



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

Office of the Secretary to the Governor General
Bureau du secrétaire du gouverneur général
1, promenade Sussex Drive
Ottawa Ontario K1A 0A1
OSGGContracts@gg.ca

Attn: OSGG Contracts

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To: Office of the Secretary to the Governor General

We hereby offer to sell to Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

Proposition aux: Bureau du secrétaire du gouverneur général

Nous offrons par la présente de vendre au Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s).

Instructions : See Herein
Instructions: Voir aux présentes

Issuing Office – Bureau de distribution

Office of the Secretary to the Governor General
Bureau du secrétaire du gouverneur général
Matériel Management | Gestion du matériel
1, promenade Sussex Drive
Ottawa, Ontario K1A 0A1

Title – Sujet	
Artistic Director / Executive Producer	
Solicitation No. – N° de l'invitation	Date
OSGG-BSGG-17-1871	7 June, 2017
Solicitation Closes – L'invitation prend fin at – à	Time Zone Fuseau horaire
2:00PM on 26 June, 2017	Eastern Daylight Time (EDT)
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to: - Adresser toutes questions à :	
OSGGContracts@gg.ca	
Telephone No. – N° de téléphone :	
613-991-9351	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction :	
See Herein	
Delivery required - Livraison exigée	
See Herein	
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	
_____ (type or print)/ (taper ou écrire en caractères d'imprimerie)	
_____ Signature	_____ Date



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PART 1 - GENERAL INFORMATION

1.0 Security Requirements

1.1 At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC, as indicated in Part 6 - Resulting Contract Clauses; and
- (c) the Bidder must provide the name of all individuals who will require access to sensitive work sites.

1.2 For additional information on security requirements, bidders 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.

2.0 Statement of Work

2.1 The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

3.0 Office of the Procurement Ombudsman (OPO)

3.1 The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by email at opo-boa@opo-boa.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca

4.0 Debriefings

4.1 Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

5.0 Trade Agreements

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



PART 2 - BIDDER INSTRUCTIONS

1.0 Standard Instructions, Clauses and Conditions

- 1.1 All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- 1.2 Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.
- 1.3 The [2003](#) (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.0 Submission of Bids

- 2.1 Bids must be submitted only to the Office of the Secretary to the Governor General (OSGG) by the date, time and place indicated on page 1 of the bid solicitation.
 - 2.1.1 It is the Bidder's responsibility to:
 - a. obtain clarification of the requirements contained in the bid solicitation, if necessary, before submitting a bid;
 - b. prepare its bid in accordance with the instructions contained in the bid solicitation;
 - c. submit by closing date and time a complete bid;
 - d. provide a comprehensible and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the bid solicitation.
 - 2.1.2 Bid documents and supporting information may be submitted in either English or French
 - 2.1.3 Bids received on or before the stipulated bid solicitation closing date and time will become the property of Canada and will not be returned. All bids will be treated as confidential, subject to the provisions of the [Access to Information Act](#) (R.S. 1985, c. A-1) and the [Privacy Act](#) (R.S., 1985, c. P-21).
 - 2.1.4 Unless specified otherwise in the bid solicitation, Canada will evaluate only the documentation provided with a bidder's bid. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.
 - 2.1.5 Due to the nature of the bid solicitation, bids transmitted by facsimile to OSGG will not be accepted.
- 2.2 Enquiries - Bid Solicitation
 - 2.2.1 All enquiries must be submitted in writing to the Contracting Authority no later than six (6), calendar days before the bid closing date. Enquiries received after that time may not be answered.



2.2.2 Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.3 Applicable Laws

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

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

2.4 Basis for Canada's Ownership of Intellectual Property

2.4.1 The Office of the Secretary to the Governor General (OSGG) has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#): Where the main purpose of the Crown Procurement Contract, or the deliverables contracted for, is to generate knowledge and information for public dissemination; and the Foreground IP consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

2.5 Improvement of Requirement During Solicitation Period

2.5.1 Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.



PART 3 - BID PREPARATION INSTRUCTIONS

3.0 Bid Preparation Instructions

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

Section I: Technical Bid one (1) soft copy sent as an attachment via email;

Section II: Financial Bid one (1) soft copy sent as an attachment via email;

Section III: Certifications one (1) soft copy sent as an attachment via email; and

Section IV: Additional Information one (1) soft copy sent as an attachment via email.

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

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

- i. use 8.5 x 11 inch (216 mm x 279 mm) paper;
- ii. use a numbering system that corresponds to the bid solicitation, and
- iii. use page numbering on the bottom right of each page of the proposal.

3.4 In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- i. use 8.5 x 11 inch (216 mm x 279 mm) paper size; and
- ii. use an environmentally-preferable format including black and white printing instead of colour printing.

3.5 Section I: Technical Bid

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

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



3.6 Section II: Financial Bid

3.6.1 Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.7 Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.0 Evaluation Procedures

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

4.3 Technical Evaluation

4.3.1 Mandatory Technical Criteria

Mandatory Technical Criteria (MT)

For the purpose of the mandatory technical criteria specified below, the experience of the Bidder* will be considered.

