



**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

**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**

<b>Title - Sujet</b> Urban Ecosystem Exhibit	
<b>Solicitation No. - N° de l'invitation</b> K2C94-157858/A	<b>Date</b> 2015-11-03
<b>Client Reference No. - N° de référence du client</b> K2C94-15-7858	
<b>GETS Reference No. - N° de référence de SEAG</b>	
<b>File No. - N° de dossier</b> cx024.K2C94-157858	<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 2015-11-23</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<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> Gordon, Emily	<b>Buyer Id - Id de l'acheteur</b> cx024
<b>Telephone No. - N° de téléphone</b> (613) 990-3140 ( )	<b>FAX No. - N° de FAX</b> (613) 993-2581
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF THE ENVIRONMENT LA BIOSPHERE 160 CH.DU TOUR DE L ISLE MONTREAL Quebec H3C4G8 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

<b>Delivery Required - Livraison exigée</b> See Herein	<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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

---

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY .....	3
1.3 DEBRIEFINGS .....	3
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF BIDS.....	4
2.3 FORMER PUBLIC SERVANT.....	4
2.4 ENQUIRIES - BID SOLICITATION.....	6
2.5 APPLICABLE LAWS.....	6
2.6 BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY .....	6
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>7</b>
3.1 BID PREPARATION INSTRUCTIONS .....	7
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>8</b>
4.1 EVALUATION PROCEDURES.....	8
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>15</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	15
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	15
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>18</b>
6.1 STATEMENT OF WORK.....	18
6.2 STANDARD CLAUSES AND CONDITIONS.....	18
6.3 SECURITY REQUIREMENTS .....	19
6.4 TERM OF CONTRACT .....	19
6.5 AUTHORITIES .....	19
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	20
6.7 PAYMENT .....	20
6.8 INVOICING INSTRUCTIONS .....	21
6.9 CERTIFICATIONS .....	21
6.10 APPLICABLE LAWS.....	21
6.11 PRIORITY OF DOCUMENTS .....	21
6.12 COMMERCIAL GENERAL LIABILITY INSURANCE.....	21
<b>ANNEX "A" .....</b>	<b>24</b>
STATEMENT OF WORK .....	24
<b>ANNEX "B" .....</b>	<b>32</b>
BASIS OF PAYMENT.....	32
<b>ANNEX "C" TO PART 5 - BID SOLICITATION .....</b>	<b>32</b>
DECLARATION OF CONVICTED OFFENCES.....	33
<b>ANNEX "D" .....</b>	<b>34</b>
EVALUATION GRID.....	34

Solicitation No. - N° de l'invitation  
K2C94-157858/A  
Client Ref. No. - N° de réf. du client  
K2C94-157859

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cx024.5P110-140465

Buyer ID - Id de l'acheteur  
cx024  
CCC No./N° CCC - FMS No./N° VME

---

**APPENDIX TO ANNEX "A" ..... 45**

## **PART 1 - GENERAL INFORMATION**

### **1.1 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 Federal Contractors Program for Employment Equity – Certification, the Declaration of Committed Offences, and the Evaluation Grids.

### **1.2 Summary**

The purpose of this project is to provide Environment Canada with a turnkey exhibit for the Biosphere.

This includes; research and preliminary concept, finalized exhibit concept design, detailed design package (which includes all graphic work and working drawings), provision of content development, pre-testing, fabrication, shipping, installation and training Biosphere staff for the exhibit. Complete details are provided in the Annex A Statement of Work.

The Contract period is from the date of Contract award to **June 30, 2017**.

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

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

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\*](#).

### **1.3 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 from receipt of the results of the bid solicitation process. The debriefing will be in writing.

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 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>) 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 (2015-07-03) 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: 60 days  
Insert: 120 days

#### **2.1.1 SACC Manual Clauses**

A9033T (2012-07-16) Financial Capability

### **2.2 Submission of Bids**

#### **Phase 1:**

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.

#### **Phase 2:**

Bids must be submitted **only** to the PWGSC Communication Procurement Directorate by the date, time and place indicated below:

Date and time TBD

Public Works and Government Services Canada  
Acquisitions Branch  
Communication Procurement Directorate  
360 Albert Street, Ottawa, ON  
K1R 7X7

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

### **2.3 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.**

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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.

## **2.5 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.

## **2.6 Basis for Canada's Ownership of Intellectual Property**

Environment Canada 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**

### **3.1 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 in PDF format on USB)

Section II: Financial Bid (One [1] hard copy and one [1] soft copy on USB)

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**

- 3.1.1** 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.

#### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.



## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

The evaluation process will be conducted in two (2) phases, PHASE 1 and PHASE 2. **Bidders must first submit a proposal for PHASE 1 of the evaluation only.**

The top three (3) ranked Bidders meeting the Basis of Selection for PHASE 1 will then be invited by the Contracting Authority by email to submit a Design Concept, which addresses PHASE 2 of the evaluation.

These bidders will be given 30 calendar days, from the date of the written request by email from the Contracting Authority, to respond to PHASE 2 of the evaluation. Failure to submit a Design Concept in response to the Contracting Authority's request in PHASE 2 of the evaluation within the 30 calendar days will result in the Bidder being declared non-responsive.

#### **PHASE 1:**

- (a) Bids will be assessed in accordance with PHASE 1 of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **PHASE 2:**

- (a) Bids will be assessed in accordance with PHASE 2 of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **Definitions for the purposes of the Evaluation:**

##### *Interactive Exhibit:*

An exhibit that offers an enhanced learning experience by allowing a two way flow of information between itself and the visitor.

The Interactive Exhibit must:

- Have aesthetic appeal
- Communicate the client's message, concept and image to visitors
- Meet the limitations imposed by space and budget

##### *Exhibit Designer:*

An exhibit designer, with experience in Interactive and Immersive Multimedia Exhibits, bases their designs on their interpretation of their client's ideas and requirements and also provides their own ideas in relation to the product concept and likely customer appeal. Exhibit designers may have responsibility for overseeing the implementation and building of the exhibition or display stand, or they may specialize in one specific area.

### **4.1.1 PHASE 1 - TECHNICAL EVALUATION**

#### **4.1.1.1 Mandatory Technical Criteria - Phase 1**

---

## Phase 1 - M.1 Financial Proposal

The Bidder MUST submit a detailed financial proposal for turnkey exhibit research, design, fabrication, and installation services, based on the Annex A Statement of Work, with a firm price not exceeding **\$850,000.00** (Goods and Services Tax or Harmonized Sales Tax extra, as appropriate).

## Phase 1 - M.2 Proposed Principal Exhibit Designer

### M.2.1 Identification of individual proposed as the Principal Exhibit Designer

The Bidder must identify the one (1) individual proposed as the Principal Exhibit Designer for this requirement.

### M.2.2 Proposed Principal Exhibit Designer's Work History

*\*\*Sample exhibit projects provided under this criterion will be evaluated under the point-rated criterion Phase 1 – R.1.*

The Bidder must demonstrate, through work samples and project experience, that the proposed Principal Exhibit Designer has worked as an Exhibit Designer in the museum and/ or interactive multimedia industry for a minimum of three (3) years since July 2010.

