



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0A1 / Noyau 0A1

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet EC - Biosphere "Design the Future"	
Solicitation No. - N° de l'invitation K2C94-113455/A	Date 2012-04-17
Client Reference No. - N° de référence du client K2C94-11-3455	
GETS Reference No. - N° de référence de SEAG PW-\$\$CX-024-60266	
File No. - N° de dossier cx024.K2C94-113455	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-05-08	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Richard, Josette	Buyer Id - Id de l'acheteur cx024
Telephone No. - N° de téléphone (613) 990-3814 ()	FAX No. - N° de FAX (613) 993-2581
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF THE ENVIRONMENT LA BIOSPHERE 160 CH.DU TOUR DE L ISLE MONTREAL Quebec H3C4G8 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Communication Procurement Directorate/Direction de
l'approvisionnement en communication

360 Albert St. / 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Bidders should submit a proposal in response to PHASE 1 ONLY of this Request for Proposals (RFP) that addresses ALL technical and financial evaluation criteria outlined in Phase 1 of the evaluation process, as detailed in Part 4 of this solicitation document.

BID SOLICITATION
“DESIGN THE FUTURE” EXHIBIT
FOR ENVIRONMENT CANADA’S BIOSPHERE MUSEUM

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List of Annexes to the Resulting Contract:

Annex "A" Statement of Work
Annex "B" Basis of Payment

List of Appendices:

Appendix 1 Blueprints and Plans of the Exhibit Space
Appendix 2 Photos of the Exhibit Space (2.1 and 2.2)
Appendix 3 Evaluation Grids - Phase 1
Appendix 4 Evaluation Grids - Phase 2

PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation and resulting contract document is divided into six parts plus annexes and appendices, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The annexes include the Statement of Work, the Basis of Payment and any other appendices.

1.2 Requirement

- (a) The Government of Canada is looking for a company working in the field of designing and creating immersive multimedia environments accessible to the general public in order to create a new experience at the Biosphere. The Contractor will be required to consult, develop, plan and coordinate the completion of the immersive multimedia experience as well as the visual and auditory content accompanying it.
- (b) There is a no security requirement associated with this requirement.
- (c) The requirement is subject to the provisions of *the Agreement on Internal Trade* (AIT).

1.3 Debriefings

After contract award, Bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing only.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- (a) All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC). See following link:
<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>
- (b) Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.
- (c) The 2003 (2012-03-02) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of 2003 and this document, this document prevails.
- (d) Subsection 5.4 of Standard Instructions - Goods or Services - Competitive Requirements 2003 is amended as follows:
- (i) Delete: sixty (60) days
 - (ii) Insert: 120 days

2.2 SACC Manual Clauses

SACC Manual Clause A9033T (2011-05-16) Financial Capability

2.3 Basis for Canada's Ownership of Intellectual Property

Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

- (a) the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

2.4 Submission of Bids

- (a) Bids must be submitted only to Public Works and Government Services Canada (PWGSC) at the Bid Receiving Unit by the date, time, and place as follows:

Bids must be submitted by 2:00 pm Eastern Daylight Time (EDT) on Tuesday, May 8, 2012 to:

Bid Receiving (HQ)
Department of Public Works and Government Services Canada
Bid Receiving Unit
Portage III, 0A1
11 Laurier Street
Gatineau, Quebec
For couriers: J8X 4A6 For regular mail: K1A 0S5
Telephone: (819) 956-3370
Fax No.: (819) 997-9776

- (b) Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to Public Works and Government Services Canada will not be accepted.

2.5 Enquiries - Bid Solicitation

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.
- (b) Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a "proprietary" nature must be clearly marked "proprietary" at each relevant item. Items identified as proprietary will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.6 Applicable Laws

- (a) Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province of Ontario.
- (b) A Bidder may, at its discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of its bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

(a) Canada requests that Bidders provide their bid in separately bound sections as follows:

- (i) Section I, Technical Bid: **6** hard copies and 1 soft copy on CD, DVD or USB key;
- (ii) Section II, Financial Bid: **2** hard copies and 1 soft copy on CD, DVD or USB key
- (iii) Section III, Certifications: **1** hard copy

Bidders should clearly label all hard and soft copies of their bid with their name and the solicitation number.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

All bids become the property of Canada and will not be returned to the Bidders.

(b) Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (i) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (ii) use a numbering system that corresponds to the bid solicitation;
- (iii) include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, Bidder's name and address and contact information of its representative; and
- (iv) include a table of contents.

(c) In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- (i) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- (ii) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

3.2 Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

3.3 Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment detailed in **Annex "B"**. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

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3.4 Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

The evaluation process will be conducted in two (2) phases, PHASE 1 and PHASE 2. **Bidders should only submit a proposal for Phase 1 of the evaluation.**

The top three (3) ranked Bidders meeting the Basis of Selection for PHASE 1 will then be invited by the Contracting Authority via email to submit a Design Concept, which addresses PHASE 2 of the evaluation. These Bidders will be given 20 calendar days to respond to PHASE 2 of the evaluation. Failure to submit a design concept in response to the Contracting Authority's request in PHASE 2 of the evaluation will result in the Bidder being declared non-responsive.

- (a) All bids will be assessed in accordance with PHASE 1 of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.2 PHASE 1

A. Technical Evaluation

1) MANDATORY TECHNICAL CRITERIA

The mandatory requirements are as follows:

M.1. Financial Proposal

The Bidder must certify that their "research, design, fabrication and installation" turnkey proposal will not exceed \$800,000.00 (goods and services tax or harmonized tax extra, as appropriate).

M.2. Proposed Exhibit Designer

The proposed Exhibit Designer must have a least three (3) years experience in the immersive multimedia industry.

The proposed Exhibit Designer must have experience working with the bidding firm as an Exhibit Designer on at least two (2) exhibit projects valued between \$200,000.00 and \$1,000,000.00, which were completed after January 1, 2007.

The Bidder must also provide the curriculum vitae of the proposed Exhibit Designer.

M.3. Experience of the firm

The samples provided under this mandatory technical criterion will be rated under the point rated technical criterion R. 1.

- (a) The Bidder must provide four (4) exhibit project samples, which were completed by the firm after January 1, 2007.
- (b) The proposed Exhibit Designer must have been involved in the completion of two (2) of the four (4) exhibits samples provided. At a minimum, all four (4) exhibit project samples must have included the following stages: design, fabrication and installation.

- (c) The proposed Exhibit Designer must have included various approaches in their exhibit project samples such as a hands-on interactive methodology, a playful approach, an artistic and/or multimedia approach.
- (d) The total value of each exhibit (for the design, fabrication and installation only) must have been between \$200,000.00 and \$1,000,000.00, excluding applicable taxes.
- (e) For each exhibit project sample submitted, the Bidder must provide the following information:
- 1) Completion date of the exhibit
 - 2) Cost
 - 3) Detailed description and objective of the project
 - 4) Target audience.
 - 5) Location(s) of use of the exhibit.
 - 6) The types of materials used in the fabrication process.
 - 7) The project stages involved (design, fabrication, installation, dismantling, maintenance and repair, as applicable).
 - 8) The name of the proposed Exhibit Designer for at least two (2) exhibits project samples.
 - 9) A breakdown of the work completed by the proposed Exhibit Designer for at least two (2) of the four (4) exhibit project samples provided.
 - 10) Two (2) colour photos or colour photocopy of photos of the exhibit.
 - 11) The Bidder must provide a letter of reference from the clients for each exhibit project sample, where the proposed Exhibit Designer was involved in the completion of the project.
 - 12) The Bidder must describe the type of interactive or multimedia productions that were used in the exhibit (if any), such as simulation games, immersive platforms, architectural projections, etc.

BIDS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS FOR PHASE 1 WILL BE GIVEN NO FURTHER CONSIDERATION

1) POINT RATED TECHNICAL CRITERIA

The rated requirements are as follows:

R.1 - Experience of the firm

Total maximum points: 140

Required minimum: 98

Each sample provided under M.3 will be evaluated as follows:

R.1.1) Relevancy of the Exhibit Project Samples

Maximum points: 60 (each sample will be allocated 15 points)

Required minimum: 42

The exhibit project sample is relevant to the Statement of Work at Annex "A", in terms of similarity in objective and target audience.

R.1.2) Overall Design of each Exhibit Project Sample

Maximum points: 80 (each sample will be allocated 20 points)

Required minimum: 56

Overall design is original, of museum-level quality, and has visual appeal (use of space, colour, graphics and text, as applicable, is appropriate and appealing).

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Each rated criteria (R.1.1 and R.1.2) will be assessed using a percentage factor as follows:

Percentage Factor	Assessment of Supplier's Response	Assessment Definition
1	Excellent	Excellent <ul style="list-style-type: none"> All elements present All elements fully described Substantial details provided lead to a complete and thorough understanding of the elements
0.9	Very good	Very good <ul style="list-style-type: none"> All elements present All elements well described Substantial details provided lead to a very good understanding of the elements
0.8	Good	Good <ul style="list-style-type: none"> Most elements present Most elements very well described Details provided lead to a good understanding of the elements
0.7	Acceptable	Acceptable <ul style="list-style-type: none"> Most elements are present Most elements are described Details provided lead to a minimum understanding of the elements
0.5	Unacceptable	Unacceptable <ul style="list-style-type: none"> Few elements present Not all elements are described or are poorly described
0	No response	Information required was not provided

The percentage score obtained for the exhibit project samples will then be converted into a point score, as per the following example:

Project Sample 1:

Criteria assessed – R.1.1: Relevancy of the Exhibit Project Samples

Maximum points for the criteria: 60

Percentage factor applied: 0.7 (acceptable response) X max 60 points = score of 42 points

4.3 Basis of Selection - Phase 1

To be declared responsive, a bid must:

- a. Comply with all the requirements of the Request for Proposals for PHASE 1; and
- b. Meet all mandatory technical evaluation criteria for PHASE 1; and
- c. Obtain the required minimum of **98 points** overall for the rated criteria. The rating is performed on a scale of a maximum of **140 points**.