“Bidder” means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

Number	Mandatory Technical Criterion	MET	NOT MET
MT1	The Bidder must have been in business for a minimum of five (5) years for which a minimum of three (3) years has been spent specializing in the provision of event management services.		
MT2	<p>The Bidder must demonstrate its experience in event management services by providing a detailed description of three (3) similar projects.</p> <p>To be considered valid, the three (3) similar projects must have been managed by the Bidder within the past eight (8) years with a minimum attendance of 10,000 people at one (1) time at a single location.</p> <p>At least two (2) of the three (3) event management projects must have been outdoor, cultural events (e.g. concerts, festivals, variety shows).</p> <p>To be considered as similar projects, the Bidder must have been directly responsible for:</p> <ul style="list-style-type: none"> i. the hiring, coordination and management of artistic talent/performers to provide entertainment during the event; 		



	<ul style="list-style-type: none">ii. the coordination and management of scheduled speakers/presenters;iii. an all-inclusive budget of \$200,000 or greater, excluding taxes; andiv. the adherence to all applicable laws and regulations as well obtaining all applicable rights and releases to provide all aspects of the event. <p>For each of the three (3) projects, the Bidder must provide:</p> <ul style="list-style-type: none">i. Name of the project/event;ii. Client (Department/firm, etc);iii. Client contact information;iv. Description and purpose of the event;v. Event start date (month and year) and length;vi. Event location (Country and province/state and city);vii. The total value of the Bidder's overall budget;viii. Number of people in attendance at the identified location;ix. Overview of the event management services provided by the Bidder;x. Description of the Bidder's direct responsibilities for:<ul style="list-style-type: none">a. the hiring, coordination, and management of artistic talent/performers;b. the coordination and management of scheduled speakers/presenters;c. the adherence to all applicable laws and regulations as well as obtaining all applicable rights and releases; andxi. A letter of reference from the Client.		
MT3	The Bidder must indicate their proposed Artistic Director/Executive Producer, who possesses a minimum of three (3) years' experience, in event management services. In its proposal, the Bidder must indicate the proposed Artistic Director/Executive Producer's related accomplishments/major projects of a similar nature over the last three (3) years.		
MT4	The Bidder must provide an overview of its capacity to fulfill this requirement; including the proposed project team by listing the title and responsibilities of each team member required to address each of the responsibilities defined in section 8.0 at Annex A, Statement of Work.		



4.3.2 Point Rated Technical Criteria

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria table(s). Each point rated technical criterion should be addressed separately.

Point Rated Technical Criteria (RT)
For the purpose of the point rated technical criteria specified below the experience of the Bidder* will be considered.

"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

Number	Point Rated Technical Criterion	Bid Preparation Instructions	Weighting (Points)
RT1	The Bidder should demonstrate its understanding of this project as defined in Annex A, Statement of Work.	In order to demonstrate its comprehension of the requirement, the Bidder should present: <ul style="list-style-type: none"> i. their interpretation of the mandate and of the objectives of the project/event, and ii. the unique value offered by the Bidder. 	40
RT2	The Bidder should provide a proposed high level project plan defining its capacity to achieve the timeline and the tasks and deliverables defined in section 8.0 at Annex A, Statement of Work.	The high level project work plan should include: <ul style="list-style-type: none"> i. a description of the proposed project management approach that will be used to plan, organize, produce and control the 2017 Masquerade for Mental Health event; ii. how the proposed methods will ensure efficiency and quality in the execution to meet the requirements as described in Annex A of the Statement of Work; and iii. Potential risks associated with the 2017 Masquerade for Mental Health event as well as mitigation strategies for each of the potential related risks. 	60



RT1	RT2	RATING SCHEME
0/40	0/60	<p>The information provided was unsuitable or insufficient.</p> <p>Information provided does not address the criteria.</p> <p>Bidder receives 0% for the available points for this criterion.</p>
4/40	6/60	<p>Some but insufficient information provided and/or technically not acceptable.</p> <p>Information provided demonstrates a minimal understanding.</p> <p>Bidder receives 10% of the available points for this criterion.</p>
12/40	18/60	<p>Demonstrates acceptable techniques to plan, organize, execute and control the event.</p> <p>Information provided demonstrates some but not a full understanding for all elements.</p> <p>Bidder receives 30% of the available points for this criterion.</p>
20/40	30/60	<p>Demonstrates good techniques to plan, organize, execute and control the event.</p> <p>Information provided demonstrates understanding for most but not all of the elements.</p> <p>Some Weaknesses and/or omissions that may cause risks to the event.</p> <p>Bidder receives 50% of the available points for this criterion.</p>
28/40	42/60	<p>Demonstrates very good, clear and efficient techniques to plan, organize, execute and control the event.</p> <p>Information provided demonstrates understanding that is relevant to all of the elements of the rated criteria.</p> <p>There are no obvious weaknesses and/or omissions that will cause major risks to the event.</p> <p>Bidder receives 70% of the available points for this criterion.</p>
34/40	51/60	<p>Demonstrates excellent, clear complete and efficient techniques to plan, organize, execute and control the event.</p> <p>Information provided clearly demonstrates a full understanding of all of the elements.</p> <p>There are no weaknesses and/or omissions that will cause major risks to the event.</p> <p>Bidder receives 85% of the available points for this criterion.</p>



40/40	60/60	<p>Demonstrates exceptional and very proficient techniques to plan, organize, execute and control the event. The described techniques are very clear, complete and achievable.</p> <p>Information provided demonstrates a full range and an in depth understanding that is relevant to all of the elements.</p> <p>There are no weaknesses and omissions that will cause major risks to the event. Furthermore, anticipated potential risks have been identified with well-defined mitigation strategies.</p> <p>The techniques demonstrate flexibility and how the approach takes the client requirement into consideration.</p> <p>Bidder receives 100% of the available points for this criterion.</p>
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4.3.3 Financial Evaluation

4.3.3.1 **The maximum funding available for the Contract resulting from the bid solicitation is \$200,000.00** (Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

4.4 Basis of Selection

4.4.1 To be declared responsive, a bid must:

- i. comply with all the requirements of the bid solicitation;
- ii. meet all mandatory technical evaluation criteria; and
- iii. obtain the required minimum of 70 points overall for the point rated technical criteria.

4.4.2 Bids not meeting (a) or (b) or (c) will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.



PART 5 - CERTIFICATIONS

- 5.1 Bidders must provide the required certifications and additional information to be awarded a contract.
- 5.2 The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.
- 5.3 The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.4 Certifications Required with the Bid

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

5.4.1 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 Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.4.2 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions: For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- i. an individual;
- ii. an individual who has incorporated;
- iii. a partnership made of former public servants; or
- iv. 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.

