



REQUEST FOR PROPOSAL

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

Réception des soumissions
(Mailroom)

Canada Economic
Development
Dominion Square building
1255, Peel street – Suite 900
Montreal (Quebec)
H3B 2T9

DEMANDE DE PROPOSITION

Title – Sujet	
Media monitoring services including production and delivery of a daily press review of Quebec electronic media	
Solicitation No. – N° de l'invitation	Date
9K001-S15-0112	2015-01-27
Client Reference No. – N° référence du client	
9K001-S15-0112	
GETS Reference No. – N° de reference de SEAG	
File No. – N° de dossier	CCC No. / N° CCC - FMS No. / N° VME
9K001-S15-0112	
Solicitation Closes – L'invitation prend fin at – à 02 :00 PM on – le 2015-03-10	Time Zone Fuseau horaire EST/ HNE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to - Adresser toutes questions à:	
Aline Mulinda	
Telephone No. – N° de téléphone :	FAX No. – N° de FAX
514-496-6477	514-283-3302
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction :	
Canada economic Development Dominion Square Building 1255, Peel Street, Suite 900 Montreal, Quebec H3B 2T9	
Delivery required - Livraison exigée	DeliveredOffered – Livraison proposée
See Herein	
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Comments - Commentaires	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
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)	
Vendor/Firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Signature	
Date	



REQUEST FOR PROPOSAL

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant
4. Enquiries - Bid Solicitation
5. Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Certifications Required Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Approval of the contract
6. Authorities
7. Proactive Disclosure of Contracts with Former Public Servants
8. Payment
9. Invoicing Instructions
10. Certifications
11. Applicable Laws
12. Priority of Documents

List of Annexes:

- | | |
|-----------|-----------------------------------|
| Annex "A" | Statement of Work |
| Annex "B" | Basis of Payment |
| Annex "C" | Radio and television station list |
| Annex "D" | Evaluation Grid |



REQUEST FOR PROPOSAL

PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into seven 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 radio and television station list and the Evaluation Grid.

2. Summary

Canada Economic Development for Quebec Regions (CED) is seeking a Supplier who can monitor Quebec's electronic media (radio and television) to produce a press review that will be used to identify issues affecting the Quebec economy and CED's activities.

The work to be performed is described in detail in Annex "A".

The period of the contract is from: April 1st, 2015 to March 31, 2016 with the option to extend for two (2) one year periods;

For services requirements, Bidders must provide the required information as detailed in article 2.3 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 North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

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 ten (10) working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



REQUEST FOR PROPOSAL

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: ninety (90) days

2. Submission of Bids

Bids must be sent by mail and received **at the time and date specified on page 1**. The envelope shall indicate Offerings No. **9K001-S15-0112** addressed as follows:

Aline Mulinda
Procurement and Contract officer
Canada Economic Development
1255, Peel Street, bureau 900
Montréal (Québec) H3B 2T9
Tél. (514) 496-6477

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

3. Former Public Servant (this section must be completed)

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](#)



REQUEST FOR PROPOSAL

[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 Quebec.

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



REQUEST FOR PROPOSAL

choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.



REQUEST FOR PROPOSAL

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 (4 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard 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.

Bidders are invited to submit a brief description of the company describing the mission, operation, management team and customer service team.

Section II: Financial Bid

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.

Section III: Certifications

Bidders must submit the certifications required under Part 5.



REQUEST FOR PROPOSAL

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

Mandatory and point rated technical evaluation criteria are included in Annex D

1.2 Financial Evaluation

See Annex B, Basis of payment.

2. 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; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum points specified for criteria numbers C1 to C6 for the technical evaluation, and
 - d. obtain the required minimum of 26 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 75 points.
2. Bids not meeting (a) or (b) or (c) and (d) will be declared non-responsive.
3. The selection 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).

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



REQUEST FOR PROPOSAL

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 Required 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 provided will render the bid non-responsive.

