



NCR Procurement and Contracting
Finance Branch
351 Saint-Joseph Boulevard
Gatineau, Quebec
J8Z 1T3

May 14, 2014

Solicitation number K8A41-14-0001

PROJECT TITLE: THE HOSTING OF WEBCAST WEBINAR FOR ENVIRONMENT CANADA.

Dear Madam/Sir:

Environment Canada has a requirement for the services described in the attached "Terms of Reference". We are, as a result, soliciting proposals to perform this work.

If you are interested in providing these services, you must submit **three (3) copies of your technical proposal, two (2) copies of your completed signed Offer of Service, and two (2) copies of the former public servant certification** no later than **15:00 (local time) on June 25, 2014** to the following office:

Environment Canada (BIDS)
Mailroom
171 Jean-Proulx
Gatineau, Quebec
J8Z 1W5

in accordance with the following procedures:

1. Identify the solicitation number **K8A41-14-0001** on the outside of all proposal/courier envelopes.
2. Include the following in your proposal, in sufficient detail for evaluation purposes:
 - (a) a brief statement indicating your understanding of the work;
 - (b) a summary of your related experience;
 - (c) a listing of staff (professional, technical, administrative, sub-contractors) who will be assigned to the work, and their respective personal résumés;

(FORMER PUBLIC SERVANTS IN RECEIPT OF A GOVERNMENT PENSION MUST BE CLEARLY IDENTIFIED)

- (d) an explanation of the intended approach and/or methodology; and

(e) contingency plans to be implemented in the event assigned staff become unavailable during the period of the contract.

3. Environment Canada requests that bidders provide their bid in separately bound sections as follows:

SECTION I: SUBMIT THREE (3) HARD COPIES OF YOUR TECHNICAL PROPOSAL;
SECTION II: SUBMIT TWO (2) SIGNED HARD COPIES OF THE OFFER OF SERVICE (WHICH REPRESENTS THE FINANCIAL BID).
SECTION III: SUBMIT TWO (2) SIGNED HARD COPIES OF THE FORMER PUBLIC SERVANT CERTIFICATION.

Prices must appear in the Offer of Service (Financial Bid) only. No prices must be indicated in any other section of the bid. Offer of Service must be signed.

Bids must be submitted only to Environment Canada's Mailroom by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted to Environment Canada by facsimile or e-mail will not be accepted.

All questions concerning this project shall be submitted in writing by email: josee.francoeur@ec.gc.ca

Yours sincerely,

Josée Francoeur
Contracting Officer
Finance Branch

Attachments:

Offer of Service
Former Public Servant Certification
Mandatory Proposal Instructions
Terms of Reference
Evaluation Grid

MANDATORY PROPOSAL INSTRUCTIONS

- 1. Receipt**

The specified office will receive the sealed proposals (including the Offer of Service) or revisions up until the time and date specified in the letter of invitation.

Environment Canada shall no longer accept the Offer of Service/technical portion of the bidders' proposals by facsimile or by electronic mail.
- 2. Unacceptable Proposals**

Proposals received after the closing date and time will not be considered **and will be returned unopened.**

Proposals **NOT** submitted with duly completed Offer of Service forms in the format specified by the Department will not be accepted.

Incomplete proposals will be considered non-responsive and rejected.

Any Offer of Service that exceeds the stated ceiling or maximum price, if any, shall be considered non-responsive and rejected.

Any Offer of Service not signed in accordance with the letter of invitation shall be considered non-responsive and rejected.
- 3. Acceptance**

The Department will not necessarily accept the lowest or any of the proposals submitted.
- 4. Completion**

The Offer of Service form must be completed and submitted in the format presented by the Department.

Proposals must be submitted in accordance with these instructions and those contained in the letter of invitation.

It is the proposer's responsibility to ensure his/her complete understanding of the requirements and instructions specified by the Department. Enquiries concerning this solicitation must be submitted in writing to the contracting authority (Josée Francoeur) no later than five (5) working days prior to the bid closing date specified herein to allow sufficient time to provide a response.
- 5. Reference**

The Department of Environment reserves the right, before awarding the Contract, to require the Contractor to submit such evidence of qualifications as it may deem necessary, and will consider evidence concerning the financial, technical and other qualifications and abilities of the contractor.