5.4.3 Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- i. name of former public servant; et
- ii. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

5.4.4 Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- i. name of former public servant;
- ii. conditions of the lump sum payment incentive;
- iii. date of termination of employment;
- iv. amount of lump sum payment;
- v. rate of pay on which lump sum payment is based;
- vi. period of lump sum payment including start date, end date and number of weeks;
- vii. 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.

5.4.5 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

5.4.6 Status and Availability of Resources

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

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

5.4.7 Education and Experience

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



5.4.8 Insurance - Proof of Availability Prior to Contract Award

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex E.

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



PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

The Contractor/Offeror must comply with the provisions of the Security Requirements Check List, attached at Annex C.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

6.3.1 All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.2 General Conditions

[2035 \(2016-04-04\)](#) General Conditions - Higher Complexity – Services apply to and form part of the Contract.

6.3.3 Supplemental General Conditions

The following SACC manual Clauses are incorporated by reference and form part of this Contract:

ID	Date	Title
A9117C	2007-11-30	T1204 - Direct Request by Customer Department



A9116C	2007-11-30	T1204 Information Reporting by Contractor
C0705C	2010-01-11	Discretionary Audit
4007	2010-08-16	Canada to Own Intellectual Property Rights in Foreground Information
A9068C	2010-01-11	Government Site Regulations

6.4 Term of Contract

6.4.1 Period of the Contract

The Contractor must, between the day of contract award and the 27th day of *October, 2017* perform and complete with care, skill, diligence and efficiency the work described in the Annex “A” entitled “Statement of Work”.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Melanie Vezina

Title: Manager, Materiel Management

Telephone: 613.991.9351

E-mail address: melanie.vezina@gg.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is:

(to be completed at Contract award)

Name: _____

Title: _____

Telephone: ____ ____ _____

E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.



6.5.3 Contractor's Representative

(to be completed at Contract award)

6.6 Proactive Disclosure of Contracts with Former Public Servants

(note to Bidder, if not applicable, this clause will be removed at contract award)

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

6.7 Basis of Payment - Firm Price - Services

6.7.1 Professional Fees

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ _____ *(insert amount at contract award)*. Customs duties are excluded and Applicable Taxes are extra.

6.7.2 Travel and Living Expenses

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the [Treasury Board Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

6.8.2 Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

6.8 Multiple Payments

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

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



6.9 Applicable Taxes

6.9.1 Applicable taxes are not included in the amounts shown in the Basis of Payment. Applicable taxes, which are estimated at \$_____ (*to be determined at contract award*), are included in the total contract amount. Applicable taxes are to be shown as separate items on all invoices and claims for progress payments and will be paid by Canada. The Contractor agrees to remit to appropriate tax authorities any amounts of applicable taxes paid or due.

6.10 Invoicing Instructions

6.10.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

6.10.2 Invoices must be distributed as follows: The original copy must be sent by email at OSGGContracts@gg.ca for certification and payment.

6.11 Certifications Compliance

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

6.12 Applicable Laws

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

6.13 Insurance Requirements

6.13.1 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.

6.13.2 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.

6.13.3 The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.



6.14 Priority of Documents

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

- i. the Articles of Agreement;
- ii. Contract Clauses including the general conditions ([2035 \(2016-04-04\)](#) General Conditions - Higher Complexity – Services), shall apply to and form part of this Contract;
- iii. Annex “A”, Statement of Work;
- iv. Annex “B”, Basis of Payment, and
- v. Annex “C”, Security Requirement Check List;
- vi. the Contractor's bid dated _____.

6.15 Non-Disclosure Agreement

6.16.1 The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, found in Annex E, Non-Disclosure Agreement, and provide it to the Contracting Authority before they are given access to information by or on behalf of Canada in connection with the Work.

6.16 Dispute Resolution

6.16.1 The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-7345169 or by e-mail at opo-boa@opa-boa.gc.ca.

6.17 Contract administration

6.17.1 The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [the supplier or the contractor or the name of the entity awarded this contract] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are **not** in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at opo-boa@opa-boa.gc.ca.



ANNEX A STATEMENT OF WORK

1.0 GENERAL

- 1.1 The purpose of this Statement of Work (SOW) is to define the scope, the deliverables that apply to the work and responsibilities of an Artistic Director / Executive Producer, in support to the Office of the Secretary to the Governor General (OSGG), for a Masquerade for Mental Health event on September 9th, 2017.

2.0 SCOPE

- 2.1 OSGG is seeking the services of a Contractor to develop, coordinate and execute a show as part of the 2017 Masquerade for Mental Health event. This includes the elaboration of an artistic concept, the event production coordination of the artistic concept, the contracting of artists (performers), and the coordination of technical requirements/components, in consultation with, and as directed by, OSGG. The successful Contractor will be required to deliver a coherent and entertaining package that can be adapted to meet the outreach and educational goals of the event.

- 2.2 The show should offer a distinctive and original experience and should highlight artists both French- and English-speaking, as well as Indigenous artists who embrace the cause of mental health and who will encourage Canadians, with special focus on young Canadians, to speak openly about mental illness and seek the help they need.

2.3 Objectives

- 2.3.1 OSGG's mission is to support the Governor General as the Queen's representative in Canada and to serve Canadians with a vision of connecting, inspiring and honouring Canadians.

- 2.3.2 For the Masquerade for Mental Health event, the following are OSGG's specific objectives:

- i. Organize a unique and memorable event to raise awareness and to change attitudes and behaviour surrounding mental health issues;
- ii. Celebrate the excellence and creativity of Canadian artists and diversity, with a particular focus on those working in support of mental health;
- iii. Share practical tools and best/innovative practices for mental health, promote awareness of key mental health organizations from across the country, and establish relationships which will foster ongoing dialogue;
- iv. Bring youth together to share their stories, vision and creativity and offer them a space in which to shine and to actively promote their own mental wellbeing;
- v. Support the employment of people living with mental health problems or illnesses;
- vi. Communicate evocative messages of hope to people who are affected by mental illness; and



- vii. Mobilize, inspire and encourage Canadians to participate in the celebrations surrounding the 150th anniversary of Confederation taking place around the country.