Bids not meeting (a), (b) and (c) above will be declared non-responsive.

The top three (3) ranked bidders achieving the highest number of points within budget on their proposal will be invited by the Contracting Authority to submit a preliminary design concept, which addresses PHASE 2 of the evaluation.

4.4 PHASE 2 - Top three (3) ranked proposals

A. Technical Evaluation

1) MANDATORY CRITERIA

The mandatory requirements are as follows:

TECHNICAL CRITERIA:

M.1. Preliminary Design Concept

The Bidder must provide a PRELIMINARY DESIGN CONCEPT, using immersive multimedia technologies, either in 3D virtual rendering format or a realistic artists view, which captures the Bidder's vision for the exhibit.

Bidders providing only written design concepts will be declared non-responsive and will not be considered further.

The design must adhere to the exhibition parameters identified in the Statement of Work at Annex "A" and the blueprint and plans in *Appendix 1* as well as the photographs of the exhibit space at *Appendix 2*. The total all-inclusive cost of this exhibit (research, design, fabrication and installation) must not exceed \$800,000.00, excluding applicable taxes.

A 3D virtual rendering is the process of generating an image from a model, by means of computer programs. A scene file contains objects in a strictly defined language or data structure; it would contain geometry, viewpoint, texture, lighting, and shading information as a description of the virtual scene. The data contained in the scene file is then passed to a rendering program to be processed and output to a digital image or raster graphics image file.

M.2. Financial Proposal

The Bidder must provide a cost breakdown strictly in accordance with the Basis of Payment stipulated in Annex "B". The total Firm Lot Price in Table B.1 must not exceed the project's budget of \$800,000.00, excluding GST/HST.

BIDS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS FOR PHASE 2 WILL BE GIVEN NO FURTHER CONSIDERATION

2) POINT RATED TECHNICAL CRITERIA

The rated requirements are as follows:

R.1 Preliminary Design Concept, using immersive multimedia technologies

Maximum points: 100

Required minimum: 70

The Bidder's PRELIMINARY DESIGN CONCEPT should capture the design and thematic elements outlined in the Statement of Work at *Annex "A"*; the Blueprints and Plans at *Appendix 1* and the Photographs of the Exhibit Space at *Appendix 2*.

The Bidder's design should be appropriate for the identified target audience, be within budget parameters, maximize space utilization, and address the suggested theme. The exhibit should reflect the objectives of the Biosphere, including the intended visitor experience; stimulation of visitor involvement, ease of accessibility, and provision for good traffic flow. The exhibit should be interactive, modern and innovative. The Bidder's design will be evaluated on the usage of cutting edge multimedia, inclusion of interactive components, immersive experience and incorporation of audio-visual elements. The design will also be evaluated in terms of creativity (proposed immersion and simulation processes, the ambience, artistic aspects, graphic style, inspiring images etc.) and overall design quality.

Each of the above considerations will be taken into account when determining the final rating level for the design.

The rated criteria **R.1 - Preliminary Design Concept**, will be assessed using a percentage factor as follows:

Percentage Factor	Response	Assessment Level
1	Excellent	Excellent Response <ul style="list-style-type: none"> No changes to the design required. High quality design. Design will meet all stated objectives.
0.9	Very good	Very good response <ul style="list-style-type: none"> Few changes to the design required. Very good quality design. Design will meet all major stated objectives.
0.8	Good	Good response <ul style="list-style-type: none"> Some changes to the design required. Good quality design. Design will meet most stated objectives.
0.7	Acceptable	Acceptable response <ul style="list-style-type: none"> Several changes to the design required. Quality design. Design will meet some stated objectives.
0.5	Unacceptable	Unacceptable response <ul style="list-style-type: none"> Major design changes required. Design quality is poor. Design will not meet most stated objectives.
0	No points	No design submitted.

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The percentage score obtained for the exhibit project samples will then be converted into a point score, as per the following example :

Criteria assessed – R.1: Preliminary Design Concept

Maximum points for the criteria: 100

Percentage factor applied: 0.7 (acceptable response) X max 100 points = score of 70 points

R.2 Approach and Methodology

Maximum points: 100

Required minimum: 70

The Bidder should provide an approach and methodology outlining the execution of the design, fabrication, delivery and installation stages for this requirement. The approach and methodology proposed should be based on the Statement of Work, at *Annex "A"*. For each stage of this requirement, Bidders should submit a detailed work plan that includes the following:

- A) All the tasks to be performed by the proposed resource (i.e. Exhibit Designer) and allocation of other resources (such as the Graphic Designer, the Environmental Specialist etc., as applicable) are to be identified for each task **(50 points)**;
- B) Scheduling (timelines), critical points, and key milestones **(25 points)**; and
- C) Risk mitigation plan (possible problems or risks associated with the design, fabrication, delivery and installation of the exhibit, and the proposed plan to prevent these problems or risks from occurring **(25 points)**).

The work plan will be evaluated based on the clarity and completeness of each of the items above.

The rated criteria **R. 2 - Approach and Methodology** will be assessed using a percentage factor as follows:

Percentage Factor	Assessment of Supplier's Response	Assessment Definition
1	Excellent	Excellent <ul style="list-style-type: none"> • All elements present • All elements fully described • Substantial details provided lead to a complete and thorough understanding of the elements
0.9	Very good	Very good <ul style="list-style-type: none"> • All elements present • All elements well described • Substantial details provided lead to a very good understanding of the elements
0.8	Good	Good <ul style="list-style-type: none"> • Most elements present • Most elements very well described • Details provided lead to a good understanding of the elements
0.7	Acceptable	Acceptable <ul style="list-style-type: none"> • Most elements are present • Most elements are described • Details provided lead to a minimum understanding of the elements
0.5	Unacceptable	Unacceptable <ul style="list-style-type: none"> • Few elements present • Not all elements are described or are poorly described
0	No response	Information required was not provided

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The percentage score obtained for the project samples will then be converted into a point score, as per the following example:

Criteria assessed - R.2: Approach & Methodology A) Tasks

Maximum points for the criteria: 50

Percentage factor applied: 0.7 (acceptable response) X max 50 points = score of 35 points

4.5 Financial Evaluation

The Bidder is required to submit a price breakdown of their price as per Table B.1, in the Basis of Payment, in *Annex "B"*.

4.6 Basis of Selection - Phase 2

To be declared responsive, a bid must:

- a. Comply with all the requirements of the Request for Proposals; and
- b. Meet all mandatory technical evaluation criteria; and
- c. Obtain the required minimum of 70 points for each rated criteria. The rating is performed on a scale of a maximum total of 200 points (100 points per rated criteria).

Bids not meeting (a), (b) and (c) above will be declared non-responsive. The Bidder with the proposal achieving the highest technical score within budget will be recommended for award of a Contract.

NOTE: Canada will compensate Phase 2 Bidders achieving a minimum score of 70 points for each rated technical evaluation criteria, with a lump sum payment of **\$1,500.00** for providing a PRELIMINARY DESIGN CONCEPT in response to this Request for Proposal.

Any intellectual property rights arising from the creation of the EXHIBIT DESIGN CONCEPT will vest with the Bidder **EXCEPT** those intellectual property rights pertaining to the selected Design Concept for which a contract is awarded. The intellectual property rights for the selected Design Concept will be as identified in Part 2, in the article entitled **Basis for Canada's Ownership of Intellectual Property**.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted in accordance with the articles below.

Compliance with the certifications Bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify Bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

5.1 Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

5.2 Federal Contractors Program - Certification

- (a) The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.
- (b) Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the *Government Contracts Regulations*. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.
- (c) If the Bidder does not fall within the exceptions enumerated in d.(i) or (ii) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
- (d) The Bidder, certifies its status with the FCP, as follows:

The Bidder:

- (i) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (ii) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

- (iii) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (iv) is subject to the FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC.)
- (e) Further information on the FCP is available on the HRSDC Web site.

SIGNATURE

DATE

5.3 Former Public Servant Certification

- (a) Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, Bidders must provide the information required below.
- (b) For the purposes of this clause,
- (i) "former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:
- (A) an individual;
- (B) an individual who has incorporated;
- (C) a partnership made of former public servants; or
- (D) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.
- (ii) "lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.
- (iii) "pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances

Act, R.S., 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

- (c) Is the Bidder a FPS in receipt of a pension as defined above? YES () NO ()

If so, the Bidder must provide the following information:

- (i) name of former public servant;
(ii) date of termination of employment or retirement from the Public Service.

- (d) Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Bidder must provide the following information:

- (i) name of former public servant;
(ii) conditions of the lump sum payment incentive;
(iii) date of termination of employment;
(iv) amount of lump sum payment;
(v) rate of pay on which lump sum payment is based;
(vi) period of lump sum payment including start date, end date and number of weeks;
(vii) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

- (e) For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

- (f) By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

SIGNATURE

DATE

5.4 Canadian Content Certification

- (a) SACC Manual clause A3050T (2010-01-111) Canadian Content Definition.
(b) This procurement is limited to Canadian services.

The Bidder certifies that:

- () the service(s) offered are is a Canadian service as defined in paragraph 2 of clause A3050T.