OFFER OF SERVICE

1. **Offer submitted by:** (Print or type complete business or corporate name, address, telephone number, fax number)

Tel. No. _____ Fax. No. _____

E-Mail _____

2. I (We), the undersigned, hereby offer to Her Majesty the Queen in Right of Canada, as represented by the Minister of Environment, to furnish all necessary expertise, supervision, materials, equipment and other things necessary to complete, to the entire satisfaction of the Minister or his/her authorized representative, the work as described in the Solicitation package according to the terms and conditions of the Department's service contract for the following prices:



2.1 Administrative Expenses:

(Courier, long distance calls, reproduction, etc.).

\$ _____

2.2 Travel Expenses:

My/Our estimate for travel expenses is based upon the following anticipated travel requirements:

\$ _____

2.3 Cost quotation:

As per table 5 of the "4. Cost Component"

\$ _____

**2.4 TOTAL PROPOSAL PRICE
(Canadian Currency)**

\$ _____
(Total of 2.1 + 2.2 + 2.3)

+ G.S.T. \$ _____

TOTAL: \$ _____



- 3. I (We) agree that the Offer of Service will remain firm for a period of one hundred and twenty (120) calendar days after the tender closing date.
- 4. Payment for professional services and associated costs will be effected upon completion of each phase, submission of invoices detailing the work completed to date and upon confirmation by the departmental representative of the services rendered/deliverables received.

Claims for travel and accommodation expenses will be reimbursed at cost, in accordance with the Travel Directive, after they have been submitted with the aforementioned invoices and supported by receipts, vouchers, or other appropriate documents.

- 5. I (We) agree to submit herewith the following:
 - (a) a PROPOSAL to undertake the work, indicating an understanding of the objectives and responsibilities, a methodology and a time schedule as it relates to the requirements;
 - (b) a CORPORATE RESUME indicating relevant experience, the proposed personnel for the work team including their curriculum vitae;
 - (c) a list, if applicable, of SUBCONTRACTOR(S) including full names and addresses, portion(s) of work to be subcontracted and relevant firm experience;
 - (d) a duly completed OFFER OF SERVICE, **in two copies (2)**.
 - (e) a duly completed former public servant certification, **in two copies (2)**.
- 6. It is a condition that during the term of the contract all persons engaged in the course of carrying out this contract shall conduct themselves in compliance with the principles of the Conflict of Interest and Post-Employment Code for Public Office Holders. Should an interest be acquired or seem to cause a departure from the principles, the contractor shall declare it immediately to the departmental representative.

OFFERS WHICH DO NOT CONTAIN THE ABOVE-MENTIONED DOCUMENTATION OR DEVIATE FROM THE PRESCRIBED COSTING FORMAT SHALL BE CONSIDERED INCOMPLETE AND NON-RESPONSIVE AND SHALL BE REJECTED.

Dated this day of , 2014, at in the province of

by: (Signing Officer) Print & Sign

Title

Former Public Servant Certification – Competitive Requirement

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.

Definitions

For the purposes of this clause, "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.

"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.

"pension" means, 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.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** () **No** ()

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Reduction Program

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:

- a. name of former public servant;

- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

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.

Certification

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

Bidder

Signed

Print Name & Title

Date

THE HOSTING OF WEBCAST WEBINAR FOR ENVIRONMENT CANADA

MANDATORY REQUIREMENTS

Project Team Experience Requirements:

- The Project Team (excluding the Project Leader) must have a combined minimum of six years of experience with webcasting and webinar hosting services since January 2005. Experience must be clearly described in the proposal, following the instructions in “2. Project Team Experience” of the Evaluation Criteria.
- The team member designated Project Leader must have a minimum of five years of experience since January 2005 on projects related to webcasting and webinar hosting services. Experience must be clearly described in the proposal, following the instructions in “2. Project Team Experience” of the Evaluation Criteria.”
- The bidder must employ an on-site technician for all webinar events. This on-site technician must have at least 1 year experience with webcasting and webinar hosting services. Experience must be clearly described in the proposal, following the instructions in “2. Project Team Experience” of the Evaluation Criteria”.