2.3.3 The show should reflect and speak to Canadians, particularly young people, creating an emotive connection and experience. It should also promote a festive atmosphere that is diverse and relatable to young people. It should send a message of hope to people who are affected by mental illness.

3.0 BACKGROUND

3.1 Over the past six years, Her Excellency Sharon Johnston, spouse of the governor general of Canada, has focused on reducing the stigma surrounding mental illness and promoting the importance of a community that is inclusive and accepting of people with mental illness. Through her many trips across Canada and abroad, she has visited a wide variety of organizations with innovative mental health practices, programs and research projects working to improve the lives of individuals. She has listened to and shared inspirational testimonies reflecting the realities, the challenges of women, men and youth, living with mental illness. In short, she has become a leading voice for the mental health cause.

3.2 On September 9, 2017, the Office of the Secretary to the Governor General (OSGG) will host a Masquerade for Mental Health event on the grounds of Rideau Hall, in Ottawa. The main goal of the event is to instill a “new culture” of awareness within the general public and to highlight the importance of recognizing that mental health issues are a part of life, that mental illness must be viewed no differently than physical illness, and that acceptance and reaching out for early intervention is key to recovery. It will engage the general public, in understanding the importance of mental health, accepting mental illness, and changing attitudes and behaviours surrounding mental health issues.

3.3 This event will coincide with the festivities to celebrate Canada’s 150th anniversary. Not only will it mark the historical milestone, but it will also be an opportunity to bring and connect Canadians together and illustrate what Canada is doing nationally (from coast to coast to coast) for mental health.

3.4 The architecture and grounds of Rideau Hall will become festive and alive with informative and interactive platforms (kiosks) and activities for the general public to explore. It will be a space where Canadians can engage with several key mental health stakeholders to discuss and share innovative best practices and prevention strategies. This activity will bring together and shine a spotlight on the work of several organizations Her Excellency has worked with across Canada, all of which address mental health in different settings, and target various clienteles, including Indigenous peoples.

3.5 Throughout the event, guests will be invited to create their own masks and to wear them. The look and feel of the entire event will be that of a fair/carnival, or a masquerade. To that end, the grounds of Rideau Hall will be enhanced through lighting and other means to create the ambiance of a masquerade ball. “Pop-up” stages will be dispersed throughout the grounds, allowing for artistic presentations by aspiring youth and artists from different disciplines (music, dance, theatre, visual arts). The evening will feature a mainstage performance of artists, both French- and English-speaking, as well as Indigenous artists, who embrace the cause of mental health.



4.0 APPLICABLE DOCUMENT

- 4.1 In order to ensure that the Contractor fully understands OSGG's requirements, additional information will be provided to the selected contractor. This will include access to site surveys conducted by the National Capital Commission (NCC) in past years and relevant information on OSGG's and NCC's policies and procedures.
- 4.2 The Contractor may, at its own discretion, visit the Precinct to view the site. The exterior area of the Precinct (i.e. the grounds of Rideau Hall) is a public area accessible to anyone during the day. For more information and hours of operation, please visit: www.gg.ca.

5.0 REQUIREMENT

- 5.1 The Contractor, under the direction of OSGG, must develop the concepts, the staging and show rundown by incorporating the thematic components determined by OSGG. The Contractor must also organize and be responsible for the implementation of the show by:
- i. Creating, developing and submitting programming concepts for the show and concert on the grounds of Rideau Hall, and applying themes and objectives to the show;
 - ii. Securing all artists, including Emcees and guest presenters for the show (i.e. finalizing negotiations, confirming all technical and travel requirements);
 - iii. Hiring all technical and production personnel and artistic management staff (i.e. stage director, choreographer, stage managers, technicians);
 - iv. Designing and creating a new scenic backdrop and other decorative elements (multimedia), including, but not limited to staircases, scrims, screen and set. Scaled drawings of the stage design will be required for approval;
 - v. Developing various show documents (i.e. show rundown, blocking, schedules) required for the execution of the event (i.e. the main stage show) ;
 - vi. Liaising with all stakeholders to ensure all pertinent information is shared between OSGG, National Capital Commission (NCC), media / broadcasters, supporters/partners, security, and any other parties, as required;
 - vii. Managing all staging areas during the rehearsals and concert;
 - viii. Coordinating and supervising the running of the event (i.e. the main stage show);
 - ix. Providing the main stage, up to two (2) potential pop-up stages, giant screens, audio, lighting and video requirements (for the pre-show, the main stage show, and larger site ambiance), including cameras for webcast / archival recordings, a/v equipment for subtitles, and required equipment for the sign language interpreters; and
 - x. Managing a detailed budget for the main stage show portion.



- 5.2 The Contractor must arrange for and supply site-related logistics and install basic infrastructure, including: the main stage show stage/structure and backstage facilities, tents, trailers, barricades and security guards for the event (i.e. the main stage show).
- 5.3 The Contractor is in charge of and responsible for the onstage show production, all technical and production requirements related to the performers/guest presenters, the production of scenic video content and the production of and/or refurbishing of stage sets and downstage stairs or any other scenic elements.
- 5.4 In the development of the programming concept for approval, the Contractor is responsible for the innovative and exclusive creative concept development of the event (main stage show/concert) on the grounds of Rideau Hall. The Masquerade for Mental Health objectives (stated in section 2.3.2) must be addressed in such a way as to connect all main elements within the overall event concept within the proposed budget and site infrastructures. For the most part, performances shall be live, with some pre-taped performances or messages which shall make up only a small percentage of the show.
- 5.5 The Contractor must present a final report which must include budgetary information as well as a logistical and production overview.

