

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 Audio Visual Production	
Solicitation No. - N° de l'invitation 0X001-140730/A	Date 2014-11-28
Client Reference No. - N° de référence du client 0X001-14-0730	
GETS Reference No. - N° de référence de SEAG PW-\$\$CX-028-66240	
File No. - N° de dossier cx028.0X001-140730	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-12-18	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Baxter, Emily	Buyer Id - Id de l'acheteur cx028
Telephone No. - N° de téléphone (613) 949-1285 ()	FAX No. - N° de FAX (613) 991-5870
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CANADA SCHOOL OF PUBLIC SERVICE 241 cité des jeunes Gatineau Québec J8Y 6Z2 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

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0X001-140730/A

Amd. No. - N° de la modif.

File No. - N° du dossier

cx0280X001-140730

Buyer ID - Id de l'acheteur

cx028

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

0X001-14-0730

CCC No./N° CCC - FMS No/ N° VME

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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into six (6) parts plus attachments and annexes, 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;
- 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, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- 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, the Federal Contractors Program for Employment Equity - Certification, the Task Authorization Form 572, the Evaluation Grids, and the Video Demo - Proposed Project Fact Sheet.

2. Summary

The Canada School of Public Service has a requirement for video production services which are required to help meet growing demand for learning objects in a video format for inclusion in online courses, classroom courses, or to be posted on the School website.

The Contract will be in effect from date of award to March 31, 2016.

As per the Integrity Provisions under section 01 of *Standard Instructions 2003*, bidders must provide a list of all owners and/or Directors and other associated information as required. Refer to section [4.21](#) of the *Supply Manual* for additional information on the Integrity Provisions

For services requirements, Bidders must provide the required information as detailed in article 3 of Part 2 of the bid solicitation, in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

The requirement is limited to Canadian goods and/or services.

As this procurement is for delivery all across Canada including areas subject to Comprehensive Land Claims Agreements, this procurement is subject to all Comprehensive Land Claims Agreements.

The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 - Certifications, Part 6 - Resulting Contract Clauses and the annex titled [Federal Contractors Program for Employment Equity - Certification](#).

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3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing will be in writing.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual)(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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.

The [2003](#) (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

3. Former Public Servant

Contracts awarded to 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 awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

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 FPSs 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 Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **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 adjustment 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 Applicable Taxes.

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **seven (7)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

5. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

6. Basis for Canada's Ownership of Intellectual Property

The Canada School of Public Service 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: 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.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (five [5] hard copies and one [1] soft copy on USB key)

Section II: Financial Bid (Two [2] hard copies and one [1] soft copy on USB key)

Section III: Certifications (One [1] hard copy)

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.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) 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.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

- 1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

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Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 TECHNICAL EVALUATION

All bids must be completed in full and provide all of the information requested in the Request for Proposal to enable full and complete evaluation.

The evaluation grids for the Mandatory and Point Rated technical criteria are included at Annex E.

1.1.1 MANDATORY TECHNICAL CRITERIA

No further consideration will be given to bidders who do not meet all the mandatory criteria.

The Mandatory requirements are:

M.1 VIDEO PRODUCTION SAMPLES (This requirement is subject to the **R.1** point-rated criteria)

The Bidder must provide a USB key containing three (3) video production samples from previous productions that support its proposal and demonstrate to the Evaluation Team the Bidder's experience and ability to produce quality video programs for the Canada School that are similar in nature and complexity to the requirements as described in the Annex A Statement of Work.

The total running time of the demo must not exceed fifteen (15) minutes.

At least one (1) of the video production samples must demonstrate the Bidder's ability to work in both official languages (English and French). To demonstrate the Bidder'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 Bidder's ability to work in both official languages.

All productions must have been completed entirely by the Bidder under a contract with the public sector or private industry, and have been completed and delivered after January 1, 2012.

BIDS NOT MEETING THE ALL THE MANDATORY REQUIREMENTS WILL BE GIVEN NO FURTHER CONSIDERATION.

1.1.2 POINT RATED TECHNICAL CRITERIA

Proposals will be evaluated and scored in accordance with specific evaluation criteria as detailed in this section. To be considered compliant, bidders must obtain the required minimum of 70 percent of the points for each rated criteria. The rating is performed on a scale of 120 points. Proposals scoring less than 70 percent in one of these criterion will not be given further consideration.

NOTE: Percentage factors will be the basis used to allocate points for all rated requirements. The number of points will be calculated depending on the total value given for each criterion. For example, if we give 0.7 as a score for R.1.1 (50 points X 0.7 = 35 points), this is equal to 70% of the total value given for that criterion. We cannot deviate from the established scoring grid. For example, we could not give a score of 0.75 (75%). We would have to choose between a 0.7 or a 0.8 (70% or 80%).

The following criteria will be evaluated:

R.1: VIDEO PRODUCTION SAMPLES (Maximum: 100 points)

To better understand the video production samples submitted for the mandatory criteria **M.1.**, the following information should also be provided for each sample. **Please complete the "Video Demo - Proposed Project Fact Sheet" located at Annex "F".**

Client;
Client contact;
Description and purpose of production;
Target audience(s);
Creative approach;
Production dates;
Production budget

The information in the Proposed Project Fact Sheet and the video production samples will be evaluated on the following rated criteria:

R.1.1 The video production samples demonstrate creative and technical excellence. (Maximum: 40 points - Minimum: 28 points)

At a minimum, the following criteria will be evaluated: your approach (is it attractive, creative, innovative or appropriate); the quality of images; quality and effectiveness of cinematography, the use of special effects and graphics; use of camera angles; lighting; editing; and effective use of music and sound.

Percentage factors utilized for the evaluation of R.1.1:

Not acceptable (0): The information provided was unsuitable or insufficient.

Limited (0.5): Criterion addressed, but not enough information provided and/or technically not acceptable. Less than established minimum.

Acceptable (0.7): **This is the established minimum.** All of the above-mentioned criteria are acceptable. Approach demonstrates some creativity and innovation.

Good (0.8): Slightly exceeds the established minimum, with one (1) or two (2) criteria that are very good. Approach demonstrates creativity and innovation.

Very Good (0.9): The majority of the criteria are very good. One (1) or two (2) criteria may be excellent. Approach demonstrates very good creativity and innovation without being outstanding.

Outstanding (1): Very unique, bold, and creative approach. Has excellent quality and use of images. Outstanding cinematography. Video production samples demonstrate excellent use of special effects and graphics and lighting. Has very appropriate use of music and sound.

R.1.2 The effective use of treatment, script, language and visual techniques to communicate the themes and messages. (Maximum: 40 points - Minimum: 28 points)

At a minimum, we are looking for the following criteria: engaging and complete storyline, clear script, appropriate use of language, quality of translation (if a translation was completed), effective communication of content and messages both in narration and on-camera and use of other techniques to get the message across. The success in conveying messages in both English and French is equivalent.

Percentage factors utilized for the evaluation of R.1.2:

Not acceptable (0): The information provided was unsuitable or insufficient.

Limited (0.5): Criterion addressed, but not enough information provided and/or technically not acceptable. Less than established minimum.

Acceptable (0.7): This is the established minimum. All of the above-mentioned criteria are acceptable, and meet the established minimum. The treatment, script, language and technique adequately help convey themes and messages.

Good (0.8): Slightly exceeds the established minimum, with one (1) or two (2) criteria that are very good. Treatment, script, language and technique help convey the themes and messages.

