

CANADIAN HERITAGE
REQUEST FOR STANDING OFFERS

REQUEST NUMBER: 10152519

TITLE OF PROJECT: Audio Services for Events in the National Capital Region

REQUEST DATE: April 28th, 2016

CLOSING DATE AND TIME: May 18th, 2016, 2:00 p.m., EDT

ADDRESS ALL ENQUIRIES: Line Séguin
Procurement and Contract Specialist
Contracting and Materiel Management Directorate
Canadian Heritage
Tel: 819-997-2389
Fax: 819-953-4133
E-mail: PCH.contrats-contracting.PCH@canada.ca

The Department of Canadian Heritage has a requirement for the above services to be carried out in accordance with the Statement of Requirements attached hereto as Annex A. The services are to be performed during the period commencing upon the date of award of the standing offer as detailed in the Statement of Requirements.

If you are interested in undertaking this project, your sealed offer, clearly indicating the title of the work and addressed to the undersigned will be received up to 2:00 p.m., EDT on May 18th, 2016, at 15 Eddy Street, 2nd Floor (15-2-C), Gatineau, Quebec, K1A 0M5.

It is the Offeror's responsibility to ensure that its offer is delivered to the above noted tender address no later than the time and date specified.

Offerors submitting an offer are also requested to complete the Offer of Services attached at Attachment 1 to Part 5. By signing and submitting this form, Offerors are confirming that they have read the entire Offer solicitation including the documents incorporated by reference into the Request for Standing Offers and that:

1. They consider themselves and their products able to meet all the mandatory requirements in the Request for Standing Offers;
2. Their offer is valid for the period requested in the Request for Standing Offers;
3. All the information provided in the Request for Standing Offers is complete, true and accurate;
and
4. If they are awarded a Standing Offer, they will accept all the terms and conditions set out in the Standing Offer and resulting contract clauses included in the Request for Standing Offers in Part 7 – Standing Offer and Resulting Contract Clauses.

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments, annexes (including Appendix 1 to Annex A), as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Attachments include the Evaluation Criteria, Certifications, and the Offer of Services Form.

The Annexes include the Statement of Requirements, the Basis of Payment, the Security Requirements Check List and the Insurance Requirements.

1.2 Summary

- 1.2.1 This Request for Standing Offers is being issued to satisfy the requirement of Canadian Heritage (PCH) for the supply of Audio Services for Events in the National Capital Region. It is intended to result in the issuance of up to two (2) standing offers for an initial period of two (2) years and two (2) additional one (1) year option periods.
- 1.2.2 The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

1.3 Security Requirements

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 – Security and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2016-04-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2.2 Submission of Offers

Offers must be submitted only to the Department of Canadian Heritage (PCH) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile or email to PCH 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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES () NO ()**

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror 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 - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors 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 Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

2.5. Applicable Laws

The Standing Offer(s) and any contract resulting from the Standing Offer (s) must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 Offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

- Section 1: Technical Offer (2 hard copies);
- Section 2: Financial Offer (2 hard copies);
- Section 3: Certifications (1 hard copy);
- Section 4: Additional Information (1 hard copy).

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

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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, Offerors 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 1: Technical Offer

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements.

Section 2: Financial Offer

Offerors must include both Attachment 1 to Part 4 – Evaluation Criteria and must submit prices for equipment and labour in accordance with Annex B - Basis of Payment. The total amount of Applicable Taxes must be shown separately. Offerors must also provide a copy of their full equipment/price list or catalogue indicating any discount being offered for any equipment not specified in Annex B - Basis of payment (described herein as non-standard items).

Section 3: Certifications

Offerors must submit the certifications and additional information required under Part 5.

Section 4: Additional Information

The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Offeror and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

Offerors submitting a proposal are also requested to complete Attachment 1 to Part 5 - Offer of Services Form. By signing and submitting this form, Offerors are confirming that they have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and that:

1. They consider themselves able to meet all the mandatory requirements in the bid solicitation;
2. Their bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If they are awarded a standing offer, they will accept all the terms and conditions set out in Part 7A – Standing Offer and Part 7B - Resulting Contract Clauses included in the bid solicitation.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including Mandatory Evaluation Criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.2 Basis of Selection

Lowest Evaluated Price:

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory evaluation criteria to be declared responsive.

The responsive bids will be ranked in ascending order of evaluated prices; the responsive bid with the lowest evaluated price being ranked first. Of the highest ranked responsive bids in ascending order of evaluated prices, up to two (2) will be recommended for award of a standing offer.

Offerors should note that all contracts are subject to PCH's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Notwithstanding that an Offeror may have been recommended for Standing Offer award, issuance of any Standing Offer will be contingent upon internal approval. If such approval is not given, no Standing Offer will be awarded.

4.3 Typical packages

The following outlines typical package requirements and the pricing grids that will be used to determine the total price for evaluation purposes.

Package 1

The Offeror must include the equipment listed in the tables below. All categories and descriptions are taken from Appendix 1 to Annex A.

Stream 1 Speakers system package

Category	Description	Quantity
1.2	12,000 watt speaker package	1
1.5	Passive monitor system package (2 mixes)	2
1.7	Extended range package (2 mixes)	1

Stream 2 Production package

Category	Description	Quantity
2.1	32 channel FOH package	1

Stream 3 Wireless system package

Category	Description	Quantity
3.1	2 wireless microphone systems package	1

3.2	2 wireless personal IEM systems package	1
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Stream 4 Additional equipment

Category	Description	Quantity
4.1	4 speaker portable kit	1
4.2	DJ mix package	1

Stream 5 Labour

Category/Position	Description	Number of positions	Number of hours per position per day of use
5.1	General Technician	2	10
5.2	Portable operator	1	10
5.3	System engineering technician	1	10
5.4	FOH operator	1	10

Package 2

The Offeror must include the equipment listed in the tables below. All categories and descriptions are taken from Appendix 1 to Annex A.

Stream 1 Speakers system package

Category	Description	Quantity
1.3	24,000 watt speaker package	1
1.6	Active monitor system package (4 mixes)	2
1.7	Extended range package (2 mixes)	2
1.9	Four speaker ambient system	4

Stream 2 Production package

Category	Description	Quantity
2.2	48 channel FOH package	1
2.4	48 channel monitor package	1

Stream 3 Wireless system package

Category	Description	Quantity
3.1	8 wireless microphone systems package	1
3.1	2 wireless microphone systems package	1
3.2	8 wireless personal IEM systems package	1
3.3	4 channel wireless communication system	1

Stream 4 additional equipment

Category	Description	Quantity
4.1	4 speaker portable kit	1
4.2	DJ mix package	1

4.3	4 channel zone mixer	1
4.7	Pair of studio reference monitors	1

Stream 5 Labour

Category/Position	Description	Number of positions	Number of hours per position per day of use
5.1	General Technician	2	12
5.2	Portable operator	1	12
5.3	System technician	2	12
5.4	FOH operator	2	12

Package 3

The Offeror must include the equipment listed in the tables below. All categories and descriptions are taken from Appendix 1.

Stream 1 Speakers system package

Category	Description	Quantity
1.4	48,000 watt speaker package	1
1.6	Active monitor system package (4 mixes)	3
1.7	Extended range package (2 mixes)	3

Stream 2 Production package

Category	Description	Quantity
2.2	48 channel FOH package	2
2.4	48 channel monitor package	2

Stream 3 Wireless system package

Category	Description	Quantity
3.1	8 wireless microphone systems package	3
3.1	2 wireless microphone systems package	2
3.2	8 wireless personal IEM systems package	3
3.3	4 channel wireless communication system	2

Stream 4 additional equipment

Category	Description	Quantity
4.1	4 speaker portable kit	2
4.2	DJ mix package	2
4.3	4 channel zone mixer	1

Stream 5 Labour

Category/Position	Description	Number of positions	Number of hours per position per day of use
5.1	General Technician	6	8

5.3	System technician	3	8
5.4	FOH operator	2	8

Pricing Grid

*Note: For the three (3) tables below, the total rental cost for 7 days (one day + 6 subsequent days) shall not be less than the total cost for 1 week and the total rental cost for 4 weeks (1 week + 3 subsequent weeks) shall not be less than the total cost for one month. The tables below will be populated based on the prices provided in Annex B.

The inclusion of volumetric data is for evaluation purposes only and does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Bids will be evaluated based on the total price of all packages for all years (all applicable taxes excluded) as shown in the example provided below.