In order to demonstrate the above, the Bidder must provide a description of the proposed Principal Exhibit Designer's work history. The work history must include all of the following information:

- a) The name of each place of employment;
- b) The period of time that the proposed Principal Exhibit Designer worked as an Exhibit Designer in each place of employment (from month/year to month/year). The period of time that the proposed Principal Exhibit Designer worked in each identified place of employment as an Exhibit Designer will be added to determine the number of years of experience for evaluation purposes.
- c) The proposed Principal Exhibit Designer's position title in each identified place of employment;
- d) The proposed Principal Exhibit Designer's responsibilities for each place of employment. The responsibilities must include EACH of the following for each identified place of employment:
  - i. Developing and understanding the Client's objectives, liaising, and meeting with clients;
  - ii. Managing the creation and presentation of initial and final exhibit design sketches and exhibit design concepts;
  - iii. Liaising with graphic designers and other experts (for example, lighting experts, animatronics experts, audiovisual experts, etc.)
  - iv. Independently, or with a design team, managing the exhibit fabrication process from initial concept to installation of the final live exhibition.
- e) A detailed description of two (2) sample exhibit design projects of the proposed Principal Exhibit Designer's work\*\*. **All example projects must have been completed after January 1, 2005 and must each have a total value exceeding \$500,000.00 for the design, fabrication and delivery [shipping/transportation] only, excluding applicable taxes.**

Each of the detailed descriptions must include:

- i. Demonstration of the following stages: design, fabrication and installation;

- ii. Description of the interactive nature of the sample exhibit and the type of interactive or multimedia productions that were used in the exhibit (such as simulation games, immersive platforms, architectural projections, etc.);
- iii. The cost of the project (total value for the design, fabrication and delivery [shipping/transportation] only, excluding applicable taxes);
- iv. Target audience;
- v. Location(s) of the exhibit;
- vi. Completion/delivery date of the project (Month/Year);
- vii. Two (2) or more colour photos or colour photocopies of photographs of the sample interactive exhibits;
- viii. Client information (including the name of the organization or legal entity);
- ix. A letter of reference from the identified Client(s) for each sample interactive exhibit project demonstrating the Client's satisfaction with the project.

### **Phase 1 - M.3 Experience of the Firm**

*The samples provided under this mandatory technical criterion will be evaluated under the point rated technical criterion Phase 1 - R.1.*

*If the projects undertaken by the principal exhibit designer and presented in Phase 1 - M.2 were carried out by the bidding firm, two (2) other projects MUST be presented in Phase 1 - M.3. In total, four (4) different projects must be presented.*

The Bidder must provide a detailed description of two (2) exhibit projects that demonstrate that the Bidder has provided exhibit design services, exhibit fabrication and installation for Exhibit similar in scope (exhibit size, budget and for a major institution) to the requirement detailed in Annex A - the Statement of Work of this solicitation. **All example projects must have been completed after January 1, 2005 and must each have a total value exceeding \$500,000.00 (for the design, fabrication and delivery [shipping/transportation] only, excluding applicable taxes).**

- a) Each detailed description must include:
  - i. Breakdown of the Bidder's responsibilities at the following stages: design, fabrication and delivery [shipping/transportation];
  - ii. Description of the interactive nature of the sample exhibit and the type of interactive or multimedia productions that were used in the exhibit (such as simulation games, immersive platforms, architectural projections, etc.);
  - iii. The cost of the project (total value for the design, fabrication and delivery [shipping/transportation] only, excluding applicable taxes);
  - iv. Target audience;
  - v. Location(s) of the exhibit;
  - vi. Completion/delivery date of the project (Month/Year);
  - vii. Two (2) or more colour photos or colour photocopies of photographs of the sample interactive exhibits;
  - viii. Client information (including the name of the organization or legal entity);
  - ix. A letter of reference from the identified Client(s) for each sample interactive exhibit project demonstrating the Client's satisfaction with the project.

**BIDS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS  
FOR PHASE 1 WILL BE GIVEN NO FURTHER CONSIDERATION**

#### **4.1.1.2 Point Rated Technical Criteria - Phase 1**

#### **Phase 1 - R.1 Experience of the firm**

---

Total maximum points for R.1: 140

To be declared responsive, bids must obtain the required minimum points for **each** of the following technical evaluation criteria: Phase 1 - R.1.1, Phase 1 - R.1.2, and Phase 1 - R.1.3.

Each sample exhibit project provided under M.2 and M.3 (total of four [4] samples) will be evaluated as follows:

**Phase 1 - R.1.1 Relevancy of the Exhibit Project Samples in terms of similarity in objective and target audience**

Maximum points for R.1.1: 40 (each sample will be allocated a maximum of 10 points)  
Minimum required points: 32 points

The sample exhibit projects should be relevant to the Statement of Work at *Annex "A"*, in terms of similarity in objective and target audience.

**Similarity in objective** is defined as the exhibit is or was intended for one (1) or more of the following purposes: forging emotional and intellectual connections; inspiring and engaging the community; encouraging learning; and/or creating awareness.

**Similarity in target audience** is defined as the exhibit is or was intended for one (1) or more of the following: Adults (25–49) with postsecondary education; adults with children who are 10 years old and over.

**Phase 1 - R.1.2 Relevancy of the Exhibit Project Samples in terms of usage of features and technologies to create an interactive exhibit**

Maximum points for R.1.2: 40 (each sample will be allocated a maximum of 10 points)  
Minimum required points: 32 points

The sample exhibit projects should be relevant to the Statement of Work at *Annex "A"*, in the terms of usage of **features and technologies to create an interactive exhibit**.

For the purposes of this evaluation, an **"interactive exhibit"** allows for a two-way flow of information between exhibit elements and the user to help understand concepts.

**Phase 1 - R.1.3 Overall Design of each Sample Exhibit Project**

Maximum points for R.1.3: 60 (each sample will be allocated a maximum of 15 points)  
Minimum required points: 48 points

The overall design of each sample exhibit project should be original and of museum-level quality. Each sample exhibit project should also have visual appeal (use of space, colour graphics and text, as applicable), and be appropriate and appealing.

**\* REFER TO ANNEX "E" FOR THE EVALUATION GRIDS FOR PHASE 1 \***

**4.1.1.3 Basis of Selection - PHASE 1**

To be declared responsive at Phase 1, a bid must:

- (a) Comply with all the requirements of the Request for Proposals for PHASE 1; and
- (b) Meet all mandatory technical evaluation criteria for PHASE 1; and
- (c) Obtain the required minimum points for EACH of the technical evaluation criteria which are subject to point rating.

---

Bids not meeting (a), (b), and (c) above will be declared non-responsive.

**The top three (3) ranked bidders achieving the highest number of points within budget on their proposal will be invited by the Contracting Authority to submit a preliminary design concept which addresses PHASE 2 of the evaluation.**

#### **4.1.2 PHASE 2 - TECHNICAL EVALUATION**

**ONLY the top three (3) ranked bidders achieving the highest number of points within budget for Phase 1 will be invited to address PHASE 2 of the evaluation.**

##### **4.1.2.1 Mandatory Technical Criteria - Phase 2**

###### **Phase 2 - M.1 Preliminary Design Concept**

The Bidder must provide a PRELIMINARY DESIGN CONCEPT either in 3D virtual rendering\* format or a realistic artist's view, which captures the Bidder's vision for the exhibit.

Bidders providing only written design concepts with photographs (mood boards) will be declared non-responsive and will not be considered further.

The design must adhere to the exhibition parameters identified in the Statement of Work at Annex "A", the blueprint of the exhibit space (Attachment A1).

*\*A **3D virtual rendering** is the process of generating an image from a model, by means of computer programs. A scene file contains objects in a strictly defined language or data structure; it would contain geometry, viewpoint, texture, lighting, and shading information as a description of the virtual scene. The data contained in the scene file is then passed to a rendering program to be processed and output to a digital image or raster graphics image file.*

###### **Phase 2 - M.2 Financial Proposal**

The Bidder must provide a cost breakdown strictly in accordance with the Basis of Payment stipulated in Annex "B". The total Firm Price in Table B.1 must not exceed the project's budget of **\$850,000.00**, excluding GST/HST.

#### **BIDS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS FOR PHASE 2 WILL BE GIVEN NO FURTHER CONSIDERATION**

##### **4.1.2.2 Point Rated Technical Criteria - Phase 2**

###### **Phase 2 - R.1 Preliminary Design Concept**

Maximum Points for R.1: 100 points  
Minimum Required Points: 80 points

The Bidder's PRELIMINARY DESIGN CONCEPT should capture the design and thematic elements outlines in Annex A - Statement of Work, as well as the blueprint of the exhibit space provided at Attachments A1.