Corporate Experience Requirements:

- The bidder must have a minimum of five years of experience in projects related to webcasting and webinar hosting services since January 2005. Experience must be clearly described in the proposal, following the instructions in “3. Corporate Expertise Component”, of the Evaluation Criteria

INTELLECTUAL PROPERTY & CONFIDENTIALITY

INTELLECTUAL PROPERTY

Environment Canada has determined that any intellectual property arising from the performance of the work under this Contract will be vested in Canada on the grounds that the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination (section 6.4.1 of the Treasury Board of Canada Secretariat *Policy on Title to Intellectual Property Arising under Crown Procurement Contracts*).

CONFIDENTIALITY

It is understood and agreed that the Contractor shall, during and after the effective period of the ensuing contract, treat as confidential and not divulge, unless authorized in writing by the Departmental Representative or his/her delegate, any information obtained in the course of the performance of the ensuing contract.

Subject to the Access to Information Act, R.S. 1985, c.A-1, the parties agree that the terms of this Agreement are confidential and each party shall use the same degree of care to prevent disclosure of the terms of this Agreement to third parties as it uses to protect its own confidential information of similar nature. Any failure of the Contractor to respect the confidentiality obligations is a default of the Contractor for which the Minister may terminate the contract.

OBJECTIVE

Environment Canada requires the services of a contractor to provide professional webinar hosting services in support of stakeholder engagement on current and /or upcoming initiatives under the Government of Canada's Chemicals Management Plan. The contractor is responsible to provide all the necessary equipment, services, and support associated with hosting a webinar and/or broadcasting live workshops, including online registration, dissemination of presentations via interface, audio and video recordings (electronic copies) and all other aspects related to the planning, execution and post production.

BACKGROUND

The Government of Canada announced the Chemicals Management Plan (CMP) on December 8th, 2006 to protect the environment and human health from the risks of harmful chemicals. The first phase of the CMP strengthened health and environmental protection by supporting an integrated, Government-wide approach to chemicals assessment and management, and by providing business certainty and public confidence through a predictable, science-based regulatory regime. The CMP included a number of initiatives such as the Challenge and other non-challenge initiatives. The first phase of the CMP ended March 31, 2011.

In the 2011 budget, the Government of Canada committed to continue CMP to address substances not assessed in the first phase of the program with the overall objective of achieving the sound management of chemicals throughout their life cycle by 2020.

Information sessions via webinar aim to inform national and international stakeholders of program activities. Webinars allow Environment Canada (EC) to present material to stakeholders online while still allowing them the opportunity to ask questions. The video component gives the viewers the experience that they are attending a face-to-face meeting from their own office. Clear sound and images originating from a single source (PC) eases the process and allows viewers a simpler experience. These informational webinars have become an instrumental part of the compliance promotion and stakeholder engagement strategies for CMP initiatives and has allowed EC to accommodate a large number of stakeholders representing a variety of organizations (businesses and industry, environmental and health non-governmental groups, aboriginal groups, consumer groups, and other crosscutting associations). The use of webinars under the CMP complements other stakeholder engagement mechanisms, such as face-to-face meetings, teleconferences and other web-based applications.

SCOPE OF WORK

The Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA) approval process for up to 4 sessions of Webcasting services per request.

Minimum Work Guarantee - All the Work - Authorized TAs

- "Maximum Contract Value" means the sum specified on page 1 of the Contract.
- "Minimum Contract Value" means **3%** of the Maximum Contract Value.

Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

In the event that Canada does not request Work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.

Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

Environment Canada requires the Contractor to provide professional webcast hosting services. The bidding firm must include a detailed list of its AV services and products and how they will meet the Statement of Work on an as need/required basis.