Package 1						
	FIRM ALL INCLUSIVE RATES (in Cdn \$) 2016/17 (A)	FIRM ALL INCLUSIVE RATES (in Cdn \$) 2017/18 (B)	FIRM ALL INCLUSIVE RATES (in Cdn \$) 2018/19 (C)	FIRM ALL INCLUSIVE RATES (in Cdn \$) 2019/20 (D)	AVERAGED FIRM ALL INCLUSIVE RATES (in Cdn \$) (E) = (A+B+C+D)/4	WEIGHTED AVERAGED FIRM ALL INCLUSIVE RATES (in Cdn \$) (F) = E x Weight*
1. Day	\$	\$	\$	\$	\$	\$
2. Subsequent Day	\$	\$	\$	\$	\$	\$
3. Week	\$	\$	\$	\$	\$	\$
4. Subsequent Week	\$	\$	\$	\$	\$	\$
5. Month	\$	\$	\$	\$	\$	\$
	Total Evaluated Price Package 1 (Applicable taxes excluded): F1+F2+F3+F4+F5					

*The following weights will be used to evaluate the quoted firm all-inclusive rates for Package 1:

- | | |
|--------------------|------------|
| 1. Day | (W1) = 25% |
| 2. Subsequent Day | (W2) = 25% |
| 3. Week | (W3) = 20% |
| 4. Subsequent Week | (W4) = 5% |
| 5. Month | (W5) = 25% |

TOTAL EVALUATED PRICE PACKAGE 1 (Applicable taxes excluded) = \$

EXAMPLE: If Column (F) has the following weighted averaged per diem rates breakdown, the Total Evaluated Price for Package 1 would be as follows:

1. Day	(E1) \$593.75	X (W1) 25%	= (F1) \$148.43
2. Subsequent Day	(E2) \$468.75	X (W2) 25%	= (F2) \$117.19
3. Week	(E3) \$3,256.25	X (W3) 20%	= (F3) \$651.25
4. Subsequent Week	(E4) \$3,043.75	X (W4) 5%	= (F4) \$152.19
5. Month	(E5) \$11,562.20	X (W5) 25%	= (F5) \$2,890.55

Total Evaluated Price Package 1 = \$3,959.61

Package 2						
	FIRM ALL INCLUSIVE RATES (in Cdn \$)	FIRM ALL INCLUSIVE RATES (in Cdn \$)	FIRM ALL INCLUSIVE RATES (in Cdn \$)	FIRM ALL INCLUSIVE RATES (in Cdn \$)	AVERAGED FIRM ALL INCLUSIVE RATES (in Cdn \$)	WEIGHTED AVERAGED FIRM ALL INCLUSIVE RATES (in Cdn \$)
	2016/17	2017/18	2018/19	2019/20	(E) = (A+B+C+D)/4	(F) = E x Weight*
	(A)	(B)	(C)	(D)		
1. Day	\$	\$	\$	\$	\$	\$
2. Subsequent Day	\$	\$	\$	\$	\$	\$
3. Week	\$	\$	\$	\$	\$	\$
4. Subsequent Week	\$	\$	\$	\$	\$	\$
5. Month	\$	\$	\$	\$	\$	\$
Total Evaluated Price Package 2 (Applicable taxes excluded): F1+F2+F3+F4+F5						

*The following weights will be used to evaluate the quoted firm all-inclusive rates for Package 2:

1. Day	(W1) = 25%
2. Subsequent Day	(W2) = 25%
3. Week	(W3) = 20%
4. Subsequent Week	(W4) = 5%
5. Month	(W5) = 25%

TOTAL EVALUATED PRICE PACKAGE 2 (Applicable taxes excluded) = \$

EXAMPLE: If Column (F) has the following weighted averaged per diem rates breakdown, the Total Evaluated Price for Package 2 would be as follows:

1. Day	(E1) \$890.62	X (W1) 25%	= (F1) \$222.66
2. Subsequent Day	(E2) \$703.12	X (W2) 25%	= (F2) \$175.78
3. Week	(E3) \$5,634.37	X (W3) 20%	= (F3) \$1,126.87
4. Subsequent Week	(E4) \$4,565.62	X (W4) 5%	= (F4) \$228.28
5. Month	(E6) \$17,343.75	X (W5) 25%	= (F5) \$4,335.94

Total Evaluated Price Package 2 = \$6,089.53

Package 3						
	FIRM ALL INCLUSIVE RATES (in Cdn \$)	FIRM ALL INCLUSIVE RATES (in Cdn \$)	FIRM ALL INCLUSIVE RATES (in Cdn \$)	FIRM ALL INCLUSIVE RATES (in Cdn \$)	AVERAGED FIRM ALL INCLUSIVE RATES (in Cdn \$)	WEIGHTED AVERAGED FIRM ALL INCLUSIVE RATES (in Cdn \$)
	2016/17	2017/18	2018/19	2019/20	(E) = (A+B+C+D)/4	(F) = E x Weight*
	(A)	(B)	(C)	(D)		
1. Day	\$	\$	\$	\$	\$	\$
2. Subsequent Day	\$	\$	\$	\$	\$	\$
3. Week	\$	\$	\$	\$	\$	\$
4. Subsequent Week	\$	\$	\$	\$	\$	\$
5. Month	\$	\$	\$	\$	\$	\$
	Total Evaluated Price Package 3 (Applicable taxes excluded): F1+F2+F3+F4+F5					

*The following weights will be used to evaluate the quoted firm all-inclusive rates for Package 3:

- | | |
|--------------------|------------|
| 1. Day | (W1) = 25% |
| 2. Subsequent Day | (W2) = 25% |
| 3. Week | (W3) = 25% |
| 4. Subsequent Week | (W4) = 5% |
| 5. Month | (W5) = 20% |

TOTAL EVALUATED PRICE PACKAGE 3 (Applicable taxes excluded) = \$

EXAMPLE: If Column (F) has the following weighted averaged per diem rates breakdown, the Total Evaluated Price for Package 3 would be as follows:

- | | |
|--------------------|---|
| 1. Day | (E1) \$1,187.50 X (W1) 25% = (F1) \$296.88 |
| 2. Subsequent Day | (E2) \$937.50 X (W2) 25% = (F2) \$234.38 |
| 3. Week | (E3) \$6,512.50 X (W3) 25% = (F3) \$1,628.13 |
| 4. Subsequent Week | (E4) \$6,087.50 X (W4) 5% = (F4) \$304.38 |
| 5. Month | (E5) \$23,125.00 X (W5) 20% = (F5) \$4,625.00 |

Total Evaluated Price Package 3 = \$7,088.77

GRAND TOTAL EVALUATED PRICE (packages 1, 2 and 3) = \$17,137.91

Attachment 1 to Part 4

Mandatory Evaluation Criteria

The Offeror must meet all mandatory criteria to be considered compliant. Failure on the part of the Offeror not meeting a mandatory criterion will result in the Offeror being deemed non-compliant and no further consideration will be given.

1. Offeror must provide project summaries (minimum 200 words – maximum 500 words) of three (3) distinct events completed in the last five (5) years which describe the offeror's experience in successfully meeting the demands of, and delivering equipment and technical personnel required for, the production of large outdoor events and shows (10,000 or more in attendance). Project summaries should include the following information:
 - a) Name of project;
 - b) Contract value in dollars;
 - c) Personnel involved and position held;
 - d) Contract period;
 - e) Name and telephone number of the client for whom the work was carried out (the contact information is required for validation purposes only).

2. The Offeror must submit a detailed résumé for the company representative. The résumé must clearly demonstrate that all the following elements are met in order to demonstrate he/she satisfies the mandatory requirements.
 - a) Five (5) years or more of experience as a company representative of the Offeror;
 - b) Conducted a minimum of three (3) equivalent projects* and describing their involvement in each one.

*defined as production of large outdoor events and shows of 10,000 or more in attendance

3. The Offeror must complete and include in its proposal all the tables included in Appendix 1 to Annex A as well as Annex B.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide with its offer the required documentation, as applicable), to be given further consideration in the procurement process.

