

**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

**Revision to a Request for Supply  
Arrangement - Révision à une demande  
pour un arrangement en matière  
d'approvisionnement**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

**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

<b>Title - Sujet</b> Audio Visual Productions	
<b>Solicitation No. - N° de l'invitation</b> EN578-150098/C	<b>Date</b> 2014-10-16
<b>Client Reference No. - N° de référence du client</b> EN578-15-0098	<b>Amendment No. - N° modif.</b> 003
<b>File No. - N° de dossier</b> cx028.EN578-150098	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CX-028-65799	
<b>Date of Original Request for Supply Arrangement</b> 2014-09-29 <b>Date de demande pour un arrangement en matière d'app. originale</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-10-22</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Baxter, Emily	<b>Buyer Id - Id de l'acheteur</b> cx028
<b>Telephone No. - N° de téléphone</b> (613) 949-1285 ( )	<b>FAX No. - N° de FAX</b> (613) 991-5870
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This revision does not change the security requirements of the solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b>	<b>Yes - Oui</b>	<b>No - Non</b>
<b>Accusé de réception requis</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

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## Amendment 003

The purpose of this amendment is to:

1) respond to potential bidders' questions.

*Question 15:*

Part 2.7, Page 9: *The paper format of the arrangement should be certified as originating from a sustainable managed forest and/or with a minimum of 30% recycled content.*

If we provide our proposal as double-sided, on 30% recycled paper, will there be points lost if the images on our pages representing our case studies are printed in colour?

*Response 15:*

Please refer to Amendment 002, Response 9.

*Question 16:*

Part 3.1, page 10: *Prices must appear in the financial arrangement only. No prices must be indicated in any other section of the arrangement.*

The above statement is the only area that mentions the financial arrangement. Do you require a rate sheet for the RFSA and if so, how would you like it to be included?

*Response 16:*

Please refer to Amendment 002, Response 12.

In the English version, at **PART 3 ARRANGEMENT PREPARATION INSTRUCTIONS:**

*Insert:*

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

*Delete:*

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

*Replace With:*

No prices must be indicated in any section of the arrangement.

*Question 17:*

Part 4.1.1.1 M.3.3.A, Page 12: *A production where both the English and French are equally and substantively represented in the same production.*

Are we able to present a portion of a DVD that is interactive? We would be showing parts of several interviews in both French and English.

*Response 17:*

As specified in **PART 4 EVALUATION PROCEDURES AND BASIS OF SELECTION, M.3 EXPERIENCE OF THE FIRM;**

3. At least one (1) of the video production samples MUST demonstrate the Supplier's ability to work in both official languages (English and French). To demonstrate the Supplier's ability to work in both official languages (English and French) the submitted sample MUST be either of the following:

- A. a production where both the English and French are equally and substantively represented in the same production; or
- B. a unilingual production (in its original language) that demonstrates the official language not demonstrated in the other submitted samples.

Productions that have voice-overs, are fully narrated, are fully animated, are purely text based, or are subtitled/closed captioned are not acceptable to demonstrate the Supplier's ability to work in both official languages.

*Question 18, Part 1:*

Part 4.1.1.2. R.1, Page 12: *The USB key demo should be menu driven on MP4 format.*

When you mention "Menu Driven", should the menu be a slate that appears at the start of the video?

*Response 18, Part 1:*

Please refer to Amendment 001, Response 3.

*Question 18, Part 2:*

If the menu is a slate, is there a specific length of time that the slate should be onscreen before the content starts?

Does the length of the slate at the beginning of each spot contribute to the overall 20 minute time limit allowed by the RFP?

What video information needs to be included within the slate for the "Menu Driven" USB key demo?

Solicitation No. - N° de l'invitation

EN578-150098/C

Client Ref. No. - N° de réf. du client

EN578-15-0098

Amd. No. - N° de la modif.

003

File No. - N° du dossier

cx028EN578-150098

Buyer ID - Id de l'acheteur

cx028

CCC No./N° CCC - FMS No/ N° VME

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*Response 18, Part 2:*

No, there is no specific length of time that the slate should be on screen before the content starts.

Yes, the length of the slate contributes to the overall 20 minute running time limit.

If suppliers include a slate at the beginning of each video production sample, the information must clearly identify the name of the video production sample following each slate.

*Question 19:*

Part 4.1.1.1 M.1, Page 11: *The Supplier MUST identify the owners and management of the firm and the legal incorporated name as well as the organizational structure.*

Do you require further information regarding a list of subcontractors?

*Response 19:*

No information regarding a list of subcontractors is required.

*Question 20:*

Part 4.1.1.2 R.1, Page 12: *To better understand the samples submitted for the mandatory criterion M.3, the following information should also be provided for each video production sample.*

Does the information from Appendix "1" need to be included in the USB key demo submitted for Section 1.1, or just in Section 1?

*Response 20:*

The information from Appendix 1 should be included in Section I.

*Question 21:*

Part 5.1, Page 17: *Certification Precedent to Issuance of a Supply Arrangement*

Pertaining to certification requirements, would you like the certifications to be submitted in hard copy or soft copy?