The goods and services to be provided will include, at minimum:

BROADCASTS FROM ONE LOCATION

Audio-Visual Equipment

- **Cameras (professional TV camcorder)**
- **Audio system with microphones**
- **High quality Flash stream or equivalent**
- **Broadcast quality video acquisition including lighting and sound**
- **Laptops (3 minimum) for support staff who will be monitoring the question box from the live audience**
- **On-site printer to print out audience questions**

Participant Live-Interface

- **Live captioning in English and French**
- **A Technical Support tab which provides live access to a technician**
- **Interface demonstrating the online slides moving at the same time as the presenter (synchronized)**
- **Range of web audience text boxes (chat, private, two-way, etc.)**

Administration of Webinar

- **Registration page and login with database (showing who signed up and who attended)**
- **Keep record of questions and comments received during webinar sessions**
- **24/7 live advanced test page for all registrants (to test their computers and connections)**
- **Ability of recording the sessions**
- **Saving of webinar sessions on DVD and/or providing electronic copies of recordings**

BROADCASTS FROM MULTIPLE LOCATIONS

Audio-Visual Equipment

- **Cameras (professional TV camcorder) (or integrated camera functionality within the presenting computer)**
- **Audio system with microphones (or integrated camera functionality within the presenting computer)**
- **Software or platform necessary to broadcast from remote sites**
- **High quality Flash stream or equivalent**
- **Broadcast quality video acquisition including lighting and sound**
- **Laptops (3 minimum) in primary/host location for support staff who will be monitoring the question box from the live audience**
- **On-site printer (at primary/host location) to print out audience questions**

Participant Live-Interface

- **Live captioning in English and French**
- **A Technical Support tab which provides live access to a technician**
- **Interface demonstrating the online slides moving at the same time as the presenter (synchronized)**
- **Range of web audience text boxes (chat, private, two-way, etc.)**

Administration of Webinar

- **Registration page and login with database (showing who signed up and who attended)**
- **Instructions for presenters for how to connect and function in the presenting role**
- **Technical support to remote presenters**
- **Keep record of questions and comments received during webinar sessions**
- **24/7 live advanced test page for all registrants (to test their computers and connections)**
- **Ability of recording the sessions**
- **Saving of webinar sessions on DVD and/or providing electronic copies of recordings**

Responsibility of persons in remote broadcasting locations.

- **Internet-connected computer with built-in webcam and microphone**
- **Available local IT support staff (as necessary)**

The contractor is also responsible for providing a location for webinars in the National Capital Region (NCR) with agreed upon minimum criteria/features. The location will have an area large enough to accommodate technicians, and at least 4 presenters and 4 support staff. This area must have suitable seating for presenters, a neutral backdrop, minimal disruption and a separate area for support staff. Location criteria and features may be adjusted as agreed upon by both parties.

Periodically, EC could ask for webinar broadcasts of presentations and discussions taking place at meetings or workshops on-site at government buildings or other venues. In these cases, the location will be organized by Environment Canada.

The contractor will be notified about webinar series needs 3-4 weeks in advance in the form of a TA and a mutual date for the webinar will be decided. Preparation for the webinar is to begin three weeks (minimum) prior to each webinar series. Recording of webcasts (archives) are to be provided one week following the final webinar if requested but may not be provided to the general public without written permission from the Departmental Representative.

Webinar dates will be on an “as and when requested” basis and the number of webinars, language and times will be confirmed in consultation with the contractor and presenters.

TASK AUTHORIZATION (TA) PROCESS

1. The Project Authority will provide the Contractor with a description of the task using the Task Authorization Approval Form located at Annex A.
2. The TA will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified for the Contract.
3. The Contractor must provide the Project Authority, within 3 working days of receipt of the TA, the proposed estimated cost for performing the task and breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA signed by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.
5. All Work performed under a TA must be completed and accepted by the Project Authority on or before the expiry date of the Contract.

TA LIMIT

Individual TAs initiated by the Project Authority must not exceed \$20,000.00 (GST/HST extra), inclusive of any revisions. This price must not include more than four sessions per webinar series. Individual TAs exceeding this amount must be negotiated and signed by the Contracting Authority before issuance.

PROJECT PERIOD

Canada is seeking to establish a Contract for services as defined in these Terms of References for the period of contract award to **March 31, 2016** for Environment Canada.

PROJECT OPTION PERIOD

Environment Canada reserves the option to extend the Contract by up to 1 (one) additional year, with the consent of the Contractor.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 10 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority and must be evidenced through a contract amendment.