6.0 EVENT DESCRIPTION - PROGRAMMING FRAMEWORK

- 6.1 The Masquerade for Mental Health event has two components:
 - 6.1.1 From **6 p.m. to 8 p.m.**, the grounds of Rideau Hall will be transformed into an **interactive and informative fair/carnival** (from here on referred to as the “fair”) that will bring together representatives from mental health organizations that Her Excellency has worked with from across Canada. During that time, live performances/animation from aspiring youth and performers will take place in designated secondary performance areas (up to two (2) potential pop-up performances within the fair area). During this part of the event, guests will be encouraged to design and fabricate masks, representative of the inner concerns/feelings they may wish to hide, or personas that they wish to present to the world as a means to protect their inner self.
 - 6.1.2 From **8 p.m. to 9:30 p.m.**, a **concert on the main stage** will be presented featuring a master of ceremonies, renowned performers in both official languages, including indigenous artists, and a few special speakers sharing their experiences with mental health with the audience. At the end of the event, guests will be invited to take off their masks as a symbol of acceptance and solidarity; on their way out of the site, they will be invited to hang up their masks as a make-shift art installation that would be maintained on the grounds of Rideau Hall for the days following the event.
- 6.2 The Contractor will not be responsible for the artistic programming of the fair, however, may be required to arrange for limited staging, audio visual and sound equipment for it.
- 6.3 Apart from security, health and safety issues, this event must go on according to schedule (rain or shine) and the Contractor must work with the OSGG to develop, plan and execute all reasonable contingency plans in the event of unforeseen interruptions or pauses. OSGG shall have sole and exclusive authority to make decisions regarding any deviation from the schedule.



6.4 The following is a rundown of the Masquerade Mental Health event:

Event	Time	Description
Festive Fair/Carnival with kiosks	6 p.m. to 8 p.m.	The General public will tour the grounds and circulate from one tent to the other and take part in various activities and learn about different mental health organizations. Aspiring artistic performances (dance, music, theatre) will be presented while the audience members explore the kiosks, activities and hospitality areas.
Masquerade main stage concert	8 p.m. to 9:30 p.m.	The concert must be a festive show presented in a manner that engages youth and is dynamic. It should incorporate musical performances, video clips, video messages, live testimonials, and a few brief speeches by dignitaries. The artist line-up, scenario/rundown and script are subject to final approval by OSGG.

6.5 Duration of the Show

- 6.5.1 The duration of the fair (6 p.m. to 8 p.m.) will last a total of **2 hours**. During this time, aspiring artist performances will be on-going and sporadic with limited a/v requirements (performances every 30 minutes or so).
- 6.5.2 The masquerade main stage concert will last **90 minutes**. The show rundown and staging must take into consideration a program that is both French and English.

6.6 Precinct

- 6.6.1 The Precinct can accommodate over fifteen thousand spectators, depending on the site installation. The Precinct is also used for many other demonstrations and activities throughout the year and has important symbolic significance. The architecture and grounds of Rideau Hall create a distinctive atmosphere that should be taken into consideration in the development of the artistic concept.

6.7 Infrastructure Specifications

- 6.7.1 The Contractor, in consultation with the OSGG and NCC, must install the main performance structure, the backstage installations (trailers, toilets, and tents) and infrastructure peripheral to the main performance structure.
- 6.7.2 The main performance structure must be built to industry standards following all health and safety rules and regulations.
- 6.7.3 A main performance structure construction schedule will be determined by the Contractor, in collaboration with the OSGG and NCC, to ensure that the main



performance structure is available for technical production installation, on or about September 5, 2017, and for rehearsals as of September 7th or 8th, 2017.

6.8 Audio, Lighting and Video Systems

6.8.1 Effective sound dispersion is sometimes problematic within the Precinct, because of the site's acoustics. While determining the audio, lighting and video requirements, the Contractor should keep in mind that proper diagnostics and speaker stack location will be required in order to mitigate some of these problems.

6.9 Stage dimension

6.9.1 The main stage must be large enough to accommodate the easy alternation of the different performance groups. Appendix B provides a topographical map of grounds of Rideau Hall for an overview of available space. Our target audience numbers are between 5000 and 15 000 people. Screens should be available near the stage to showcase video clips or messages, and to permit close-up visuals of the performances (projected on the screen), particularly to facilitate the viewing of guests located further away from the stage. The screens must be of sufficient lumens to ensure a high quality visual experience, even from a distance. Specific details on exact stage size and positioning on the site will be confirmed during a site visit upon the award of the contract and confirmation of the artists.

6.9.2 It is expected that a minimum of one performance area and a maximum of up to three performance areas will be required: one main stage; and possibly up to two (2) much smaller pop-up stage(s). The larger event site (the fair area), the main stage and the pop-up performance area(s) will need to be animated with lighting and other a/v effects.

6.10 Media coverage

6.10.1 OSGG will seek media coverage of the event.

6.10.2 The Contractor must work closely with any interested media, in consultation with OSGG, to facilitate their access and feed.

6.10.3 The Contractor must deliver a rights-cleared program that can be broadcast, in full, or in part, on multiple platforms, in both English and French. Coverage might include national main television channels, additional television networks (news or specialty), TV repeats, radio broadcasts, live webcasts and archived web programs as described at Appendix A.

7.0 DEVELOPMENT AND IMPLEMENTATION

7.1 Project plan / Event Schedule

7.1.1 The Contractor must present for OSGG approval, a project schedule and detailed deployment of resources to ensure a successful event on September 9, 2017.

7.1.2 The project schedule must be completed and submitted to the OSGG for approval within fifteen days following contract award.



- 7.1.3 An in-person contract kick-off meeting will be held at Rideau Hall within seven (7) calendar days from contract award. During this meeting, the Contractor must present a draft project production schedule and talent roster for headline artists/acts.
- 7.1.4 Through the first months of the Contract, the Contractor must meet with OSGG to develop the artistic concepts for the show, that includes but is not limited to, the show thematic, the approved artist roster repertoire options, other programming elements to be incorporated (i.e. video, messaging, guest presenters, etc.), as well as the set, lighting, audio and video design/operating requirements.