SIGNATURE

DATE

5.5 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

SIGNATURE

DATE

5.6 Status and Availability of resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

SIGNATURE

DATE

5.7 Language Certification – Firm and Exhibit Designer

The Bidder must confirm that both the Exhibit Designer and the firm are capable of performing the work as outlined in the statement of work in *Annex "A"* in both official languages (English and French). As such, the Bidder must include a duly signed and dated copy of the following certification in the technical proposal portion of the bid submission.

The Bidder hereby certifies that the Exhibit Designer and the firm are capable of performing the Work as outlined in the Statement of Work in *Annex "A"* in both official languages (English and French).

SIGNATURE

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5.8 Financial Proposal Certification - Evaluation Phase 1

The Bidder hereby certifies that their exhibit project turnkey proposal for the “research, design, fabrication and installation” will not exceed \$800,000.00 (goods and services tax or harmonized tax extra, as appropriate).

SIGNATURE

DATE

PART 6 - RESULTING CONTRACT CLAUSES

6.1 Security Requirement

There is no security requirement associated with the requirement.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at *Annex "A"*.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada. In addition, the following General Conditions apply to and form part of the Contract:

- (a) 2010A (2012-03-02) General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.
- (b) 2010B (2012-03-02) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

6.4 Contract Period

The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which is from the date of Contract award to **September 30, 2013**.

6.5 Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Josette Richard
 A/Supply Specialist
 Public Works and Government Services Canada
 Acquisitions Branch
 Communications Procurement Directorate
 360 Albert St., 12th Floor, #38
 Ottawa, ON K1A 0S5

Telephone: 613-990-3814
 Facsimile: 613-991-5870
 E-mail address: josette.richard@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

(b) Project Authority

Will be completed at contract award.

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical

content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

(c) Contractor's Representative

Will be completed at contract award.

(d) Qualified Resource:

The resource qualified to perform work under the Contract in the following positions is (to be inserted by the Contracting Authority prior to Contract award):

Position	Resource
Exhibit Designer	

6.6 Basis of Payment:

(a) Firm Price

For the Work described in *Annex "A"*:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$ **TBD**, FOB destination. Customs duties are included, where applicable. Goods and Services Tax or Harmonized Sales Tax is extra, as appropriate.

6.7 Milestone Payments

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- (a) an accurate and complete claim for payment using PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
- (c) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

6.8 Schedule of Milestones *(subject to change based on contract award date)*

The schedule of milestones for which payments will be made in accordance with the Contract is as follows (To be completed by the Contracting Authority prior to Contract award):

Milestone No.	Deliverable	% of total estimated cost	Firm unit price (to be inserted at contract award)	Due Date <i>(approximate)</i>
1	Delivery of research document and preliminary design	15%	\$	June 29, 2012
2	Delivery of preliminary design, costs and schedule	25%	\$	July 29, 2012
3	Delivery of scenario and final design	15%	\$	October 31, 2012
4	Delivery of plans and specifications	20%	\$	March 31, 2013
5	Completion, delivery and assembly of multimedia immersive installations to the Biosphere, training and information documents and promotional purposes	25%	\$	July 31, 2013

6.9 SACC Manual Clauses

- (a) SACC Manual Clause A9117C (2007-11-30) T1204 - Direct Request by Customer Department
- (b) SACC Manual Clause P1010C (2010-01-11) T1204 - Quality Levels for Printing
- (c) SACC Manual Clause P1011C (2010-01-11) Quality Levels for Colour Reproduction
- (d) SACC Manual Clause B7500C (2006-06-16) Excess Goods
- (e) SACC Manual Clause B1501C (2006-06-16) Electrical Equipment

6.10 Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, under the default provision of the Contract, to terminate the Contract for default.

6.11 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province of Ontario.

6.12 Priority of documents

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

- (a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;

- (b) general conditions 2010A (2012-03-02);
- (c) general conditions 2010B (2012-03-02);
- (d) *Annex "A"*, Statement of Work;
- (e) *Annex "B"*, Basis of Payment and other appendicies;
- (f) the Contractor's bid dated **TBD**, not including any terms and conditions incorporated by reference (including by way of a web link) in the bid.

6.13 Commercial General Liability Insurance

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

The Commercial General Liability policy must include the following:

- (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

- (n) Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- (o) All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- (p) Sudden and Accidental Pollution Liability (minimum 120 hours):To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- (q) Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

- (r) For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

6.14 Errors and Omissions Liability Insurance

- (a) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
- (b) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (c) The following endorsement must be included:
 - (i) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

6.15 Basis for Canada's Ownership of Intellectual Property

Canada has determined that any intellectual property arising from the performance of the Work under the Contract will belong to Canada, on the following grounds: where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

6.16 Representations and Warranties

The Contractor made statements regarding its experience and expertise in its bid that resulted in the award of the Contract. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

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File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

ANNEX "A"

STATEMENT OF WORK (SOW)

(please see attachment)

Solicitation No. - N° de l'invitation

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TO BE SUBMITTED FOR PHASE 2 ONLY**ANNEX "B"
BASIS OF PAYMENT**

Bidders must complete Table B.1 and quote in Canadian dollars, GST/HST extra, FOB Destination and Canadian Customs Duties included, if applicable. The Bidder must provide firm unit prices for **each** line item in Table B.1 below.

Table B.1

PROJECT STAGES	FIRM UNIT PRICE
1) Delivery of research document and preliminary design	\$
2) Delivery of preliminary design, costs and schedule	\$
3) Delivery of scenario and final design	\$
4) Delivery of plans and specifications	\$
5) Completion, delivery and assembly of multimedia immersive installations to the Biosphere, training and information documents and promotional purposes	\$
TOTAL COST OF THE EXHIBIT (must not exceed \$800,000.00, excluding applicable taxes)	\$

Contractor's responsibility for the final design

The Contractor is responsible to ensure that the final design/product is completely within the all-inclusive firm fixed price of the Contract. Any design changes agreed to by the Project Authority must be approved by the PWGSC Contracting Authority, which will then be reflected in a formal contract amendment issued by the PWGSC Contracting Authority prior to any work being undertaken by the Contractor.

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Buyer ID - Id de l'acheteur

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APPENDIX 1 - BLUEPRINTS AND PLANS OF EXHIBIT SPACE
(please see attachment)

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APPENDIX 2 - PHOTOS OF EXHIBIT SPACE (2.1 and 2.2)
(please see attachment)

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APPENDIX 3 - EVALUATION GRIDS - PHASE 1
(please see attachment)

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APPENDIX 4- EVALUATION GRIDS - PHASE 2
(please see attachment)

**ANNEX “A”
STATEMENT OF WORK
“DESIGN THE FUTURE”**

A.1 OBJECTIVE

The Government of Canada is looking for a company working in the field of designing and creating immersive multimedia environments accessible to the general public in order to create a new experience at the Biosphere. The Contractor will be required to consult, develop, plan and coordinate the completion of the *immersive multimedia experience*¹ as well as the visual and auditory content accompanying it.

The objective of the “Design the Future” exhibit is to:

- Trigger, through the installations and tools developed, an emotion in visitors that will make them want to “Design the Future” and connect to the environment.
- Make visitors interact in immersive experiences so they can imagine possible scenarios regarding their habits, behaviour and their attachment to nature and the environment.
- Demonstrate the concept of inter-connectivity that exists between living organisms, human beings and the correlations with actions taken / consequences of our actions.
- Make visitors understand the importance of reconnecting with nature, “connecting” with nature, in the hopes of making up for the “nature deficit” present in today’s society.
- Get visitors interested and mobilize them to reflect on their way of life and to adopt behaviours that make it possible to preserve and appreciate the environment.
- Appreciate the beauty of life – from the infinitely small to the impossibly large.

A.2 BACKGROUND

An architectural masterpiece and a symbol of Expo 67, the Biosphere is a unique and spectacular place, located at the heart of Jean Drapeau Park in Montréal.

The only environment museum in North America, the mandate of the Biosphere is to educate as well as encourage people to take action and get involved in the environment. It has set itself apart with its fun, educational and interactive exhibits and installations, enabling people to discover solutions for living as eco-citizens in their everyday lives and to better understand the major environmental issues behind air, water, biodiversity, climate change, sustainable development and more! This unique building makes use of many green technologies: wind, green roofs, geothermal system, wastewater filtering ponds, solar panels.

Apart from its general public programming and its special events, the Biosphere offers several education products for various clienteles and is a recognized exchange hub in the environment field. In fact, since 2007, it has housed a National Centre of Expertise on Education and Engagement. Under this banner, it recently coordinated the development of the guide “Sustainable Development in Canadian Museums” aimed at 3,300 museums and scientific centres, put in place two eco-leadership programs and developed other awareness-raising tools aimed at Canadians, such as the BioKits. It also offers complete educational programming for elementary and secondary schools where activities take place at the Biosphere, in the classroom or out in the field. Thanks to its cutting-edge studios, it provides daily videoconferences on a variety of environmental issues to high schools from all across the country, making it a leader in this field. And just recently, it inaugurated an app for smartphones.

¹ An immersive multimedia experience can be defined as any experience that uses an array of various technologies to provide an enriched experience. These experiences make it possible to immerse visitors in a space that allows them to have a multimedia experience, combining various technologies, such as image projection, graphic animation, sound effects, interactive modules, tactile modules, olfactory environments, etc.

**ANNEX “A”
STATEMENT OF WORK
“DESIGN THE FUTURE”**

Recently, the Biosphere took on another mission, inspired by a quote from visionary architect Richard Buckminster Fuller, to guide its actions and accomplishments and transpose itself into an inspiring experience for visitors: “Design the future - Façonner l’avenir”. We want to encourage people to invent the future, adopt environmentally-responsible behaviour and reconnect with nature, overcoming the significant “nature deficit” that is present in today’s society.