PROJECT COST

Environment Canada has established funding for this project at a cumulative total cost of **\$200,000.00** (GST/HST excluded) for the Initial Period of **2 years**.

The end date of this contract is **March 31st, 2016**; or when a cumulative total of \$200,000.00 (GST/HST excluded) has been reached.

The payment schedule is as follows:

Between Contract award date – March 31, 2015 – \$70,000 (HST excluded) for professional services + \$30,000.00 for Travel purposes.

Between April 1, 2015 – March 31, 2016 – \$70,000 (HST excluded) for professional services + \$30,000.00 for Travel purposes.

ACCEPTANCE

All work produced by the Contractor will be subject to review by the Departmental Representative or his/her designate. All work is to be performed to the satisfaction of the Departmental Representative.

The Contractor shall maintain communications with the Departmental Representative throughout the contract and copies of all correspondence shall be sent to him/her.

DEPARTMENTAL SUPPORT

Environment Canada will provide the following to the contractor:

- A list of names of registrants for each webinar; the Departmental Representative should receive a list of registration names the day before each webinar.
- Presenters
- PowerPoint presentations
- Background information (where relevant)
- Detailed schedule
- Employees to answer questions related to presentation material
- Employees to assist and coordinate each session

TRAVEL

The Contractor and the other team members will be allowed to travel both inside and outside of the NCR as necessary in order to deliver webinar or other broadcasting services (for meetings, workshops, information sessions)

NOTE: Large shipping costs could be necessary for specialized equipment, additional charges on taxis, and potentially the renting of a vehicle. All receipts will be required, and will be reimbursed in accordance with current Treasury Board policies and guidelines.

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All payments are subject to government audit.

All expenses for travel will require the prior approval of the Departmental Representative.

SECURITY

There is no clearance required for this contract. The Webinars and Workshops will be hosted in non-Governmental buildings.

PROPOSAL INSTRUCTIONS

The proposal should include technical, cost and company expertise components which respond to the following requirements:

1. Technical Component

The proposal must include a statement of understanding, not to exceed one page in length, of the work to be undertaken and why it has been requested. The proposal must present a work plan and describe how the Contractor would carry out the tasks to achieve the project objectives. The proposal must include a description of the technical approach, methodology, work plan and data sources to be used.

2. Project Team Experience

Resumes of all team members must be submitted with the proposal. The resume should clearly demonstrate related work experiences for each team member:

- contribution and role of project team member for this project
- daily or hourly rates
- number of years of relevant experience (projects completed from January 2005) with descriptions including:
 - project title and client name
 - estimated total value of project
 - planned and actual start and finish dates
 - audience type
 - description of services provided for the project, methodologies and approaches employed
 - Staff experience directly relevant to the work
 - names of individuals who worked on the project

3. Company Expertise Component

A summary of the company expertise (projects completed since January 2005) related to professional webcasting and hosting webinar services. The summary is to include the following:

- project title & client name;
- dates of the events
- description of services provided for the project
- names of individuals who worked on the project.

The company's Business Number should also be included in the proposal.

4. Cost Component

Although the costs should be broken down, only the total cost of the single webcasting event will be evaluated. For the purpose of evaluation, the single webcasting event will be 3 hours in

duration with 200 participants. The event will be in English only with 4 presenters. The bid will include prices for the following: bilingual registration system, all professional fees including set up and take down, camera operation (1 fixed camera and associated cabling), video display, online support during the web session, audio support (including 2 microphones), 3 laptops, and webhosting of video plus archiving for 12 months.

Bidders will submit a cost quotation for firm rates for the following:

The Grand Total will be transferred to Section 2.3 of the Offer of Service (page 6 above).