8.0 TASKS AND DELIVERABLES

The Contractor's responsibilities will include, but not be limited to, the following:

8.1 Artistic Production

- 8.1.1 The Contractor must work in close collaboration with OSGG to develop and execute the creative concepts for the show including the show thematic, artist roster and repertoire options as well as other programming elements such as producing and editing video capsules.
- 8.1.2 Artists will be offering their performance as a contribution to the cause of mental health, but will be offered a standard amount as a token of thanks for their contribution. The Contractor must ensure that, as applicable, they engage artists according to the applicable artist unions and their union minimums, and to respect their respective reciprocal agreements, which include but are not limited to, Canadian Actors' Equity Association (Equity), the Alliance of Canadian Cinema, Television and Radio Artists (ACTRA), Union des Artistes (UdA) and the Canadian Federation of Musicians (CFM).
- 8.1.3 The Contractor must finalize the booking of all artists, as well as develop the running order and pacing of the show.
- 8.1.4 The Contractor must:**
- i. Contract all artists from diverse artistic backgrounds and guest presenters to perform during the main stage show, as well as to ensure the artists' availability for rehearsals prior to September 9. These contracts must contain all the permissions, broadcast platforms, licenses or other rights required for the promotion of the shows (permission to use artist's likeness and promotional material etc.), the presentation of the live show and its use on several different media platforms as detailed in Appendix A. Said permissions, licenses or other rights must be expressed in such a way that it is clear they are granted to the Contractor, OSGG and the media.
 - ii. Organize and coordinate, all artist logistical requirements for the show, which includes but is not limited to, the arrangement and/or coordination of hotel accommodations, travel to and from Ottawa, and ground transportation within the NCR to and from the venue; artist green room set up, make-up/hair, wardrobe assistant, artist backline requirements, artist accreditation, and any other artist staging requirements.



- iii. Ensure a signed copy of all performer contracts and sync fee agreements are provided to the OSGG prior to the event.
- iv. Be responsible for the conception and production of videos/multimedia projection elements for the show on the grounds of Rideau Hall, and for the integration of videos conceived and/or produced by OSGG, or by the artists/speakers themselves.
- v. Develop a detailed show rundown, for approval by the OSGG, for the show. The protocol segment for the show must be incorporated into the rundown, including videos, artist performances, as well as speeches.
- vi. Develop the script for the main stage show, in collaboration with OSGG; OSGG reserves the right to assign a writer to assist with the process.
- vii. Create opportunities for interactions between the public and the main stage show.
- viii. Collaborate with OSGG to provide a programming contingency plan for the shows in case of unforeseen delays, adverse conditions or situations.
- ix. Cooperate with OSGG marketing, media relations and communications staff to provide biographical and promotional materials of artists in a timely fashion, assist in scheduling interviews / media opportunities, and find opportunities to engage the artists to collaborate with OSGG to promote the show on other platforms such as social media.
- x. Prepare music compilations of artists and their proposed songs in a digital format.
- xi. Prepare, organize, coordinate, communicate and distribute all the various production documents required to ensure successful production of the show.
- xii. Be responsible for coordinating the show's artists and guest presenters (i.e. rehearsal schedule, ground transportation, call times, etc.).
- xiii. Act as the Producer, (Executive Producer) for the main stage show on the grounds of Rideau Hall

8.2 Broadcast Responsibilities

- 8.2.1 For the pre-show and concert, the Contractor must ensure that all on-stage elements, and other elements determined in consultation with OSGG, are accessible for media coverage on the site.
- 8.2.2 In the absence of media partners/organizations for the Show, the Contractor must provide an audiovisual archive recording of the Show, obtaining any necessary artist or union clearances - this can be taken as a live feed from the air pack;
- 8.2.3 The Contractor must:
 - i. Negotiate and pay all production, technical equipment and labour costs related to the having the shows ready for media coverage.



- ii. Be part of the discussions between OSGG and the media partner(s)/organization(s) regarding the artistic direction, technical issues and logistics for the broadcast of the Shows.
- iii. Be responsible for negotiating, contracting, and obtaining all consents necessary for the media distribution of the show as rights cleared for the platforms of the media, in consultation with OSGG and the media partner/organization(s).
- iv. Be responsible for paying all media synchronization rights ensuring that there is both permission and fee agreement for music copyright prior to Sept 9th, 2017. In the calculations, the Contractor must also anticipate performance encore(s) for permissions and sync fees on a basis that they would be paid if additional songs were performed.
- v. Obtain general media broadcast and web distribution rights to two versions of “O Canada” and other anthems for the show as well as promotional video usage rights from the Artists on behalf of OSGG for the show.
- vi. Coordinate artist(s) availability, permissions and clearances for any media interviews/appearances.
- vii. Supply audio equipment capable of providing an isolated signal of all audio channels from stage performances, hosts, playback material, etc., for a mobile broadcast facility.
- viii. Provide television quality stage lighting for the performances, host positions, sets and a general wash of the viewing audience.
- ix. Provide services of a Director of Photography for the Shows to ensure that the live lighting design and levels are suitable for all media requirements.
- x. Provide technical crew with knowledge and experience in the production of live shows that are covered by media.
- xi. Provide advice, when solicited, on technical and logistical aspects of the show.

8.3 Technical and Logistical Responsibilities

- 8.3.1 The Contractor must design and develop a set design and be responsible for the creation of the set, backdrop and other scenic and decorative elements that will be used for the masquerade main stage event; this could include lighting, scenic and decorative elements for the fair area, and, to a lesser extent, larger site area (i.e. entrances, access paths on the grounds leading toward the show) in an effort to perpetuate the “masquerade” atmosphere.
- 8.3.2 The Contractor must manage, in consultation with the OSGG and NCC, the set-up, operation and dismantling of all basic site infrastructures, including main performance structure, tents, trailers, signage, barricades, but not sets, video equipment, audio or stage lighting.