1.1 Suppliers Representation Certification

The Contractor represents and warrants that in performing the services detailed in this contract or in performing any work pursuant to this contract:

it shall not infringe or in any manner interfere with the copyright or other proprietary interest of any person, corporation or organization; and

it shall obtain an appropriate license or consent from the owner of any copyright or other proprietary interest with respect to the use of such interest to the extent which such license or consent may be required in order to enable it to lawfully perform the said services or work.

The Bidder further recognizes and acknowledges that this contract neither expressly nor implied authorized it, nor is intended to authorize it, to perform the services or work herein in a manner which constitutes an unlawful use of the copyright or other proprietary interest of any person, corporation or organization.



REQUEST FOR PROPOSAL

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 work to be performed is described in detail in Annex "A" and form part of the contract.

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

[2035](#) (2014-09-25), General Conditions - Higher Complexity - Services, 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 April 1, 2015 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 2 additional one (1) year period 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. Approval of Contract

5.1 For the Minister

Approved for the Minister, certified under section 32 (1) of the *Financial Administration Act* (<http://laws.justice.gc.ca/en/F-11/>)

Signature

Date

5.2 Administration of the Contract

This Contract has been signed on behalf of Her Majesty the Queen in Right of Canada by an authorized agent. I certify that the State procurement regulations are respected.

Procurement and Contract officer

Date

5.3 Contracting Authority of Canada Economic Development

Approved for the Minister, certified under section 41 of the *Financial Administration Act* (power of execution). (<http://laws.justice.gc.ca/en/F-11/>)

**Procurement and Contract Management
Advisory**

Date



REQUEST FOR PROPOSAL

5.4 Contractor

The Contractor approves the terms and conditions of this contract and returns two copies to the contracting officer.

Signature of the Contractor

Date

6. Authorities

6.1 Contracting Authority

The Contracting Authority for the Contract is:

Aline Mulinda

Procurement and Contract officer
Canada Economic Development
1255, Peel Street, bureau 900
Montréal (Québec) H3B 2T9
Tél. (514) 496-6477
aline.mulinda@dec-ced.gc.ca

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

6.2 Project Authority

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

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.

6.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

7. 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.



REQUEST FOR PROPOSAL

8. Payment

8.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$_____. Customs duties are included and Applicable Taxes are extra.

8.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work 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 approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. 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 contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. 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.

8.3 Monthly payment

SACC Manual clause [H1008C](#) (2008-05-12) Monthly payment

8.4 Discretionary Audit

SACC Manual clause [C0705C](#) (2010-01-11) Discretionary Audit

9. Invoicing Instructions

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.

10. Certifications

10.1 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.

11. Applicable Laws

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

12. 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 general conditions [2035](#) (2014-09-25), Higher Complexity - Services;
- (c) Annex A, Statement of Work;



REQUEST FOR PROPOSAL

- (d) Annex B, Basis of Payment;
- (e) Annex C, Radio and television station list
- (f) the Contractor's bid dated _____.



REQUEST FOR PROPOSAL

**ANNEX «A»
Statement of Work**

1. Objective

To access the media coverage generated by Canada Economic Development for Quebec Regions (CED) and the activities of its Minister in line with the Agency's mandate. This press review will serve to identify issues that affect the Quebec economy and CED's activities

2. Context

The mandate of Canada Economic Development for Quebec Regions (CED) is to promote the economic development of the regions of Quebec, paying special attention to those experiencing slow economic growth and inadequate employment, in order to improve prosperity and employment in the long term.

CED supports development projects by providing financial assistance and business advice to its clientele, primarily consisting of small and medium-sized enterprises (SMEs) and non-profit organizations whose mandate is to assist businesses and promote regional economic development.

For more information on CED's programs, visit: <http://www.dec-ced.gc.ca>.

3. Scope

Provide Canada Economic Development a daily monitoring service of Quebec electronic media (general public radio and television) and distribute a daily press review to a list of 60 to 90 subscribers.