TABLE 1	A	B	D
Pre-webcast services	BIDDER'S PROPOSED ALL-INCLUSIVE Firm Hourly Rate	Number of Hours	Sub-Total (AxB) (BIDDER TO CALCULATE)
Bilingual registration/log-in system	\$		\$
Dissemination of presentation and/or background material to participants	\$		\$
Programming of Synchronized slides for live webinar	\$		\$
24/7 live advance test page	\$		\$
Private text box	\$		\$
Email Reminders	\$		\$
Registration data	\$		\$
Technician Setup	\$		\$
Location costs (including room/truck rentals, parking, internet hookup, etc., as applicable);	\$		\$
Total Table 1 (P1):			\$

TABLE 2	A	B	D
Live Webinar services	BIDDER'S PROPOSED ALL-INCLUSIVE Firm Hourly Rate	Number of Hours	Sub-Total (AxB) (BIDDER TO CALCULATE)

	Project Lead (or appropriate alternative) onsite to help with setup and to provide instructions to presenters	\$		\$
	Technician (webinar management)	\$		\$
	Online technical support (in language appropriate to the session)	\$		\$
	Camera Operator/Technician	\$		\$
	Audio Technician	\$		\$
	On-site encoding software/hardware	\$		\$
	Screen capture of questions	\$		\$
	Flash streaming media server	\$		\$
	Recording of Webinar session	\$		\$
	Technician Take Down	\$		\$
	Total Table 2 (P2):			\$

TABLE 3		A	B	D
Live Webinar Audio Visual Costs		BIDDER'S PROPOSED ALL-INCLUSIVE Firm Hourly Rate	Number of Hours	Sub-Total (AxB) (BIDDER TO CALCULATE)
Camera (including tripod and associated cabling)	\$			\$
Video display	\$			\$
Audio system with microphones	\$			\$
3 laptops	\$			\$
Printer	\$			\$
Total Table 3 (P3):				\$

TABLE 4		A	D
Post Webinar Services		BIDDER'S PROPOSED	Sub-Total (A)

		ALL-INCLUSIVE Rate	
	Technician Take Down	\$	\$
	Record keeping of questions and comments	\$	\$
	Webhosting of video plus slide archiving	\$	\$
	Login data	\$	\$
	Total Table 4 (P4) :		\$

Table 5:	
Bidder's Grand Total Price (P1 + P2 + P3+ P4) =	\$ _____ (Transfer grand total to Section 2.3 of Offer of Service (page 6 above))

- (a) **Pricing:** All prices must be firm prices exclusive of GST/HST.
- (b) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option years. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- (c) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.
- (d) Bidder's Grand Total Price will be transferred by bidder to Section 2.3 of Offer of Service (page 6 above).

APPENDIX A: Evaluation Criteria

Mandatory Criteria

The proposal must meet all minimum required points for each section of the Evaluation Criteria Grid. Failure to meet any one minimum required point total will result in proposal being designated as noncompliant.

Basis of Selection (lowest compliant cost per point)

To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation;
- b. meet all mandatory technical evaluation criteria; and
- c. obtain the required minimum of **70 percent overall** of the points for the technical evaluation criteria which are subject to point rating
- d. obtain the required minimum points for the technical evaluation criteria **R-1 A), B) and C)** above.

The proposal not meeting a, b, c and d will be declare non-compliant. The contract will be awarded to the firm obtaining the lowest compliant cost per point proposal (determined by dividing the bid price by the total points achieved in the evaluation of the bidder's proposal).

If no acceptable bids are received Environment Canada has the right to not award this contract.

The proposal must include a detailed description of the approach, methodology and the work plan describing how the Contractor would carry out the study to achieve the above objectives. Any relevant information to enable Environment Canada to adequately score the proposal based on the criteria listed below must be included.

	Mandatory Criteria	Met/Not Met
M1	The Project Team (excluding the Project Leader) must have a combined minimum of six years of experience with webcasting and webinar hosting services since January 2005. Experience must be clearly described in the proposal, and supported with cv's	
M2	The Project Leader must have a minimum of five years of experience since January 2005. Experience must be clearly described in his/her c.v.	
M3	An on-site technician must be employed for all webinar events. This on-site technician must have at least 1 year experience with webcasting and webinar hosting services as clearly demonstrated in his/her c.v.	