- 8.3.3 The Contractor must arrange for transportation, installation, and removal/dismantling of the infrastructure (stage, stairs and set pieces for the stage design). Site access information and restrictions will be communicated to the Contractor in advance, in consultation with the OSGG, NCC and RCMP.
- 8.i.4 Set up and supply a temporary furnished office space situated close to the staging areas, either in temporary trailers or within walking distance to the main stage.
- 8.i.5 The Contractor must assume all infrastructure costs, including costs for incremental additional power. On-site power is very limited and most likely will require to be supplemented with an auxiliary power source such as a generator.
- 8.3.6 The Contractor must:
- i. Ensure that production equipment selection and technical design is based within existing infrastructure capacities (rigging capacities, hydro capacities, etc.). Failure to do so will be the responsibility of the Contractor and will be rectified at their own cost.
 - ii. Identify and enumerate the audio, lighting, and video requirements for the show in consultation with OSGG and any media partners/organizations.
 - iii. Provide all necessary personnel / staff, equipment and technicians required to install, operate, maintain and dismantle the scenic, audio, lighting and video production equipment for the main stage show, and on a more limited basis, for the “pop-up” performances during the fair.
 - iv. Provide any additional platforms/pods required to support the artistic concept of the show.
 - v. Provide complete high definition video suite for playback and IMAG (image magnification) including the appropriate quantity and size of outdoor rated video screens for IMAG and appropriate number of camera capable of handling all necessary playback and communication equipment for the production of the live video components for the scope and site of this event.
 - vi. Provide picture in picture technology for two live signing interpreters to both IMAG screens including but not limited to: two remote-controlled high definition cameras, lighting and suitable backdrop for the two stand-up positions, all switching and control equipment as well as the necessary cable distribution for the above. The interpreters are located in the backstage area that will be identified on a site plan. The latter are to be used for inserting on both IMAG video screens universal access signing interpretation in both interpretations of the official speeches, host throws, dialogue and anthem during the Show.
 - vii. Provide hardwired translated audio signals with gain control and ear buds to signing interpreters.
 - viii. If deemed required by the production, provide a teleprompter system, including but not limited to an outdoor rated LED screen at a suitable location approved by



OSGG, all necessary rigging, signal and power distribution with an operator station & computer.

- ix. Provide minimum of 20 media feeds divided into two different locations with additional backup equipment capable of providing 20 additional media feeds if required. All media audio distribution box should be equipped with a single selectable microphone or line level XLR-3 audio cable per output to accommodate media.
- x. Provide wireless management coordination services for the technical production as well as media requests of the live main stage show.
- xi. Provide all technical and engineering information as related to all equipment/devices being attached to, hung/flown from and/or supported by the main performance structure including but not limited to lighting, speakers, sets, video wall/screens and all off stage structures (i.e. front of house bridge).
- xii. Ensure one (1) structure construction person be readily available during the main performance should changes to the main performance structure be necessitated by programming.
- xiii. Organize and coordinate any special effects required for the show including logistics support related to these special effects.
- xiv. Ensure all individuals on-site are properly attired at all times and are easily identifiable ensuring visual consistency.
- xv. Provide all the necessary support staff on-site the day of the event.

8.4 Administrative Responsibilities

- 8.4.1 The Contractor must identify one (1) person who will act as a representative and spokesperson of the Contractor, who will be the liaison with OSGG. This person must be designated by the Contractor to ensure the contract execution unfolds smoothly, have authority to make decisions on the vast majority of matters and be the main point of contact for all aspects of the show.
- 8.4.2 The Contractor must be available for consultation throughout the span of this project and to supply all necessary documents and information as outlined in the project or as requested by OSGG.
- 8.4.3 The Contractor must participate in regular meetings to be held at Rideau Hall or via conference call when appropriate:
 - i. Kick off meeting within seven (7) days following contract award;
 - ii. bi-weekly project update meetings;
 - iii. as-required (ad-hoc meetings);
 - iv. daily meetings on site during installation, rehearsal and operation period; and
 - v. one (1) post-event meeting in September 2017.



Conference calls or video conference-streaming may be arranged when it is not to the detriment to the exchange of information. The frequency of meetings may be modified if certain needs or requirements cannot wait until the next scheduled meeting.

8.4.4 The contractor must prepare the following documents, to be submitted to the OSGG for review and approval:

- i. Proposed programming concept;
- ii. All other documents to support the execution of the show, such as but not limited to script, rehearsal schedule, technical requirements, run sheet etc.
- iii. A detailed budget forecasts; and
- iv. A project work plan schedule.

8.4.5 The Contractor must provide bi-weekly progress reports which must include, but not limited to:

- i. Progress reports summarizing work completed to date;
- ii. Planned work and the identification of target completion dates; and
- iii. Risks or impediments that could impact a successful project completion.

8.4.6 The Contractor must prepare record of decisions of meetings and must provide them to the OSGG, for review and approval.

8.5 Applicable legislations and regulations:

8.5.1 The Contractor must abide by wireless frequency management regulation, including a temporary frequency permits for all technical wireless equipment provided by the Contractor.

8.5.2 The contractor must respect all security rules and regulations pertaining to the Rideau Hall Precinct imposed by any federal agency, including any related costs and expenses.

8.5.3 Exercise best industry practices in health and safety for staff, performers and the public.

8.5.4 The Contractor must comply with all federal, provincial and municipal occupational health and safety legislation and regulations on the work site. In the event of a discrepancy among federal, provincial and/or municipal provisions, the Contractor shall comply with the most stringent of the provisions.

8.5.5 Provide a Safety Plan that defines its responsibility to its employees and contractors during Production installation, rehearsals, show and removal. The Safety Plan must encompass not only the immediate main performing structure, but all areas where the Contractor's staff, contractors, artists may be situated. Include in this plan a communications plan and egress plan in the event of a catastrophe, to be coordinated with and incorporated into the OSGG Emergency Response Plan.

8.5.6 The Contractor acknowledges that he has been advised by the OSGG that the projected work sites may be considered construction sites under federal, provincial and/or municipal legislation and/or regulations and that the Contractor may be subject to any



and all federal, provincial, and municipal occupational health and safety legislation and regulations that apply to the construction industry to the work site.