4. Mandate – Ongoing service – Description, deadline and layout

The Contractor is required to complete the following tasks:

4.1 Provide a daily monitoring service of Quebec radio and television broadcasters (English and French) as well as their websites (full text). The target media are:

- Quebec television broadcasters, like Radio-Canada and TVA television and their regional branches, CTV and Global, as well as their websites.
- Quebec radio broadcaster, like Radio-Canada radio and its regional branches, stations affiliated with major networks, such as RCN, as well as their websites.

Note: the above-mentioned lists of media and portals serve as examples and are not exhaustive. CED reserves the right to add to or delete from them, as needed. The list of stations is provided in Appendix C.

Radio/TV summaries must contain as a minimum:

- The name of the broadcaster;
- The city;
- The name of the program;
- The broadcast date and time;
- The length of the audio or video clip;
- The list of keywords summarizing the news;
- A brief description of the content and the names of interviewees.

Scanning of radio and television broadcasters' websites must contain as a minimum:

- The name of the broadcaster;
- The broadcast city;
- The full text of the news item;
- The date and time of the broadcast;
- The hyperlink to the news item.

The radio/TV summaries and Web monitoring must be produced within 24 hours of the original broadcast and sent to the Agency every day, within the parameters described below.

Daily reports (press reviews) are based on a predetermined list of keywords that is updated four times a year. However, CED may at any time delete a word or add one based on a new issue.



REQUEST FOR PROPOSAL

Deadline, layout and delivery:

The daily press review must be emailed to subscribed users every day at 6:30 a.m. However, the Saturday and Sunday press reviews, as well as those of Quebec holidays and November 11 are to be delivered at 6:30 a.m. on the next business day. A list of subscribed users will be provided upon contract award and updated as needed by CED.

5. Mandate – On-demand service – Description, deadline and layout

- 5.1** Provide audio and video recordings of radio and TV news segments. Audio and video excerpts must be requested by the authorized CED project authority.

Deadline, formatting and delivery:

Audio and/or video recordings must be emailed to the project authority no later than six (6) hours after receipt of the order. An express service (two hours or less) must be available.

Format to be used: mp3 or wmp.

- 5.2** Provide an audio/video clip transcription service. The transcription must be done in the original language of the broadcast and include:
- The broadcast date and time;
 - The name of the program;
 - Its length;
 - The city;
 - The station;
 - The names of stakeholders in the clip.

Deadline, layout and delivery:

Transcriptions must be emailed to the project authority no later than six (6) hours after receipt of the request. A two-hour express service must be available.

Format to be used: Microsoft Word (.rtf, .doc or .docx).

- 5.3** Provide an express press review in times of crisis. The Contractor must be able to provide, of need be, an electronic media press review concerning a file identified by CED in crisis management situations. Based on the instructions of the authorized project authority, the press review can cover the media listed in Appendix C or be carried out on a different basis, determined at the same time as the keywords underpinning it.

Deadline, layout and delivery:

The summaries and media scans are to be presented as described in Section 4.1.

This express press review is to be sent to subscribed users within two (2) hours of the request.

- 5.4** Provide, at the request of the project officer, a second electronic media press review at midday or end of day and covering a short period as per the authorized project authority's instructions.

Deadline, layout and delivery:

The summaries and media scans are to be presented as described in Section 4.1.

This second press review must be emailed to subscribed users at midday or end of day, as per the expressed wishes of CED at the time.

- 5.5** Conduct an ad hoc archival search of electronic media on the coverage of previous events based on special keywords given to the Contractor.

Radio/TV summaries must contain as a minimum:

- The name of the broadcaster;
- The broadcast city;
- The name of the program;
- The broadcast date and time;
- The length of the audio or video clip;
- The list of keywords summarizing up the news;
- A brief description of the content and the names of the interviewees.



REQUEST FOR PROPOSAL

Media scanning of radio and television broadcasters' websites must contain as a minimum:

- The name of the broadcaster;
- The broadcast city;
- The full text of the news item;
- The broadcast date and time;
- The hyperlink to the news item.

Deadline, layout and delivery:

Search results are to be delivered to the project officer within 24 hours of receipt of the order.