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 provided will render the offer non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

ATTACHMENT 1 to PART 5

OFFER OF SERVICES FORM

<i>(to be filled in by the Offeror)</i>		
Offeror's full legal name		
Authorized Representative of Offeror for evaluation purposes (e.g., clarifications)	Name	
	Title	
	Address	
	Telephone #	
	Fax #	
	Email	
Offeror's Procurement Business Number (PBN) <i>(see the Standard Instructions 2003)</i>		
Offeror's GST/HST/QST number		
Tax rate to be charged on any resulting standing offer	Specify percentage: _____ %	
Jurisdiction of Standing offer: Province in Canada the offeror wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)		
Former Public Servants See the Article in Part 2 of the bid solicitation for a definition of "Former Public Servant".	Is the Offeror a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"	
Federal Contractors Program for Employment Equity – Certification See the Article 5.2.2 in Part 5 of the bid solicitation for instructions.	Is the Offeror a FPS who received a lump sum payment under the terms of a work force reduction program? Yes ____ No ____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"	
Security Clearance Level of Offeror i. Offeror's (Company) name and full address as they appear on the security clearance application:	i.	
ii. Security clearance level granted and file number:	Designated Organization Screening (DOS)	Yes <input type="checkbox"/> No <input type="checkbox"/> Specify file number:
	Facility Security Clearance (FSC)	Yes <input type="checkbox"/> No <input type="checkbox"/> Specify file number:

	Document Safeguarding Capability (DSC)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
iii. Expiry date:	iii.		
Security Clearance Level of Offeror's Individual Resources <i>[add additional resources on another page, if required]</i>			
i. Name of Individual as it appears on security clearance application:	i.		
ii. Level of security clearance obtained and expiry date:	ii.		
iii. Security Screening Certificate and Briefing Form file number	iii.		
<p>On behalf of the offeror, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"> 1. The offeror considers itself and its products able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. All the information provided in the bid is complete, true and accurate; and 4. If the offeror is awarded a contract, it will accept all the terms and conditions set out in Part 7 – Standing Offer and Resulting Contract clauses, included in the bid solicitation. 			
Signature of Authorized Representative of Offeror			
Signature: _____		Date: _____	

PART 6 - SECURITY AND INSURANCE REQUIREMENTS

6.1 Security Requirements

The following conditions must be met prior to the award of each call-up against a Standing Offer:

1. The Contractor/Offeror personnel requiring access to sensitive work site(s) must **EACH** hold a valid **SITE ACCESS CLEARANCE**, granted or approved by the Department of Canadian Heritage (PCH).
2. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of PCH.
3. The Contractor/Offeror must comply with the provisions of the Security Requirements Check List attached at Annex C.

For additional information on security requirements, Offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offers, can be insured in accordance with the Insurance Requirements specified in Annex D.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Requirements at Annex A.

7.2 Security Requirements

7.2.1 The following security requirements (SRCL and related clauses) apply and form part of the Standing Offer.

1. The Contractor/Offeror or personnel requiring access to sensitive work site(s) must EACH hold a valid **SITE ACCESS CLEARANCE**, granted or approved by PCH,
2. Subcontracts which contain security requirements are NOT to be awarded without prior written permission of PCH.
3. The Contractor/Offeror must comply with the provisions of the Security Requirements Check List attached at Annex C.

7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

7.3.1 General Conditions

2005 (2016-04-04) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer(s)

The period for making call-ups and providing services against the Standing Offer(s) is from date of award, for an initial period of two (2) years.

7.4.2 Extension of Standing Offer(s)

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for up to two (2) additional one (1) year periods under the same conditions and at the rates or prices specified in the Standing Offer in accordance with Annex B - Basis of Payment.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for any extended period by the Standing Offer Authority before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5. Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Line Séguin
Procurement and Contract Specialist
Department of Canadian Heritage
Contracting and Materiel Management Directorate
15 Eddy Street, 9th Floor (15-9-G)
Gatineau, QC K1A 0M5

Tel: 819-997-2389

Fax: 819-953-4133

E-mail: PCH.contracts-contracting.PCH@canada.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, she is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority

Will be identified at time of issuance of the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative

Will be identified at time of issuance of the Standing Offer.

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: The Department of Canadian Heritage.

7.8 Call-up Procedures

Right of First Refusal:

If more than one Standing Offer has been awarded for this requirement specified in the Statement of Requirements, in Annex A, a request will be sent in accordance with paragraph 7.8.1 of this clause to the first ranked contractor in the Contractors' order of ranking below. If that contractor confirms in writing that it is unable to provide the required services as a result of previous commitments under one or more than one authorized call-up, the request will be forwarded to the next highest ranked contractor in the

Contractors' order of ranking until another contractor in the ranking can perform the task. If no contractor in the ranking can supply the required equipment and labour, Canada reserves the right to acquire the equipment and labour by other means. A contractor in the ranking may advise the Project Authority and the Contracting Authority in writing that it is unable to carry out additional tasks as a result of previous commitments under one or more than one authorized call-up and no request will be sent to that contractor until that contractor has given notice in writing to the Project Authority and the Contracting Authority that it is available to supply the services.

7.8.1 *(To be completed at contract award)* Standing Offers were awarded as a result of PCH bid solicitation number: 10152519. The Contractors' order of ranking is as follows:

Ranked first: _____
Ranked second: _____

7.9 Call-up Instrument

The Work will be authorized or confirmed by Canadian Heritage using form 942 – Call-up Against a Standing offer.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$400,000.00 (applicable taxes included).

7.11 Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$2,000,000.00 (applicable taxes included) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12 Priority of Documents

If there is a discrepancy between the wordings 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 call-up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2016-04-04), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions [2010C](#) (2016-04-04), General Conditions – Services (Medium Complexity);
- e) Annex A, Statement of Requirements;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Insurance Requirements;
- i) the Offeror's offer dated _____.

7.13 Certifications

7.13.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.13.2 SACC Manual Clauses

M0019T (2007-05-25) Firm Price and/or Rates

7.14 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

7.15 Non-Standard Standing Offer Items

The Offeror must provide a price list or catalogue to provide Canadian Heritage with the ability to include other equipment rental not listed in Annex B - Basis of Payment. The requirement for “non-standard” equipment shall not exceed 25% (up to a maximum of \$25,000 including taxes) of the total value of each individual call-up.

The Offeror will also indicate any rebate being offered on their regular prices for any equipment rental not listed in Annex B - Basis of Payment and to be considered as “non-standard” equipment in the Standing Offer.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Requirements

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

[2010C](#) (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Period of the Contract

The period of the Contract must be in accordance with the period identified in each resulting call-up against the Standing Offer.

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Limitation of Expenditure

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

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.5.2 Method of Payment – Single OR Monthly Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Call-up Against Standing Offer have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

7.6 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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;

Invoices must be distributed as follows:

- a. the original and one (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.

7.7 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of issuance of the Standing offer, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX A

STATEMENT OF REQUIREMENTS

1. INTRODUCTION

The Department of Canadian Heritage (PCH) is seeking to establish up to two (2) Standing Offers with Offerors that will provide audio equipment as well as the personnel required to install, operate and dismantle the audio equipment. Said audio equipment will be used at events in Ontario and Quebec, produced by PCH.

2. BACKGROUND, ASSUMPTIONS AND SPECIFIC SCOPE OF THE REQUIREMENT

The Capital Experience Branch of Canadian Heritage organizes three (3) major events annually: Canada Day, Christmas Lights across Canada and Winterlude. Other events will be defined on an as needed basis. Audio support systems are required to meet the needs of stage programming and to enhance the site and the experience.

The successful Offeror will:

- a) Provide the audio support systems, distribution, controls and the necessary technical labour to install, operate and maintain the equipment for and during PCH events;
- b) Provide system design as required;
- c) Supply the Project Authority with a list of proposed equipment and technical personnel for each call-up against the Standing Offer. Equipment and labour lists will be based on requirements provided to the Offeror by the Project Authority;
- d) Provide support in all phases of the respective events: planning, implementation, running of the shows and removal;
- e) Establish production schedules in collaboration with the Project Authority and the site Technical Authority;
- f) Keep the Project Authority abreast of innovations and advancements within the event industry.

3. REQUIREMENTS

3.1 Tasks, Deliverables and Activities

The Offeror will participate in developing, planning and carrying out the activities described in this Statement of Requirements. The Offeror will work in collaboration with and under the direction of the Project Authority assigned by PCH.

3.1.1 Tasks

The Offeror will:

- a) Ensure the company has the required inventory in its current inventory, or has access to additional equipment through cross rental. Any cross rented equipment must have equivalent or greater technical specifications. No additional costs may be incurred by PCH for cross rented substitutions;
- b) Supply, deliver, install, maintain, operate, dismantle and transport the equipment required by site and by event;
- c) Supply all specialized personnel required to deliver, install, maintain, operate, dismantle and transport the Offeror's equipment in accordance with the schedules established by the Project Authority, Technical Authority and the Offeror;
- d) Supply general technicians who will be responsible for the installation, maintenance, and dismantling as required, of other sound and stage related equipment not supplied by the Offeror

but required for the production of the event including but not limited to additional PCH owned sound and stage equipment.

3.1.2 Deliverables

- a) Consult the technical specifications supplied by the Project Authority 30 days before the event, for any given event and establish a list of the equipment to be supplied within 10 working days following the reception of the list. Inform the Project Authority of any discrepancy between the requested equipment and the equipment that will be supplied;
- b) Discrepancies must be communicated to the Project Authority within 5 days of receipt of the original requirement. Solutions and options will be found through discussion with the Offeror, Technical Authority and/or the Project Authority;
- c) Establish patch lists (if required) for shows and events and connect equipment according to established lists;
- d) Coordinate and supervise the preparation of equipment before its delivery to the event site, ensuring that it is fully functional;
- e) Establish the operational work schedules based on the event schedules provided by the Project Authority. Work schedules will be used by the Offeror's team to execute the event in compliance with requirements established by the Project Authority;
- f) In order to ensure all deliverables are met, some flexibility may be required in scheduling due to the nature of the events.