What is a nature deficit? This is what Karel Mayrand, Director of the David Suzuki Foundation, wrote recently on the Agenda 21 blog on this issue: *“We hear more and more today about a nature deficit in children, that is to say that children no longer play outside, do not have contact with the natural world that surrounds them. Our urban development, which encourages sedentary living, television and video games is in large part responsible for this deficit. Today, five-year-old children can name dozens of brand names, but they cannot recognize the trees, flowers or birds they see. Could this also be a cultural deficit? Maybe it is a question we should be asking ourselves. The phenomena of isolation, sedentary living and the predominance of television and consumer culture, which are at the source of the nature deficit, are also jeopardizing access to culture.*

Furthermore, access to nature, like access to culture, is more difficult to access for underprivileged children. Making culture accessible, democratizing access to build a strong culture and identity, the same could be done for access to nature.

Now let’s imagine children playing outside, learning how to recognize and understand the natural world surrounding them and getting inspiration from it. Imagine children who have access to a flourishing culture that enriches our society. Providing access to nature and culture, is it the same fight? I believe so.

Our children carry within them the future of our culture and our planet. By providing them with cultural and natural experiences that inspire them, we will be sowing within them what will guarantee our continued existence.”

The concept of nature deficit comes from Richard Louv. Author of several works, here is his point of view on the subject: *“A lack of routine contact with nature may result in stunted academic and developmental growth. This unwanted side effect of the electronic age is called Nature Deficit Disorder (NDD). The term was coined by author Richard Louv in his book Last Child in the Woods in order to explain how our societal disconnect with nature is affecting today’s children. Louv says we have entered a new era of suburban sprawl that restricts outdoor play, in conjunction with a plugged-in culture that draws kids indoors. But, as Louv presents in his book, the agrarian, nature-oriented existence hard-wired into human brains isn’t quite ready for the over stimulating environment we’ve carved out for ourselves. Some children adapt. Those who don’t develop the symptoms of NDD, which include attention problems, obesity, anxiety, and depression. This alienation damages children and shapes adults, families, and communities. There are solutions, though, and they’re right in our own backyards.”* As described in his latest book The Nature Principle: *“The future will belong to the nature-smart—those individuals, families, businesses, and political leaders who develop a deeper understanding of the transformative power of the natural world and who balance the virtual with the real. The more high-tech we become, the more nature we need.”* Last Child in the Woods is the first book to bring together a new and growing body of research indicating that direct exposure to nature is essential for healthy childhood development and for the physical and emotional health of children and adults. More than just raising an alarm, Louv offers practical solutions and simple ways to heal the broken bond—and many are right in our own backyard.

In the last fifteen years, one and a half million people have come through the Biosphere’s doors and participated in its in-situ and ex-situ educational activities. The museum, thanks to its space, exhibit rooms, general public events and educational activities, wants to be an agent of change that contributes to the process of awakening people so that they will get reconnected with nature, engage in thought processes and take action that will make it possible to “Design the Future” of our society in terms of the environment.

Reference: <http://www.agenda21c.gouv.qc.ca/blogue/porteurs/le-deficit-nature-et-l%E2%80%99avenir-de-notre-culture/>

**ANNEX “A”
STATEMENT OF WORK
“DESIGN THE FUTURE”**

A.3 GENERAL SPECIFICATIONS FOR THE “DESIGN THE FUTURE” EXHIBIT

Working title of mandate:	Immersive experiential multimedia experience
Type of installation:	Permanent (5 years)
Budget:	\$800,000
Location:	Room 6 (Connexion – 2 nd floor) and museum (interior and/or exterior)
Surface area:	264m ²
Exhibit language:	English and French
Themes addressed:	Design the Future – Nature-Human Connection

A.4 DESCRIPTION OF THE MANDATE

The Contractor must:

- Develop an immersive and experiential multimedia experience in the Connexion room (in-situ);
- Develop an experience where the visitor can continue the experience outside the room (ex-situ), either elsewhere in the museum or outside the walls of the museum, in an autonomous way if the concept permits;
- Construct (paint, furnishings, structure, lighting, installation, etc.) and develop an immersive and experiential multimedia experience in the Connexion Room and the Biosphere, including among other things: the design, architectural plans, creative approach, experience of the visit, design of the space, design of the interactive content (writing of texts, graphic design), the production of multimedia and immersive content, the lighting concept, the plans and specifications, the manufacturing of décor and installation elements;
- Design elements relevant to the promotion of the room, e.g. graphic imaging or animated images.

The Contractor must present an exhibit using innovative and artistic means that are outside the norm in order to:

- Create an exceptional multi-sensory experience;
- Create a memorable visit and experience – focus on emotions;
- Stimulate thought (before, during, after), critical thinking and an understanding of the themes and subjects addressed;
- Promote an experience based on fun, emotions, destabilization, curiosity, thought and contemplation.

NOTE: The Connexion Room must maintain its capacity for adaptability, i.e.:

- Capacity for holding more traditional events that require the use of standard film projection, PowerPoint presentations, etc.
- Capacity to serve for room rental needs, receptions, cocktails, meetings, etc.

**ANNEX “A”
STATEMENT OF WORK
“DESIGN THE FUTURE”**

The Contractor must consider the following elements:

1. The Contractor must present a portfolio of completed projects, to demonstrate creativity and innovation.
2. The Contractor may make use of an architect's services, as well as the competent resources and expertise needed to complete this project within a tight deadline and in an area that poses several challenges.
3. The Contractor must demonstrate a capacity for delivering on a large mandate, must have an innovative approach in terms of designing and developing immersive, experiential spaces, must be able to complete complex mandates, provide thorough project management from concept and sketches to detailed work plans and contract completion.
4. The Contractor must be able to offer the Biosphere a turn-key service, both in terms of the design as well as the coordination of the construction of the spaces and immersive and experiential experiences, the furnishings, the lighting, the paint, etc., as well as the production of the associated multimedia content.
5. The Contractor must present a flexible approach and listen to the needs of the museum – an important public institution located on the heritage site of Expo 67.
6. The Contractor must be capable and willing to consult with the museum's involved parties (museology team, technical team, Biosphere management team, building management team, etc.) while agreeing to listen to and deal with the particularities and requirements in terms of expectations and the analysis of necessary options, in order to comply with the requirements and limitations of the worksite, budget and schedule.
7. The Contractor must present innovative and artistic means, outside of the ordinary, so that visitors can:
 - Have an exceptional multi-sensory experience;
 - Have a memorable visit and experience – focus on emotions;
 - Stimulate thought (before, during, after), critical thinking and an understanding of the themes and subjects addressed;
 - Have an experience based on fun, emotions, destabilization, curiosity, thought and contemplation.

A.5 CHARACTERISTICS OF ROOM 6 (CONNEXION)

At the current moment, the Connexion Room presents a screened atmosphere, created by water walls of varying colour (blue, red, green, white), and multimedia installations in a circular configuration. The six large screens (three of which are mobile), located around the room, offer the possibility of six sources of simultaneous video project (computer-based videos). All of the room's visual and technical effects (lighting, projections, screen movements, sound) are programmed by a Biosphere technician. This multi-purpose room, also equipped with three stages, is used for events such as cocktails, banquets, launches, conferences, shows, but it is mostly used by museum visitors for facilitated, interpreted and educational activities.

**ANNEX “A”
STATEMENT OF WORK
“DESIGN THE FUTURE”**

A.5.1 GENERAL SPECIFICATIONS OF ROOM 6 (CONNEXION)

Capacity:	220 places standing, 150 places seated
Surface area:	2, 840 ft ² (264 m ²)
Dimensions:	53 ft x 53 ft (16 m x 16 m)
Height:	23 ft (7 m)
Height of stages:	27 inches (70.5 cm)

A.5.2 Needs to be considered:

- Ambiphonic sound;
- Integration of existing Christie projectors (6 DS+6K-M units available);
- Addition of comfortable furnishings, adapted to various visitors;
- Addition and upgrading of technical control software and instruments;
- For the Connexion Room: addition of a control panel with basic functions, accessible from the projection room, reserved for facilitators or room rental clients. This panel will make it possible to control the room’s basic functions, such as light intensity, the AV base system, etc.
- Offer the necessary training to employees for the operating of new software and hardware.
- Several existing audio-visual productions will need to be reused in these new spaces. The Biosphere – Environment Canada has intellectual ownership of the existing productions. Consider the technical upgrades or broadcasting capacity of these products.

A.6 TARGET AUDIENCE

The target audience is diversified, but it is mostly composed of adults (25-49), who have a post-secondary education. They are often accompanied by children 10 and up. The spaces must also remain accessible to people with reduced mobility.

A.7 SCOPE OF THE WORK

The Contractor must:

- Develop a work plan and schedule;
- Propose a creative approach to the immersive and experiential visit;
- Provide the document and iconographic research.
- Consult with the Biosphere team to determine the major orientations of the experience wanted which will differ from the other multimedia/immersive experiences already produced elsewhere in other museums, science centres and cultural sites.
- Take into account the priority themes and the interactivity sought;
- Complete the research and writing based on the concept selected;
- Develop the thematic sequencing, the connecting thread, the design and the room design;
- Write the presentation documents (preliminary and final versions) for approval by management, including: zone use plan, photomontage and/or sketch and/or illustrations based on the concept;
- Submit the preliminary concept and then the final in printed format (3 bound colour copies), in Adobe Acrobat (PDF) format, in MS Word format (without images);
- After final concept has been approved, prepare fabrication plans and specifications that must be approved by the Project Authority: furnishings plan, lighting plan, audio-visual equipment list and graphic panels;
- Produce and install the elements to be added to the Connexion Room and the facilities outside the Connexion Room;
- Provide team support to the Biosphere during the first six (6) months of operation;
- Submit all final plans such as constructs, graphic files, multimedia and immersive elements.
- The Biosphere will have intellectual ownership.

