

Government of Canada Standing Offer

Events Management Services: EN578-092644/007/CX - Contracts up to \$25,000

Federal departments, agencies and Crown Corporations may quickly and easily contract up to \$25,000 (HST included) in services of any Intertask Group company through a Standing Offer awarded by PWGSC through national competition.

Please follow this process:

1. Via the **Business Canada Access** Web site at:
 - www.contractsCanada.gc.ca/en/buyer-e.htm
 - Locate Standing Offer **EN578-092644/007/CX**.

Obtain documents:

1. Statement of Work Form
 2. Requisition form for Goods and Services (9200)
 3. Security Requirements Check List (if applicable)
2. Selecting appropriate services needed from the Statement of Work template, provide specific requirements to the PWGSC Contracting Authority, below; also provide a Requisition for Goods and Services (form 9200) and a Security Requirements Check List (if applicable).
 3. PWGSC will provide us with the Statement of Work requirements, request our cost quotation for approval, and then contract all services needed through the single Standing Offer awarded to Intertask.

For assistance, call: Paul Akehurst (ext. 234) or Blair Tryon (ext. 227) at 613 238-4075 or:

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Government of Canada Supply Arrangement

Events Management Services: EN578-092644-016/CX

- Contracts \$25,000 - \$100,000 (HST excluded) and,
- Contracts \$100,000 to \$400,000 (HST excluded).

Please contact a PWGSC Supply Officer above.