3.1.3 Activities

- a) Supervise the Offeror's employees and/or subcontractors throughout the duration of the event;
- b) Be capable of responding to emergency calls from PCH within a two (2) hour time frame throughout the entire production period of the event;
- c) Be capable of delivering all missing equipment or responding to emergency requests within a three (3) hour time frame throughout the production period of the event.

3.2 Technical, Operational and Organizational Environments

3.2.1 Technical Environment

- a) The majority of the equipment will be installed on temporary stages erected for the event. These stages will be contracted by PCH and will be installed and ready for the Offeror as per the supplied schedule for each event. The type of stage will be communicated to Offeror prior to the event;
- b) Other equipment may be installed in structures, areas, temporary facilities, tents or in or on other types of structures. The equipment will be mainly installed outdoors. At times it may be installed indoors;
- c) Canadian Heritage often uses its own equipment to complete proposed designs and to install in areas other than stages. In such cases, equipment belonging to PCH will be considered as part of the audio system for the event, in addition to the equipment supplied by the Offeror. Said equipment will be installed, operated and removed by the Offeror;
- d) When PCH provides its own equipment to supplement that of the Offeror, PCH will work with the Offeror to ensure the technical specifications of the PCH owned equipment are available to the Offeror. In certain cases PCH can send equipment to the Offeror in order to ensure technical compatibility.

3.2.2 Operational Environment

- a) The operational environment is mostly an outdoor festival type, year round. There may be some interior requirements;
- b) PCH is responsible for staff shelter as well as front of house facilities;

- c) PCH is responsible for heating staff shelters and front of house facilities during cold weather usage;
- d) The Offeror is responsible for ensuring its equipment is protected from the elements and meets ESA regulations for Ontario and the equivalent regulations for Quebec or is rated to be used outdoors when used outside PCH provided shelters;
- e) PCH may be able to provide supplemental heating to protect the Offeror's equipment. Requests for supplemental heating to protect the Offeror's equipment must be submitted with the final equipment list as provided by the Offeror;
- f) The Offeror is responsible for ensuring that its staff and subcontractors are aware of the environmental conditions and that they are dressed accordingly.

3.2.3 Organizational Environment

- a) Every effort will be made to centralize the communication through the Project Authority. In some instances the Technical Authority will be the point of contact. The Offeror will be advised of any changes in the lines of communication;
- b) Canadian Heritage will determine the dress code for personnel assigned to a particular event. The Offeror is responsible for supplying the appropriate clothing. For example in the case of protocol events, technicians will wear clean, black clothing with no apparent logo;
- c) A protocol event is one in which there are high ranking VIP's or an event that carries a certain amount of reverence.

3.3 Method and Source of Acceptance

3.3.1 Offeror initial review

- a) Offeror will consult the technical specifications supplied by the Project Authority for any given event and establish a list of the equipment to be supplied within 10 working days following the reception of the list;
- b) Inform the Project Authority of any discrepancy between the requested equipment and the equipment that will be supplied;
- c) Provide options and solutions. Solutions and options will be found through discussion with the Offeror, Technical Authority and/or the Project Authority.

3.3.2 Review initial list with the technical team to ensure all requirements are met

- a) Review period to take no longer than 5 business days;
- b) Contractor will be informed of possible changes/deficiencies. All changes/deficiencies must be resolved within 48 hours.

3.3.3 Review plans and installation methodology

- a) Review period to take no longer than 5 business days;
- b) Contractor will be informed of possible changes/concerns. All changes/concerns must be resolved within 48 hours.

3.3.4 Quality control

- a) The Technical Authority and/or the Project Authority will be on site during installations to ensure that the equipment on site matches that of the approved list and that the equipment is being installed as per the approved plans. The Technical Authority and/or the Project Authority will ensure along with the offeror that all health and safety regulations are being respected;
- b) Once the installation has been completed, Electrical Safety Authority (ESA) will inspect all electrical distribution (Ontario sites). The Offeror will resolve any and all deficiencies as soon as possible. The Offeror is responsible for arranging the ESA inspection;
- c) Prior to the start of rehearsals, the system will be fully line checked to ensure that the rig has been patched properly and according to the approved design. All troubleshooting will be completed prior to start of rehearsal.

3.3.5 Rehearsals

- a) Rehearsals are generally the day before the show;
- b) The Offeror will supply a team according to the approved schedule;
- c) The requirements may change following the establishment of the schedule. Change discussions will take place between the Technical Authority and the Offeror.

3.3.6 Operation

- a) Operation to follow the established schedule;
- b) The requirements may change following the establishment of the schedule. Change discussions will take place between the Technical Authority and the Offeror.

3.3.7 Ongoing maintenance

- a) The Offeror will be required to ensure that its equipment used in the show are verified for functionality;
- b) The Offeror is to replace, at no charge to PCH, any of its equipment that does not function at 100%.

3.3.8 Removal of equipment

- a) The Offeror will remove the equipment according to the approved schedules;
- b) The Offeror will assume all responsibility for the equipment. Equipment that is damaged through no fault of PCH or its contractors shall be the sole responsibility of the Offeror.

3.4 Project Management Control Procedures

3.4.1 Project Control Procedures

The project controls for each event and the individual sites within each event must include:

3.4.1.1 Budget

A budget, by Event and Site will be established in order to manage the cost baseline. The budget will be established using the prices provided in Annex B - Basis of Payment and the equipment/price list or catalogue supplied by the Offeror as part of this Standing Offer. The primary purpose of the budget estimate is to establish a baseline cost to create the Call-up against Standing Offer.

3.4.1.2 Change Management System

This provides the means to control the project costs and schedules by early identification of changes to the original scope so that a timely review can be conducted and any changes to a call-up can be completed in a timely manner.

It is important that all financial amendments have been approved prior to the work taking place and prior to invoicing.

Change initiated by PCH:

- a. Identification of the revised requirement provided by the Project Authority;
- b. Communicate the new requirement to the Offeror;
- c. Request for feasibility and quote by the Offeror for a revised requirement;
- d. At the time of providing an estimate for a revised requirement, the Offeror will inform the Project Authority of any effects the new requirement may have on the established schedule;
- e. An approval to proceed will be provided by the Project Authority if the revised requirement does not affect the total estimated cost as submitted by the Offeror;

- f. If the new estimate for the revised requirement exceeds the submitted cost, the Project Authority will need to go through an amendment process with the Contracting Authority to increase the value of the call-up against the Standing Offer;
- g. Once the amendment has been completed, PCH will issue an approval to proceed;
- h. The Offeror will need to reflect the revised equipment and services in the final invoice.

Change initiated by the Offeror

- a. Identification of the required change by the Offeror;
- b. Communication of the required change to the Project Authority:
 - Identify the issue
 - Identify the steps to remedy the issue
 - Identify costs, if any, to remedy the issue
 - Identify schedule impacts
 - Provide quote for remedy
- c. The Project Authority will provide a decision on the proposed change in an efficient and timely fashion while ensuring not to compromise the project schedule;
- d. The Project Authority may ask for another, or a modified solution, based on Offeror proposal;
- e. If the change is required due to a fault of the Offeror or its suppliers PCH will not incur additional charges;
- f. An approval to proceed will be provided by the Project Authority if the revised requirement does not affect the total estimated cost as submitted by the Offeror;
- g. If the new estimate for the revised requirement exceeds the submitted cost, the Project Authority will need to go through an amendment process with the Contracting Authority to increase the value of the call-up against the Standing Offer;
- h. Once the amendment has been completed, PCH will issue an approval to proceed;
- i. The Offeror will need to reflect the revised equipment and services in the final invoice.

3.4.1.3 Close Out

- a. Invoicing must be compiled by event site and must be broken down by labour costs and by equipment costs;
- b. Include a detailed breakdown of labour costs incurred throughout the event and provide time sheets;
- c. Invoices must be provided to the Project Authority for review and approval prior to submission for payment.

4 ROLES AND RESPONSIBILITIES

4.1 PCH's Obligations

Canadian Heritage is responsible for the conception, production and management of all events.