The Bidder's preliminary design concept should:

- a) Be appropriate for the identified target audience;
- b) Be interactive, modern and innovative;
- c) Maximize space utilization;
- d) Address the suggested theme;

- e) Reflect the objectives of the Biosphere, including the intended visitor experience; stimulation of visitor involvement, ease of accessibility, and provision for good traffic flow;
- f) Be original and of museum-level quality

The Bidder's preliminary design concept will be evaluated on:

- a) The usage of cutting-edge multimedia;
- b) The inclusion of interactive components;
- c) The immersive experience;
- d) The incorporation of audio-visual elements;
- e) The creativity (proposed interactive and simulation processes, the ambience, artistic aspects, graphic style, inspiring images etc.); and
- f) Overall design quality and originality.

The Bidder should describe and demonstrate how the preliminary design concept meets the requirement as described in Annex A - Statement of Work.

**Each of the considerations identified below will be taken into account when determining the final rating level for the design:**

- 1) How does the preliminary design concept maximize space utilization, provide good traffic flow, and allow easy accessibility to people with reduced mobility?
- 2) How does the preliminary design concept address the themes, objectives and visitor experience as described in Annex A - Statement of Work?
- 3) How does the preliminary design concept include cutting edge multi-media, interactive components, immersive or simulation processes and technologies?
- 4) How does the preliminary design concept provide a multi-sensory experience, such as: tactile, audio, visual elements?
- 5) How does the preliminary design concept provide consistency between the themes and means proposed?
- 6) Does the preliminary design concept propose the use of materials that lower its impact on the environment?
- 7) In what way do the materials proposed lower the environmental impact?
- 8) How is the preliminary design concept unique, exceptional or memorable in comparison to other exhibits similar in scope and/or magnitude?
- 9) How is the preliminary design concept well-suited for the intended target audience?

**\* REFER TO ANNEX "E" FOR THE EVALUATION GRIDS FOR PHASE 2\***

#### **4.1.2.3 Financial Evaluation – PHASE 2**

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 are to be included.

#### **4.1.2.4 Basis of Selection - PHASE 2**

To be declared responsive at Phase 2, a bid must:

- (a) Comply with all the requirements of the Request for Proposals for PHASE 2; and
- (b) Meet all mandatory technical evaluation criteria for PHASE 2; and
- (c) Obtain the required minimum points for EACH of the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of a maximum of **100 points**

Bids not meeting (a), (b) and (c) above will be declared non-responsive.

Solicitation No. - N° de l'invitation  
K2C94-157858/A  
Client Ref. No. - N° de réf. du client  
K2C94-157859

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cx024.5P110-140465

Buyer ID - Id de l'acheteur  
cx024  
CCC No./N° CCC - FMS No./N° VME

---

The Bidder with the proposal achieving the highest technical score within budget will be recommended for award of a Contract.

Where two (2) or more proposals achieve the identical highest number of points, the proposal with the lowest total price will be recommended for award of a contract.

**NOTE:** Canada will compensate Phase 2 Bidders achieving a minimum score of 80 points for each rated technical evaluation criteria, with a lump sum payment of **\$2,000.00** for providing a PRELIMINARY DESIGN CONCEPT in response to this Request for Proposal.

Any intellectual property rights arising from the creation of the EXHIBIT DESIGN CONCEPT will vest with the Bidder **EXCEPT** those intellectual property rights pertaining to the selected Design Concept for which a Contract is awarded. The intellectual property rights for the selected Design Concept will be as identified in Part 6, in the article entitled **Basis for Canada's Ownership of Intellectual Property**.

---

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional 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 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 will render the bid non-responsive or constitute a default under the Contract.

### 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

#### 5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

### 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

#### 5.2.2 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.



### 5.2.3 Financial Proposal Certification - Evaluation Phase 1

The Bidder hereby certifies that their turnkey exhibit project proposal for the “research, design, fabrication and installation” will not exceed **\$850,000.00** (goods and services tax or harmonized tax extra, as appropriate).

---

**SIGNATURE**

**DATE**

### 5.2.3 Additional Certifications Precedent to Contract Award

#### 5.2.3.1 Canadian Content Certification

**5.2.3.1.1** SACC *Manual* clause [A3050T](#) (2014-11-27) Canadian Content Definition.

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](#).

Bidders should submit this certification completed with their bid. If the certification is not completed and submitted with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to submit this completed certification. Failure to comply with the request of the Contracting Authority and submit the completed certification will render the bid non-responsive.

#### 5.2.3.2 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

Solicitation No. - N° de l'invitation  
K2C94-157858/A  
Client Ref. No. - N° de réf. du client  
K2C94-157859

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cx024.5P110-140465

Buyer ID - Id de l'acheteur  
cx024  
CCC No./N° CCC - FMS No./N° VME

---

### **5.2.3.3 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

### **5.2.3.4 Language Certification - Firm and Principal Exhibit Designer**

The Bidder must confirm that both the Principal Exhibit Designer and the firm are capable of performing the work as outlined in the Statement of Work in Annex A in both official languages (English and French). As such, the Bidder must include a duly signed and dated copy of the following certification:

The Bidder hereby certifies that the Principal Exhibit Designer and the firm are capable of performing the work as outlined in the Statement of Work at Annex A in both official languages (English and French)

---

**SIGNATURE**

---

**DATE**

---

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Statement of Work

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

### 6.2 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.

#### 6.2.1 General Conditions

(i) 2035 (2015-07-03), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

Add the following subsections at the end of all subsections:

#### **2035 45 (2014-09-25) Warranty**

1. Despite inspection and acceptance of the Work by or on behalf of Canada and without restricting any other provision of the Contract or any condition, warranty or provision imposed by law, the Contractor warrants that, for 12 months (or any other period stated in the Contract), the Work will be free from all defects in design, material or workmanship, and will conform to the requirements of the Contract. The warranty period begins on the date of delivery, or if acceptance takes place at a later date, the date of acceptance. With respect to Government Property not supplied by the Contractor, the Contractor's warranty will extend only to its proper incorporation into the Work.
2. In the event of a defect or non-conformance in any part of the Work during the warranty period, the Contractor, at the request of Canada to do so, must as soon as possible repair, replace or otherwise make good at its own option and expense the part of the Work found to be defective or not in conformance with the requirements of the Contract.
3. The Work or any part of the Work found to be defective or non-conforming will be returned to the Contractor's plant for replacement, repair or making good. However, when in the opinion of Canada it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be paid the fair and reasonable Cost (including reasonable travel and living expenses) incurred in so doing, with no allowance for profit, less an amount equal to the Cost of rectifying the defect or non-conformance at the Contractor's plant.
4. Canada must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant pursuant to subsection 3. The Contractor must pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location directed by Canada.
5. The Contractor must remedy all data and reports pertaining to any correction or replacement under this section, including revisions and updating of all affected data, manuals, publications, software and drawings called for under the Contract, at no cost to Canada.

6. If the Contractor fails to fulfill any obligation described in this section within a reasonable time of receiving a notice, Canada will have the right to remedy or to have remedied the defective or non-conforming work at the Contractor's expense. If Canada does not wish to correct or replace the defective or non-conforming work, an equitable reduction will be made in the Contract Price.
7. The warranty period is automatically extended by the duration of any period or periods where the Work is unavailable for use or cannot be used because of a defect or non-conformance during the original warranty period. The warranty applies to any part of the Work repaired, replaced or otherwise made good pursuant to subsection 2, for the greater of:
  - a. the warranty period remaining, including the extension, or
  - b. 90 days or such other period as may be specified for that purpose by agreement between the Parties.

## **6.2.2 Supplemental General Conditions**

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

## **6.3 Security Requirements**

**6.3.1** There is no security requirement applicable to this Contract.

## **6.4 Term of Contract**

### **6.4.1 Period of the Contract**

The Contract period is from the date of Contract award to June 30<sup>th</sup> 2017.