**ANNEX “A”
STATEMENT OF WORK
“DESIGN THE FUTURE”**

A.7.1 In terms of the visit experience:

- Creative interactivity that calls upon the visitor’s intelligence and provokes wonder;
- An experience that is different from other exhibits addressing similar themes;
- A balance and combination of scientific information and artistry;
- Consistency between the themes and the means proposed;
- An objective tone, rather than moralizing;
- Interaction methods that are unprecedented, positive, inviting and inspiring;
- Demonstrate that it is possible for the visitor to reconnect with nature and to “Design the Future / Façonner l’avenir” in terms of the environment.

A.7.2 In terms of manufacturing the scenic elements:

- As much as possible, materials should be selected based on their lower environmental impact, whether through local acquisitions, as a result of their manufacturing process or for their recycling options or safe disposal when the installations are dismantled;
- The resistance and durability of the materials for intensive use over a period of five (5) years;
- All of the manufacturing work must be of superior quality. The installations must completely fulfill the function for which they were designed, in accordance with the Canadian Electrical Code and the Canadian Standards Association (CSA).
- The assembly and mounting of the installation, modules and broadcasting units will be square, plum, adjusted with precision, solidly assembled and be safe for visitors;
- Parts and components that could break must be easily replaceable;
- The installations must be guaranteed against any manufacturing defects or premature breakage for a minimum period of 12 months.

A.8 INSTALLATION

The Contractor must ensure all the steps for installing the immersive, experiential and multimedia broadcasting modules:

- Plan all the steps and coordinate the various workers so that the installation takes place in accordance with the established schedule;
- Ensure follow-up work during the installation periods;
- Provide all the materials, necessary equipment, all the usual objects, labour and tools required for executing the work;
- Assume the transportation of the elements manufactured in a workshop to the definitive placement at the Biosphere;
- Assume the transportation of elements from outside suppliers to their definitive placement at the Biosphere;
- Check the quality of all materials delivered by outside suppliers;
- Complete the assembly and laying-out of the elements fabricated in a workshop at the exhibit site at the Biosphere in accordance with the schedule, the lighting elements (approved by the Biosphere) and the connecting of multimedia and immersive modules to the building’s electrical panels. The final connecting of the lighting and elements will be supervised by the Biosphere;
- Make sure to secure all necessary approvals and permits from municipal authorities based on the type of installation proposed;
- Train the employees on the design of the installations and the operating of the exhibit elements (plan for four (4) hours divided into two blocks of two (2) hours).
- Train the technical teams on technical and cleaning maintenance (plan for 8 hours spread into four (4) blocks of two (2) hours);
- Ensure at all times that access to the room is kept clean and unencumbered, rid the Connexion Room and the museum of any waste once the assembly is complete and make sure that all spaces and exhibit elements are clean for the delivery dates set in the schedules.

**ANNEX “A”
STATEMENT OF WORK
“DESIGN THE FUTURE”**

A.9 MEETINGS

There must be at least five (5) meetings between the Contractor and the Project Authority. These will take place at the Environment Canada Biosphere. The first will take place at the beginning of the mandate and will focus on expectations, themes, approaches and interactivity while the others will address the presentation of the draft concept, the final concept as well as approval of the plans and specifications, lighting plan, etc. The purpose will be to make sure that the mandate is properly understood and that the requirements are respected.

A.10 DEADLINE FOR DELIVERABLES (APPROXIMATE) – *subject to change based on contract award date*

Deliverables	Deadline	Payment
1. Delivery of research document and preliminary design	June 29, 2012	15% of total cost
2. Delivery of preliminary design, costs and schedule	July 29, 2012	25% of total cost
3. Delivery of scenario and final design	October 31, 2012	15% of total cost
4. Delivery of plans and specifications	March 31, 2013	20% of total cost
5. Completion, delivery and assembly of multimedia immersive installations to the Biosphere, training and information documents and promotional purposes	July 31, 2013	25% of total cost

A.11 DELIVERABLES

A.11.1 Delivery of research document on preliminary design

1. Summary report on the research on the proposed design.
2. Identification of the best thematic orientations:
 - a. Due to their importance in understanding the subject;
 - b. Given the possibility of using immersive technologies with them;
 - c. Given their originality in relation to other immersive installations elsewhere in Canada (present and recent past);
3. Thematic sequencing;
4. Presentation of the research elements by theme and sub-theme based on thematic sequencing;
5. Preliminary iconographic research, unreleased rights but likelihood of acquisition;
6. Targeted scenario and objectives
7. Communication approach

A.11.2: Document presenting the preliminary concept for the immersive and experiential multimedia installations, costs and completion schedule.

The document will include:

- Objectives targeted
- Visit experiences
- Thematic sequencing and draft content
- Set design approach: space layout, scenography, lighting, audiovisual
- Examples of immersive means for each of the zones treated

**ANNEX “A”
STATEMENT OF WORK
“DESIGN THE FUTURE”**

- Preliminary zone installation plan
- Graphic design approach
- Evaluation of completion costs
- Deadlines for the designing and completion of immersive installations

A.11.3: Delivery of the scenario and final design

Following comments from the Project Authority:

- Final concept
- Final thematic sequencing
- Final installation plan
- Interactive/experiential means detailed for each broadcasting/interaction zone
- Final graphic design
- Detailed costs breakdown

For each zone, the scenario must include:

- The detailed content of the themes and subthemes
- The iconography used
- The content of the audiovisual documents

For each zone, the final design must include:

- A detailed plan of the elements
- Positioning of the contents and iconography
- The mechanics of the interactive elements
- The audiovisual equipment

A.11.4: Completion plans and specifications

All elements must be approved by the Project Authority:

- Plans and specifications for the manufacturing of exhibit furnishing elements
- Graphic panels, including copyright release for the images
- Lighting plan
- Complete list of the audiovisual equipment

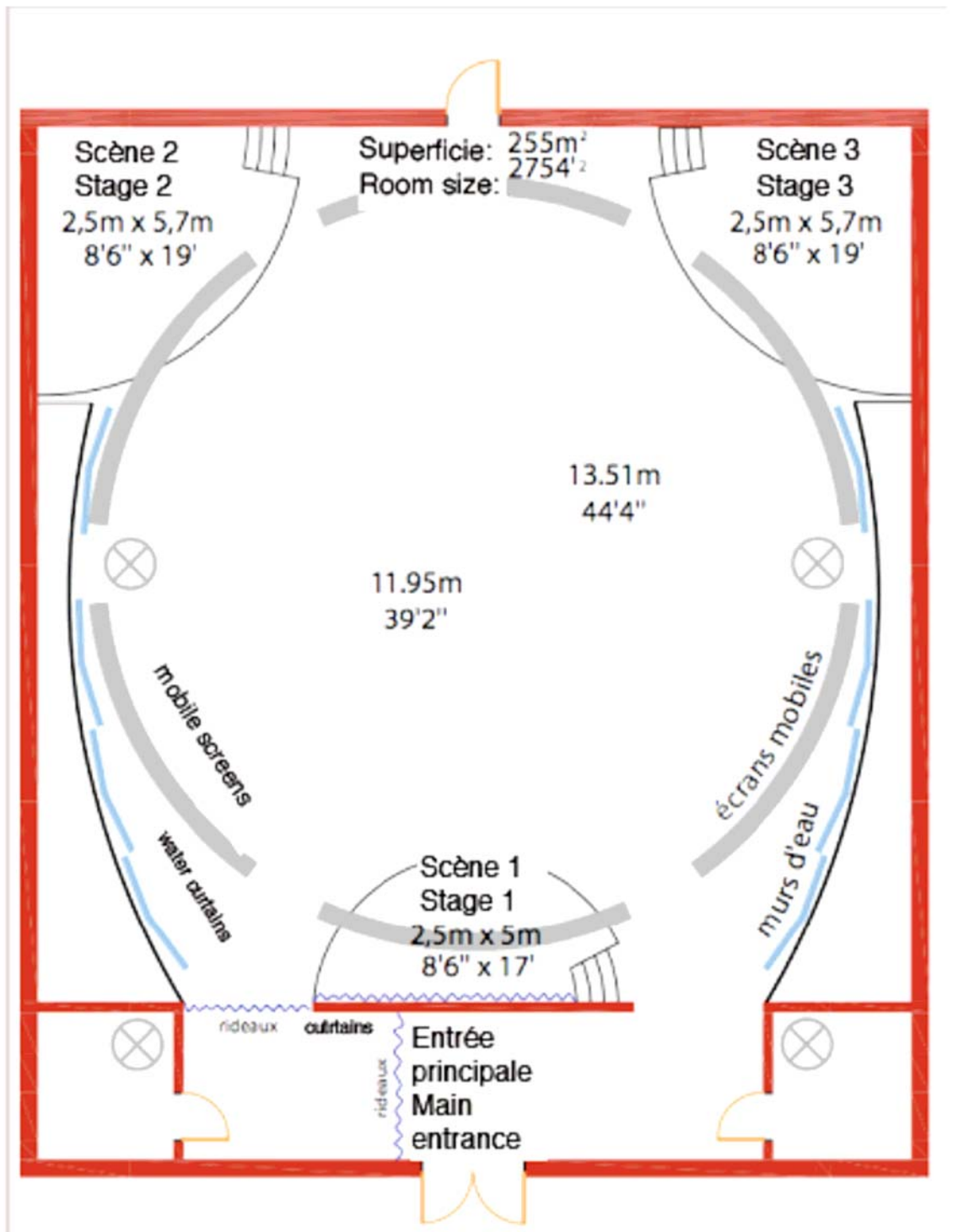
A.11.5: Manufacturing, delivery and installation of multimedia elements at the Biosphere, training and documentation

- Fabrication of the multimedia elements, if needed
- Installation of the multimedia elements, if needed
- Acquisition of audiovisual equipment
- Acquisition of additional lighting equipment, if needed
- Printing of graphic elements, if needed
- Installation of permanent elements in Room 6 (Connexion) and installation follow-up
- Installation of permanent ex-situ elements and installation follow-up
- Training of six (6) Biosphere employees
- Delivery of documentation (completion specifications, maintenance of elements, assurances, plan or schematics for multimedia installations, documentation for new installed equipment).

