

RFSO 23-58079
ANNEX C: Cost Offer (Celebrating the Success of Women in STEM Symposium)
Event and Activity Coordinator and Producer

The Offer must include a summary of costs (if applicable, specify the type of units) and a breakdown of costs as follows:

1	Event and activity planning and management service	Unit cost (if applicable)	Quantity of units (if applicable)	Cost
a)	Event and activity planning and management service including: Coordination and preparation of regular meetings with partners (including agendas, topics of discussion, and follow-up on actions); Coordination of symposium program development with partners; Preparation of symposium program and final abstracts; and Rehearsal management			
b)	Any additional costs that apply (please specify)			
Subtotal (1a +1b)				
2	Event and activity direction and production	Unit cost (if applicable)	Quantity of units (if applicable)	Cost
a)	Direction and production of the activity including: Correspondence with participants and speakers/facilitators regarding logistics (including technical tests and rehearsals); Development of technical documents required by various service providers (e.g., simultaneous translation, sign language, subtitling, and webcasting) as well as speakers/facilitators.			
b)	Any additional costs that apply (please specify)			
Subtotal (2a+ 2b)				
3	Webcasting of the activity in two official languages	Unit cost (if applicable)	Quantity of units (if applicable)	Cost
a)	Simultaneous translation and sign language (including required equipment/location)			
b)	Closed captioning (including equipment/location requirements)			

c)	If the Offeror does not have the tools or services to deliver items 3a and 3b in-house or via subcontractors, please indicate \$0 where applicable and include in 3c costs related to contract coordination and engagement with NRC's chosen service providers for simultaneous translation, sign language, captioning, etc.			
d)	Any additional costs that apply (please specify)			
	Subtotal (3a + 3b + 3c + 3d)			
4	Development and maintenance of a bilingual web platform for the webcasting of the activity, registration and the submission (and online posting) of scientific posters.	Unit cost (if applicable)	Quantity of units (if applicable)	Cost
	<p>Note: The Web platform should meet or exceed the Web accessibility standards of the Government of Canada (Web Content Accessibility Guidelines [WCAG] 2.1 Level AA). It should also meet the standards of the Government of Canada in regards to the protection of personal information.</p> <p>A portal that encourages interaction between participants and poster authors before and after the Symposium is an asset. Please base this estimate on the registration of 2,000 participants and approximately 200 scientific posters.</p>			
a)	Development and maintenance of a bilingual Web platform for broadcasting of the activity, participant registration, electronic poster submission and subsequent posting. This includes management of the registration process, electronic poster submission (and subsequent posting) and related database management as well as the preparation of communication material linked to the use of the platform (e.g., information documents, Web platform content, automated emails and announcements).			
b)	Technical support for platform users			
c)	If the Offeror does not have the tools or services to deliver items 4a and 4b in-house or via subcontractors, please indicate \$0 where applicable and include in 4c costs related to contract coordination and engagement with other NRC suppliers.			
d)	Any additional costs that apply (please specify)			
	Subtotal (4a + 4b+ 4c+ 4d)			
5	Presentation of post-activity reports	Unit cost (if applicable)	Quantity of units (if applicable)	Cost

a)	Presentation of post-activity reports including participant feedback and attendance statistics.			
b)	Any additional costs that apply (please specify)			
	Subtotal for post-symposium reporting (5a + 5b)			
6	Additional costs not included above (please specify each additional cost)	Unit cost (if applicable)	Quantity of units (if applicable)	Cost
a)				
b)				
	Subtotal for additional costs not included above (6a + 6b)			
	Final total cost for submitted Offer (please add all subtotals from sections 1 to 6).			\$ _____