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Emily Gordon  
Public Works and Government Services Canada  
Acquisitions Branch  
Communication Procurement Directorate  
360 Albert Street, Ottawa, ON  
K1A 0S5

Telephone: 613-990-3140  
Facsimile: 613-991-5870  
Email: [Emily.Gordon@pwgsc-tpsgc.gc.ca](mailto:Emily.Gordon@pwgsc-tpsgc.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.

Solicitation No. - N° de l'invitation  
K2C94-157858/A  
Client Ref. No. - N° de réf. du client  
K2C94-157859

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cx024.5P110-140465

Buyer ID - Id de l'acheteur  
cx024  
CCC No./N° CCC - FMS No./N° VME

---

### **6.5.2 Project Authority** *(To be included at Contract award.)*

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.

### **6.5.3 Contractor's Representative**

*(To be included at Contract award.)*

### **6.6 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.

### **6.7 Payment**

#### **6.7.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ **TBD**. Customs duties are included and Applicable Taxes are extra.

#### **6.7.2 Milestone Payments**

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- a an accurate and complete invoice and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

#### **6.7.3 SACC Manual Clauses**

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

## 6.8 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. Invoices must be distributed as follows:

1. The original and one (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment
2. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 6.9 Certifications

### 6.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional 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 additional 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.

### 6.9.2 SACC Manual Clauses

SACC Manual Clause A3060C (2008-05-12) Canadian Content Certification

## 6.10 Applicable Laws

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

## 6.11 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) - Canada to own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2035 (2015-07-03), General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated \_\_\_\_\_.

## 6.12 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.

### **6.13 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.

### **6.14 Basis for Canada's Ownership of Intellectual Property**

Canada has determined that any intellectual property arising from the performance of the Work under the 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.

### **6.15 Representations and Warranties**

The Contractor made statements regarding its experience and expertise in its bid that resulted in the award of the Contract. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

### **6.16 SACC Manual Clauses**

SACC Manual Clause P1010C (2010-01-11) Quality Levels for Printing  
SACC Manual Clause P1011C (2010-01-11) Quality Levels for Colour Reproduction  
SACC Manual Clause B7500C (2006-06-16) Excess Goods  
SACC Manual Clause B1501C (2006-06-16) Electrical Equipment



---

## ANNEX "A"

### STATEMENT OF WORK

#### A.1.1 DEFINITIONS

##### *Immersive Multimedia Environment:*

An **Immersive Multimedia Environment (IME)** materializes a space-time that is at the heart of the subject being presented. The scenography of the space is coherent and enclosed. The purpose of this type of exhibit is for the visitor to feel and truly understand the museum's messages on the subject at hand. These messages are decoded by the visitor with several senses. Note that the main effect of this "immersion" is to give visitors the impression of being displaced in space and time while making them feel emotions. The visitor must feel included in the experience he is living, otherwise the environment is just a background.

#### A.1.2 OBJECTIVE: "URBAN ECOSYSTEM" EXHIBIT AT THE BIOSPHERE

Environment Canada has a requirement for the design, creation and delivery of an interactive and immersive exhibit on the concept of an urban ecosystem, a complex environmental and scientific theme that is relevant and essential to our thinking about the environment. At the core of this exhibit and ecosystem is the citizen-visitor. It will focus on his or her daily life, living environment, and community, as well as various emerging environmental issues and challenges that will determine his/her choices regarding the organization of his or her city and community, lifestyle, citizen participation, and capacity and motivation to take action. In a nutshell, how can the visitor, along with his or her fellow citizens, shape the future knowing everything that we know.

Significant changes and major upheavals are already forcing us to review our practices and ways of doing things in terms of urban planning, transportation and mobility in general, health, consumerism, housing, energy, biodiversity, water, waste treatment, and even governance and emergency measures. We need to adapt and be counted among those resilient communities that are able to see what's coming. These resilient communities are able to assess the risks and vulnerability levels of their populations, their ecosystem, their current and future living environment, and their infrastructure, and plan and minimize the negative effects (mitigation) or maximize the most positive ones. They know how to adapt and initiate change so as to provide a healthy living environment for future generations. Today's leaders must take action to make their cities more resilient, sustainable, viable, dynamic and pleasant to live in.

Therefore, Environment Canada's Biosphere is looking for a firm that could help it disseminate cutting-edge knowledge in the areas of sustainable development, ecology and urban biodiversity in order to feature their dynamics and issues from the perspective of an "urban ecosystem." This concept is not limited to a description of the fact that cities are home to a variety of plants and animals, in addition to human beings. It is a matter of presenting the city as a fragile ecosystem that is unbalanced and changing and whose true borders extend far beyond the city limits, and to describe and characterize the relationships between internal and external elements, as would be done for a more typical environment, a pond, a forest or a watershed, for example.

More specifically, the purpose of this mandate is to deliver an exhibit on the concept of an urban ecosystem using Montreal as focal point. Thus, visitors will gain an understanding of the concepts of dependence and interdependence, of services provided by ecosystems, of the dynamics and biological relationships (symbiosis, mutualism, commensalism, and parasitism) found in the city. This exhibit will allow visitors to step back and take a fresh, comprehensive look at the way most human beings live in and benefit from their environment and the issues that this creates for the future.

A significant part of the exhibit is being developed concurrently by another firm: a 30-minute film, 360 Degrees, filmed from the highest point on St Helen's Island (Lévis Tower), shows how the area changes over a full year. It will be projected from above, circling the room, and the exhibit will be at the centre of this dynamic and immersive fresco (just like being there). The exhibit must be developed in such a way that it will blend into the fresco. It will be possible for the chosen contractor to draw images from the entire visual corpus that will be collected and stored, and which will represent a wealth of exceptional and relevant information that could highlight elements, components and indicators of this ecosystem.

The key idea of this exhibit is therefore to offer a global view to be able to see, observe and understand the dynamics of an urban ecosystem, the services that it provides, its dependence and interdependence on other neighbouring ecosystems, and what to do to preserve what nature offers. To sum up, a visitor will be able to identify the limits and potential of this ecosystem and clearly understand how it will develop or, ideally, should develop in the coming decades, given current knowledge. Furthermore, this same visitor will have an excellent idea of the actions that could or should be taken so that this development is of benefit to human beings and to nature!

The other exhibit areas include an interactive laboratory, an immersive multimedia room, and specific exhibits on meteorology, climate and specific adaptation measures (technologies, home of the future, etc).

**A.1.3** The purpose of the "Urban Ecosystem" exhibit is to:

- Provide the target audience with the fundamentals of the concept of an ecological ecosystem and the importance of applying it to cities in their geographic environments so as to give them food for thought on the issues affecting urban environments. In particular, but not exclusively, the following themes must be addressed: urban planning, infrastructure, biodiversity, pollution, transportation and mobility, development and design, heat islands, public health, consumerism, housing, energy, biodiversity, water management, waste treatment, emergency measures, urban agriculture, the ecological footprint concept, resilient city, adaptability to future issues, as well as urban governance.
- Provide a museum experience focused on the context of the Montreal region, but where foreign visitors (most of our visitors come from western cities) can recognize that the main points of what is presented also apply to their own reality.
- Help visitors understand the magnitude of the challenges to be met so that a city can function as an ecosystem in a state of equilibrium.
- Enhance visitors' understanding of the importance of living in this way and present the means to guide our activities and lifestyles to get closer to this goal. It will focus on their daily lives, living environment, community and the various emerging environmental issues and challenges that will determine their choices, the organization of their city and community, their lifestyle, their citizen participation, and their ability and motivation to take action.

## **A.2 BACKGROUND**

Architectural masterpiece and symbol of Expo 67, the Biosphere is a unique and spectacular structure, located in the heart of Parc Jean Drapeau in Montreal.