	Corporate Experience	
M4	The bidding firm must have a minimum of five years of experience in projects related to webcasting and webinar hosting services since January 2005. Experience must be clearly described in the proposal,	

	Rated Criteria	Maximum Score	Score
<p>1. CAPABILITY OF CONTRACTOR TO CARRY OUT THE WORK</p> <p>A) MINIMUM 6 POINTS REQUIRED</p>	<p>R1. The proposal should demonstrate a clear and logical understanding of the Objectives and the Statement of Work A work plan should be included in the proposal for a sample webcasting session (from one primary host location and multiple remote locations) that details the goods and services that will be provided.</p> <p>A) Provided a detailed list of goods and services (i.e. AV and products) required to perform professional webcasting through webinars.</p> <p>The proposal includes a detailed list of goods and services with a description on how the bidder will meet the Statement of Work</p> <p>The proposal includes a detailed list of goods and services with some information missing on how the bidder will meet the Statement of Work</p> <p>the proposal includes a detailed list of goods and services with no description on how the bidder will meet the Statement of Work</p> <p>The proposal includes an incomplete list of goods and services with some information missing on how the bidder will meet the Statement of Work</p> <p>The proposal includes an incomplete list of goods and</p>	<p>Max. 10 points</p> <p style="text-align: center;">10</p> <p style="text-align: center;">8</p> <p style="text-align: center;">6</p> <p style="text-align: center;">4</p> <p style="text-align: center;">2</p>	

<p>B) MINIMUM 6 POINTS REQUIRED</p>	<p>services with no description on how the bidder will meet the Statement of Work. A list of goods and services and a description on how the bidding company will meet the Statement of Work were not presented</p>	<p>0</p>	
	<p>B) Flexibility of approach – The proposal clearly demonstrates how the bidder will deal with a contract on an “as needed basis”;</p>	<p>Max. 10 points</p>	
	<p>The approach on how the bidder will deal with a contract on an “as needed basis” is logical and defined; and challenges are identified and addressed</p>	<p>10</p>	
	<p>The approach on how the bidder will deal with a contract on an “as needed basis” is logical and defined; and challenges have been identified but not addressed</p>	<p>8</p>	
	<p>The approach on how the bidder will deal with a contract on an “as needed basis” is identified with some information missing in the description; and challenges are identified but not addressed</p>	<p>6</p>	
	<p>The approach on how the bidder will deal with a contract on an “as needed basis” is vague; and challenges are either not identified or not addressed</p>	<p>4</p>	
	<p>The approach on how the bidder will deal with a contract on an “as needed basis” is missing and challenges are identified but not addressed</p>	<p>2</p>	
	<p>The approach on how the company will deal with a contract on an “as needed basis” and challenges are not presented</p>	<p>0</p>	

<p>C) MINIMUM 3 POINTS REQUIRED</p>	<p>C) Stability of Project Team</p> <p>Based on the resumes received, more than 75% of the Project Team have been with the company for more than 6 months</p> <p>Based on the resumes received, between 50% and 75% of the Project Team have been with company for more than 6 months.</p> <p>Based on the resumes received, between 25% and 50% of the Project Team have been with company for more than 6 months.</p>	<p>Max. 5 points</p> <p>5</p> <p>3</p> <p>1</p>	
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<p>2. PROJECT TEAM EXPERIENCE (MAX. 15 POINTS)</p>	<p>R2. (A) Points will be given for combined years of experience with performing web hosting services and webcasting for the Project Team (not including the Project Leader) accumulated since January 2005.</p> <p>1 point per year in addition to the minimum of 6 years required under M1</p> <p>(B) Points will be given for the technicians experience in web hosting applications.</p> <p>1 point per year in addition to the minimum of 1 year required under M3</p>	<p>Max. 10 points</p> <p>Max. 5 points</p>	
<p>3. CORPORATE EXPERIENCE OF THE BIDDING COMPANY (MAX. 3 POINTS)</p>	<p>R3. Points will be given to the bidding firm for experience in projects completed since January 2005 related webcasting and webinar hosting services.</p> <p>1 point per year in addition to the minimum of 5 years required</p>	<p>Max. 3 points</p>	

	under M4		
Total Possible Points	Compliance 70% or (30/43)	43	

Evaluation Criteria	OVERHAUL Minimum Points for Compliance 70% or (30/43)	Maximum Points Available	Minimum Points required
R1 A)	detailed list of goods and services	10	6
R1 B)	Flexibility of approach	10	6
R1 C)	Stability of Project Team	5	3

1. APPENDIX B: Selection Method

The proposal must meet all minimum required points for each section of the Evaluation Criteria Grid. Failure to meet any one minimum required point total will result in proposal being designated as noncompliant.