- a. Maintain constant liaison with the Offeror to establish and revise procedures to enable the latter to complete the work;
- b. Supply, either directly or through a third party, the infrastructure required for installing the equipment (stages, floors, tents etc.);
- c. PCH will have a lead role and will have a shared responsibility in regards to safety on site. Site safety will include public safety, worker safety and contractor safety. Health and Safety codes of the respective province will be followed and applied. This does not relieve the Offeror, its staff or sub-contractors, from conforming to all applicable safety regulations;
- d. Make the final decision on all technical questions and schedules;
- e. Identify a technical coordinator who will maintain liaison with the Offeror throughout the execution of the work;

- f. Administering the Standing Offer and resulting call-ups against the Standing Offer between PCH and the Offeror;
- g. Coordinating all technical elements of the production;
- h. Coordinating the installation of stages, dressing rooms, electrical services and installations in the production areas;
- i. Coordinating the installation of all technical equipment;
- j. Compiling and distributing performers' technical specifications and all pertinent event related information;
- k. Writing production schedules, including the equipment set-up and dismantling schedule, in collaboration with the Offeror;
- l. Ensuring communication between PCH and other various contractors that may be on the site at the same time;
- m. Approving all changes;
- n. Obtaining the necessary passes and other authorizations (site access, parking, traffic);
- o. Coordinating operations to ensure that contracted deliverables are achieved;
- p. Identify a Stage Manager when required.

The Stage Manager will be responsible for the following:

- a. Managing the running of shows and events;
- b. Preparing cue sheets;
- c. Briefing the technical team assigned to the show as pertains to stage management;
- d. Coordinating set changes.

4.2 Offeror's Obligations

Appoint a representative having the knowledge required to execute the contract and act on the Offeror's behalf. This person will be responsible for the following:

- a. Ensure liaison between the Project Authority and the Offeror (work schedule, equipment list, etc.);
- b. Attend preparatory meetings at the Project Authority's request;
- c. Submit documentation based on requirements within 5 working days of all requests to confirm availability of equipment and personnel;
- d. Supervise the Offeror's on-site personnel;
- e. Deal with technical problems that arise, inform PCH technical coordinator of these problems and provide solutions as quickly as possible in accordance with section 3.4.1.2 Change Management System;
- f. Develop a safety plan for the installation, operation and removal based on the Occupational Health and Safety Act of the province where the work is being performed. This will include but is not limited to, installation, operations and removal zones, schedules and public access zones;
- g. Identify the need for: restricted access areas and their associated time constraint, cable management requirements (cable mats and Universal Access Cable mats or other means of mitigating hazards caused by cables and equipment) and address any other identifiable risks directly attributable to the Offeror's work;
- h. Identify risks and prepare a mitigation plan;
- i. Ensure that all equipment specified performs as specified under the conditions required. This includes but is not limited to: weight load limits, electrical load limits, environmental conditions and any other condition that may place staff or members of the public at risk;
- j. Ensure safety practices are followed on site(s) by providing the Offeror's technical crew with safety guidelines based on the requirements set forth in the Occupational Health and Safety acts of the province where the work is being performed;
- k. Supply the necessary safety equipment and Personal Protective Equipment (PPE) as directed by the Act of the province of the site where the work is being performed as well as any additional safety equipment reasonably identified by the Offeror or PCH.

4.3 Other Obligations

- a. The Offeror must respect the general guidelines set out by PCH and use the aforementioned equipment in the correct way;
- b. The Offeror is responsible for identifying and implementing any additional measures that are deemed necessary to protect the safety of all persons on site;
- c. The Offeror must ensure that its technicians are properly trained in the use of the equipment and that they possess the proper certifications to use said equipment, to work at height or for any other task that requires certifications. Copies of certifications are to be emailed to PCH prior to the commencement of work on site;
- d. In an effort to promote “Greening” the Offeror is asked to make every effort to limit the amount of trips to and from its storage depot to the respective sites and to, as much as possible, minimize the carbon footprint;
- e. The Offeror is responsible for the delivery and return of all its equipment. Lost or missing equipment will be the sole responsibility of the Offeror and its staff.

5. LOCATION OF WORK, WORK SITES, DELIVERY POINTS AND OTHER EVENTS

The location of Work, Work Sites, and Delivery Points will be defined in the Statement of Requirement that will accompany each call-up. Site may be anywhere within the National Capital Region.

For reference, the Capital Experience Branch of PCH produces three major events annually:

- Winterlude: with sites at Confederation Park and Rideau Canal Skateway in Ottawa and Jacques Cartier Park in Gatineau.
- Canada Day: with sites on Parliament Hill and Major’s Hill Park in Ottawa and Jacques Cartier Park in Gatineau.
- Christmas Lights across Canada Ceremony on Parliament Hill.

Other sites, locations and events will be defined on an as needed basis. For such events, the cost of equipment and personnel shall be based on the prices in the Offeror’s original submission which will form part of the resulting Standing Offer as Annex B - Basis of Payment.

6. SPECIAL REQUIREMENTS

Licenses, Certifications and Permits:

The Offeror shall ensure that all equipment used at PCH events complies with the appropriate approvals and comes bearing a recognized listed mark meeting Canadian electrical and EMC standards required by various government levels (CSA, ULC, ETL, TUV c, ESA (Electrical Safety Authority in Ontario) etc.).

The Offeror shall obtain and assume the cost of all necessary inspections of its equipment, installations, connections, or other, when applicable. The Offeror is responsible for scheduling the ESA (in Ontario) inspection of its own equipment and/or installations. Replacement of any non-conforming equipment and/or installations will be at the Offeror’s expense and in accordance with established deadlines and ESA recommendations or ESA approved solutions.

The PCH Technical Authority will be the site contact; the Offeror will need to advise the Technical Authority of the date and time of the inspection.

The Offeror shall be responsible for obtaining all permits needed to carry out its functions and will be required conform to all applicable municipal, provincial (Quebec, Ontario) and federal laws.

7. PROJECT SCHEDULE

The Project Schedule will be defined in the Statement of Requirement that will accompany each call-up against the Standing Offer. The Technical Authority will work with the Offeror to ensure the schedule will allow for all needs and obligations to be fulfilled.

Appendix 1 to Annex A

Descriptions and Definitions of Equipment and Service Personnel

Stream 1: Speaker system package

1.1 6,000 watt performance stereo speaker system package

A performance speaker system consists of professional quality components designed to achieve extended range high fidelity stereo sound for the live outdoor industry. This system will have the ability of being installed on a raised platform at 48 inches (ground stack) and the ability of being flown. The targeted coverage for this type of system is for an audience of up to 1,000 people. The package must include all processing components necessary in the control of the speaker system.

Item	Make and model
Speaker system	
Sub system	
Amplification	
Processors	

System price must include:

All necessary equipment including and not limited to electrical distribution, sub snakes and cabling for the proper operation and interfacing of the system. Also included is the raised platform or rigging equipment. All costs related to delivery installation, maintenance and removal.

1.2 12,000 watt performance stereo speaker system package

A performance speaker system consists of professional quality components designed to achieve extended range high fidelity stereo sound for the live outdoor industry. This system will have the ability of being installed on a raised platform at 48 inches (ground stack) and the ability of being flown. The targeted coverage for this type of system is for an audience of up to 2,500 people. The package must include all processing components necessary in the control of the speaker system.

Item	Make and model
Speaker system	
Sub system	
Amplification	
Processors	

System price must include:

All necessary equipment including and not limited to electrical distribution, sub snakes and cabling for the proper operation and interfacing of the system. Also included is the raised platform or rigging equipment. All costs related to delivery installation, maintenance and removal.

1.3 24,000 watt performance stereo speaker system package

A performance speaker system consists of professional quality components designed to achieve extended range high fidelity stereo sound for the live outdoor industry. This system will have the ability of being flown. The targeted coverage for this type of system is for an audience of up to 5,000 people. The package must include all processing components necessary in the control of the speaker system.

Item	Make and model
Speaker system	
Sub system	
Amplification	
Processors	

System price must include:

All necessary equipment including and not limited to electrical distribution, sub snakes and cabling for the proper operation and interfacing of the system. Also included is the rigging equipment. All costs related to delivery installation, maintenance and removal.

1.4 48,000 watt performance stereo speaker system package

A performance speaker system consists of professional quality components designed to achieve extended range high fidelity stereo sound for the live outdoor industry. This system will have the ability of being flown. The targeted coverage for this type of system is for an audience of up to 10,000 people. The package must include all processing components necessary in the control of the speaker system.

Item	Make and model
Speaker system	
Sub system	
Amplification	
Processors	

System price must include:

All necessary equipment including and not limited to electrical distribution, sub snakes and cabling for the proper operation and interfacing of the system. Also included is rigging equipment. All costs related to delivery installation, maintenance and removal.

1.5 passive monitor mix system package

A passive monitor system is a stage artist audio monitoring system usually added to a portable or small performance speaker system package. A mix consists of 2 floor "wedge" type speakers per mix either powered or non-powered with the appropriate signal control necessary for stage monitoring application. The Offeror must cost this package as a 2 mix as identified in the costing sheet.