Very Good (0.9): The majority of the above-mentioned criteria are very good. One (1) or two (2) criteria may be excellent. Treatment, script, language and techniques effectively communicate themes and messages without being outstanding.

Outstanding (1): Outstanding delivery of content, themes and messages. Treatment, script, language and techniques are communicated very well, both in narration and on-camera. Appropriate techniques were used.

R.1.3 Video production samples demonstrate a wide variety of visual and dramatic devices, such as: graphic animation sequences; typography/on-screen text; motion graphics and animation; still imagery; imported (stock) film footage; off-camera and on-camera narration; music; sound and special effects. (Maximum: 20 points - Minimum: 14 points)

At a minimum, we are looking for the use of six (6) of the ten (10) above-mentioned visual or dramatic devices.

Percentage factors utilized for the evaluation of R.1.3:

Not acceptable (0): The information provided was unsuitable or insufficient.

Limited (0.5): Criterion addressed, but not enough information provided and/or technically not acceptable. Less than established minimum.

Acceptable (0.7): **This is the established minimum.** At least six (6) of the listed devices are effectively used.

Good (0.8): Slightly exceeds the established minimum, with two (2) or three (3) of the devices that are very good.

Very Good (0.9): Exceeds the established minimum. The majority of the devices are very good. Four (4) or five (5) devices may be excellent, without being outstanding.

Outstanding (1): A very effective blend of six (6) or more visual or dramatic devices. Devices are relevant to the subject matter. The quality and effectiveness of at least six (6) devices are outstanding.

R.2: PROJECT MANAGEMENT APPROACH (Maximum 20 points – Minimum 14)

R.2 will be evaluated on the following rated criteria:

The Bidder should propose a general preliminary project management approach for video production projects that provides flexibility and considers client needs.

The Bidder should provide a detailed description of the proposed project management approach and the procedures, schedule controls, as well as the tools and techniques that will be used to plan, organize, direct and control projects.

The Bidder should provide a detailed description of the Bidder's processes to identify risks associated with each video production project and to develop risk mitigation strategies.

The description of the project management approach should illustrate how the Bidder will ensure that performance, quality, scheduled goals are achieved for video production projects.

The description of the project management approach should reflect how the Bidder proposes to work in collaboration with Project Managers and Project Teams for the development of the treatment and production of video production projects. The description should also outline the key areas of video production projects that require input from the Client.

Percentage factors utilized for the evaluation of R.2:

Not acceptable (0): The information provided was unsuitable or insufficient.

Limited (0.5): Criterion addressed, but not enough information provided and/or technically not acceptable. Less than established minimum.

Acceptable (0.7): **This is the established minimum.** Details provided to describe the Bidder's process; schedule controls and planning tools and techniques. Demonstrates good techniques to be put in place and used to plan, organize, direct and control projects. Details provided to describe the Bidder's processes to identify risks relevant to video production projects and to develop risk mitigation strategies. Demonstrates client involvement in the approach.

Good (0.8): Details provided to describe the Bidder's process; schedule controls and planning tools and techniques are complete. Demonstrates good techniques to be put in place and used to plan, organize,

direct and control projects. Details provided to describe the Bidder's processes to identify risks relevant to video production projects and to develop risk mitigation strategies. Demonstrates client involvement in the approach and outlines key areas that require input from clients. Approach for working with Project Authorities is good.

Very Good (0.9): Details provided to describe the Bidder's process; schedule controls and planning tools and techniques are clear and complete. Demonstrates very efficient techniques to be put in place and used to plan, organize, direct and control projects. Details provided to describe the Bidder's processes to identify risks relevant video production projects including possible time delays related to approval processes. Clearly describes the Bidder's processes to develop risk mitigation strategies for identified risks and time delays. Demonstrates good level of client involvement in the approach and outlines key areas that require input from clients. Approach for working with Project Authorities is very good.

Outstanding (1): Details provided to describe the Bidder's process; schedule controls and planning tools and techniques are clear and complete. Very efficient and innovative techniques to be put in place and used to plan, organize, direct and control projects. Clearly describes the Bidder's processes to identify risks relevant video production projects including possible time delays related to approval processes. Clearly describes the Bidder's processes to develop risk mitigation strategies for identified risks and time delays. Demonstrates excellent client involvement in the approach and outlines key areas that require input from clients. Approach for working with Project Authorities demonstrates flexibility.

1.2 FINANCIAL EVALUATION

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

2. BASIS OF SELECTION

2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation;
 - (b) meet all mandatory criteria; and
 - (c) obtain the required minimum of 70 percent of the points for each rated criteria
2. Bids not meeting (a), (b) and (c) will be declared non-responsive.
3. The evaluation will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

EXAMPLE: Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

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 inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame specified will render the bid non-responsive.

1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

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0X001-14-0730

N° de la modif - Amd. No.
File No. - N° du dossier
cx0280X001-140730

Id de l'acheteur - Buyer ID
CX028
N° CCC / CCC No./ N° VME - FMS

1.3 Additional Certifications Precedent to Contract Award

1.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

1.3.1.1. *SACC Manual* clause [A3050T](#) (2010-01-11) Canadian Content Definition.

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1. Statement of Work

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

1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

1.2.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex D .
2. The Task Authorization (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(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority within three (3) calendar days of its receipt, the proposed total estimated cost for performing the task and a 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 authorized 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.

1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$50,000.00 Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,
 - "Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and
 - "Minimum Contract Value" means 10% of the Maximum Contract Value.
2. 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 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's

maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. 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 total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than seven (7) calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

2. 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](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

2.1 General Conditions

2010B (2014-09-25) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

2.2 Supplemental General Conditions

4007 (2010/08/16) Canada to Own Intellectual Property Rights in Foreground Information apply to and form part of the Contract.

3. Security Requirement

There is no security requirement applicable to this Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2016 inclusive

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Emily Baxter
Public Works and Government Services Canada
Acquisitions Branch
Communication Procurement Directorate
360 Albert Street, Ottawa, ON

Telephone: 613-949-1285
Facsimile: 613-991-5870
E-mail address: emily.baxter@pwgsc-tpsgc.gc.ca

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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.

5.2 Project Authority

The Project Authority for the Contract is:

The name and contact information is to be provided in the resulting contract.

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.

5.3 Contractor's Representative

The Contractors contact for the Contract is:

The name and contact information is to be provided in the resulting contract.

6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7. Payment

7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are excluded and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$450,000.00. Customs duties are excluded and Applicable Taxes are extra.

-
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
 3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,
whichever comes first.
 4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.3 Multiple Payments

Canada will pay the Contractor for work performed under the Task Authorization upon completion and delivery of the Work as provided by and specified in the Task Authorization and in accordance with the payment provisions of the Contract if:

- i. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- ii. all such documents have been verified by Canada;
- iii. the Work delivered has been accepted by Canada.

7.4 SACC Manual Clauses

SACC Manual Clause A9117C (2007-11-30) - T1204 - Direct Request by Customer Department

7.5 Discretionary Audit

SACC Manual Clause C0705C (2010-01-11) - Discretionary Audit

7.6 Time Verification

SACC Manual Clause C0711C (2008-05-12) - Time Verification

8. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

9. Certifications

9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

10. Applicable Laws

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

11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4007 (2010-08-16)
- (c) the general conditions 2010B (2014-09-25);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Federal Contractors Program for Employment Equity - Certification;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated _____, (*insert date of bid*)

12. Commercial General Liability Insurance

1. 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.

2. 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. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
- q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- r. 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.

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.