6. Language of work

Press review, audio and/or video recording and transcription delivery emails must be bilingual. However, media articles and audio/video clip summaries are to be presented in their original language.

7. Constraints

All documentation produced as part of this mandate must be submitted electronically in a Microsoft Office Suite format.

A list of exclusions will be forwarded to the Contractor in advance and adjustments may be made during the mandate according to developments on the provincial front. The Contractor must make sure to assess the relevance of the news selected for inclusion in the press review based on the list of exclusions provided. One or more predetermined keywords must be featured, and the news item must also be related to CED's mandate and activities. News not considered relevant by CED must be withdrawn from the press review free of charge.



REQUEST FOR PROPOSAL

ANNEX « B »

BASIS OF PAYMENT

Bidders must provide unit prices in the unit requested. If Bidders present their pricing in a unit other than the one requested, their offer will be found non-compliant and no further evaluation will be done.

Estimated quantities are for bidders reference only, to assist bidders in completing Annex B - Basis of Payment. The actual quantities required may be higher or lower than estimated and is not a guarantee of work that will be available for the duration of the contract.

The Bidder is required to submit firm all inclusive unit rates as detailed below, excluding applicable taxes. All prices are to include travel living and direct expenses incurred in the performance of the work such as long distance calls, and any other cost reimbursable items

It is the Contractor's responsibility to obtain and maintain at its own cost all licenses, regulatory approvals, permits and certificates required to perform the Work. Canada will not pay any third party with regard to such permits, licenses or approvals.

Bidders should ensure that all copyright royalty and any other proprietary interest costs are taken into account in the pricing submitted in Appendix B, Basis of Payment. These costs must be broken down in invoices. The Contractor will not be authorized to charge fees in addition to those specified in Appendix B, Basis of Payment, of its proposal.

Initial period: 1 year – April 1st, 2015 to March 31st, 2016

Service	Description	Price
Ongoing services		
1	Monthly cost of media monitoring and the production of daily reports (press reviews) as described in Appendix A, Section 4 <i>The rate submitted must include monitoring and production time.</i> <i>For bidding purposes, a monthly average of 200 summaries and scans is expected</i>	Radio and television broadcasters (broadcasts and web platforms) \$/month
2	Unit costs of radio/TV summaries and website scans (Appendix A, Section 4)	Radio/TV summary \$/summary
		Radio or television station online website monitoring (full text) \$/scan
On-demand services		
3	Unit costs – Audio recordings - (Appendix A, Section 5.1)	Excerpt of less than 30 minutes, regular service (maximum 6 hours) \$/segment
		Excerpt of 30 to 60 minutes, regular service (maximum 6 hours) \$/segment
		Excerpt of less than 30 minutes, express service (maximum 2 hours) \$/segment
		Excerpt of 30 to 60 minutes, express service (2 hours) \$/segment
4	Unit costs – Video recordings - (Appendix A, Section 5.1)	Excerpt maximum of less than 30 minutes, regular service (maximum 6 hours) \$/segment
		Excerpt of 30 to 60 minutes, regular service (maximum 6 hours) \$/segment



REQUEST FOR PROPOSAL

		Excerpt of less than 30 minutes, express service (maximum 2 hours)	\$___/segment
		Excerpt of 30 to 60 minutes, express service (maximum 2 hours)	\$___/segment
5	Transcriptions of audio or video recordings (Appendix A, 5.2)	Regular service (maximum 6 hours)	\$___/word
		Express service (maximum 2 hours)	\$___/word
6	Express electronic (radio/TV) media press review production costs (Appendix, Section 5.3)	Express press review production and layout costs	___/hour
		Unit cost per radio/TV summary	\$___/summary
		Unit cost per online radio or television station platform website monitoring (full text)	\$___/scan
7	Production cost of a second daily press review (Appendix A, Section 5.4)	Production and layout costs of a second daily press review	___/hour
		Unit cost per radio/TV summary	\$___/summary
		Unit costs per online radio or television station scanning (full text)	\$___/scan
9	Production cost of an ad hoc archival search (See Section 5.6)	Production and layout costs for an ad hoc press review	\$___/hour
		Unit cost per radio/TV summary	\$___/summary
		Unit cost per online radio or television station media scan (full text)	\$___/scan
Subtotal for evaluation purposes – Initial period			