Item	Make and model
Speaker system	
Amplification	
Processors	

System price for 2 mixes must include:

All necessary equipment including and not limited to electrical distribution, sub snakes and cabling for the proper operation and interfacing of the system. All costs related to delivery installation, maintenance and removal.

1.6 active monitor mix system package

An active monitor system is a stage artist audio monitoring system used in an environment where more accurate and/or louder stage monitoring levels are required. These packages are generally required in support of the larger performance speaker system package. A mix consists of 2 bi-amplified or tri-amplified floor “wedge” type speakers per mix with the appropriate signal control necessary for stage monitoring application. The Offeror must cost this package as a 4 mix as identified in the costing sheet.

Item	Make and model
Speaker system	
Amplification	
Processors	

System price per 4 mixes must include:

All necessary equipment including and not limited to electrical distribution, sub snakes and cabling for the proper operation and interfacing of the system.
 All costs related to delivery installation, maintenance and removal.

1.7 extended range active monitor system package

An extended range active monitor system is a stage artist audio monitoring system used in an environment where even more accurate and/or louder stage monitoring levels are required. An extended range high output speaker system is made available for drum fill, side fill application or “hotspot” coverage. The package consist of tri-amplified system including a floor “wedge” or trapezoidal type speakers each enhanced by a subwoofer with the appropriate signal control necessary for stage monitoring application. The Offeror must cost this package as a 2 mix as identified in the costing sheet.

Item	Make and model
Speaker system	
Sub system	
Amplification	
Processors	

System price per 2 mixes must include:

All necessary equipment including and not limited to electrical distribution, sub snakes and cabling for the proper operation and interfacing of the system.
 All costs related to delivery installation, maintenance and removal.

1.8 four speaker site ambient system

An ambient speaker system is utilized for outdoor zone coverage of event sites. These systems consist of four (4) speakers and two (2) 10 foot stands. These speakers will be of a 2 way type and include a high frequency compression driver coupled to a horn. These are used for ambient music as well as messaging. 500 feet of signal cable or speaker line must be calculated per package. The Offeror must cost this system singularly and in packages of 4 systems as identified in the costing sheet.

Item	Make and model
Speaker system	
Stand system	
Amplification	

System price includes:

All necessary equipment including and not limited to 500 feet of signal/speaker cable, electrical distribution, sub snakes and cabling for the proper operation and interfacing of the system.
 All costs related to delivery installation, maintenance and removal.

Stream 2: Production package

Production package equipment consists of the control centers for audience mixing, on stage monitor mixing as well as multiple zone control.

2.1 32 channel front of house (FOH) production package

The inventory of a FOH production package also includes microphones, direct boxes, stands and all cable and multi-cabling necessary to transport the signals to and from the stage. Also included in these packages is communication equipment and electrical stage distribution deemed necessary for the operation of this equipment as well as all consumables.

Item	Make and model
Console	
CD player	
USB player	
Direct inj. box	
Communication system	
Microphone	
Microphone	
Microphone	
Microphone	
Microphone	
Microphone	

System price must include:

32X8X2 channel professional quality stereo digital console including dynamics control on all inputs and outputs, 4 on board multiprocessors as well as 12 additional auxiliary sends

CD playback

Solid state USB and SD card media player

200 feet of 48 pair multi cable and stage patch box (32 from, 16 to stage) or equivalent

30 various professional quality microphones c/w wind socks

30 assorted stands and clamps

12 professional quality direct injection boxes

4 station wired communication system

12 independent 15 amp Edison artist stage circuits

All necessary consumables for the delivery services of this equipment (gaffer tape, label tape, tie wraps etc....)

All necessary equipment including and not limited to electrical distribution, sub snakes and cabling for the proper operation and interfacing of the system

All costs related to delivery, installation, maintenance and removal.

2.2 48 channel front of house (FOH) production package

The inventory of a FOH production package also includes microphones, direct boxes, stands and all cable and multi-cabling necessary to transport the signals to and from the stage. Also included in these

packages is communication equipment and electrical stage distribution deemed necessary for the operation of this equipment as well as all consumables.

Item	Make and model
Console	
CD player	
USB player	
Direct inj. box	
Communication system	
Microphone	
Microphone	
Microphone	
Microphone	
Microphone	
Microphone	

System price must include:

48X8X2 channel professional quality stereo digital console including dynamics control on all inputs and outputs, 4 on board multiprocessors as well as 16 additional auxiliary sends

CD playback

Solid state USB and SD card media player

200 feet of 52 pair multi cable and stage patch or equivalent

200 feet of 16 pair stage return multi cable or equivalent

40 various professional quality microphones c/w wind socks

40 assorted stands and clamps

16 professional quality direct injection boxes

6 station wired communication system

16 independent 15 amp Edison artist stage circuits

All necessary consumables for the delivery services of this equipment (gaffer tape, label tape, tie wraps etc....)

All necessary equipment including and not limited to electrical distribution, sub snakes and cabling for the proper operation and interfacing of the system

All costs related to delivery, installation, maintenance and removal.

2.3 32 channel stage monitoring production package

The inventory of a stage monitor production package also includes the operators cue mix, the addition of a split for the stage patch, all cabling necessary to transport the signals from the console to the mix locations. Also included in these packages is communication equipment and electrical stage distribution deemed necessary for the operation of this equipment.

Item	Make and model
Console	
CD player	
USB/SD player	

System price must include:

32 channel professional quality stereo digital console including dynamics control on all inputs and outputs, 4 on board multiprocessors as well as 16 auxiliary sends

CD playback

Solid state USB and SD card media player

50 feet of 48 pair multi cable or equivalent

1 cue mix identical to monitor selection for operator
 1 wired communication station compatible with the production package
 All necessary consumables for the delivery services of this equipment (gaffer tape, label tape, tie wraps etc....)
 All necessary equipment including and not limited to electrical distribution, sub snakes and cabling for the proper operation and interfacing of the system
 All costs related to delivery, installation, maintenance and removal.

2.4 48 channel stage monitoring production package

The inventory of a stage monitor production package also includes the operators cue mix, the addition of a split for the stage patch and all cabling necessary to transport the signals from the console to the mix locations. Also included in these packages is communication equipment and electrical stage distribution deemed necessary for the operation of this equipment.

Item	Make and model
Console	
CD player	
USB/SD player	

System price must include:

48 channel professional quality stereo digital console including dynamics control on all inputs and outputs, 4 on board multiprocessors as well as 24 auxiliary sends
 CD playback
 Solid state USB and SD card media player
 50 feet of 52 pair multi cable or equivalent
 1 cue mix identical to monitor selection for operator
 1 wired communication station compatible with the production package
 All necessary consumables for the delivery services of this equipment (gaffer tape, label tape, tie wraps etc....)
 All necessary equipment including and not limited to electrical distribution, sub snakes and cabling for the proper operation and interfacing of the system
 All costs related to delivery, installation, maintenance and removal.

Stream 3: Wireless system package

Wireless systems proposed must adhere to the Industry Canada regulations and operate within the permitted bandwidth. As well, temporary licensing from Industry Canada must be purchased for the use of such systems. The cost of licensing must be included in the price. The Offeror must cost these packages singularly and in multiples as identified in the costing sheet.

3.1 Wireless microphone package

Item	Make and model
Receiver/transmitter	
Handheld	
Headset	
Lavalier	
Clip on	

System prices must include:

Independent agile wireless microphone receiver equipped with one microphone transmitter in either handheld, head worn, clip on or lavalier type

All necessary consumables for the delivery services of this equipment (batteries, wind socks, gaffer tape, label tape, tie wraps etc....)

All necessary equipment including and not limited to remote antennas, electrical distribution, sub snakes and cabling for the proper operation and interfacing of the system

All costs related to delivery, installation, maintenance and removal.

3.2 Wireless personal in ear stereo monitoring (IEM) package

Item	Make and model
Receiver/transmitter	
Headphones	

System prices must include:

Independent agile stereo wireless transmitter

Independent agile stereo wireless receiver

Stereo in ear transducers including new foam sleeves

All necessary consumables for the delivery services of this equipment (batteries, assorted foam sleeves, gaffer tape, label tape, tie wraps etc....)

All necessary equipment including and not limited to remote antennas, electrical distribution, sub snakes and cabling for the proper operation and interfacing of the system.

All costs related to delivery installation, maintenance and removal.

Note: Additional independent agile stereo wireless receivers with headphones could be requested and will be identified in the costing sheet.

3.3 Four channel wireless communication system package

Item	Make and model
Base station	
Belt pack	
Headset	

System price must include:

1-4 channel wireless communication system base with headset

4 wireless communication belt packs with headset

All necessary equipment including and not limited to electrical distribution, sub snakes and cabling for the proper operation and interfacing of the system

All costs related to delivery, installation, maintenance and removal.