Environment Canada's Biosphere is a beacon for environmental education. It has been a pioneer in sustainable development, ecocitizenship and ecoleadership. Since its creation in 1995, it has been a unique model for a number of museums and government institutions around the world. The Biosphere's mission is to educate the public so that it can make a positive contribution to the health of ecosystems, to biological diversity, to environmental protection, to the viability of our cities and to the well-being of their citizens, to the renewal and availability of resources and to the respect for nature and life, while appealing to reason, sound judgment, awareness, values, know-how, soft skills, courtesy, proactivity and longevity of the ecocitizen and of the community.

### **A.3 GENERAL SPECIFICATIONS OF THE EXHIBIT ROOM**

Project working title: Interactive exhibit  
Type of installation: Permanent (5 years)  
Budget: \$850,000.00  
Room: Second floor  
Size: 254 m<sup>2</sup>  
Language: French and English  
Themes: Ecosystems, urban planning, sustainable development, urban ecocitizenship

#### **A.4 DESCRIPTION OF THE MANDATE**

The Contractor must consult, advise, develop, plan and coordinate the delivery of the exhibit, as well as the attendant visual and audio content.

##### **A.4.1 The Contractor must develop an interactive exhibit in Room 6 of the Biosphere.**

The following themes must be addressed from a geographic perspective, focusing primarily on Montreal.

##### **The concept of an ecosystem**

Definitions, analogies. The major Canadian ecozones. Application of these concepts to define the urban ecosystem.

##### **Montreal's urban ecosystem**

Its components, its dynamics, its development until today, its current issues.

##### **Its future development**

Desirable scenarios taking into account known and predictable planned developments, climate change. Predictions about rising water levels, for example.

**A.4.2** The Contractor must develop and deliver an interactive exhibit (painting, furniture, structure, lighting, etc), including the design, the architectural plan, the creative approach, the visitor experience, the design of the installation, the design of the interactive content (drafting and translating texts, graphic design, securing the right of use for the duration of the exhibit), the production of multimedia and immersive content, lighting design, plans and specifications, and the manufacture and installation of set components.

**A.4.3** The Contractor must design the relevant elements for promoting the room such as, for example, graphic imagery or animated images for the Biosphere's website and advertising in tourism promotional tools for the Montreal region.

**A.4.4** The Contractor shall also consider the following elements:

1. The Contractor must submit a portfolio of achievements demonstrating creativity and innovation.
2. The Contractor may use the services of a building architect, as well as competent resources and the necessary expertise, to deliver this project on a tight timeline and at a location that presents a number of challenges.
3. The Contractor must demonstrate its capacity to deliver a major project, take an innovative approach to designing and delivering experiential immersive spaces, carry out complex projects,

rigorously manage a project from designs and sketches to the preparation of detailed work plans, and complete the contract.

4. The Contractor must provide the Biosphere with a turnkey service, in terms of the design, coordination of the building of spaces and experiential immersive experiences, furniture, lighting, painting, etc, as well as the production of the related multimedia content.
5. The Contractor must be flexible and attentive to the needs of the museum, an important public institution located at the heritage site of Expo 67.
6. The Contractor must be willing and able to consult the museum's stakeholders (museology team, technical team, Biosphere management committee, building management team, etc) while agreeing to take into account and address specific issues and requirements in terms of expectations and analysis of necessary options, in order to comply with site, budget and scheduling requirements and constraints.
7. The Contractor must present innovative and artistic means, beyond common approaches, so that the visitor can:
  - Enjoy an exceptional interactive experience.
  - Experience a memorable visit – focus on emotion.
  - Be stimulated during the visit and later reflect and develop critical thinking, and gain an understanding of the themes and topics addressed.
  - Experience a visit based on pleasure, emotion, destabilization, curiosity, reflection and contemplation.
8. Early on in the planning process, the Contractor must determine the room's electrical and mechanical requirements so that the Biosphere can plan and carry out the work according to a joint schedule.
9. The Contractor must train the Biosphere's employees on the various components of the exhibit.

#### **A.5 ROOM CHARACTERISTICS**

Area: (254 m<sup>2</sup>)  
Size: see map in Schedule 1  
Height: 6.9 m

#### **A.6 TARGETED AUDIENCE**

The target audience is diverse, but primarily made up of adults (25–49) with postsecondary education. They are often accompanied by children who are 10 years old and over. The spaces must be accessible to individuals with reduced mobility.

#### **A.7 SCOPE OF THE WORK**

A.7.1 The Contractor must:

- Develop a work plan and schedule
- Propose a creative approach for the visitor experience
- Produce the documentary and iconographic research
- Consult the Biosphere team to determine the major focal points of the desired experience that will stand apart from other experiences on this theme that have already been produced elsewhere at other museums, science centres and cultural sites
- Incorporate the priority themes and the requested interactivity
- Draft the texts for the exhibit and have them translated

- 
- Carry out the thematic research
  - Develop the final thematic breakdown, the common thread, the concept and the design of the room
  - Draft presentation documents (preliminary and final versions) for the Project Authority's approval, including a zone implementation plan, photo montage and/or sketches and/or illustrations according to the concept
  - Submit the preliminary concept and later the final concept in print form (three bound colour copies), Adobe Acrobat (PDF) and MS Word
  - Following approval of the final concept, prepare the manufacturing plans and specifications that will require the approval of the Biosphere's Project Authority, including the furniture plan, lighting plan, list of audiovisual equipment and graphic panels
  - Submit all final plans as built and graphic, video and audio files

A.7.2 In terms of the visitor experience, the room must provide:

- An exhibit that can be visited autonomously, without a guide
- Creative interactivity that calls upon the visitor's intelligence and induces wonder
- An experience that stands apart from other exhibits that address similar themes
- Consistency between the theme and the proposed means

A.7.3 In terms of the manufacturing of scenic elements:

- Where available, material should be selected so as to have the least environmental impact, whether through local purchasing, green manufacturing processes or the possibility of recycling or safe disposal after teardown of the installations.
- Materials must be sufficiently resistant and durable to withstand intensive use over a five-year period.
- All construction work must be of superior quality. The work must be fully capable of meeting its design intent, in accordance with the Canadian Electrical Code and the Canadian Standards Association (CSA).
- The facilities, modules and dissemination units must be assembled and built to be straight and plumb, accurately adjusted, securely fastened and safe for visitors.
- Parts and components that may break must be easy to replace.
- The installations must be guaranteed against all manufacturing defects and premature failures for a minimum of 12 months.

## A.8 INSTALLATION

The Contractor is responsible for all the stages of the installation of the exhibit's components. The Contractor must:

- Plan all steps and coordinate with the various stakeholders to ensure that the installation is carried out according to the established timelines.
- Oversee the work during the installation phases.
- Provide all materials, necessary equipment, usual objects, labour and tools required for carrying out the work.
- Provide transportation for elements built in workshops to their final location at the Biosphere.
- Provide transportation for elements provided by external suppliers to their final location at the Biosphere.
- Verify the quality of all materials provided by external suppliers.
- Carry out the assembly and setting up of elements built in workshops to the exhibit location at the Biosphere and, according to schedule, the lighting elements (previously approved by the Biosphere) and the hooking up of multimedia and immersive dissemination modules with the

building's electrical panel. The final hook-up of the lighting and elements will be supervised by the Biosphere.

- Ensure that all necessary approvals and permits are obtained from municipal authorities, depending of the type of facility proposed.
- Train Biosphere's employees on the design of the installations and operation of the exhibits (plan for four hours delivered in two-hour blocks).
- Train the technical teams on technical and housekeeping maintenance (plan for eight hours delivered in four two-hour blocks).
- Ensure at all times cleanliness and clear access to the room during the installation, clear all waste material from the Connexion Room and the museum at the end of the installation and ensure that the spaces and all the elements of the exhibit are clean for the delivery dates set out in the schedules.

## A.9 MEETINGS

At least five (5) meetings shall be held between the Contractor and the Project Authority. They will take place at Environment Canada's Biosphere. The first one, to take place at the beginning of the Contract, will focus on expectations, themes, approaches and interactivity, while the other meetings will focus on the presentation of the draft concept, the final concept and the approval of plans and specifications, the lighting plan, etc. They will ensure that the mandate is clearly understood and that requirements are respected.