1st option period : 1 year - April 1st, 2016 to March 31st, 2017:

Service	Description	Price	
Ongoing services			
1	Monthly cost of media monitoring and the production of daily reports (press reviews) as described in Appendix A, Section 4 <i>The rate submitted must include monitoring and production time.</i> <i>For bidding purposes, a monthly average of 200 summaries and scans is expected</i>	Radio and television broadcasters (broadcasts and web platforms)	\$___/month
		Radio/TV summary	\$___/summary
2	Unit costs of radio/TV summaries and website scans (Appendix A, Section 4)	Radio or television station online website monitoring (full text)	\$___/scan
		On-demand services	
3	Unit costs – Audio recordings - (Appendix A, Section 5.1)	Excerpt of less than 30 minutes, regular service (maximum 6 hours)	\$___/segment
		Excerpt of 30 to 60 minutes, regular service (maximum 6 hours)	\$___/segment



REQUEST FOR PROPOSAL

		Excerpt of less than 30 minutes, express service (maximum 2 hours)	\$___/segment
		Excerpt of 30 to 60 minutes, express service (2 hours)	\$___/segment
4	Unit costs – Video recordings - (Appendix A, Section 5.1)	Excerpt maximum of less than 30 minutes, regular service (maximum 6 hours)	\$___/segment
		Excerpt of 30 to 60 minutes, regular service (maximum 6 hours)	\$___/segment
		Excerpt of less than 30 minutes, express service (maximum 2 hours)	\$___/segment
		Excerpt of 30 to 60 minutes, express service (maximum 2 hours)	\$___/segment
5	Transcriptions of audio or video recordings (Appendix A, 5.2)	Regular service (maximum 6 hours)	\$___/word
		Express service (maximum 2 hours)	\$___/word
6	Express electronic (radio/TV) media press review production costs (Appendix, Section 5.3)	Express press review production and layout costs	/hour
		Unit cost per radio/TV summary	\$___/summary
		Unit cost per online radio or television station platform website monitoring (full text)	\$___/scan
7	Production cost of a second daily press review (Appendix A, Section 5.4)	Production and layout costs of a second daily press review	/hour
		Unit cost per radio/TV summary	\$___/summary
		Unit costs per online radio or television station scanning (full text)	\$___/scan
9	Production cost of an ad hoc archival search (See Section 5.6)	Production and layout costs for an ad hoc press review	\$___/hour
		Unit cost per radio/TV summary	\$___/summary
		Unit cost per online radio or television station media scan (full text)	\$___/scan
Subtotal for evaluation purposes – 1st option period			

2nd option period: 1 year - April 1st, 2017 to March 31st, 2018:

Service	Description	Price
Ongoing services		
1	Monthly cost of media monitoring and the production of daily reports (press reviews) as described in Appendix A, Section 4 <i>The rate submitted must include monitoring and production time.</i> <i>For bidding purposes, a monthly average of 200 summaries and scans is expected</i>	Radio and television broadcasters (broadcasts and web platforms) \$___/month



