosure" and "unauthorized disclosure of personal information" will bear the same meanings as in section 30.2 of the Act.

Notice of unauthorized disclosure

19. In addition to any obligation the Contractor may have to provide the notification contemplated by section 30.5 of the Act, if the Contractor knows that there has been an unauthorized disclosure of personal information in the custody or under the control of the

Contractor, the Contractor must immediately notify the Province. In this section, the phrase "unauthorized disclosure of personal information" will bear the same meaning as in section 30.5 of the Act.

Inspection of personal information

20. In addition to any other rights of inspection the Province may have under the Agreement or under statute, the Province may, at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor's premises to inspect any personal information in the possession of the Contractor or any of the Contractor's information management policies or practices relevant to the Contractor's management of personal information or the Contractor's compliance with this Schedule, and the Contractor must permit and provide reasonable assistance to any such inspection.

Compliance with the Act and directions

21. The Contractor must in relation to personal information comply with:
 - (a) the requirements of the Act applicable to the Contractor as a service provider, including any applicable order of the commissioner under the Act; and
 - (b) any direction given by the Province under this Schedule.
22. The Contractor acknowledges that it is familiar with the requirements of the Act governing personal information that are applicable to it as a service provider.

Notice of non-compliance

23. If for any reason the Contractor does not comply, or anticipates that it will be unable to comply, with a provision in this Schedule in any respect, the Contractor must promptly notify the Province of the particulars of the non-compliance or anticipated non-

compliance and what steps it proposes to take to address, or prevent recurrence of, the non-compliance or anticipated non-compliance.

30. Nothing in this Schedule requires the Contractor to contravene the law of any jurisdiction outside Canada unless such contravention is required to comply with the Act.

Termination of Agreement

24. In addition to any other rights of termination which the Province may have under the Agreement or otherwise at law, the Province may, subject to any provisions in the Agreement establishing mandatory cure periods for defaults by the Contractor, terminate the Agreement by giving written notice of such termination to the Contractor, upon any failure of the Contractor to comply with this Schedule in a material respect.

Interpretation

25. In this Schedule, references to sections by number are to sections of this Schedule unless otherwise specified in this Schedule.
26. Any reference to the "Contractor" in this Schedule includes any subcontractor or agent retained by the Contractor to perform obligations under the Agreement and the Contractor must ensure that any such subcontractors and agents comply with this Schedule.
27. The obligations of the Contractor in this Schedule will survive the termination of the Agreement.
28. If a provision of the Agreement (including any direction given by the Province under this Schedule) conflicts with a requirement of the Act or an applicable order of the commissioner under the Act, the conflicting provision of the Agreement (or direction) will be inoperative to the extent of the conflict.
29. The Contractor must comply with the provisions of this Schedule despite any conflicting provision of this Agreement or, subject to section 30, the law of any jurisdiction outside Canada.

SCHEDULE F
ADDITIONAL TERMS

(Insert text as required)

SCHEDULE G

SECURITY SCHEDULE

Definitions

1. In this Schedule,
 - (a) "Equipment" means any equipment, including interconnected systems or subsystems of equipment, software and networks, used or to be used by the Contractor to provide the Services;
 - (b) "Facilities" means any facilities at which the Contractor provides or is to provide the Services;
 - (c) "Information" means information
 - (i) in the Material, or
 - (ii) accessed, produced or obtained by the Contractor (whether verbally, electronically or otherwise) as a result of the Agreement;
 - (d) "Record" means a "record" as defined in the *Interpretation Act*;
 - (e) "Sensitive Information" means
 - (i) Information that is "personal information" as defined in the *Freedom of Information and Protection of Privacy Act*, or
 - (ii) any other Information specified as "Sensitive Information" in Appendix G6, if attached; and
 - (f) "Services Worker" means an individual involved in providing the Services for or on behalf of the Contractor and, for greater certainty, may include
 - (i) the Contractor or a subcontractor if an individual, or
 - (ii) an employee or volunteer of the Contractor or of a subcontractor.

Schedule contains additional obligations

2. The obligations of the Contractor in this Schedule are in addition to any other obligations in the Agreement or the schedules attached to it relating to security including, without limitation, the obligations of the Contractor in the Privacy Protection Schedule, if attached.

Services Worker confidentiality agreements

3. The Contractor must not permit a Services Worker who is an employee or volunteer of the Contractor to have access to Sensitive Information unless the Services Worker has first entered into a confidentiality agreement with the Contractor to keep Sensitive

Information confidential on substantially similar terms as those that apply to the Contractor under the Agreement.