13. Errors and Omissions Liability Insurance

1. 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.
2. 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.
3. The following endorsement must be included:
Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

14. INDEMNITY AGAINST MORALS RIGHTS INFRINGEMENT

The Contractor shall indemnify and save harmless Canada and the Minister from and against all claims, losses, damages, costs and expenses sustained or incurred by Canada unless caused by Canada or the Minister, resulting from any action or legal proceeding on infringement, made, sustained, brought, prosecuted, threatened to be brought or prosecuted, by any person that was under the direction and control of the Contractor during the term of this Contract and which person is claiming or claims a moral right, as set out under the Copyright Act.

The obligation to indemnify under this clause survives termination of this Contract and shall remain in force for the duration of the Copyright in the Work created under this Contract. In the alternate, the Contractor may provide written waivers of moral rights, signed and witnessed, from every single person that contributed to the writing, creating, producing or editing of the delivered work.

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15. COPYRIGHT

Title to all products resulting from the Work and all materials supplied shall be the property of Canada. The Supplier shall ensure that any articles in its possession shall be stored under suitable conditions (of safety, temperature, humidity, etc.) until shipped, properly identified and packaged. Reproduction of any documents or other data shall not be reproduced without the expressed written permission of the Project Authority.

16. COPYRIGHT MENTION

Incorporation into the end titles of a copyright notice, namely the symbol © followed by the name of the Minister and the appropriate date (year in which the production is completed), in the official languages.

© **Her Majesty the Queen in right of Canada**, represented by (Supplier to insert department name), (Supplier to insert Year).

© **Sa Majesté la Reine du chef du Canada représentée par** (Supplier to insert department name), (Supplier to insert year).

The notice shall be on a line by itself and shall be of such a size and time duration as to be easily read.

17. CANADA WORDMARK

Incorporation in each videotape program and into the final shot of the Canada Wordmark by itself and to be of such a size and time duration as to be easily read.

18. RIGHTS

18.1 Data Rights:

All documentation delivered by the Contractor shall become the property of Canada. Canada shall have full and complete rights to duplicate, modify, use and disclose in any manner for the Government of Canada's purposes, all or any part of the documents/data specified to be delivered by the Contractor in response to a contract.

18.1.1 Underlying Rights Requirements:

The Contractor is required to obtain underlying rights to material written, filmed, photographed, drawn, animated, or designed and acquired including talent, music, effects, as well as authoring software license rights for the following and provide documented proof thereof (releases) and to exhibit the said production by any medium in existence or to be invented including necessary transfers and duplication, for the following:

Utilizations: Educational /informational use, non-commercial*, non-theatrical rights to be distributed by sale, loan and free give-away of copies in any format of any medium invented or to be invented and not limited to public performance, exhibit and public display;

Format: All digital encoded media including hard disk, floppy disk, compact disk (including CD-ROM, CD-ROM-XA, CDI, DVD, DVD-R, ID-ROM, WEB etc.) Compact devices, and any digital or analog audio visual format analogous to the foregoing;

Territory: Canada; and Worldwide

Duration: In perpetuity.

* Non-commercial right to distribute the CD-ROM/DVD by sale is defined as the free distribution of the product and/or distribution of the product where the following costs are recovered by the distributor (user of the rights): replication, packaging, mailing and shipping.

19. MUSIC RIGHTS AND CLEARANCES

The following information will be required:

When stock music and/or effects are used the Supplier must report:

Music Title

Composer

Publisher

Recording number

Duration used

Rights obtained

When original compositions and/or effects are used the Supplier must report:

Music Title

Composer

Duration

Rights obtained

20. TECHNICAL STANDARDS

In accordance with the Statement of Work, the finished work shall conform to the highest professional and technical standards of the audio-visual industry in accordance with the state of the art utilized therein. The Minister reserves the right to incorporate and amend the Statement of Work, minimum technical and functional specifications as applicable. Quality control on all finished work shall be done by the Supplier even when the Contract states that the Technical Unit will be reviewing the deliverables.

21. TITLE AND PRODUCT IDENTIFICATIONS NUMBERS

Incorporation into the master video, after the colour bars and before the start of the actual program, the release title and the supplied Product Identification Numbers.

To be provided with Contract.

22. STORAGE

The Supplier shall ensure that all products resulting from the work and all materials supplied which are in its possession are stored, at no cost to the Project Authority, under suitable atmospheric conditions until properly identified, packaged and shipped to the address(es) specified, and within the time frames defined, in the Contract.

ANNEX "A" STATEMENT OF WORK

1.0 Background

The Canada School of Public Service (CSPS) provides learning opportunities to public servants across the country. Video production services are required to help meet growing demand for learning objects in a video format for inclusion in online courses, classroom courses, or to be posted on the School website.

2.0 Purpose

To provide management, administrative and technical services related to video pre-production, production and post-production to the Canada School of Public Service Learning Programs Branch primarily. All videos must be produced in English and French (or bilingual) and must meet WCAG 2.0 AA standards.

3.0 Intended Audience

The intended audiences are Canadian public servants.

4.0 Departmental Support

CSPS will provide, on a task by task basis:

- A. Creative direction (Video & Audio) regarding learning objectives, context, etc;
- B. Edit supervision and creative and other approvals.

5.0 Products or Services Required

The Contractor must provide management, coordination, administrative and consulting services, including, as applicable:

- Management and coordination of the technical and professional service requirements outlined in this Statement of Work;
- Provide recommendations regarding technical specifications and performance standards on all aspects of the technical and professional service requirements outlined in this Statement of Work; and;
- Management and coordination of professional talent.

The Contractor must supply technical and professional services relating to video pre-production, production and post-production, as required on a task basis including (as applicable):

- A. Scripts / script review
- B. Second language adaptation
- C. Transcripts, Closed Captioning, and described video
- D. Scheduling
- E. Budgeting
- F. Location and studio shooting **across Canada**

- Video Camera, tripod, monitor, etc.
- Sound
- Lighting
- Grip and Dolly
- Teleprompter
- Sets, Wardrobe, Props
- Location Services (i.e. transportation, craft, etc.)

G. Personnel

Project Manager (main point of contact)

- Production Assistant/Coordinator
- Production Manager/Supervisor
- Director
- Producer
- Scriptwriter
- Director of Photography
- Camera operator
- Camera assistant
- Sound and lighting
- Technical Assistant
- Editor

H. Professional talent

I. Supplies/stock

J. Transfers/lab costs (rental equipment, locations, etc.)

K. Off-line editing

L. On-line editing

M. Animation, digital and visual special effects

- Graphic designer
- Graphic artist 2D
- Graphic artist 3D
- Image Scanning
- Digitizing
- Compositing
- Animation

N. Digital Media

- Interface Specialist
- Webmaster
- Interactive designer
- Web Developer

O. Audio Post

- Original music composition
- Sound and music recording

-
- Soundtrack edit and audio mixing
 - Lay-up
 - Archiving
 - Restoring

P. Mastering

Q. Shipping

R. Digital files on a portable device

a. All raw assets and project files in original digital source format on a portable device

6.0 Technical Specifications

At this time, the deliverables must be provided in the following formats*, as required at different stages of the work:

- electronic format MP4 (H.264, AAC) draft quality uploaded to secure (password protected) site or sent via email for review;

Once final materials are approved, the Contractor must supply final files in:

- master copies on Hard Drive and the following working documents:

- 1) All project and element files including camera originals, program masters, and original project files
- 2) Prores 422 (.mov) Full Quality
- 3) MP4 (H.264, AAC) Full Quality
- 4) closed caption file (SMIL, XML, SRT);
- 5) text transcript, including description of actions; and
- 6) MP3

All products must be provided in 1080p, 29.97fps, unless otherwise specified.