## A.10 SCHEDULE OF DELIVERABLES

Deliverables	Deadlines
<b>1. Submission of research document and preliminary concept</b>	<b>March 20, 2016</b>
<b>2. Submission of the preliminary scenario, costs and schedule</b>	<b>May 20, 2016</b>
<b>3. Submission of scenario and final concept</b>	<b>September 9, 2016</b>
<b>4. Submission of project plans and specifications</b>	<b>December 9, 2016</b>
<b>5. Completion, delivery and installation of the exhibit at the Biosphere, training and documentation</b>	<b>May 1, 2017</b>

## A. 11 DELIVERABLES

### A.11.1 Delivery of the research and preliminary concept

1. Research summary report on the proposed concept
2. Identification of themes to be highlighted in view of
  - a. their importance to the understanding of the subject
  - b. the possibility of addressing them with interactive technologies
  - c. their originality in comparison with other similar exhibits elsewhere in Canada (current and recent past)
3. Thematic breakdown
4. Scenario and targeted objectives
5. Communications approach

A.11.2: Delivery of document presenting the exhibit's preliminary scenario, costs and project schedule

The document will include:

- Objectives
- Visitor experiences
- Preliminary iconographic research; not yet acquired, but most likely to be, acquisition rights
- Thematic breakdown and draft of content
- Presentation of research elements by theme and sub-theme according to the thematic breakdown
- Scenographic approach: spatial set-up, scenography, lighting, audiovisual elements
- Examples of interactive means for each zone addressed
- Preliminary zone implementation plan
- Graphic design approach
- Project cost assessment
- Design and exhibit production schedule

A.11.3: Delivery of the scenario and final concept

Following the comments of the Biosphere's Project Authority, the Contractor must provide:

- Final design
- Final thematic breakdown
- Final implementation plan
- Interactive/experiential methods detailed for each dissemination interaction / area
- Final graphic design
- Detailed cost breakdown

The scenario must include for each zone addressed:

- Detailed content of themes and sub-themes
- Iconography used
- Content of audiovisual documents

The final concept must include for each zone:

- A detailed plan of the elements
- Positioning of content and iconography
- Mechanics of interactive
- Audiovisual equipment

A.11.4: Completion of project plans and specifications

All elements must be approved by the Biosphere's Project Authority:

- Plans and specifications for the manufacturing of furniture elements of the exhibit
- Graphic panels, including the acquisition rights for the images
- Lighting plan
- Complete list of audiovisual equipment

A.11.5: Manufacturing, delivery and installation of the exhibit at the Biosphere, training and documentation:

- Construction of multimedia elements, as needed
- Installation of multimedia elements, as needed
- Acquisition of audiovisual equipment
- Acquisition of additional lighting equipment, as needed
- Printing of graphic elements, as needed

Solicitation No. - N° de l'invitation  
K2C94-157858/A  
Client Ref. No. - N° de réf. du client  
K2C94-157859

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cx024.5P110-140465

Buyer ID - Id de l'acheteur  
cx024  
CCC No./N° CCC - FMS No./N° VME

- 
- Installation of permanent elements in Room 6 (Connexion) and monitoring of the installation
  - Installation of permanent ex-situ elements and monitoring of the installation
  - Training of six Biosphere staff members
  - Submission of documentation (records of work performed, maintenance of elements, insurance, plans or sketches of multimedia installations, documentation related to newly installed equipment)



**ANNEX "B"**

**BASIS OF PAYMENT**

Bidders must quote all prices in Canadian dollars, including FOB destination, and custom duties, if applicable. The Goods and services Tax or Harmonized Sales Tax, if applicable, are extra.

The Bidder must provide firm all-inclusive prices for each line item in Table B.1 and B.2 below.

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.

Bidders must provide pricing in the format specified in this Annex B. Failure to provide prices in the format specified will render the proposal non-responsive.

**Table B.1 – Biosphere Exhibit (as specified in the Annex A Statement of Work)**

Deliverables	Firm Price	Deadlines	Payments
<b>1. Delivery of research document and preliminary concept</b>		<b>March 20, 2016</b>	<b>15% of total cost</b>
<b>2. Delivery of the preliminary scenario, costs and schedule</b>		<b>May 20, 2016</b>	<b>25% of total cost</b>
<b>3. Delivery of scenario and final concept</b>		<b>September 9, 2016</b>	<b>15% of total cost</b>
<b>4. Delivery of project plans and specifications</b>		<b>December 9, 2016</b>	<b>20% of total cost</b>
<b>5. Completion, delivery and installation of the exhibit at the Biosphere, training and documentation</b>		<b>May 1, 2017</b>	<b>25% of total cost</b>
<b>TOTAL ALL INCLUSIVE PRICE</b> (must be less than \$850,000.00 excluding applicable taxes)			

**Contractor's responsibility for the final design**

The Contractor is responsible for ensuring that the cost of the concept and final product remains within the firm budget parameters set forth in the contract. Any design change requested by the Project Authority must be approved by the PWGSC Contracting Authority who will then formally amend the contract to reflect all such changes prior to any work being undertaken by the Contractor.

**ANNEX "C" to PART 5 - BID SOLICITATION**

Solicitation No. - N° de l'invitation  
K2C94-157858/A  
Client Ref. No. - N° de réf. du client  
K2C94-157859

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cx024.5P110-140465

Buyer ID - Id de l'acheteur  
cx024  
CCC No./N° CCC - FMS No./N° VME

---

## DECLARATION OF CONVICTED OFFENCES

2003 Standard Instructions - Goods or Services - Competitive Requirements

For further information on the Standard Instructions - Goods or Services - Competitive Requirements visit the website:

<HTTPS://BUYANDSELL.GC.CA/POLICY-AND-GUIDELINES/STANDARD-ACQUISITION-CLAUSES-AND-CONDITIONS-MANUAL/1/2003/20>

01 (2015-07-03) Integrity Provisions - Bid  
10. Declaration of Convicted Offences

Where a Bidder or its Affiliate is unable to certify that it has not been convicted of any of the offences referenced under the Canadian Offences Resulting in Legal Incapacity, the Canadian Offences and the Foreign Offences subsections, the Bidder must provide with its bid the completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

Refer to: 2003 Standard Instructions - Goods or Services - Competitive Requirements 01 (2015-07-03) Integrity Provisions - Bid

Subsections:

- 6. Canadian Offences Resulting in Legal Incapacity**
- 7. Canadian Offences**
- 8. Foreign Offences**

**ANNEX "D"**

**EVALUATION GRID**

**PHASE 1 MANDATORY TECHNICAL CRITERIA**

MANDATORY CRITERIA	Page Ref	MET/ NOT MET
<b>M.1 Financial Proposal</b>		
<p>The Bidder MUST submit a detailed financial proposal for turnkey research, design, fabrication, and installation services, based on the Annex A Statement of Work, with a firm price not exceeding <b>\$850,000.00</b> (Goods and Services Tax or Harmonized Sales Tax extra, as appropriate).</p>		
<b>M.2 Proposed Principal Exhibit Designer</b>		
<p><b>M.2.1 Identification of individual proposed as the Principal Exhibit Designer</b></p> <p>The Bidder must identify the one (1) individual proposed as the Principal Exhibit Designer for this requirement.</p> <p><b>M.2.2 Proposed Principal Exhibit Designer's Work History</b></p> <p>The Bidder must demonstrate, through work and project experience that the proposed Principal Exhibit Designer has worked as an Exhibit Designer in the interactive multimedia industry for a minimum of three (3) years since July 2010. In order to demonstrate the above, the Bidder must provide a description of the proposed Principal Exhibit Designer's work history. The work history must include all of the following information:</p> <ul style="list-style-type: none"> <li>a) The name of each place of employment;</li> <li>b) The period of time that the proposed Principal Exhibit Designer worked as an Exhibit Designer in each place of employment (from month/year to month/year). The period of time that the proposed Principal Exhibit Designer worked in each identified place of employment as an Exhibit Designer will be added to determine the number of years experience for evaluation purposes.</li> <li>c) The proposed Principal Exhibit Designer's position title in each identified place of employment;</li> <li>d) The proposed Principal Exhibit Designer's responsibilities for each place of employment. The responsibilities must include EACH of the following for each identified place of employment:             <ul style="list-style-type: none"> <li>i. Developing and understanding the Client's objectives, liaising, and meeting with clients;</li> </ul> </li> </ul>		