Services Worker security screening

4. The Contractor may only permit a Services Worker who is an employee or a volunteer of the Contractor to have access to Sensitive Information or otherwise be involved in providing the Services if, after having subjected the Services Worker to the personnel security screening requirements set out in Appendix G1 and any additional requirements the Contractor may consider appropriate, the Contractor is satisfied that the Services Worker does not constitute an unreasonable security risk. The Contractor must create, obtain and retain Records documenting the Contractor's compliance with the security screening requirements set out in Appendix G1 in accordance with the provisions of that appendix.

Services Worker activity logging

5. Subject to section 6, the Contractor must create and maintain detailed Records logging the activities of all Service Workers in relation to:
 - (a) their access to Sensitive Information; and
 - (b) other matters specified by the Province in writing for the purposes of this section.
6. The Records described in section 5 must be made and maintained in a manner, and contain information, specified in Appendix G2, if attached.

Facilities and Equipment protection and access control

7. The Contractor must create, maintain and follow a documented process to:
 - (a) protect Facilities and Equipment of the Contractor required by the Contractor to provide the Services from loss, damage or any other occurrence that may result in any of those Facilities and Equipment being unavailable when required to provide the Services; and
 - (b) limit access to Facilities and Equipment of the Contractor
 - (i) being used by the Contractor to provide the Services, or
 - (ii) that may be used by someone to access Informationto those persons who are authorized to have that access and for the purposes for which they are authorized, which process must include measures to verify the identity of those persons.
8. If the Province makes available to the Contractor any Facilities or Equipment of the Province for the use of the Contractor in providing the Services, the Contractor must comply with any policies and procedures provided to it by the Province on acceptable use, protection of, and access to, such Facilities or Equipment.

Sensitive Information access control

9. The Contractor must:

- (a) create, maintain and follow a documented process for limiting access to Sensitive Information to those persons who are authorized to have that access and for the purposes for which they are authorized, which process must include measures to verify the identity of those persons; and
- (b) comply with the information access control requirements set out in Appendix G3, if attached.

Integrity of Information

10. The Contractor must:

- (a) create, maintain and follow a documented process for maintaining the integrity of Information while possessed or accessed by the Contractor; and
- (b) comply with the information integrity requirements set out in Appendix G4, if attached.

11. For the purposes of section 10, maintaining the integrity of Information means that, except to the extent expressly authorized by the Agreement or approved in writing by the Province, the Information has:

- (a) remained as complete as when it was acquired or accessed by the Contractor; and
- (b) not been altered in any material respect.

Documentation of changes to processes

12. The Contractor must create and maintain detailed Records logging any changes it makes to the processes described in sections 7, 9 and 10.

Notice of security breaches

13. If Contractor becomes aware that:

- (a) unauthorized access, collection, use, disclosure, alteration or disposal of Information or Records containing Information; or
- (b) unauthorized access to Facilities or Equipment

has occurred or is likely to occur (whether or not related to a failure by the Contractor to comply with this Schedule or the Agreement), the Contractor must immediately notify the Province of the particulars of that occurrence or likely occurrence. If the Contractor provides a notification under this section other than in writing, that notification must be confirmed in writing to the Province as soon as it is reasonably practicable for the Contractor to do so.

Review of security breaches

14. If the Province decides to conduct a review of a matter described in section 13 (whether or not the matter came to the attention of the Province as a result of a notification under section 13), the Contractor must, on the request of the Province, participate in the review to the extent that it is reasonably practicable for the Contractor to do so.

Retention of Records

15. Unless the Agreement otherwise specifies, the Contractor must retain all Records in the Contractor's possession that contain Information until directed by the Province in writing to dispose of them or deliver them as specified in the direction.

Storage of Records

16. Until disposed of or delivered in accordance with section 15, the Contractor must store any Records in the Contractor's possession that contain Information in accordance with the provisions of Appendix G5, if attached.

Audit

17. In addition to any other rights of inspection the Province may have under the Agreement or under statute, the Province may, at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor's premises to inspect and, at the Province's discretion, copy:
 - (a) any Records in the possession of the Contractor containing Information; or
 - (b) any of the Contractor's Information management policies or processes (including the processes described in sections 7, 9 and 10 and the logs described in sections 5 and 12) relevant to the Contractor's compliance with this Schedule

and the Contractor must permit, and provide reasonable assistance to the exercise by the Province of the Province's rights under this section.

Termination of Agreement

18. In addition to any other rights of termination which the Province may have under the Agreement or otherwise at law, the Province may, subject to any provisions in the Agreement establishing mandatory cure periods for defaults by the Contractor, terminate the Agreement by giving written notice of such termination to the Contractor, upon any failure of the Contractor to comply with this Schedule in a material respect.

Interpretation

19. In this Schedule, unless otherwise specified:
 - (a) references to sections are to sections of this Schedule; and
 - (b) references to appendices are to the appendices attached to this Schedule.
20. Any reference to the "Contractor" in this Schedule includes any subcontractor retained by the Contractor to perform obligations under the Agreement and the Contractor must ensure that any such subcontractors comply with this Schedule.