When developing concepts and materials, the Contractor must:

- Ensure that materials are Federal Identity Program (FIP) and Web Content Accessibility Guidelines (WCAG) compliant.
- Provide separate source files for images and content, only for the final as above; and
- Submit all copy rights to the Government of Canada.

***The deliverable formats are subject to change pursuant to format updates**

7.0 Service Delivery Timeframes

- The Contractor must respond to meeting requests from the Project Authority within two (2) business days;
- Final deliverables, as stipulated in each Task Authorization, must be provided within 30 days from date of issuance of the Task Authorization (unless otherwise specified in the Task Authorization or as a result of unforeseen delays in the CSPA approval process)

8.0 Meetings

Any required meetings may take place in person or by teleconference.

9.0 Storage Requirements and Logging of Camera Originals

The Contractor must maintain secure, temperature-controlled storage facilities as a repository for camera originals and program masters for the duration of the Contract. **The camera originals and program masters must be destroyed after completion of the Contract unless otherwise specified by CSPS**

10.0 Approvals

All approvals are as required and outlined at the time of each Task Authorization. Typically, these approvals may be required at the following stages, as appropriate:

- Translations
- Production design and shot selection;
- Visual insert material including computer animation, graphics, titles, credits and special effects;
- Talent/narrators;
- Off- and on-line assemblies;
- Music and sound effects;
- Audio mix;
- Screening copies;
- Sub or dubbing masters;
- Graphic cover design artwork, if required; and
- Masters

11.0 Deliverables

All deliverable materials ("deliverables") must conform to technical specifications contained in section 6.0 of this Annex A Statement of Work and will be specified as per each task authorization request.

12.0 Reports

The Contractor must provide the Project Authority with weekly reports detailing the production status of each project and the financial status of each Task Authorization.

ANNEX "B" BASIS OF PAYMENT

B.1 FIRM HOURLY RATES

The Bidder must submit firm, all-inclusive hourly rates as follows, for work performed to provide video production and provision of the final deliverables in accordance with any resulting Task Authorization under the Contract.

The firm, all-inclusive hourly rates include the cost of labour, fringe benefits, general and administrative expenses, overhead, profit and the like, excepting only GST and HST if applicable. All expenses normally incurred in providing the services (i.e. project office space (including Contractor's hardware and software), word processing, work estimates, photocopying, courier and telephone charges, local travel* and the like) are included in the firm hourly rates identified herein, and will not be permitted as direct charges under the Contract.

The firm, all-inclusive hourly rates includes all required personnel, equipment operators, equipment, materials and applicable charges in the hourly rates submitted as no other fees or hourly rates for services will be payable above these rates**.

*Local travel is defined as within 100km of the place of business of the Bidder.

** The firm, all-inclusive hourly rates do not include the cost of travel, camera rental or other direct and sub-contracted costs as specified in B.2 (B.2.1 and B.2.2) and B.3 of this Annex B Basis of Payment.

The Contractor is not permitted to charge hourly rates to prepare work estimates for Task Authorizations.

The rates must be in Canadian currency, Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

Bidders must submit the firm, all-inclusive hourly rates for each of the eleven (11) key categories of services and the two (2) blended hourly rates (see table B.1.1 under B.1).

BLENDING HOURLY RATE (A):

The firm all-inclusive blended hourly rate includes provision of all of the following services as required to complete the work:

- Lighting technician services
- Sound technician services
- Services of a Camera Assistant

BLENDING HOURLY RATE (B):

The firm all-inclusive blended hourly rate includes provision of all of the following services as required to complete the work:

- Research
- Translation and Adaptation
- Proofreading (English and French)
- Services of a Make-up Artist
- Set Staging / Set Decoration / Production of props
- Teleprompting

- Video Duplication including delivery on digital media including DVD, USB key, external hard drive etc.. as specified

The firm all-inclusive hourly rates will be used in the evaluation. If pricing is not provided for a component, a price of zero will be assigned for the component and the Bidder will be provided an opportunity to agree with the zero amount.

If the Bidder agrees then the Basis of Payment will be considered compliant. However if the Bidder disagrees then the proposal will be found non-compliant and no further evaluation will be done.

Table B.1.1 - Category of Service	HOURLY RATE	HOURLY RATE	HOURLY RATE
	INITIAL CONTRACT PERIOD	OPTION PERIOD 1	OPTION PERIOD 2
Director – including Creative Planning and Creative Direction	\$_____	\$_____	\$_____
Script Development /Writing / Editing / Storyboarding (English)	\$_____	\$_____	\$_____
Script Development / Writing / Editing / Storyboarding (French)	\$_____	\$_____	\$_____
Producer	\$_____	\$_____	\$_____
Project Management/Production Management	\$_____	\$_____	\$_____
Cinematography / Videography	\$_____	\$_____	\$_____
Still Photography	\$_____	\$_____	\$_____
Video Editing services (off-line and on-line)	\$_____	\$_____	\$_____
Audio Editing and Mixing services	\$_____	\$_____	\$_____
Graphic Services including 2D and 3D computer animation / Visual special effects / Compositing / Motion Graphics	\$_____	\$_____	\$_____
Mastering: Provision of digital masters (including any Web-ready format) and Descriptive Video application, Closed captioning , Provision of Transcripts, and delivery on digital media/portable device including DVD, USB key, external hard drive etc.. as specified	\$_____	\$_____	\$_____
Blended Hourly Rate (A)	\$_____	\$_____	\$_____
Blended Hourly Rate (B)	\$_____	\$_____	\$_____

B.2 PRODUCTION COSTS

Production costs are costs associated with video production, excluding the services /professional fees billed as hourly rates in B.1.

Production costs applicable under B.2.1 and B.2.2 do not include the personnel, equipment operators, equipment (other than camera rental), materials or any applicable charges required for the provision of the services billed as hourly rates in B.1.

Production costs include but are not limited to:

- Camera rental
- Talent

-
- Studio rental
 - Music (stock music and/or original composition)
 - Props not constructed/fabricated/supplied by the Contractor

Production costs will be reimbursed at cost, as subcontracted services and direct expenses.

B.2.1 SUBCONTRACTED SERVICES

The Contractor will be reimbursed at cost for any actual expenditure reasonably and properly incurred to acquire goods and services from outside suppliers at the supplier's price, net of any trade or prompt payment discounts.

FOR EACH SUBCONTRACTED SERVICE OVER \$25,000.00 (GST / HST INCLUDED)

The Contractor must obtain competitive bids from no less than three (3) outside suppliers. The Contractor must provide to the Contracting Authority and the Project Authority, the names of the suppliers who submitted bids, the total amount of each bid obtained, the selection criteria and results. A subcontracted service over \$25,000 (GST/HST included) applies to the total aggregate of the dollar value of each subcontracted service per resulting Task Authorization against the Contract.

B.2.2 DIRECT EXPENSES

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers, given the service(s) is/are documented in the approved Task Authorization against the Contract. All such direct expenses must have prior authorization of the Project Authority.

B.3 TRAVEL AND LIVING EXPENSES

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 <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All payments are subject to audit by Canada.

All travel must have prior authorization of the Project Authority.

FINANCIAL EVALUATION

The figures below are for demonstration purposes only and do not represent current or expected hourly rates for video production services.

To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.