APPENDIX 1 – BLUE PRINTS AND PLANS

Solicitation Number: K2C94-113455/A

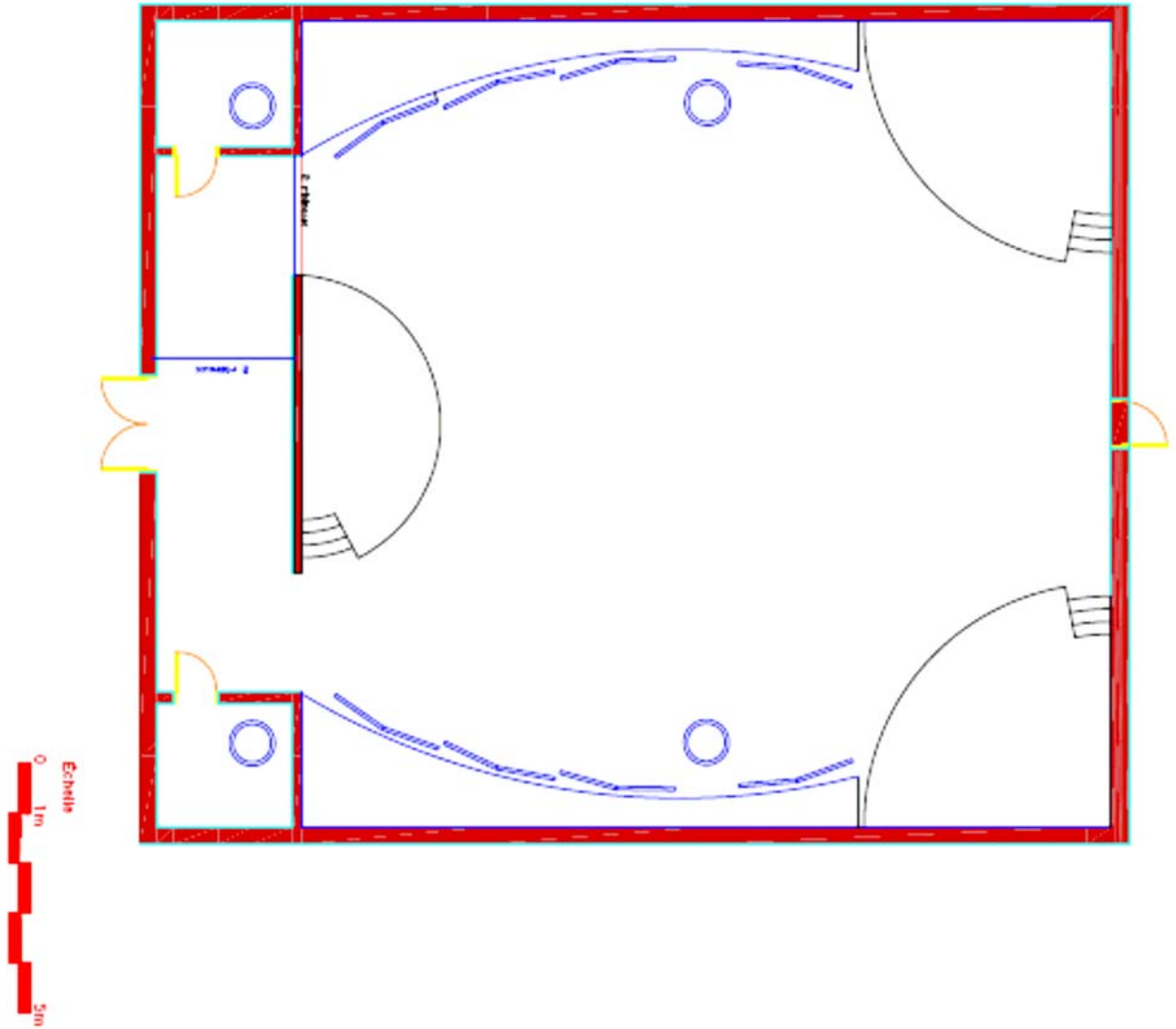
DIAGRAM A :



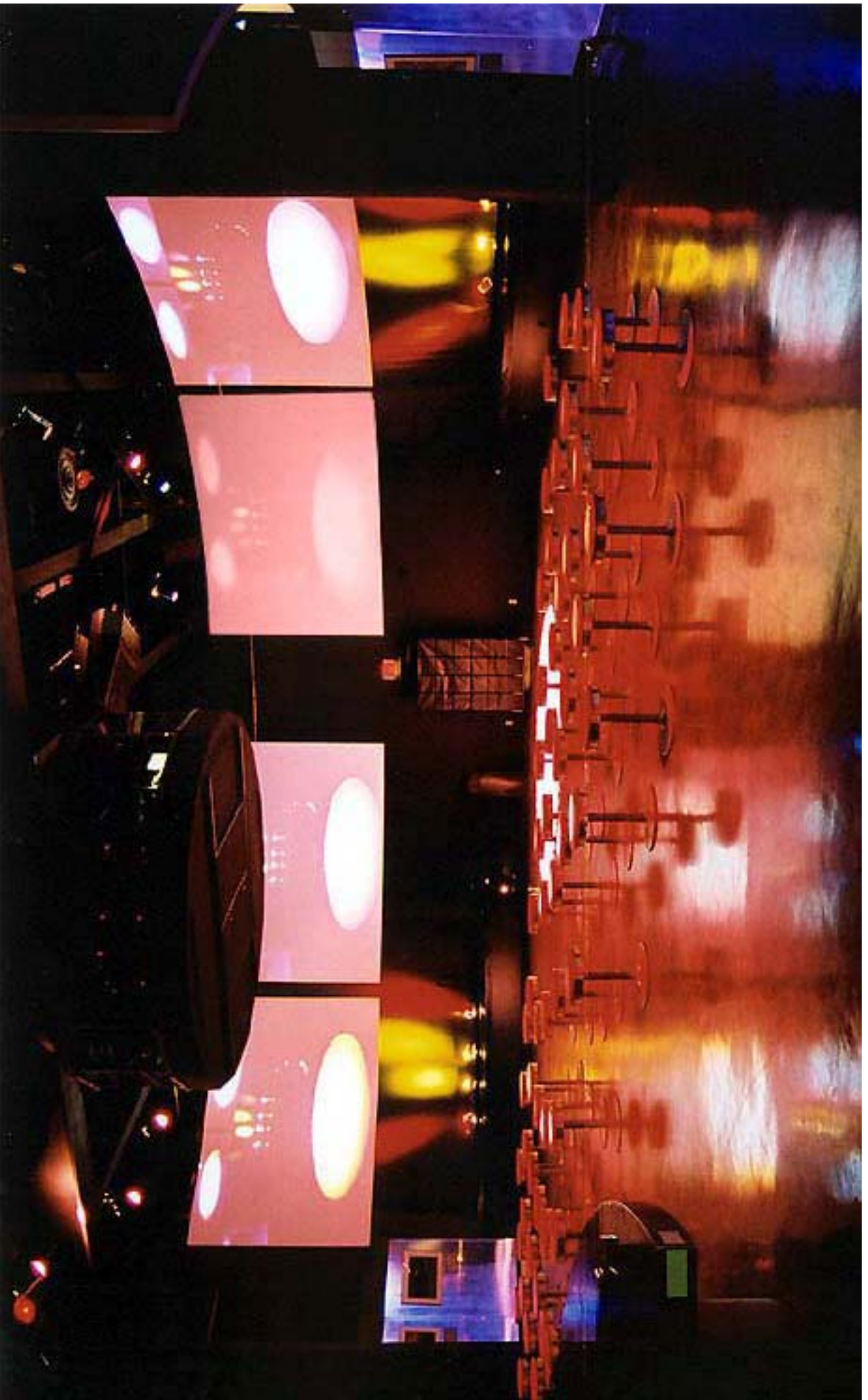
APPENDIX 1 – BLUE PRINTS AND PLANS

Solicitation Number: K2C94-113455/A

DIAGRAM B :







APPENDIX 3 – EVALUATION GRID

PHASE 1 - K2C94-113455/A

ENVIRONMENT CANADA BIOSPHERE “Design the future” EXHIBIT

SUPPLIER: _____

Evaluator's initials:

SUMMARY – MANDATORY TECHNICAL CRITERIA

	TABLE 1 - MANDATORY CRITERIA BID SUBMISSION REQUIREMENTS	Page Ref	MET/ NOT MET
A)	The bid is signed and bid submission requirements of Standard Instructions 2003 are met.		
B)	The certifications in Part 5 have been completed and signed (either upon or following bid submission).		
C)	M.1 Financial Proposal		
D)	M.2 Proposed Exhibit Designer, with a specialty in immersive multimedia technologies		
E)	M.3 Experience of the Firm		
Comments:			