Basis of Selection (lowest compliant cost per point)

To be declared responsive, a bid must:

- e. comply with all the requirements of the bid solicitation;
- f. meet all mandatory technical evaluation criteria; and
- g. obtain the required minimum of **70 percent overall** of the points for the technical evaluation criteria which are subject to point rating
- h. obtain the required minimum points for the technical evaluation criteria **R-1 A), B) and C)** above.

The proposal not meeting a, b, c and d will be declare non-compliant. The contract will be awarded to the firm obtaining the lowest compliant cost per point proposal (determined by dividing the bid price by the total points achieved in the evaluation of the bidder's proposal).

In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all the point rated technical criteria will be awarded a contract.

ANNEX "B"
MODEL TASK AUTHORIZATION

TASK AUTHORIZATION			
Contractor: _____		Contract Number: _____	
Contractor PBN: _____			
Commitment Number: _____		Financial Coding: _____	
Task Number: _____		Date: _____	
TA Request (For completion by Technical Authority)			
<p>1. Description of Work to be Performed</p> <p style="text-align: center;">Statement of Work</p> <p style="text-align: center;">Description of any Deliverable(s) required (including the required format and media)</p> <p>Any reporting obligations and deadlines for submitting the reports as they will apply to the resulting Contract will be described here.</p>			
2. PERIOD OF SERVICES	From: _____	To: _____	
3. Work Location			
4. Travel Requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No Specify:		
5. Other Conditions /Restrains	<input type="checkbox"/> Yes <input type="checkbox"/> No Specify:		
6. Task Proposal (insert rows as required) Check []:	Estimated Cost []	Fixed Price []	\$ _____
7. LEVEL OF SECURITY CLEARANCE REQUIRED FOR THE CONTRACTOR'S PERSONNEL			
<input type="checkbox"/> Reliability Status <input type="checkbox"/> Secret <input type="checkbox"/> Top Secret <input type="checkbox"/> Other			
8. BILINGUALISM (if applicable)			
<input type="checkbox"/> English and French <input type="checkbox"/> French <input type="checkbox"/> English If both, the categories of personnel requiring bilingualism include:			

TA Proposal (For completion by Contractor)				
9. Estimated Cost Contract				
Category (Level) and Name of Proposed Resource	PWGSC Security File Number	Firm Per Diem Rate	Estimated # of Days	Total cost
Professional services estimated cost			Total	
				GST
				Grand Total

TA Approval		
10. Signing Authorities		
Name, Title and Signature of Individual Authorized to Sign on Behalf of Contractor	Contractor	Date
Name, Title and Signature of Individual Authorized to Sign on Behalf of the Identified User	<Identified User>	Date
Name, Title and Signature of Individual Authorized to Sign on Behalf of PWGSC (if applicable)	PWGSC	Date
11. Basis of Payment & Invoicing		
<p>In Accordance with the article entitled "Basis of Payment" in the Contract.</p> <p>Payment to be made based on receipt of detailed monthly invoices for services rendered, subject to full acceptance by the Project/Technical Authority. Total of payments not to exceed the grand total.</p> <p>Original invoices shall be sent to the Project/Technical Authority. One copy of each invoice, together with attachments, shall be sent to the Contracting Authority.</p>		

DELIVERABLE ACCEPTANCE	
Department Name:	_____
Task Authorization Number:	_____
Contract Authority:	_____
Date Submitted:	[YYYY-MM-DD]
DESCRIPTION OF DELIVERABLE(S)	
[A description of the deliverables accepted will be detailed here]	
Name of the individual who accepted the deliverable:	_____
Title of the individual who accepted the deliverable:	_____
Date accepted:	[YYYY-MM-DD]
Signature of the individual who accepted the deliverable:	_____
Comments:	_____