<p>ii. Managing the creation and presentation of initial and final exhibit design sketches and exhibit design concepts;</p> <p>iii. Liaising with graphic designers and other experts (for example, lighting experts, animatronics experts, audiovisual experts, etc.) and</p> <p>iv. Independently, or with a design team, managing the exhibit fabrication process from initial concept to installation of the final live exhibition.</p> <p>e) A detailed description of two (2) sample exhibit design projects of the proposed Principal Exhibit Designer's work**. <b><u>All example projects must have been completed after January 1, 2005 and must each have a total value exceeding \$500,000.00 for the design, fabrication and delivery [shipping/transportation] only, excluding applicable taxes.</u></b></p> <p>Each of the detailed descriptions must include:</p> <ul style="list-style-type: none"><li>i. Demonstration of the following stages: design, fabrication and installation;</li><li>ii. Description of the interactive nature of the sample exhibit and the type of interactive or multimedia productions that were used in the exhibit (such as simulation games, immersive platforms, architectural projections, etc.);</li><li>iii. The cost of the project (total value for the design, fabrication and delivery [shipping/transportation] only, excluding applicable taxes);</li><li>iv. Target audience;</li><li>v. Location(s) of the exhibit;</li><li>vi. Completion/delivery date of the project (Month/Year);</li><li>vii. Two (2) or more colour photos or colour photocopies of photographs of the sample interactive exhibits;</li><li>viii. Client information (including the name of the organization or legal entity);</li><li>ix. A letter of reference from the identified Client(s) for each sample interactive exhibit project demonstrating the Client's satisfaction with the project.</li></ul>		
--	--	--

	MANDATORY CRITERIA	PAGE REF	MET/NOT MET
M.3	Experience of the Firm		
	<p><i>The samples provided under this mandatory technical criterion will be evaluated under the point rated technical criterion Phase - R.1. If the projects undertaken by the principal exhibit designer and presented in Phase 1 - M.2 were carried out by the bidding firm, two (2) other projects MUST be presented in Phase 1 - M.3. In total, four (4) different projects must be presented.</i></p> <p>The Bidder must provide a detailed description of two (2) exhibit projects that demonstrate that the Bidder has provided exhibit design services, exhibit fabrication and installation for Exhibit structures similar in scope to the requirement detailed in Annex A - the Statement of Work of this solicitation. <b><u>All example projects must have been completed after January 1, 2005 and must each have a total value exceeding \$500,000.00 (for the design, fabrication and delivery [shipping/transportation] only, excluding applicable taxes).</u></b></p> <p>a) Each detailed description must include:</p> <ul style="list-style-type: none"> <li>i. Breakdown of the Bidder's responsibilities at the following stages: design, fabrication and delivery [shipping/transportation];</li> <li>ii. Description of the interactive nature of the sample exhibit and the type of interactive or multimedia productions that were used in the exhibit (such as simulation games, immersive platforms, architectural projections, etc.);</li> <li>iii. The cost of the project (total value for the design, fabrication and delivery [shipping/transportation] only, excluding applicable taxes);</li> <li>iv. Target audience;</li> <li>v. Location(s) of the exhibit;</li> <li>vi. Completion/delivery date of the project (Month/Year);</li> <li>vii. Two (2) or more colour photos or colour photocopies of photographs of the sample interactive exhibits;</li> <li>viii. Client information (including the name of the organization or legal entity);</li> <li>ix. A letter of reference from the identified Client(s) for each sample interactive exhibit project demonstrating the Client's satisfaction with the project.</li> </ul>		

**PHASE 1 RATED TECHNICAL CRITERIA**

The following grid will be used for the evaluation of R.1 Experience of the Firm. The number of points will be calculated depending on the total value given for each criterion.

Percentage Factor	Assessment of Supplier's Response	Assessment Definition
1	Excellent	<b>Excellent</b> <ul style="list-style-type: none"> <li>•All elements present</li> <li>•All elements fully described</li> <li>•Substantial details provided, provides evaluators with a complete and thorough understanding of how the bidders sample exhibit is similar to the requirements as described in Annex A - Statement of Work.</li> </ul>
0.9	Very good	<b>Very good</b> <ul style="list-style-type: none"> <li>•All elements present</li> <li>•Most elements well described</li> <li>•Substantial details provided, provides evaluators with a very good understanding of how the bidders sample exhibit is similar to the requirements as described in Annex A - Statement of Work.</li> </ul>
0.8	Good	<b>Good</b> <ul style="list-style-type: none"> <li>•Most elements present</li> <li>•Most elements are well described</li> <li>•Details provided, provides evaluators with a good understanding of how the bidders sample exhibit is similar to the requirements as described in Annex A - Statement of Work.</li> </ul>
0	Unacceptable	<b>Unacceptable</b> <ul style="list-style-type: none"> <li>•Information required was not provided</li> <li>•Few elements present</li> <li>•Not all elements are described or are poorly described</li> <li>•Not enough details are provided to assess how the bidders sample exhibit is similar to the requirements as described in Annex A - Statement of Work.</li> </ul>

**R.1. EXPERIENCE OF THE FIRM**  
*Maximum points: 140*

**SAMPLE #1 - PROJECT NAME:** \_\_\_\_\_

**SAMPLE #2 - PROJECT NAME:** \_\_\_\_\_

**SAMPLE #3 - PROJECT NAME:** \_\_\_\_\_

**SAMPLE #4 - PROJECT NAME:** \_\_\_\_\_

**To be declared responsive, bids MUST obtain the required minimum points for each of the following technical evaluation criteria: Phase 1 - R.1.1, Phase 1 - R.1.2, and Phase 1 - R.1.3.**

**R.1.1 RELEVANCY OF THE EXHIBIT PROJECT SAMPLES IN TERMS OF SIMILARITY IN OBJECTIVE AND TARGET AUDIENCE**

Maximum points: 40  
 Minimum required: 32

Rated Criteria	Assessment Criteria			
<b>R.1.1</b>  <b>Relevancy of the Exhibit Project Samples in terms of similarity in objective and target audience</b>	<p>The sample exhibit projects should be relevant to the Statement of Work at <i>Annex "A"</i>, in terms of similarity in objective and target audience.</p> <p><b>Similarity in objective</b> is defined as the exhibit is or was intended for one (1) or more of the following purposes: forging emotional and intellectual connections; inspiring and engaging the community; encouraging learning; and/or creating awareness.</p> <p><b>Similarity in target audience</b> is defined as the exhibit is or was intended for one (1) or more of the following: adults (25–49) with postsecondary education, children who are 10 years old and over.</p>			
	<b>Maximum Points</b>			
		<b>Page Reference</b>	<b>% Factor Applied</b>	<b>Score obtained</b>
SAMPLE #1	10			
SAMPLE #2	10			
SAMPLE #3	10			
SAMPLE #4	10			
TOTAL	40			
<b>COMMENTS :</b>          				

**R.1.2 RELEVANCY OF THE EXHIBIT PROJECT SAMPLES IN TERMS OF USAGE OF FEATURES AND TECHNOLOGIES TO CREATE AN INTERACTIVE EXHIBIT**