Stream 4: Additional equipment

4.1 Four speaker portable package

A four speaker portable is utilized for outdoor events such as media launches, small performance support, etc... These systems are sometimes part of a larger matrix but often are stand alone.

Item	Make and model
Speakers	
Console	
Wired microphones	
Receiver/transmitter	
Handheld	
Headset	
Lavalier	
Clip on	
CD player	

System price must include:

- 4 Speakers on stands (passive or self-powered)
- 1 Stereo 12 Channel mixing console (powered consoles are acceptable)
- 1 Main stereo speaker equalization system
- 1 Power amplifier (if non-powered mixing console and speakers are used)
- 6 Handheld cabled microphones c/w wind sock
- 6 Tripod microphone floor stands
- 1 Wireless microphone with option of either 1 handheld, headset or lavalier or clip on microphone
- 2 Direct injection boxes
- 1 Laptop/portable mp3 playback stereo interface
- 1 CD playback deck
- All necessary consumables for the delivery services of this equipment (gaffer tape, label tape, tie wraps etc....)
- All necessary equipment including and not limited to electrical distribution, sub snakes and cabling for the proper operation and interfacing of the system
- All costs related to delivery, installation, maintenance and removal.

4.2 DJ mix package

A DJ mix package is utilized for outdoor events such as media launches, small and large performance support, etc... These systems are added to a speaker package but sometimes can be stand alone.

Item	Make and model
Mixer	
CD player	
Microphone	

System price must include:

- 1 Professional grade stereo 4 channel input mixing console with phono/line and digital in, built in effects processor. It shall also have balanced outputs and 3 band parametric equalization on all inputs and outputs
- 2 Professional grade stereo cd players with full size jog wheel, digital out, colour touchscreen screen music management system compatible and hot cues
- 1 Handheld cabled microphones c/w wind sock

All necessary consumables for the delivery services of this equipment (gaffer tape, label tape, tie wraps etc....)

All necessary equipment including and not limited to electrical distribution, sub snakes and cabling for the proper operation and interfacing of the system

All costs related to delivery, installation, maintenance and removal.

Unique items

The unique items are necessary to complete the above packages but could be requested as single items to complement existing PCH owned inventory. The Offeror must cost these items singularly and in multiples as identified in the costing sheet.

- 4.3. 4 channel stereo input to 4 output utility zone mixing platform
- 4.4. 16 output selectable line or microphone media distribution box
- 4.5. *Genie ST25* stand or compatible lift system (500 pounds capacity at 25 feet of lift)
- 4.6. Audio System analyzer hardware/software (*SIM Kit* or offeror system compatible)
- 4.7. Studio reference monitor (remote mixing)
- 4.8. Hyper cardioid microphone (Shotgun)
- 4.9. 1,000 KG electric chain hoist with electrical distribution single hand control

Item	Description	Make and model
4.3	4 channel zone mixer	
4.4	16 output media box	
4.5	Lift system	
4.6	Audio system analyzer	
4.7	2 reference monitor	
4.8	Hyper cardioid mic.	
4.9	1,000 KG hoist + control	

Stream 5 - Technical Positions and Qualifications

PERSONNEL FOR SHOW SUPPORT AND OPERATION

All personnel required for the delivery, installation, maintenance and the removal of equipment for the events listed under Section 5 of the Statement of requirement and any other events PCH produces will be part of this service agreement and included in the cost of the equipment packages (Streams 1 through 4).

Personnel will be identified for every call-up based on production needs (Stream 5). Those needs will be confirmed 15 days in advance. Such needs could consist of a single technician to a full crew to fulfill production requirements for rehearsals and shows.

Offeror must be able to fill the positions laid out below with personnel who have qualifications and experience to fulfill the duties of the position for which they are assigned.

Assigned personnel will include all necessary functions staffed for the seamless operation of a live indoor or outdoor event. This could include, but is not limited to, general technicians including stage hands/band gear technicians, portable operators, systems engineering technicians, and front of house/monitor operators.

All costs related to the assigned personnel will be included in the submitted basis of payment grids. Such costs must include lodging, travel, parking, union dues and meals.

TECHNICAL PERSONNEL FUNCTION DESCRIPTIONS

5.1 General technicians

All persons in this position shall be able to execute the following tasks and responsibilities as Stage hand and band gear technician:

- Perform demanding manual labour (lifting heavy equipment, pushing and pulling equipment dollies);
- Install all types of equipment, stage elements, instruments and decor used in the production of a show;
- Connect all equipment;
- Perform set changes during a show;
- Work outdoors in difficult climatic conditions;
- Handle all equipment safely using industry accepted standards.

5.2 Portable operator

All persons in this position shall be able to execute the following tasks and responsibilities:

- Have the capacity and knowledge required to do the installation, alignment, patch and verification of the portable system;
- Deliver the final product that meets the artistic or production needs;
- Capacity to resolve problems efficiently and rapidly (troubleshooting);
- Capacity to work with little or no supervision;
- Coordinate in an efficient manner and execute the work safely on site using industry accepted standards.

5.3 System engineering technician(s)

All persons in this position shall be able to execute the following tasks and responsibilities:

- Have the capacity and knowledge required to do the installation, rigging, patch, alignment and system monitoring/management in speaker system packages, production system packages and/or wireless systems packages
- Capacity to resolve problems efficiently and rapidly (troubleshooting)
- Perform maintenance on site
- Supervise the work and personnel required for the seamless delivery in the respective system(s) package(s)
- Capacity to work with no supervision
- Coordinate and execute the work safely on site
- Interact with the client, stage manager, or performer to resolve production-related problems
- Provide creative suggestions to improve the product quality and spectator experience.
- Ability to work under pressure and in difficult climatic and environmental conditions
- Vast knowledge and experience in running systems in all types of events, particularly outdoor shows

5.4 Front of house and monitor operator

All persons in this position shall be able to execute the following tasks and responsibilities:

- Produce a final product representative of the artistic requirements
- Have the capacity and knowledge required to do the installation including rigging, patch, alignment, system monitoring/management, operation and removal of speaker system packages, production system packages and wireless systems packages
- Capacity to resolve problems efficiently and rapidly (troubleshooting)
- Supervise the work and personnel for the seamless delivery of the production
- Capacity to work with no supervision
- Coordinate the overall deliverable in an efficient manner and execute the work safely on site using industry accepted standards
- Interact with the client, stage manager, or performer to resolve production-related problems
- Provide creative suggestions to improve the product quality and spectator experience.
- Ability to work under pressure and in difficult climatic and environmental conditions
- Vast knowledge and experience in running systems in all types of events, particularly outdoor shows

ANNEX B

BASIS OF PAYMENT

The Offeror will be paid in accordance with the following Basis of Payment for Work performed pursuant to the Statement of Requirements and each Call-up, as applicable.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included, and applicable taxes extra.

Following issuance of a Standing Offer, it is the Offeror's responsibility to supply and update price lists and/or catalogues as Canada may require. The Offeror must provide its price lists and/or catalogue and updates to the Project Authority. The Offeror must further send a copy to the Standing Offer Authority at the address stated in the Standing Offer.

The Offeror will also indicate any rebate being offered on standard prices for all items not included in the tables provided below, which will be included in the Standing Offer as “non-standard” items.

The audio packages are designed to be complete packages based on the current needs of PCH for the various events both current and anticipated. These packages are designed around the mobile stages and sites currently being used by PCH. These stages are the Stageline SL100, SL 250/260, and SL 320. Stages will be located within 200' of a power source appropriate to the requirements.

These packages and unique items will include all items required to complete the design. The Offeror will need to include all required cabling, rigging, power distributions, signal and control cabling. Any peripheral costs including but not limited to safety equipment and personal protective equipment (PPE) must be included in the cost of the package. The included labour will be to cover project management, installation, removal, performance testing and maintenance of the package only. All other production labour described in Appendix 1 to Annex A, such as stage hands, system technicians and operators, will be booked separately using the positions and rates outlined in Annex B - Basis of Payment. This will form the complete package prices for evaluation purposes.

In calculating their costs including production labour, the Offeror shall take into consideration their obligations as specified in Annex A - Statement of Requirements. The price must also include any costs related to the relocation of resources to satisfy the terms of any resulting call-up against a standing offer. These expenses cannot be charged directly and separately from the professional fees to any call-up that may result from the bid solicitation.

The price/rates, when quoted by the Offeror, includes the total estimated cost of all trucking and delivery costs that may need to be incurred for:

- a. work described in Annex A - Statement of Requirement, of the Request for Standing Offers required to be performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. *The National Capital Act* is available on the Justice Website: <http://laws.justice.gc.ca/en/N-4/>;
- b. travel between the successful Offeror's place of business and the NCR

All proposed personnel must be available to work outside normal office hours during the duration of the Standing Offer. No overtime charges will be authorized.