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*Response 21:*

As specified in **PART 3 ARRANGEMENT PREPARATION INSTRUCTIONS, 1. ARRANGEMENT PREPARATION INSTRUCTIONS;**

**Section II: Certifications (2 hard copies)**

*Question 22:*

Part 6.A.14, Page 27: *Commercial General Liability Insurance*

Is any documentation required pertaining to insurance at this time?

*Response 22:*

No documentation pertaining to insurance is required at this time.

*Question 23:*

M.3 and R.1

Part 1: The USB key demo should be menu driven in MP4 format.

What sort of menu driven menu would you like? EXE, HTML, Flash? Did you want the video to play in a WET player or would you like your internal system software to play the mp4 files?

Can you give us an example of menu coding that would be executable on your system and not be blocked by sys security for action scripts called from an attached USB stick.

Part 2: Can we just include one MP4 file that is less than 20 minutes with all our chosen clips??

*Response 23:*

The video production samples submitted on USB key must be able to be played on a lap top computer using the Windows 7 version (or compatible) of Windows Media Player.

As stated in the RFSA Amendment 001 - Response 3, "the USB key demo samples should be presented in MP4 format. The demo samples should also be menu driven".

If the USB Key demo is not menu driven, EACH of the video production samples included on the USB key must be clearly identified by name as follows:

- If the MP4 files are presented in standard file folders (without a DVD style menu) then the files must be named to clearly to identify the video production sample(s) in each folder. The evaluation of video demo samples will start with the first folder presented and continue in the order that the files are presented on the USB key to a maximum of 20 minutes in running time for all video production samples.

Solicitation No. - N° de l'invitation

EN578-150098/C

Amd. No. - N° de la modif.

003

Buyer ID - Id de l'acheteur

cx028

Client Ref. No. - N° de réf. du client

EN578-15-0098

File No. - N° du dossier

cx028EN578-150098

CCC No./N° CCC - FMS No/ N° VME

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- If suppliers include a slate at the beginning of each video production sample, the information must clearly identify the name of the video production sample following each slate. The length of the slate contributes to the overall 20 minute running time of the USB key demo.

The total running time of all of the samples combined MUST not exceed twenty (20) minutes in length. Should the running time of the submitted samples exceed twenty (20) minutes in length, only the first twenty (20) minutes will be evaluated.

*Question 24:*

Are we to submit a signed copy of Part 5 Certifications, pg. 17 to 18. Please confirm.

*Response 24:*

Please refer to Amendment 002, Response 14.

*Question 25:*

Please confirm that we have to submit at least (4) different video samples?

*Response 25:*

**Per PART 4 EVALUATION PROCEDURES AND BASIS OF SELECTION, M.3 EXPERIENCE OF THE FIRM;**

The Supplier MUST demonstrate its experience by submitting one (1) USB key demo of at least four (4) different video production samples produced and completed within the last ten (10) years from the closing date of this RFSA.

*Question 26:*

Does each sample have to be submitted in English and French?

*Response 26:*

Please refer to Amendment 003, Response 17.

*Question 27:*

In accordance with the following ask: "suppliers must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2008." Can you please confirm that we have to include the following?

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4. Suppliers must submit the following as part of their arrangement:

- a. a complete list of names of all individuals who are currently directors of the Supplier;
- b. a properly completed and signed Consent Form, for each individual named in the aforementioned list.

*Response 27:*

Per Standard Instructions 2008, 01 Integrity Provisions;

*Suppliers who are incorporated, including those submitting an arrangement as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Supplier. Suppliers submitting an arrangement as sole proprietorship, including those submitting an arrangement as a joint venture, must provide the name of the owner. Suppliers submitting an arrangement as societies, firms, or partnerships do not need to provide lists of names.*

*If the required names have not been received by the time the evaluation of arrangements is completed, Canada will inform the Supplier of a time frame within which to provide the information. Failure to provide the names within the time frame specified will render the arrangement non-responsive. Providing the required names is a mandatory requirement for a Supply Arrangement to be issued.*

*Canada may, at any time, request that the Supplier provide properly completed and signed consent forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals mentioned above within a specified time frame. Failure to provide such consent forms and associated information within the time frame provided, or failure to cooperate to the verification process, will result in the arrangement being declared non-responsive.*

*Question 28:*

Can we submit parts of videos as samples? Do they need to be entire video - start to finish?

*Response 28:*

You may submit an excerpt from a production to meet the required criteria. However, it is important to note that the running time of the samples combined must not exceed 20 minutes.

Solicitation No. - N° de l'invitation

EN578-150098/C

Client Ref. No. - N° de réf. du client

EN578-15-0098

Amd. No. - N° de la modif.

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File No. - N° du dossier

cx028EN578-150098

Buyer ID - Id de l'acheteur

cx028

CCC No./N° CCC - FMS No/ N° VME

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2) Revise Part 1.

At **PART 1 GENERAL INFORMATION, 2. SUMMARY;**

*Insert:*

This Supply Arrangement excludes audio visual production services delivered in or destined to addresses located in Comprehensive Land Claims Agreement(s) (CLCAs) areas.

**All other terms and conditions remain unchanged.**