The financial scores will be calculated as follows:

Step 1: For each Bidder, an average hourly rate per category of service will be calculated using the rates submitted for each of the periods of the contract.

Example of Step 1:

Bidder A

Category of Service	HOURLY RATE FOR CONTRACT PERIOD	HOURLY RATE FOR OPTION PERIOD 1	HOURLY RATE FOR OPTION PERIOD 2	AVERAGE HOURLY RATE
1. Director – including Creative Planning and Creative Direction	\$25.00	\$44.00	\$47.00	\$38.67
2. Script Development /Writing / Editing / Storyboarding (English)	\$15.00	\$20.00	\$25.00	\$20.00
3. Script Development / Writing / Editing / Storyboarding (French)	\$20.00	\$30.00	\$35.00	\$28.33
4. Producer	\$40.00	\$45.00	\$50.00	\$45.00
5. Project Management/Production Management	\$50.00	\$50.00	\$50.00	\$50.00
6. Cinematography / Videography	\$30.00	\$44.00	\$47.00	\$40.33
7. Still Photography	\$10.00	\$20.00	\$25.00	\$18.33
8. Video Editing services (off-line and on-line)	\$25.00	\$30.00	\$35.00	\$30.00
9. Audio Editing and Mixing services	\$40.00	\$45.00	\$50.00	\$45.00
10. Graphic Services including 2D and 3D computer animation / Visual special effects / Compositing / Motion Graphics	\$20.00	\$25.00	\$30.00	\$25.00
11. Mastering	\$35.00	\$44.00	\$48.00	\$42.33
12. Blended Hourly Rate (A)	\$12.00	\$20.00	\$25.00	\$19.00
13. Blended Hourly Rate (B)	\$25.00	\$30.00	\$35.00	\$30.00

Bidder B

Category of Service	HOURLY RATE FOR CONTRACT PERIOD	HOURLY RATE FOR OPTION PERIOD 1	HOURLY RATE FOR OPTION PERIOD 2	AVERAGE HOURLY RATE
1. Director – including Creative Planning and Creative Direction	\$45.00	\$50.00	\$55.00	\$50.00
2. Script Development /Writing / Editing / Storyboarding (English)	\$60.00	\$65.00	\$70.00	\$65.00
3. Script Development / Writing / Editing / Storyboarding (French)	\$55.00	\$58.00	\$61.00	\$58.00
4. Producer	\$58.00	\$64.00	\$68.00	\$63.33

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5. Project Management/Production Management	\$54.00	\$60.00	\$65.00	\$59.67
6. Cinematography / Videography	\$80.00	\$85.00	\$90.00	\$85.00
7. Still Photography	\$45.00	\$100.00	\$110.00	\$85.00
8. Video Editing services (off-line and on-line)	\$60.00	\$130.00	\$140.00	\$110.00
9. Audio Editing and Mixing services	\$55.00	\$58.00	\$63.00	\$58.67
10. Graphic Services including 2D and 3D computer animation / Visual special effects / Compositing / Motion Graphics	\$58.00	\$63.00	\$69.00	\$63.33
11. Mastering	\$54.00	\$60.00	\$65.00	\$59.67
12. Blended Hourly Rate (A)	\$40.00	\$41.00	\$45.00	\$42.00
13. Blended Hourly Rate (B)	\$35.00	\$37.50	\$39.00	\$37.17

Bidder C

Category of Service	HOURLY RATE FOR CONTRACT PERIOD	HOURLY RATE FOR OPTION PERIOD 1	HOURLY RATE FOR OPTION PERIOD 2	AVERAGE HOURLY RATE
1. Director – including Creative Planning and Creative Direction	\$55.00	\$55.00	\$55.00	\$55.00
2. Script Development /Writing / Editing / Storyboarding (English)	\$48.00	\$48.00	\$48.00	\$48.00
3. Script Development / Writing / Editing / Storyboarding (French)	\$45.00	\$45.00	\$45.00	\$45.00
4. Producer	\$67.00	\$67.00	\$67.00	\$67.00
5. Project Management/Production Management	\$68.00	\$68.00	\$68.00	\$68.00
6. Cinematography / Videography	\$180.00	\$185.00	\$190.00	\$185.00
7. Still Photography	\$120.00	\$125.00	\$130.00	\$125.00
8. Video Editing services (off-line and on-line)	\$47.00	\$47.00	\$47.00	\$47.00
9. Audio Editing and Mixing services	\$45.00	\$45.00	\$45.00	\$45.00
10. Graphic Services including 2D and 3D computer animation / Visual special effects / Compositing / Motion Graphics	\$57.00	\$57.00	\$57.00	\$57.00
11. Mastering	\$59.00	\$59.00	\$59.00	\$59.00

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12. Blended Hourly Rate (A)	\$40.00	\$40.00	\$40.00	\$40.00
13. Blended Hourly Rate (B)	\$55.00	\$55.00	\$55.00	\$55.00

Bidder D

Category of Service	HOURLY RATE FOR CONTRACT PERIOD	HOURLY RATE FOR OPTION PERIOD 1	HOURLY RATE FOR OPTION PERIOD 2	AVERAGE HOURLY RATE
1. Director – including Creative Planning and Creative Direction	\$100.00	\$110.00	\$120.00	\$110.00
2. Script Development /Writing / Editing / Storyboarding (English)	\$102.00	\$114.00	\$124.00	\$113.33
3. Script Development / Writing / Editing / Storyboarding (French)	\$105.00	\$115.00	\$125.00	\$115.00
4. Producer	\$100.00	\$110.00	\$120.00	\$110.00
5. Project Management/Production Management	\$95.00	\$100.00	\$110.00	\$101.67
6. Cinematography / Videography	\$110.00	\$120.00	\$130.00	\$120.00
7. Still Photography	\$105.00	\$115.00	\$125.00	\$115.00
8. Video Editing services (off-line and on-line)	\$125.00	\$135.00	\$145.00	\$135.00
9. Audio Editing and Mixing services	\$100.00	\$110.00	\$120.00	\$110.00
10. Graphic Services including 2D and 3D computer animation / Visual special effects / Compositing / Motion Graphics	\$100.00	\$110.00	\$120.00	\$110.00
11. Mastering	\$108.00	\$108.00	\$128.00	\$114.67
12. Blended Hourly Rate (A)	85.00	95.00	100.00	\$93.33
13. Blended Hourly Rate (B)	80.00	85.00	90.00	\$85.00

Bidder E

Category of Service	HOURLY RATE FOR CONTRACT PERIOD	HOURLY RATE FOR OPTION PERIOD 1	HOURLY RATE FOR OPTION PERIOD 2	AVERAGE HOURLY RATE
1. Director – including Creative Planning and Creative Direction	\$50.00	\$50.00	\$55.00	\$51.67
2. Script Development /Writing / Editing / Storyboarding (English)	\$60.00	\$60.00	\$65.00	\$61.67

3. Script Development / Writing / Editing / Storyboarding (French)	\$60.00	\$60.00	\$65.00	\$61.67
4. Producer	\$60.00	\$60.00	\$65.00	\$61.67
5. Project Management/Production Management	\$45.00	\$45.00	\$50.00	\$46.67
6. Cinematography / Videography	\$150.00	\$150.00	\$155.00	\$151.67
7. Still Photography	\$60.00	\$60.00	\$65.00	\$61.67
8. Video Editing services (off-line and on-line)	\$60.00	\$60.00	\$65.00	\$61.67
9. Audio Editing and Mixing services	\$60.00	\$60.00	\$65.00	\$61.67
10. Graphic Services including 2D and 3D computer animation / Visual special effects / Compositing / Motion Graphics	\$45.00	\$45.00	\$50.00	\$46.67
11. Mastering	\$108.00	\$118.00	\$128.00	\$118.00
12. Blended Hourly Rate (A)	\$45.00	\$45.00	\$50.00	\$46.67
13. Blended Hourly Rate (B)	\$45.00	\$45.00	\$50.00	\$46.67

Step 2: The highest and lowest average hourly rate per category of service will be removed prior to calculation the overall average rate per category. If there are three or fewer bidders, no hourly rates will be removed.

