

**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 0B2 / Noyau 0B2**  
**Gatineau**  
**Québec**  
**K1A 0S5**  
**Bid Fax: (819) 997-9776**

**SOLICITATION AMENDMENT**  
**MODIFICATION DE L'INVITATION**

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Communication Procurement Directorate/Direction de  
l'approvisionnement en communication  
360 Albert St. / 360, rue Albert  
12th Floor / 12ième étage  
Ottawa  
Ontario  
K1A 0S5

<b>Title - Sujet</b> Video Production		
<b>Solicitation No. - N° de l'invitation</b> 45045-140003/A		<b>Amendment No. - N° modif.</b> 002
<b>Client Reference No. - N° de référence du client</b> 45045-14-0003		<b>Date</b> 2015-01-23
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CX-014-66494		
<b>File No. - N° de dossier</b> cx014.45045-140003	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-01-29</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Enquiries to: - Adresser toutes questions à:</b> Wright, Brandon		<b>Buyer Id - Id de l'acheteur</b> cx014
<b>Telephone No. - N° de téléphone</b> (613) 991-1475 ( )		<b>FAX No. - N° de FAX</b> (613) 949-1281
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

The purpose of this amendment is to publish answers in response to questions received regarding this RFP, in **Part 1**, and to amend ATTACHMENT 4.1 TO PART 4, in **Part 2**.

### Part 1

THE FOLLOWING CLARIFICATIONS FORM PART OF THIS RFP:

Q1. As we understand, the financial portion of the bid must include demonstration of financial capability as per SACC Manual clause A9033T (2012-07-16) Financial Capability. Is there a form to be filled in alongside any documents our company provides, or are our documents alone sufficient? Essentially, a clarification of how this information should be presented would be greatly appreciated.

A1. A bidder's financial capability will only be assessed, if required, after bid closing and prior to a contract award. There are no documents related to financial capability to be submitted with your bid.

Q2. In the certification portion we understand that we must complete and submit a Canadian Content Certification. Beyond the definition of Canadian Content which we could easily find in the SACC Manual, we ask again if there is an actual form to be filled in in regards to this? Otherwise, how is our certification expected to be presented?

A2. Under section 5.2.1 Canadian Content Certification, you can physically add a check mark to the "( )" beside the statement "( ) the services offered are Canadian services as defined in paragraph 4 of clause AA3050T." and then scan and include this page in the Certifications section of your bid.

Q3. The previous two items mentioned in Q1 and Q2 are the only ones that we found that might need inclusion in this bid. If there are any other forms we have overlooked and that also require inclusion we would greatly appreciate if you could point us in their direction.

A3. Please refer to PART 3 – BID PREPARATION INSTRUCTIONS for more details as to what is required to be submitted with your bid.

Q4. Regarding technical evaluation criteria R.1.1.1 EXPERIENCE OF THE FIRM AND QUALITY OF SAMPLES PROVIDED, in the case of samples provided on a USB stick - what exactly is "menu driven"?

A4. Samples should be accessible via a menu, such as those found on DVDs. If the sample files are presented in standard file folders (without a DVD-style menu) then the files must be named to clearly to identify the video production sample(s) in each folder.

Q5. Can you please clarify if it is only page 11 which has the Certifications on it that needs to be submitted as part of the certifications requirement? There is nowhere to sign on that paper only on place to check off.

A5. Yes, please refer to A2 above.

Q6. Regarding Annex B – Basis of Payment, under B.1 FIRM HOURLY RATES, Should "Camera Assistant" read: Camera Operator? Please describe the situation that would require: Lighting technician services, Sound technician services, and Services of a Camera Assistant without a camera.

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A6. "Camera Assistant" is correct. Under B.2 PRODUCTION COSTS, it states, "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 services billed as hourly rates in B.1". For a detailed description of the type of work required, please see Annex A – Statement of Work.

Q7. Is it possible to submit an electronic copy of our submission, or should we mail it to the address listed on page 1?

A7. Bids submitted electronically will not be accepted. Please refer to Part 2 – BIDDER INSTRUCTIONS, specifically article 2.2 Submission of Bids, for more details.

Q8. How many separate productions do you expect to commission over the length of the contract?

A8. All requests come to us on ad hoc basis. We have no way of knowing how many requests will come in over the length of the contract.

Q9. If granted the contract, do you have a budget or a budget range for the productions?

A9. The budget of individual Tasks under the resulting contract will often likely be under \$35,000, but could also go above this.

Q10. Where would most of these productions take place?

A10. Live action filming would take place in the National Capital Region. All other productions can take place anywhere within Canada.

Q11. Outside of the three required samples we provide as it pertains to section M.1, can we showcase other examples of our work in an appendix?

A11. Anything submitted beyond what was requested will not be considered or evaluated.

Q12. How many people will be selected as vendors if they meet the requirements?

A12. This solicitation process will result in one contract with the single winning bidder.

Q13. Will we lose points if we submit our RFP in colour instead of black and white as it states in Part 3.1?

A13. No points will be deducted for bids submitted in colour instead of black and white.

## Part 2

THE FOLLOWING CHANGE FORMS PART OF THIS RFP:

## DELETE

### **M.1.1 EXPERIENCE OF THE FIRM** (The demo samples will be rated under **R.1**)

The Bidder MUST demonstrate its experience by submitting one (1) DVD, one (1) Blu-ray, or one (1) USB stick demo of three (3) samples produced and completed since August 1, 2009, for external client(s). "External client(s)" is defined as clients exterior to the Bidder's own legal entity (or joint venture partnership) and excludes the parent, subsidiaries or other affiliates of the Bidder. The total running time of all three (3) samples combined MUST not exceed fifteen (15) minutes in length.

- One (1) of the samples MUST demonstrate the Bidder's ability to produce or adapt video in both official languages (English and French).
  - An adaptation is where after a production is produced in one official language, it is then adapted into the other official language, taking into consideration the social and cultural differences of the target language population. An adaptation is not a straight translation.

The following information MUST be provided for each sample:

- Client organization;
- Production dates;
- Indication of which sample is to be evaluated under R.1.2 Official Languages Capability

## INSERT

### **M.1.1 EXPERIENCE OF THE FIRM** (The demo samples will be rated under **R.1**)

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If more than three (3) samples are submitted, the Bidder must clearly identify which samples are to be considered for evaluation purposes. If the Bidder does not clearly identify which samples are to be considered for evaluation purposes, the first three (3) samples will be evaluated. No more than three (3) samples will be considered for evaluation purposes.

- One (1) of the samples MUST demonstrate the Bidder's ability to produce or adapt video in both official languages (English and French).
  - An adaptation is where after a production is produced in one official language, it is then adapted into the other official language, taking into consideration the social and cultural differences of the target language population. An adaptation is not a straight translation.

The following information MUST be provided for each sample:

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- Production dates;
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**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**