SUMMARY OF RATED CRITERIA - R.1. – EXPERIENCE OF THE FIRM

Maximum points: 140

Required minimum: 98

POINTS BREAKDOWN						
Rated Technical Criteria		Sample 1	Sample 2	Sample 3	Sample 4	Total Points
R.1.1	Relevancy of the Exhibit Project Samples					
	<i>*Overall passing mark required for R.1.1: 42 points</i>	/15	/15	/15	/15	/60
R.1.2	Overall Design					
	<i>*Overall passing mark required for R.1.2: 56 points</i>	/20	/20	/20	/20	/80
	Total	/35	/35	/35	/35	/140
Overall comments:						

APPENDIX 3 – EVALUATION GRID

PHASE 1 - K2C94-113455/A

ENVIRONMENT CANADA BIOSPHERE “Design the future” EXHIBIT

SUPPLIER: _____

Evaluator’s initials:

MANDATORY TECHNICAL CRITERIA:

M.1. FINANCIAL PROPOSAL:

	TABLE M.1. Mandatory Evaluation Criteria Financial Proposal	Page Ref	MET/ NOT MET
	The Bidder certified that their exhibit project turnkey proposal with “research, design, fabrication and installation” will not exceed \$800,000.00 (goods and services tax or harmonized tax extra, as appropriate).		
Comments:			

**M.2. PROPOSED EXHIBIT DESIGNER
(Specialized in immersive multimedia technologies)**

	TABLE M.2. PROPOSED EXHIBIT DESIGNER	Page Ref	MET/ NOT MET
	RESOURCE NAME: _____		
1)	The proposed Exhibit Designer must have a least three (3) years experience in the immersive multimedia industry.		
2)	The proposed Exhibit Designer must have experience working with the bidding firm as an Exhibit Designer on at least two (2) exhibit projects valued between \$200,000.00 and \$1,000,000.00, which were completed after January 1, 2007.		
3)	The Bidder must provide the curriculum vitae of the proposed Exhibit Designer.		
Comments:			

APPENDIX 3 – EVALUATION GRID

PHASE 1 - K2C94-113455/A

ENVIRONMENT CANADA BIOSPHERE “Design the future” EXHIBIT

SUPPLIER: _____

Evaluator's initials: _____

M.3. EXPERIENCE OF THE FIRM:

	TABLE M.3. Mandatory Evaluation Criteria EXPERIENCE OF THE FIRM	Page Ref	MET/ NOT MET
M.3a)	The Bidder must provide four (4) exhibit project samples, which were completed by the firm after January 1, 2007.		
M.3b)	The proposed Exhibit Designer must have been involved in the completion of two (2) of the four (4) exhibits samples provided. At a minimum, all four (4) exhibit project samples must have included the following stages: design, fabrication and installation.		
M.3c)	The proposed Exhibit Designer must have included various approaches in their exhibit project samples such as a hands-on interactive methodology, a playful approach, an artistic and/or multimedia approach.		
M.3d)	The total value of each exhibit (for the design, fabrication and installation only) must have been between \$200,000.00 and \$1,000,000.00, excluding applicable taxes.		
Comments:			

APPENDIX 3 – EVALUATION GRID

PHASE 1 - K2C94-113455/A

ENVIRONMENT CANADA BIOSPHERE “Design the future” EXHIBIT

SUPPLIER: _____

Evaluator’s initials:

M.3e) EXHIBIT PROJECT SAMPLES - THE BIDDER MUST PROVIDE THE FOLLOWING FOR EACH PROJECT SUBMITTED:

	TABLE M.3e) MANDATORY SUBMISSION REQUIREMENTS BIDDER’S EXHIBIT PROJECT SAMPLES	Page Ref	MET/ NOT MET Samples			
			1	2	3	4
1	Completion date of the exhibit					
2	Cost					
3	Detailed description and objective					
4	Target Audience					
5	Location(s) of use of the exhibit.					
6	The types of materials used in the fabrication process.					
7	The project stages involved (design, fabrication, installation, dismantling, maintenance and repair, as applicable).					
8	The name of the proposed Exhibit Designer for at least two (2) exhibits project samples.					
9	A breakdown of the work completed by the proposed Exhibit Designer for at least two (2) of the four (4) exhibit project samples provided.					
10	Two (2) colour photos or colour photocopy of photos of the exhibit.					
11	The Bidder must provide a letter of reference from the clients for each exhibit project sample, where the proposed Exhibit Designer was involved in the completion of the project.					
12	The Bidder must describe the type of interactive or multimedia productions that were used in the exhibit (if any), such as simulation games, immersive platforms, architectural projections, etc.					

Comments:

APPENDIX 3 – EVALUATION GRID

PHASE 1 - K2C94-113455/A

ENVIRONMENT CANADA BIOSPHERE “Design the future” EXHIBIT

SUPPLIER: _____

Evaluator's initials:

RATED TECHNICAL CRITERIA

R.1. EXPERIENCE OF THE FIRM

Maximum points: 140
Minimum required: 98

R.1.1 RELEVANCY OF THE EXHIBIT PROJECT SAMPLES

Maximum points: 60
Minimum required: 42

SAMPLE #1 - PROJECT NAME: _____

SAMPLE #2 - PROJECT NAME: _____

SAMPLE #3 - PROJECT NAME: _____

SAMPLE #4 - PROJECT NAME: _____

Rated Criteria	Assessment Criteria				
Relevance of the Project to the Statement of Work	<p>Criteria for an established minimum acceptable response (percentage factor of 0.7): The exhibit project sample is relevant to the Statement of Work at Annex “A”, in terms of similarity in objective and target audience.</p> <p>Similarity in objective is defined as the exhibit is or was intended for one or more of the following purposes, inspire and create a sense of wonder through the installations, that will encourage learning, create awareness about an issue or important topic, motivate the viewer to engage in a particular action, develop critical thinking.</p> <p>Similarity in target audience is defined as the exhibit is or was intended for one or more of the following: adults/tourists between the ages of 25 and 49, Canadian and international families with children between 10 and 17 years old as well as elementary schools and high schools.</p>				
		Maximum Points	Page Ref	% Factor Applied	Score obtained
SAMPLE #1		15			
SAMPLE #2		15			
SAMPLE #3		15			
SAMPLE #4		15			
TOTAL		60			
COMMENTS :					

APPENDIX 3 – EVALUATION GRID

PHASE 1 - K2C94-113455/A

ENVIRONMENT CANADA BIOSPHERE “Design the future” EXHIBIT

SUPPLIER: _____

Evaluator’s initials:

R.1.2 OVERALL DESIGN OF EACH EXHIBIT PROJECT SAMPLE

Maximum Points: 80

Minimum required: 56

SAMPLE #1 - PROJECT NAME: _____

SAMPLE #2 - PROJECT NAME: _____

SAMPLE #3 - PROJECT NAME: _____

SAMPLE #4 - PROJECT NAME: _____

Rated Criteria	Assessment Criteria				
Overall Design	<p>Criteria for an established minimum acceptable response (percentage factor of 0.7):</p> <p>Overall design is original, of museum-level quality, and has visual appeal (use of space, colour, graphics and text, as applicable, is appropriate and appealing.</p> <p>Two of the following elements are present: <u>interactive</u> components, <u>immersive</u> components, <u>multimedia</u>, and <u>audiovisual</u> components.</p>				
		Maximum Points	Page Ref	% Factor Applied	Score obtained
SAMPLE #1		20			
SAMPLE #2		20			
SAMPLE #3		20			
SAMPLE #4		20			
TOTAL		80			
COMMENTS:					

APPENDIX 3 – EVALUATION GRID

PHASE 1 - K2C94-113455/A

ENVIRONMENT CANADA BIOSPHERE “Design the future” EXHIBIT

SUPPLIER: _____

Evaluator's initials:

BASIS OF SELECTION:

1. To be declared responsive, a bid must:
 - a) Comply with all the requirements of the Request for Proposals for Phase 1;
 - b) Meet all mandatory technical evaluation criteria for Phase 1; and
 - c) Obtain the required minimum of **98 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of a maximum of **140 points**.
2. Bids not meeting (a), (b) and (c) above will be declared non-responsive.
3. The top three (3) ranked bidders achieving the highest number of points within budget will be invited by the Contracting Authority to submit a Design Concept, which addresses Phase 2 of the evaluation.

APPENDIX 4 – EVALUATION GRID

PHASE 2 - K2C94-113455/A

ENVIRONMENT CANADA BIOSPHERE “Design the future” EXHIBIT

Bidder: _____

Evaluator’s initials:

MANDATORY TECHNICAL CRITERIA

M.1. PRELIMINARY DESIGN CONCEPT:

	TABLE M.1 Mandatory Evaluation Criteria PRELIMINARY DESIGN CONCEPT , using immersive multimedia technologies	Page Ref	MET/ NOT MET
M.1.	<p>PRELIMINARY DESIGN CONCEPT</p> <p>The Bidder must provide a PRELIMINARY DESIGN CONCEPT, using immersive multimedia technologies, either in 3D virtual rendering format or a realistic artists view, which captures the Bidder’s vision for the exhibit. Bidders providing only written design concepts will be declared non-responsive and will not be considered further.</p> <p>The design must adhere to the exhibition parameters identified in the Statement of Work at <i>Annex A</i> and the blueprint and plans in <i>Appendix 1</i> as well as the photographs of the exhibit space at <i>Appendix 2</i>. The total all-inclusive cost of this exhibit (research, design, fabrication and installation) must not exceed \$800,000.00, excluding applicable taxes.</p> <p>A 3D virtual rendering is the process of generating an image from a model, by means of computer programs. A scene file contains objects in a strictly defined language or data structure; it would contain geometry, viewpoint, texture, lighting, and shading information as a description of the virtual scene. The data contained in the scene file is then passed to a rendering program to be processed and output to a digital image or raster graphics image file.</p>		
<p>Comments:</p>			

APPENDIX 4 – EVALUATION GRID

PHASE 2 - K2C94-113455/A

ENVIRONMENT CANADA BIOSPHERE “Design the future” EXHIBIT

Bidder: _____

Evaluator's initials:

M.2. FINANCIAL PROPOSAL

	TABLE M.2. Mandatory Evaluation Criteria FINANCIAL PROPOSAL	Page Ref	MET/ NOT MET
M.2.	FINANCIAL PROPOSAL - The Bidder must provide a cost breakdown strictly in accordance with the Basis of Payment stipulated in <i>Annex B</i> . The total Firm Lot Price in Table B.1 must not exceed the project's budget of \$800,000.00, excluding GST/HST.		
Comments:			

=====

APPENDIX 4 – EVALUATION GRID

PHASE 2 - K2C94-113455/A

ENVIRONMENT CANADA BIOSPHERE “Design the future” EXHIBIT

Bidder: _____

Evaluator's initials:

RATED TECHNICAL CRITERIA

R.1 PRELIMINARY DESIGN CONCEPT, using immersive multimedia technologies

Maximum points: 100

Required minimum: 70

The Bidder's PRELIMINARY DESIGN CONCEPT should capture the design and thematic elements outlined in the Statement of Work at *Annex A*; the Blueprints and Plans at *Appendix 1* and the Photographs of the Exhibit Space at *Appendix 2*.