Example of Step 2:

Category of Service	Bidder A Average Hourly rate	Bidder B Average Hourly rate	Bidder C Average Hourly rate	Bidder D Average Hourly rate	Bidder E Average Hourly rate	Overall Average
1. Director – including Creative Planning and Creative Direction	\$38.67	\$50.00	\$55.00	\$110.00	\$51.67	\$52.22
2. Script Development /Writing / Editing / Storyboarding (English)	\$20.00	\$65.00	\$48.00	\$113.33	\$61.67	\$58.22
3. Script Development / Writing / Editing / Storyboarding (French)	\$28.33	\$58.00	\$45.00	\$115.00	\$61.67	\$54.89
4. Producer	\$45.00	\$63.33	\$67.00	\$110.00	\$61.67	\$64.00
5. Project Management/Production Management	\$50.00	\$59.67	\$68.00	\$101.67	\$46.67	\$59.22
6. Cinematography / Videography	\$40.33	\$85.00	\$185.00	\$120.00	\$151.67	\$118.89
7. Still Photography	\$18.33	\$85.00	\$125.00	\$115.00	\$61.67	\$87.22

8. Video Editing services (off-line and on-line)	\$30.00	\$110.00	\$47.00	\$135.00	\$61.67	\$72.89
9. Audio Editing and Mixing services	\$45.00	\$58.67	\$45.00	\$110.00	\$61.67	\$55.11
10. Graphic Services including 2D and 3D computer animation / Visual special effects / Compositing / Motion Graphics	\$25.00	\$63.33	\$57.00	\$110.00	\$46.67	\$55.67
11. Mastering	\$42.33	\$59.67	\$59.00	\$114.67	\$118.00	\$77.78
12. Blended Hourly Rate (A)	\$19.00	\$42.00	\$40.00	\$93.33	\$46.67	\$42.89
13. Blended Hourly Rate (B)	\$30.00	\$37.17	\$55.00	\$85.00	\$46.67	\$46.28

Step 3: If any Bidder's average hourly rate per category is more than 50% below or 100% above the overall average of a category of service, its bid will be considered non-responsive.

Example of Step 3:

Category of Service	Bidder A Average Hourly rate	Bidder B Average Hourly rate	Bidder C Average Hourly rate	Bidder D Average Hourly rate	Bidder E Average Hourly rate	Overall Average	Minimum Responsive Hourly Rate	Maximum Responsive Hourly Rate
1. Director – including Creative Planning and Creative Direction	\$38.67	\$50.00	\$55.00	\$110.00	\$51.67	\$52.22	\$26.11	\$104.44
2. Script Development /Writing / Editing / Storyboarding (English)	\$20.00	\$65.00	\$48.00	\$113.33	\$61.67	\$58.22	\$29.11	\$116.44
3. Script Development / Writing / Editing / Storyboarding (French)	\$28.33	\$58.00	\$45.00	\$115.00	\$61.67	\$54.89	\$27.45	\$109.78
4. Producer	\$45.00	\$63.33	\$67.00	\$110.00	\$61.67	\$64.00	\$32.00	\$128.00
5. Project Management/Production Management	\$50.00	\$59.67	\$68.00	\$101.67	\$46.67	\$59.22	\$29.61	\$118.44
6. Cinematography / Videography	\$40.33	\$85.00	\$185.00	\$120.00	\$151.67	\$118.89	\$59.45	\$237.78
7. Still Photography	\$18.33	\$85.00	\$125.00	\$115.00	\$61.67	\$87.22	\$43.61	\$174.44
8. Video Editing services (off-line and on-line)	\$30.00	\$110.00	\$47.00	\$135.00	\$61.67	\$72.89	\$36.45	\$145.78
9. Audio Editing and Mixing services	\$45.00	\$58.67	\$45.00	\$110.00	\$61.67	\$55.11	\$27.56	\$110.22
10. Graphic Services including 2D and 3D computer	\$25.00	\$63.33	\$57.00	\$110.00	\$46.67	\$55.67	\$27.84	\$111.34

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animation / Visual special effects / Compositing / Motion Graphics								
11. Mastering	\$42.33	\$59.67	\$59.00	\$114.67	\$118.00	\$77.78	\$38.89	\$155.56
12. Blended Hourly Rate (A)	\$19.00	\$42.00	\$40.00	\$93.33	\$46.67	\$42.89	\$21.45	\$85.78
13. Blended Hourly Rate (B)	\$30.00	\$37.17	\$55.00	\$85.00	\$46.67	\$46.28	\$23.14	\$92.56

The bids from Bidders A would be non-responsive as they did not meet the minimum responsive hourly rates for certain categories. The bid from Bidder D would be non-responsive as it did not meet the maximum responsive hourly rate for certain categories.

**ANNEX "C" to PART 5 - BID SOLICITATION
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION**

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: _____(YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

0

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
- A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

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() B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

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ANNEX "D"
TASK AUTHORIZATION FORM PWGSC-TPSGC 572

See attached.

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**ANNEX "E"
 EVALUATION GRIDS**

EVALUATION SUMMARY	
MANDATORY REQUIREMENTS:	MET NOT MET
Mandatories Checked by:	Date:
RATED REQUIREMENTS	SCORE ACHIEVED
R.1 EXPERIENCE OF THE FIRM AND QUALITY OF SAMPLES PROVIDED	
R.1.1 Video production samples demonstrate creative and technical excellence.	___ / 40 points
R.1.2 The effective use of treatment, script, language and visual techniques to communicate the themes and messages.	___ / 40 points
R.1.3 Video production samples demonstrate a wide variety of visual and dramatic devices, such as: graphic animation sequences; typography/on-screen text; motion graphics and animations; still imagery; imported (stock) film footage; off-camera and on-camera narration; music; sound and special effects.	___ / 20 points
R.2 PROJECT MANAGEMENT APPROACH	___ / 20 points
OVERALL TOTAL	___ / 120 points
Overall Comments:	

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EVALUATION TEAM SIGNATURES:

_____ Date: _____

NOTE TO EVALUATORS: This evaluation grid contains the basic criteria. This grid must be used in conjunction with the RFSA document to ensure the evaluation is being conducted strictly in accordance with the published criteria.