Maximum Points: 40  
 Minimum required: 32

Rated Criteria	Assessment Criteria			
<b>R.1.2</b>  <b>Relevancy of the Exhibit Project Samples in terms of usage of features and technologies to create an interactive exhibit</b>	<p>The sample exhibit projects should be relevant to the Statement of Work at <i>Annex "A"</i>, in the terms of usage of <b>features and technologies to create an interactive exhibit</b>.</p> <p>For the purposes of this evaluation, an <b>"interactive exhibit"</b> allows for a two-way flow of information between exhibit elements and the user to forge emotional and intellectual connections;</p>			
	<b>Maximum Points</b>			
		<b>Page Reference</b>	<b>% Factor Applied</b>	<b>Score obtained</b>
<b>SAMPLE #1</b>	10			
<b>SAMPLE #2</b>	10			
<b>SAMPLE #3</b>	10			
<b>SAMPLE #4</b>	10			
<b>TOTAL</b>	40			
<b>COMMENTS :</b>  				



Solicitation No. - N° de l'invitation  
 K2C94-157858/A  
 Client Ref. No. - N° de réf. du client  
 K2C94-157859

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 cx024.5P110-140465

Buyer ID - Id de l'acheteur  
 cx024  
 CCC No./N° CCC - FMS No./N° VME

**R.1.3 OVERALL DESIGN OF EACH SAMPLE EXHIBIT PROJECT**

*Maximum Points: 60*  
*Minimum required: 48*

Rated Criteria	Assessment Criteria			
<b>R.1.3</b>  <b>Overall Design of each Sample Exhibit Project</b>	The overall design of each sample exhibit project should be original and of museum-level quality. Each sample exhibit project should also have visual appeal (use of space, colour graphics and text, as applicable), and be appropriate and appealing.			
	<b>Maximum Points</b>			
		<b>Page Reference</b>	<b>% Factor Applied</b>	<b>Score obtained</b>
SAMPLE #1	15			
SAMPLE #2	15			
SAMPLE #3	15			
SAMPLE #4	15			
<b>TOTAL</b>	<b>60</b>			
<b>COMMENTS :</b>  <div style="border: 1px solid black; height: 100px; width: 100%;"></div>				

**EVALUATION GRIDS - PHASE 2**

**ONLY the top three (3) ranked bidders achieving the highest number of points within budget for Phase 1 will be invited to address PHASE 2 of the evaluation.**

**PHASE 2 MANDATORY TECHNICAL CRITERIA**

MANDATORY CRITERIA	Page Ref	MET/NOT MET
<b>M.1 PRELIMINARY DESIGN CONCEPT</b>		
<p>The Bidder must provide a PRELIMINARY DESIGN CONCEPT either in 3D virtual rendering* format or a realistic artist's view, which captures the Bidder's vision for the exhibit.</p> <p>Bidders providing only written design concepts with photographs (mood boards) will be declared non-responsive and will not be considered further.</p> <p>The design must adhere to the exhibition parameters identified in the Statement of Work at Annex "A", the blueprint of the exhibit space] (Attachment A1) and photos of the exhibit space (Attachments A2 and A3).</p> <p><i>*A 3D virtual rendering is the process of generating an image from a model, by means of computer programs. A scene file contains objects in a strictly defined language or data structure; it would contain geometry, viewpoint, texture, lighting, and shading information as a description of the virtual scene. The data contained in the scene file is then passed to a rendering program to be processed and output to a digital image or raster graphics image file.</i></p>		
<b>M.2. FINANCIAL PROPOSAL</b>		
<p>The Bidder must provide a cost breakdown strictly in accordance with the Basis of Payment stipulated in Annex "B". The total Firm Lot Price in Table B.1 must not exceed the project's budget of <b>\$850,000.00</b>, excluding GST/HST.</p>		

## PHASE 2 POINT RATED TECHNICAL CRITERIA

The following grid will be used for the evaluation of R.1 Preliminary Design Concept. The number of points will be calculated depending on the total value given for each criterion.

Percentage Factor	Assessment of Supplier's Response	Assessment Definition
1	Excellent	<b>Excellent</b> <ul style="list-style-type: none"> <li>•All elements present</li> <li>•All elements fully described</li> <li>•No changes required</li> <li>•Substantial details provided provides evaluators with a complete and thorough understanding of how the bidders exhibit design meets the requirements as described in Annex A - Statement of Work.</li> </ul>
0.9	Very good	<b>Very good</b> <ul style="list-style-type: none"> <li>•All elements present</li> <li>•Most elements well described</li> <li>•Very few changes required</li> <li>•Substantial details provided provides evaluators with a very good understanding of how the bidders exhibit design meets the requirements as described in Annex A - Statement of Work.</li> </ul>
0.8	Good	<b>Good</b> <ul style="list-style-type: none"> <li>•Most elements present</li> <li>•Most elements are well described</li> <li>•Some changes required</li> <li>•Details provided provides evaluators with a good understanding of how the bidders exhibit design meets the requirements as described in Annex A - Statement of Work.</li> </ul>
0	Unacceptable	<b>Unacceptable</b> <ul style="list-style-type: none"> <li>•Information required was not provided</li> <li>•Few elements present</li> <li>•Not all elements are described or are poorly described</li> <li>•Not enough details are provided to assess how the bidders exhibit design meets the requirements as described in Annex A - Statement of Work.</li> </ul>

**R.1. PRELIMINARY DESIGN CONCEPT**

Maximum points : 100  
 Required Minimum: 80

Point rated criteria	Evaluation criteria
<p><b>R.1</b></p> <p><b>Preliminary Design Concept</b></p>	<p>The Bidder's PRELIMINARY DESIGN CONCEPT should capture the design and thematic elements outlines in Annex A - Statement of Work, as well as the blueprint and photos of the exhibit space provided at Attachments A1, A2, and A3.</p> <p>The Bidder's preliminary design concept should:</p> <ul style="list-style-type: none"> <li>a) Be appropriate for the identified target audience;</li> <li>b) Be interactive, modern and innovative;</li> <li>c) Maximize space utilization;</li> <li>d) Address the suggested theme;</li> <li>e) Reflect the objectives of the Biosphere, including the intended visitor experience; stimulation of visitor involvement, ease of accessibility, and provision for good traffic flow;</li> <li>f) Be original and of museum-level quality</li> </ul> <p>The Bidder's preliminary design concept will be evaluated on:</p> <ul style="list-style-type: none"> <li>a) The usage of cutting-edge multimedia;</li> <li>b) The inclusion of interactive components;</li> <li>c) The immersive experience;</li> <li>d) The incorporation of audio-visual elements;</li> <li>e) The creativity (proposed interactive and simulation processes, the ambience, artistic aspects, graphic style, inspiring images etc.); and</li> <li>f) Overall design quality and originality.</li> </ul> <p>The Bidder should describe and demonstrate how the preliminary design concept meets the requirement as described in Annex A - Statement of Work.</p>
<p><b>Each of the considerations identified below will be taken into account when determining the final rating level for the design:</b></p>	
<p>1. How does the preliminary design concept maximize space utilization, provide good traffic flow, and allow easy accessibility to people with reduced mobility?</p>	
<p>Comments :</p>	
<p>2. How does the preliminary design concept address the themes, objectives and visitor experience as described in Annex A - Statement of Work?</p>	
<p>Comments :</p>	

3. How does the preliminary design concept include cutting edge multi-media, interactive components, immersive or simulation processes and technologies?			
Comments :			
4. How does the preliminary design concept provide a multi-sensory experience, such as: tactile, audio, visual elements?			
Comments :			
5. How does the preliminary design concept provide consistency between the themes and means proposed?			
Comments :			
6. Does the preliminary design concept propose the use of materials that lower its impact on the environment?			
Comments :			
7. In what way do the materials proposed lower the environmental impact?			
Comments :			
8. How is the preliminary design concept unique, exceptional or memorable in comparison to other exhibits similar in scope and/or magnitude?			
9. How is the preliminary design concept well suited for the intended target audience?			
Comments :			
<b>Maximum points</b>	<b>Page Reference</b>	<b>% Factor Applied</b>	<b>Score obtained</b>
100 points			/100
<b>EVALUATOR'S COMMENTS :</b>			

APPENDIX TO ANNEX "A"