The Bidder's design should be appropriate for the identified target audience, be within budget parameters, maximize space utilization, and address the suggested theme. The exhibit should reflect the objectives of the Biosphere, including the intended visitor experience; stimulation of visitor involvement, ease of accessibility, and provision for good traffic flow. The exhibit should be interactive, modern and innovative. The Bidder's design will be evaluated on the usage of cutting edge multimedia, inclusion of interactive components, immersive experience and incorporation of audio-visual elements. The design will also be evaluated in terms of creativity (proposed immersion and simulation processes, the ambience, artistic aspects, graphic style, inspiring images etc.) and overall design quality.

Each of the above considerations will be taken into account when determining the final rating level for the design.

Rated Criteria	Assessment Criteria				
<p>R.1. PRELIMINARY DESIGN CONCEPT</p>	<p>Considerations:</p> <p>A) Appropriate for adult tourists between 25 and 49 years old, Canadian and international families with children between 10 and 17 years old, as well as schools (elementary and high schools).</p> <p>B) Feasible within the proposed design and fabrication budgets</p> <p>C) Maximizes space utilization, easily accessible, provides for good traffic flow</p> <p>D) Proposes experiences that stand out from that of other exhibits at other Canadian museums.</p> <p>E) Addresses the themes, objectives and visitor's experiences outlined in the Statement of Work at <i>Annex A</i>.</p> <p>F) Usage of cutting edge multimedia, inclusion of interactive components, immersive and/or simulation processes.</p> <p>G) Creativity.</p> <p>H) Overall design quality.</p>				
		<p>Maximum Points</p>	<p>Page Ref</p>	<p>% Factor Applied</p>	<p>Score obtained</p>
<p>SCORE:</p>		<p>100</p>			
<p>COMMENTS :</p>					

APPENDIX 4 – EVALUATION GRID

PHASE 2 - K2C94-113455/A

ENVIRONMENT CANADA BIOSPHERE “Design the future” EXHIBIT

Bidder: _____

Evaluator's initials:

R.2. APPROACH AND METHODOLOGY

Maximum points: 100

Required minimum: 70

The Bidder should provide an approach and methodology outlining the execution of the design, fabrication, delivery and installation stages for this requirement. The approach and methodology proposed should be based on the Statement of Work, at *Annex A*. For each stage of this requirement, Bidders should submit a detailed work plan that includes the following:

- A) All the tasks to be performed by the proposed Exhibit Designer and allocation of other resources such as the Graphic Designer, the Environmental Specialist, etc. (as applicable). **(50 points)**;
- B) Scheduling (timelines), critical points, and key milestones **(25 points)**; and
- C) Risk mitigation plan (possible problems or risks associated with the design, fabrication, delivery and installation of the exhibit, and the proposed plan to prevent these problems or risks from occurring **(25 points)**).

The work plan will be evaluated based on the clarity and completeness of each of the items above.

A) TASKS

Rated Criteria	Assessment Criteria								
R.2A)	<p>Criteria for an established minimum acceptable response (percentage factor of 0.7):</p> <p>Most of the following elements having been addressed and are described:</p> <ul style="list-style-type: none"> a) Tasks to be performed by the proposed Exhibit Designer; and b) Allocation of other resources such as the Graphic Designer, the Environmental Specialist etc. (as applicable). <p>Details provided lead to a minimum understanding of the tasks and allocation of other resources.</p> <p>Environmental Specialist is a person with a scholarly discipline dealing with environment and ecosystems and is defined as someone who will help develop the content of the interactive simulations and other environmental components of the exhibit, as stated in the Statement of Work.</p> <p><i>The Biosphere has recently added a mission statement, inspired by the building's architect, Richard Buckminster Fuller "Design the Future". We hope this new mission statement will guide our actions and encourage us to inspire visitors thru our exhibits, events, animations and installations. Hence encouraging them to become better eco citizens and connect or reconnect with nature.</i></p>								
	<table border="1"> <thead> <tr> <th>Maximum Points</th> <th>Page Ref</th> <th>% Factor Applied</th> <th>Score obtained</th> </tr> </thead> <tbody> <tr> <td>50</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Maximum Points	Page Ref	% Factor Applied	Score obtained	50			
Maximum Points	Page Ref	% Factor Applied	Score obtained						
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SCORE:									
COMMENTS :									

APPENDIX 4 – EVALUATION GRID

PHASE 2 - K2C94-113455/A

ENVIRONMENT CANADA BIOSPHERE “Design the future” EXHIBIT

Bidder: _____

Evaluator's initials:

B) SCHEDULING, CRITICAL POINTS AND KEY MILESTONES

Rated Criteria	Assessment Criteria				
R.2B)	<p>Criteria for an established minimum acceptable response (percentage factor of 0.7):</p> <p>Most of the following elements having been addressed and are described: Scheduling, critical points and key milestones. Details provided lead to a minimum understanding of each element.</p>				
		Maximum Points	Page Ref	% Factor Applied	Score obtained
SCORE:		25			
COMMENTS :					

C) RISK MITIGATION PLAN

Rated Criteria	Assessment Criteria				
R.2 C)	<p>Criteria for an established minimum acceptable response (percentage factor of 0.7):</p> <p>Most of the following elements having been addressed and are described: Risk mitigation plan, i.e. possible problems or risks associated with the design, fabrication, installation, delivery and the proposed plan to prevent these problems or risks from occurring.</p> <p>Details provided lead to minimum understanding of possible risks as well as the plan to prevent them from occurring.</p>				
		Maximum Points	Page Ref	% Factor Applied	Score obtained
SCORE:		25			
COMMENTS :					

APPENDIX 4 – EVALUATION GRID

PHASE 2 - K2C94-113455/A

ENVIRONMENT CANADA BIOSPHERE “Design the future” EXHIBIT

Bidder: _____

Evaluator's initials:

SUMMARY OF RATED TECHNICAL CRITERIA

R.1 - Preliminary Design Concept

R.2 - Approach and Methodology

Maximum Points: 200

Minimum Required : 140

POINTS BREAKDOWN	
RATED TECHNICAL CRITERIA	Total Points
R.1) PRELIMINARY DESIGN CONCEPT, using immersive multimedia technologies <i>*Overall passing mark required for R.1: 70 points</i>	/100
R.2) APPROACH AND METHODOLOGY	
A) Tasks <i>*Overall passing mark required for R.2A): 35 points</i>	/50
B) Scheduling, Critical Points and Key Milestones <i>*Overall passing mark required for R.2B): 17.5 points</i>	/25
C) Risk Mitigation Plan <i>*Overall passing mark required for R.2C): 17.5 points</i>	/25
TOTAL	/200
COMMENTS:	

APPENDIX 4 – EVALUATION GRID

PHASE 2 - K2C94-113455/A

ENVIRONMENT CANADA BIOSPHERE “Design the future” EXHIBIT

Bidder: _____

Evaluator's initials:

FINANCIAL EVALUATION:

Evaluation of Price

The total all-inclusive cost of this exhibit must not exceed **\$800,000.00**, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

Financial Evaluation Criteria

The Bidder is required to submit a price breakdown of their price as per Table B.1, in the Basis of Payment, in Annex B.

BASIS OF SELECTION:

1. To be declared responsive, a bid must:
 - a) Comply with all the requirements of the Request for Proposals; and
 - b) Meet all mandatory technical evaluation criteria; and
 - c) Obtain the required minimum of 70 points for each rated technical evaluation criterion of Phase 2 (R.1 and R.2). The rating is performed on a scale of a maximum total of 200 points (100 points per rated criterion).
2. Bids not meeting (a), (b) and (c) above will be declared non-responsive. The Bidder with the proposal achieving the highest technical score within budget will be recommended for award of Contract.

NOTE: Canada will compensate Phase 2 Bidders achieving a minimum score of 70 points for each rated technical evaluation criteria, with a lump sum payment of **\$1,500.00** for providing a PRELIMINARY DESIGN CONCEPT in response to this Request for Proposal.

Any intellectual property rights arising from the creation of the EXHIBIT DESIGN CONCEPT will vest with the Bidder **EXCEPT** those intellectual property rights pertaining to the selected Design Concept for which a contract is awarded. The intellectual property rights for the selected Design Concept will be as identified in Part 2, in the article entitled **Basis for Canada's Ownership of Intellectual Property**.