1.1 TECHNICAL EVALUATION**1.1.1 MANDATORY REQUIREMENTS**

Evaluation Criteria	Met	Not met
The bid submission requirements of Standard Instructions 2008 are met.		
The certifications in Part 5 have been completed and signed (either upon or following bid submission).		
Comments:		

Evaluation Criteria	Met	Not met
M.1 EXPERIENCE OF THE FIRM (The video production samples will be rated under R.1)		
<p>The Bidder MUST provide a USB key containing three (3) video production samples from previous productions that support its proposal and demonstrate to the Evaluation Team the Bidder's experience and ability to produce quality video programs for the Canada School that are similar in nature and complexity to the requirements as described in the Annex A Statement of Work.</p> <p>The total running time of the demo MUST not exceed fifteen (15) minutes.</p> <p>At least one (1) of the video production samples MUST demonstrate the Bidder's ability to work in both official languages (English and French). To demonstrate the Bidder's ability to work in both official languages (English and French) the submitted sample MUST be either of the following:</p> <p>A. a production where both the English and French are equally and substantively represented in the same production; or</p> <p>B. a unilingual production (in its original language) that demonstrates the official language not demonstrated in the other submitted samples.</p> <p>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 Bidder's ability to work in both official languages.</p> <p>All productions MUST have been completed entirely by the Bidder under a contract with the public sector or private industry, and have been completed and delivered after January 1, 2012.</p>		
Comments:		

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BIDS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS WILL BE GIVEN NO FURTHER CONSIDERATION.

1.1.2 RATED TECHNICAL CRITERIA**1.1.2 POINT RATED TECHNICAL CRITERIA**

Proposals will be evaluated and scored in accordance with specific evaluation criteria as detailed in this section. To be considered compliant, bidders must obtain the required minimum of 70 percent of the points for each rated criteria. The rating is performed on a scale of 120 points. Proposals scoring less than 70 percent in one of these criterion will not be given further consideration.

NOTE: Percentage factors will be the basis used to allocate points for all rated requirements. The number of points will be calculated depending on the total value given for each criterion. For example, if we give 0.7 as a score for R.1.1 (50 points X 0.7 = 35 points), this is equal to 70% of the total value given for that criterion. We cannot deviate from the established scoring grid. For example, we could not give a score of 0.75 (75%). We would have to choose between a 0.7 or a 0.8 (70% or 80%).

INSTRUCTIONS TO EVALUATORS**PLEASE READ THE FOLLOWING CAREFULLY AND IN ITS ENTIRETY PRIOR TO COMMENCING THE EVALUATION OF THE RATED REQUIREMENTS.**

- A. The following scoring grid will be used for the evaluation of the rated criteria.
- B. ONLY the Percentage Factors indicated in the table are to be entered into the evaluation grids that follow. In other words, evaluators MUST choose from ONLY the following available Percentage Factors: 1, 0.9, 0.8, 0.7, 0.5, and 0. Factors such as 0.65, 0.85, etc. MUST NOT be used.
- C. The "Points" and "Total Points" boxes in the grids will be calculated based on the Percentage Factor(s) assigned. Evaluators MUST NOT select a number for "Points" which does not correspond to a Percentage Factor. For example, 3/10 is not an acceptable score as 0.3 is not available.

R.1 EXPERIENCE OF THE FIRM AND QUALITY OF VIDEO PRODUCTION SAMPLES PROVIDED (Maximum 100 points - Minimum of 70 percent of the available points for each of R.1.1, R.1.2 and R.1.3)

To better understand the video production samples submitted for the mandatory criteria **M.3.**, the following information should also be provided for each sample. **Please complete the “Video Demo - Proposed Project Fact Sheet” located at Annex “F”.**

Client;
Client contact;
Description and purpose of production;
Target audience(s);
Creative approach;
Production dates;
Production budget

The video production samples will be evaluated on the following rated criteria:

R.1.1 Video production samples demonstrate creative and technical excellence (Maximum 40 points – Minimum 28 points).

At a minimum, the following criteria will be evaluated: your approach (is it attractive, creative, innovative or appropriate); the quality of images; quality and effectiveness of cinematography, the use of special effects and graphics; use of camera angles; lighting; editing; and effective use of music and sound.

Video Production Samples – Up to a maximum of 40 points			
Assessment of Criteria	Sample(s)	Percentage Factor	Points
Criterion for an established minimum acceptable response (Percentage factor of 0.7):			/ 40
<p>Percentage factors utilized for the evaluation of R.1.1:</p> <p><u>Not acceptable (0)</u>: The information provided was unsuitable or insufficient.</p> <p><u>Limited (0.5)</u>: Criterion addressed, but not enough information provided and/or technically not acceptable. Less than established minimum.</p> <p><u>Acceptable (0.7)</u>: This is the established minimum. All of the above-mentioned criteria are acceptable. Approach demonstrates some creativity and innovation.</p> <p><u>Good (0.8)</u>: Slightly exceeds the established minimum, with one (1) or two (2) criteria that are very good. Approach demonstrates creativity and innovation.</p> <p><u>Very Good (0.9)</u>: The majority of the criteria are very good. One (1) or two (2) criteria may be excellent. Approach demonstrates very good creativity and innovation without being outstanding.</p>			

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<u>Outstanding (1):</u> Very unique, bold, and creative approach. Has excellent quality and use of images. Outstanding cinematography. Video production samples demonstrate excellent use of special effects and graphics and lighting. Has very appropriate use of music and sound.	
Comments:	Total Points / 40

**R.1.2 The effective use of treatment, script, language and visual techniques to communicate the themes and messages.
 (Maximum 40 points – Minimum 28 points).**

At a minimum, we are looking for the following criteria: engaging and complete storyline, clear script, appropriate use of language, quality of translation (if a translation was completed), effective communication of content and messages both in narration and on-camera and use of other techniques to get the message across. The success in conveying messages in both English and French is equivalent.

Treatment, script, language and visual techniques – Up to a maximum of 40 points			
Assessment of Criteria	Sample(s)	Percentage Factor	Points
Criterion for an established minimum acceptable response (Percentage factor of 0.7):			/ 40
<p>Percentage factors utilized for the evaluation of R.1.2:</p> <p><u>Not acceptable (0)</u>: The information provided was unsuitable or insufficient.</p> <p><u>Limited (0.5)</u>: Criterion addressed, but not enough information provided and/or technically not acceptable. Less than established minimum.</p> <p><u>Acceptable (0.7)</u>: This is the established minimum. All of the above-mentioned criteria are acceptable, and meets the established minimum. The treatment, script, language and technique adequately help convey themes and messages.</p> <p><u>Good (0.8)</u>: Slightly exceeds the established minimum, with one (1) or two (2) criteria that are very good. Treatment, script, language and technique help convey the themes and messages.</p> <p><u>Very Good (0.9)</u>: The majority of the above-mentioned criteria are very good. One (1) or two (2) criteria may be excellent. Treatment, script, language and techniques effectively communicate themes and messages without being outstanding.</p> <p><u>Outstanding (1)</u>: Outstanding delivery of content, themes and messages. Treatment, script, language and techniques are communicated very well, both in narration and on-camera. Appropriate techniques were used.</p>			
Comments:			Total Points / 40

R.1.3 Video production samples demonstrate a wide variety of visual and dramatic devices, such as: graphic animation sequences; typography/on-screen text; motion graphics and animations; still imagery; imported (stock) film footage; off-camera and on-camera narration; music; sound and special effects (Maximum 20 points – Minimum 14 points).

At a minimum, we are looking for the use of six (6) of the ten (10) above-mentioned visual or dramatic devices.