21. The appendices attached to this Schedule are part of this Schedule.
22. If there is a conflict between a provision in an appendix attached to this Schedule and any other provision of this Schedule, the provision in the appendix is inoperative to the extent of the conflict unless the appendix states that it operates despite a conflicting provision of this Schedule.
23. If there is a conflict between:
 - (a) a provision of the Agreement, this Schedule or an appendix attached to this Schedule; and
 - (b) a documented process required by this Schedule to be created or maintained by the Contractorthe provision of the Agreement, Schedule or appendix will prevail to the extent of the conflict.
24. The obligations of the Contractor in this Schedule will survive the termination of the Agreement.

SCHEDULE G – Appendix G1 – Security screening requirements

The personnel security screening requirements set out in this Appendix G1 are for the purpose of assisting the Contractor determine whether or not a Services Worker constitutes an unreasonable security risk.

Verification of name, date of birth and address

1. The Contractor must verify the name, date of birth and current address of a Services Worker by viewing at least one piece of "primary identification" of the Services Worker and at least one piece of "secondary identification" of the Services Worker,* as described in the table following this section. The Contractor must obtain or create, as applicable, Records of all such verifications and retain a copy of those Records. For a Services Worker from another province or jurisdiction, reasonably equivalent identification documents are acceptable.

Primary Identification	Secondary Identification
<p>Issued by ICBC:</p> <ul style="list-style-type: none">• B.C. driver's licence or learner's licence (must have photo)• B.C. Identification (BCID) card <p>Issued by provincial or territorial government:</p> <ul style="list-style-type: none">• Canadian birth certificate <p>Issued by Government of Canada:</p> <ul style="list-style-type: none">• Canadian Citizenship Card• Permanent Resident Card• Canadian Record of Landing/Canadian Immigration Identification Record	<ul style="list-style-type: none">• School ID card (student card)• Bank card (only if holder's name is on card)• Credit card (only if holder's name is on card)• Passport• Foreign birth certificate (a baptismal certificate is not acceptable)• Canadian or U.S. driver's licence• Naturalization certificate• Canadian Forces identification• Police identification• Foreign Affairs Canada or consular identification• Vehicle registration (only if owner's signature is shown)• Picture employee ID card• Firearms Acquisition Certificate• Social Insurance Card (only if has signature strip)• B.C. CareCard• Native Status Card• Parole Certificate ID• Correctional Service Conditional Release Card

*It is not necessary that each piece of identification viewed by the Contractor contains the name, date of birth and current address of the Services Worker. It is sufficient that, in combination, the identification viewed contains that information.

Verification of education and professional qualifications

2. The Contractor must verify, by reasonable means, any relevant education and professional qualifications of a Services Worker, obtain or create, as applicable, Records of all such verifications, and retain a copy of those Records.

Verification of employment history and reference checks

3. The Contractor must verify, by reasonable means, any relevant employment history of a Services Worker, which will generally consist of the Contractor requesting that a Services Worker provide employment references and the Contractor contacting those references. If a Services Worker has no relevant employment history, the Contractor must seek to verify

the character or other relevant personal characteristics of the Services Worker by requesting the Services Worker to provide one or more personal references and contacting those references. The Contractor must obtain or create, as applicable, Records of all such verifications and retain a copy of those Records.

Security interview

4. The Contractor must allow the Province to conduct a security-focused interview with a Services Worker if the Province identifies a reasonable security concern and notifies the Contractor it wishes to do so.



Inventa
210-1401 West 8th Avenue
Vancouver BC, V6H 1C9

September 17, 2013

GOVERNMENT COMMUNICATIONS AND PUBLIC ENGAGEMENT
C/O PROCUREMENT SERVICES BRANCH
2ND FLOOR 563 SUPERIOR STREET
VICTORIA BC V8V 1T7

Attention: Cheryl Akey

Subject: Event Management Services
Request for Standing Offer No. ON-002417, including any amendments or
additions (the "Request for Standing Offer")

We are pleased to submit the enclosed Response in response to the above-referenced Request
for Standing Offer.

We have carefully read and examined the Request for Standing Offer and have conducted such
other investigations as were prudent and reasonable in preparing the Response. We are
authorized to submit this Response on behalf of the Respondent.

Yours truly,

David Nichols

Name:	Executive Vice-President, Founder
Title:	O: 604 687 0544 x 225 C: 604 690 3377
Telephone Number:	david@inventaworld.com
e-mail address:	Inventa Sales and Promotions Inc.
Legal name of Respondent:	September 17, 2013
Date:	



Pages 85 through 95 redacted for the following reasons:

s.21