REQUEST FOR PROPOSAL

2	Unit costs of radio/TV summaries and website scans (Appendix A, Section 4)	Radio/TV summary	\$___/summary
		Radio or television station online website monitoring (full text)	\$___/scan
On-demand services			
3	Unit costs – Audio recordings - (Appendix A, Section 5.1)	Excerpt of less than 30 minutes, regular service (maximum 6 hours)	\$___/segment
		Excerpt of 30 to 60 minutes, regular service (maximum 6 hours)	\$___/segment
		Excerpt of less than 30 minutes, express service (maximum 2 hours)	\$___/segment
		Excerpt of 30 to 60 minutes, express service (2 hours)	\$___/segment
4	Unit costs – Video recordings - (Appendix A, Section 5.1)	Excerpt maximum of less than 30 minutes, regular service (maximum 6 hours)	\$___/segment
		Excerpt of 30 to 60 minutes, regular service (maximum 6 hours)	\$___/segment
		Excerpt of less than 30 minutes, express service (maximum 2 hours)	\$___/segment
		Excerpt of 30 to 60 minutes, express service (maximum 2 hours)	\$___/segment
5	Transcriptions of audio or video recordings (Appendix A, 5.2)	Regular service (maximum 6 hours)	\$___/word
		Express service (maximum 2 hours)	\$___/word
6	Express electronic (radio/TV) media press review production costs (Appendix, Section 5.3)	Express press review production and layout costs	/hour
		Unit cost per radio/TV summary	\$___/summary
		Unit cost per online radio or television station platform website monitoring (full text)	\$___/scan
7	Production cost of a second daily press review (Appendix A, Section 5.4)	Production and layout costs of a second daily press review	/hour
		Unit cost per radio/TV summary	\$___/summary
		Unit costs per online radio or television station scanning (full text)	\$___/scan
9	Production cost of an ad hoc archival search (See Section 5.6)	Production and layout costs for an ad hoc press review	\$___/hour
		Unit cost per radio/TV summary	\$___/summary
		Unit cost per online radio or television station media scan (full text)	\$___/scan
Subtotal for evaluation purposes – 2nd option period			

Prix total aux fins d'évaluation financière seulement :

	Period	Price
1	Subtotal – Firm period (1 year)	\$
2	Subtotal – 1st option period (1 year)	\$
3	Subtotal – 2 nd option period (1 year)	\$
	Total evaluation Price – sum of subtotal (row 1 to 3)	\$



REQUEST FOR PROPOSAL

ANNEX « C »

See attached document



REQUEST FOR PROPOSAL

ANNEX D

RATED REQUIREMENTS EVALUATION GRID

Mandatory criteria		Compliant Yes/No
M1.	Provide a complete list of radio and television stations covered.	
M2.	Provide a complete list of radio and television station web platforms covered.	
M3.	Strict compliance with deadlines. This requirement may be verified checked with the references provided. The Bidder is required to provide two (2) letters of reference for previous work, based on which an assessment of reliability and availability will be made.	

RATED REQUIREMENTS	Points awarded	Minimum total score
Coverage		
C1. Number of television stations covered 34 stations or more: 15 points 29-33 stations: 10 points 22-28 stations: 5 points 21 stations or fewer: 0 point	/15	5/15
C2. Number of radio stations covered 90 stations or more: 15 points 80-89 stations: 10 points 70-79 stations: 6 points 60-69 stations: 3 points 59 stations or fewer: 0 point	/15	3/15
C3. Access to local news stations (aside from online broadcasting) in Quebec's administrative regions 17 administrative regions: 10 points 15-6 administrative regions: 7 points 13-15 administrative regions: 3 points 12 administrative regions or fewer: 0 point <i>The Bidder must indicate the administrative regions to which they have access to pick up local band waves.</i>	/10	3/10
Customer service		
C4. Availability and accessibility Be available and accessible 24/7: 15 points Be available and accessible 12/7: 10 points Be available and accessible less than 12 hours per day or 5 days/7: 5 points	/15	5/15
C5. Amount of keywords allowed 500 keywords or more: 10 points 300-499 keywords: 5 points 299 keywords or fewer: 0 point	/10	5/10



REQUEST FOR PROPOSAL

Experience and expertise of the company		
C6. The Bidder must demonstrate the company's experience for similar* projects over the past five (5) years. 1 or 2 projects: 5 points 3 projects or more: 10 points <i>*Similar: Radio and television media monitoring projects for a private corporation, a government department, agency or paragovernmental agency</i> A maximum of four (4) projects will be assessed for this criterion. If more than four projects are submitted, only the first four ones presented in the submission will be evaluated.	/10	5/10
TOTAL	175	26/75