Visual and dramatic devices – Up to a maximum of 20 points			
Assessment of Criteria	Sample(s)	Percentage Factor	Points
Criterion for an established minimum acceptable response (Percentage factor of 0.7):			/ 20
<p>Percentage factors utilized for the evaluation of R.1.3:</p> <p><u>Not acceptable (0)</u>: The information provided was unsuitable or insufficient.</p> <p><u>Limited (0.5)</u>: Criterion addressed, but not enough information provided and/or technically not acceptable. Less than established minimum.</p> <p><u>Acceptable (0.7)</u>: This is the established minimum. At least six (6) of the listed devices are effectively used.</p> <p><u>Good (0.8)</u>: Slightly exceeds the established minimum, with two (2) or three (3) of the devices that are very good.</p> <p><u>Very Good (0.9)</u>: Exceeds the established minimum. The majority of the devices are very good. Four (4) or five (5) devices may be excellent, without being outstanding.</p> <p><u>Outstanding (1)</u>: A very effective blend of six (6) or more visual or dramatic devices. Devices are relevant to the subject matter. The quality and effectiveness of at least six (6) devices are outstanding.</p>			
Comments:			Total Points / 20

Total points allocated for the Rated Criteria R.1: _____ / 100 points

R.2 PROJECT MANAGEMENT APPROACH (Maximum 20 points – Minimum 14)

R.2 will be evaluated on the following rated criteria:

The Bidder should propose a general preliminary project management approach for video production projects that provides flexibility and considers client needs.

The Bidder should provide a detailed description of the proposed project management approach and the procedures, schedule controls, as well as the tools and techniques that will be used to plan, organize, direct and control projects.

The Bidder should provide a detailed description of the Bidder's processes to identify risks associated with each video production project and to develop risk mitigation strategies.

The description of the project management approach should illustrate how the Bidder will ensure that performance, quality, scheduled goals are achieved for video production projects.

The description of the project management approach should reflect how the Bidder proposes to work in collaboration with Project Managers and Project Teams for the development of the treatment and production of video production projects. The description should also outline the key areas of video production projects that require input from the Client.

Project Management Approach – Up to a maximum of 20 points			
Assessment of Criteria	Sample(s)	Percentage Factor	Points
Criterion for an established minimum acceptable response (Percentage factor of 0.7):			/ 20
<p>Percentage factors utilized for the evaluation of R.2:</p> <p><u>Not acceptable (0)</u>: The information provided was unsuitable or insufficient.</p> <p><u>Limited (0.5)</u>: Criterion addressed, but not enough information provided and/or technically not acceptable. Less than established minimum.</p> <p><u>Acceptable (0.7)</u>: This is the established minimum. Details provided to describe the Bidder's process; schedule controls and planning tools and techniques. Demonstrates good techniques to be put in place and used to plan, organize, direct and control projects. Details provided to describe the Bidder's processes to identify risks relevant to video production projects and to develop risk mitigation strategies. Demonstrates client involvement in the approach.</p> <p><u>Good (0.8)</u>: Details provided to describe the Bidder's process; schedule controls and planning tools and techniques are complete. Demonstrates good techniques to be put in place and used to plan, organize, direct and control projects. Details provided to describe the Bidder's processes to identify risks relevant to video production projects and to develop risk mitigation strategies. Demonstrates client involvement in the approach and outlines key areas that require input from clients. Approach for working with Project Authorities is good.</p> <p><u>Very Good (0.9)</u>: Details provided to describe the Bidder's process; schedule controls and planning</p>			

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tools and techniques are clear and complete. Demonstrates very efficient techniques to be put in place and used to plan, organize, direct and control projects. Details provided to describe the Bidder's processes to identify risks relevant video production projects including possible time delays related to approval processes. Clearly describes the Bidder's processes to develop risk mitigation strategies for identified risks and time delays. Demonstrates good level of client involvement in the approach and outlines key areas that require input from clients. Approach for working with Project Authorities is very good.

Outstanding (1): Details provided to describe the Bidder's process; schedule controls and planning tools and techniques are clear and complete. Very efficient and innovative techniques to be put in place and used to plan, organize, direct and control projects. Clearly describes the Bidder's processes to identify risks relevant video production projects including possible time delays related to approval processes. Clearly describes the Bidder's processes to develop risk mitigation strategies for identified risks and time delays. Demonstrates excellent client involvement in the approach and outlines key areas that require input from clients. Approach for working with Project Authorities demonstrates flexibility.

Comments:

Total
Points
/ 20

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SUMMARY OF POINTS AWARDED TO THE BIDDER			
Rated Criteria	Maximum Points	Minimum Points	Points Awarded to Bidders
R.1 EXPERIENCE OF THE FIRM AND QUALITY OF SAMPLES PROVIDED	100		
R.1.1 Video production samples demonstrate creative and technical excellence.	40	28	
R.1.2 The effective use of treatment, script, language and visual techniques to communicate the themes and messages.	40	28	
R.1.3 Video production samples demonstrate a wide variety of visual and dramatic devices, such as: graphic animation sequences; typography/on-screen text; motion graphics and animations; still imagery; imported (stock) film footage; off-camera and on-camera narration; music; sound and special effects.	20	14	
R.2 PROJECT MANAGEMENT APPROACH	20	14	
OVERALL TOTAL	120	84	000

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ANNEX "F"
VIDEO DEMO - "PROPOSED PROJECT FACT SHEET"

In order to ensure that the evaluation team gets the information needed to evaluate the demo, please ensure that the following information is provided on a "per project" basis.

Client:	Company, department or agency name.
Client Contact:	Name and contact information for company/department/agency representative that managed the project.
Description and purpose of production:	Brief description of the production. What was the communications or training challenge? What was the primary goal?
Target Audience(s):	Who was or were the target audience(s)?
Creative Approach:	What creative devices were used? How did these contribute to meeting the stated goal?
Production Dates	When did the project start (contract signing); and when did it end (launch/first use of video)?
Production Budget:	What was the total production cost? (If the program was produced in both English and French, please provide the total cost of both programs).

Task Authorization Autorisation de tâche

Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization
(Use form DND 626 for contracts for the Department of National Defence)

Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche
(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)

Contract Number

Enter the PWGSC contract number.

Numéro du contrat

Inscrire le numéro du contrat de TPSGC.

Contractor's Name and Address

Enter the applicable information

Nom et adresse de l'entrepreneur

Inscrire les informations pertinentes

Security Requirements

Enter the applicable requirements

Exigences relatives à la sécurité

Inscrire les exigences pertinentes

Total estimated cost of Task (Applicable taxes extra)

Enter the amount

Coût total estimatif de la tâche (Taxes applicables en sus)

Inscrire le montant

For revision only

Aux fins de révision seulement

TA Revision Number

Enter the revision number to the task, if applicable.

Numéro de la révision de l'AT

Inscrire le numéro de révision de la tâche, s'il y a lieu.

Total Estimated Cost of Task (Applicable taxes extra) before the revision

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

Increase or Decrease (Applicable taxes extra), as applicable

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.

Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

1. Required Work: Complete sections A, B, C, and D, as required.

1. Travaux requis : Remplir les sections A, B, C et D, au besoin.

A. Task Description of the Work required:

Complete the following paragraphs, if applicable. Paragraph (a) applies only if there is a revision to an authorized task.

A. Description de tâche des travaux requis :

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Reason for revision of TA, if applicable: Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

B. Basis of Payment:

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

C. Cost of Task:**Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (Applicable taxes extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

Option 2:

Total cost of Task (Applicable taxes extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

D. Method of Payment

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

B. Base de paiement :

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

C. Coût de la tâche :**Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (Taxes applicables en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

Option 2 :

Coût total de la tâche (Taxes applicables en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

D. Méthode de paiement

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

2. Authorization(s):

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

3. Contractor's Signature

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

2. Autorisation(s) :

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat . Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

3. Signature de l'entrepreneur

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.



Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$

Security Requirements: This task includes security requirements
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat



For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
--	--	---

Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature Date