

## Government of Canada Standing Offer

**Events Management Services:** EN578-060419/007/CX - Contracts up to \$100,000

Federal departments, agencies and Crown Corporations may quickly and easily contract up to \$100,000 (GST 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:
  - [contractscanada.gc.ca/en/buyer-e.htm](http://contractscanada.gc.ca/en/buyer-e.htm)
  - locate Standing Offer **EN578-060419/007/CX**.
  
  - Obtain two documents:
    1. Requirements and Statement of Work
    2. Call-up Justification.
2. Selecting appropriate services needed from the Statement of Work template, provide specific requirements to the PWGSC Contracting Authority, below; also provide a completed Call-up Justification to PWGSC.
3. PWGSC will provide us with the "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 or Blair Tryon at 613-238-4075 or:

Robert Pelot  
Contracting Authority  
PWGSC Communications Procurement Directorate  
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