A list providing generally expected roles and responsibilities for pre-determined resource categories can be consulted in Appendix 1 to Annex A.

Definitions:**1. Day:**

The Day Rate shall include sufficient labour for the package to be installed, powered, and tested for operability. Labour must be included to remove the package at the end of the event.

The rate includes only one day of usage for rehearsals and the event. A day of usage is considered as a 24-hour period.

2. Subsequent Day:

The Subsequent Day rate shall apply to the cost of extending equipment usage only for one additional day. This day will apply after the initial day rate. The rate will apply for additional rehearsal or show days.

3. Week:

The Week rate shall include sufficient labour for the package to be installed, powered, and tested for operability. Labour must be included to remove the package at the end of the event. The rate shall include seven days of usage be they rehearsal or show days. Dismantle and removal of the equipment shall take place after the seventh or final day of usage.

4. Subsequent Week:

The Subsequent Week rate shall apply to the cost of extending equipment usage only for an additional seven days. The rate must not include labour cost with crew cost for dismantle and removal of the package covered in the first week of usage.

5. Month:

The Month rate shall include sufficient labour for the package to be installed, powered, and tested for operability. Labour must be included to remove the package at the end of the event. The rate shall include twenty eight days of usage be they rehearsals or show days. Dismantling and removal of the equipment shall take place after the twenty-eighth day of usage.

Stream 1: Speaker system package

Pricing Grids

Offeror must complete the grid below with pricing for each type of systems for each of the firm fiscal years (2016/17 and 2017/18) and each of the two option fiscal years (2018/19 and 2019/20). All rates must be all inclusive.

Speaker system package identification	Period	Day rate	Subsequent Day rate	Week rate	Subsequent Week rate	Month rate
1.1 6,000 watt speaker package	2016/17					
	2017/18					
	2018/19					
	2019/20					
1.2 12,000 watt speaker package	2016/17					
	2017/18					
	2018/19					
	2019/20					
1.3 24,000 watt speaker package	2016/17					
	2017/18					
	2018/19					
	2019/20					
1.4 48,000 watt speaker package	2016/17					
	2017/18					
	2018/19					
	2019/20					
1.5 Passive monitor system package (2 mixes)	2016/17					
	2017/18					
	2018/19					
	2019/20					
1.6 Active monitor system package (4 mixes)	2016/17					
	2017/18					
	2018/19					
	2019/20					
1.7 Extended range package (2 mixes)	2016/17					
	2017/18					
	2018/19					
	2019/20					
1.8 Package of 1 site ambient system	2016/17					
	2017/18					
	2018/19					
	2019/20					
1.8 Package of 4 site ambient systems	2016/17					
	2017/18					
	2018/19					
	2019/20					

Stream 2: Production package

Production package identification	Period	Day rate	Subsequent Day rate	Week rate	Subsequent Week rate	Month rate
2.1 32 channel FOH package	2016/17					
	2017/18					
	2018/19					
	2019/20					
2.2 48 channel FOH package	2016/17					
	2017/18					
	2018/19					
	2019/20					
2.3 32 channel monitor package	2016/17					
	2017/18					
	2018/19					
	2019/20					
2.4 48 channel monitor package	2016/17					
	2017/18					
	2018/19					
	2019/20					

Stream 3: Wireless system package

3.1 Wireless microphone packages

Wireless microphone system(s)	Period	Day rate	Subsequent Day rate	Week rate	Subsequent Week rate	Month rate
1 system package	2016/17					
	2017/18					
	2018/19					
	2019/20					
2 systems package	2016/17					
	2017/18					
	2018/19					
	2019/20					
4 systems package	2016/17					
	2017/18					
	2018/19					
	2019/20					
8 systems package	2016/17					
	2017/18					
	2018/19					
	2019/20					

3.2 Wireless personal in ear stereo monitoring (IEM) package

Wireless IEM system(s)	Period	Day rate	Subsequent Day rate	Week rate	Subsequent Week rate	Month rate
1 system package	2016/17					
	2017/18					
	2018/19					
	2019/20					
2 systems package	2016/17					
	2017/18					
	2018/19					
	2019/20					
4 systems package	2016/17					
	2017/18					
	2018/19					
	2019/20					
8 systems package	2016/17					
	2017/18					
	2018/19					
	2019/20					
Additional receiver	2016/17					
	2017/18					
	2018/19					
	2019/20					

3.3 Four channel wireless communication system package

Item	Period	Day rate	Subsequent Day rate	Week rate	Subsequent Week rate	Month rate
wireless communication system	2016/17					
	2017/18					
	2018/19					
	2019/20					

Stream 4: Additional equipment


Item	Period	Day rate	Subsequent Day rate	Week rate	Subsequent Week rate	Month rate
4.1 Four speaker portable package	2016/17					
	2017/18					
	2018/19					
	2019/20					
4.2 DJ mix package	2016/17					
	2017/18					
	2018/19					
	2019/20					
4.3 Four channel zone mixer	2016/17					
	2017/18					
	2018/19					

	2019/20					
4.4 -16 output media box	2016/17					
	2017/18					
	2018/19					
	2019/20					
4.5 Genie ST25 or equivalent	2016/17					
	2017/18					
	2018/19					
	2019/20					
4.6 Audio system analyzer	2016/17					
	2017/18					
	2018/19					
	2019/20					
4.7 Studio reference monitor pair	2016/17					
	2017/18					
	2018/19					
	2019/20					
4.8 Hyper cardioid microphone	2016/17					
	2017/18					
	2018/19					
	2019/20					
4.9 1000 KG electric chain hoist	2016/17					
	2017/18					
	2018/19					
	2019/20					

Stream 5 - Technical Positions

Category / Position	Period	Minimum 4 hour call rate	Hourly rate beyond minimum call rate
5.1 General technician	2016/17		
	2017/18		
	2018/19		
	2019/20		
5.2 Portable operator	2016/17		
	2017/18		
	2018/19		
	2019/20		
5.3 System engineering technician	2016/17		
	2017/18		
	2018/19		
	2019/20		
5.4 FOH or monitor operator	2016/17		
	2017/18		
	2018/19		
	2019/20		

ANNEX C SECURITY REQUIREMENTS CHECK LIST

	Government of Canada Gouvernement du Canada	Contract Number / Numéro du contrat 10152519 Security Classification / Classification de sécurité
SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)		
1. A. CONTRACT INFORMATION / PARTIE A. INFORMATION CONTRACTUELLE		
1. Organising Government Department or Organisation / Ministère ou organisme gouvernemental d'origine Patrimoine Canada		2. Branch or Directorate / Direction générale ou Direction Capital Experience Branch
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Standing offer agreement for Audio services for events in the NOR		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>
7. c) Level of Information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBB/SCT 360-103(2004/12)

Security Classification / Classification de sécurité





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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de sécurité du personnel requis

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<i>PARLIAMENT HILL → OUTSIDE = site access status → INSIDE THE BUILDINGS = site access clearance</i>		

Special comments:
Commentaires spéciaux: *OTHER SITES ⇒ NO Requirements, unless specified*

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDING (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION


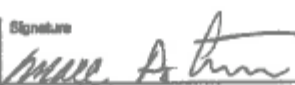

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) ASSETS / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

 Government of Canada / Gouvernement du Canada	Contract Number / Numéro du contrat 10152519
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PART C - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Pierre Reneud		Title - Titre Senior Technical Coordinator	Signature 
Telephone No. - N° de téléphone 813 789 4887	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel pierre.reneud@canada.ca	Date 3 March 2016
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Mélissa Patenaix		Title - Titre Security Services	Signature 
Telephone No. - N° de téléphone 819-994-5499	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel M.Patenaix@Canada.ca	Date 7-03-2016
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) LINE SÉGUIN		Title - Titre Contracting Specialist / Spécialiste en acquisitions	Signature 
Telephone No. - N° de téléphone 88-997-2389	Facsimile No. - N° de télécopieur 819-953-4133	E-mail address - Adresse courriel line.seguin@canada.ca	Date 2016-04-07
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

 **Government of Canada** **Gouvernement du Canada**

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PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category (A-C) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIAL NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET	
											A	B	C				
Information / Assets Renseignements / Biens Production																	
IT Media / Support IT IT Unit / Unit informatique																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par le présent LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans le case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans le case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ANNEX D

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

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 \$5,000,000.00 per accident or occurrence and in the annual aggregate.

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 the Department of Canadian Heritage.
- 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 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. 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.

2. Automobile Liability Insurance

1. The Contractor must obtain Automobile 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 \$5,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability - \$5,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.