- 8.5.7 The Contractor is responsible for any expenses incurred to comply with federal, provincial, and municipal occupational health and safety legislation and regulations (including those relating to the construction industry).

9.0 CATERING

- 9.1 During the rehearsal and the day of the event, the OSGG will provide on-site food and beverages for performers, artists, creative team, and event production team.
- 9.2 The contractor must provide the logistical infrastructure in which the catering will be served (i.e. tent, service tables, chairs, etc.).
- 9.2 The contractor is responsible to organize and coordinate, catering/craft services, including water for the creative and event production team during the set-up and dismantling period.

10.0 OSGG RESPONSIBILITIES

10.1 Administrative Responsibilities

10.1.1 The OSGG will:

- i. Provide a contact person to be the liaison with the Contractor for the overall coordination of the contract.
- ii. Provide a contact person to be the liaison with the Contractor for technical direction.
- iii. Provide a contact person to be the liaison for logistics and hospitality.
- iv. Provide a contact person to be the liaison regarding media.
- v. Be available for consultation throughout the span of this project.
- vi. Chair regularly scheduled bi-weekly meetings.
- vii. Play a liaison role between the NCC, RCMP and the contractor (re: infrastructure, site access and use restrictions, access to power and water, including acceptable temporary sources of both, and inspections of temporary services and structures, etc.).
- viii. Carry out all promotional and marketing initiatives, including media relations and news coverage before, during and after the show.
- ix. Provide all necessary approvals.

10.2 Technical and Logistical Responsibilities

- 10.2.1 The OSGG, in consultation with the National Capital Commission (NCC) and the RCMP, will facilitate the infrastructure required to support the Contractor's production of the main stage performance (i.e. site preparation, gate access, etc.). OSGG will assume direct responsibility for the event site in all matters peripheral to the artistic and technical components; the Contractor, on OSGG's behalf, is directly responsible for the artistic and technical production.

10.2.2 The OSGG will:



- i. Co-ordinate all necessary civil operations required for the safety of the public attending the show (e.g. site security, policing, street closures, first aid, mass transit, approval from City of Ottawa SEAT committee, etc.).
- ii. Provide complete scaled site plans showing all relevant infrastructures and their capacities.
- iii. Assist the Contractor in developing its Safety Plan to ensure it is integrated with the overall Emergency plan for the Rideau Hall Precinct.

10.3 Artistic Responsibilities

10.3.1 The OSGG will:

- i. A key contact person will be assigned and will act as the principal/contact liaison for the show.
- ii. Provide final approval for the show's programming, including repertoire options as well as other programming elements to be incorporated, and work with the Contractor on the show's execution.
- iii. Coordinate programming schedules between the fair and the show, including providing a cue sheet for the audio visual provider for the performance components of the fair, if applicable.
- iv. Obtain music licenses such as SOCAN for the live performances for the Show and the fair.
- v. Coordinate protocol components of the show.
- vi. Supply translators and interpretation signers for the Show.
- vii. Coordinate all aspects of the fair, including the creative performance elements. The OSGG will liaise with the Contractor regarding the audio visual requirements of the show.



ANNEX B BASIS OF PAYMENT

- 1.1 Bidders must submit all prices in Canadian dollars, including FOB destination, and custom duties, if applicable. The Goods and services Tax or Harmonized Sales Tax, if applicable, are extra.
- 1.2 The Bidder must provide firm all-inclusive prices for **each** of the Categories of Service included in the tables below. Failure to price any of the categories of service included will result in a bid being declared non-responsive.
- 1.3 The Contractor is subject to the Applicable Laws as outlined in article 6.13 of the Resulting Contract. As such, the Contractor is responsible for ensuring adherence to these Laws, including any applicable Labour Laws. The firm fixed all-inclusive prices charged by the Contractor reflect this responsibility and Canada will not be subject to additional charges not expressly laid out herein.
- 1.4 There is no provision for overtime under this Contract.
- 1.5 Failure to remain within the provided percentage ranges for any of the categories of service will result in a bid being declared non-responsive.
- 1.6 Direct Expenses**
- 1.6.1 Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers. All direct expenses must be included in the firm all-inclusive prices. No other charges will be permitted under the Contract.
- 1.7 Subcontracting**
- 1.7.1 All subcontracted requirements must be included in the firm all-inclusive prices. No other charges will be permitted under the Contract.
- 1.8 Travel and Living Expenses**
- 1.8.1 All travel and living expenses must be included in the firm all-inclusive prices. No other charges will be permitted under the Contract.

The firm all-inclusive prices must include all activities, materials and costs associated with the provision of the services as specified in the Annex A Statement of Work.

Categories of service	Firm all-inclusive price	Percentage of total cost
Administration	\$	Up to 10% of total price
Artistic Production	\$	Up to 45% of total price
Technical and logistical	\$	Up to 45% of total price
Broadcast	\$	Up to 10% of total price
Total all-inclusive cost	\$	100%



ANNEX C SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat

Security Classification / Classification de sécurité
UNCLASSIFIED**SECURITY REQUIREMENTS CHECK LIST (SRCL)**
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
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			
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 Non	<input type="checkbox"/> Yes 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 Non	<input type="checkbox"/> Yes 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 Non	<input type="checkbox"/> Yes 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 type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes 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 Non	<input type="checkbox"/> Yes 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 type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		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"/>
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:		Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
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 SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET 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"/>



Contract Number / Numéro du contrat

Security Classification / Classification de sécurité
UNCLASSIFIED**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 la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <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 EMBLEMES | | | |

Special comments:

Commentaires spéciaux : _____

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?

No / Non Yes / Oui

Dans l'affirmative, le personnel en question sera-t-il escorté?

PART C - SAFEGUARDS (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) MEDIA / 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



Contract Number / Numéro du contrat

 Security Classification / Classification de sécurité
 UNCLASSIFIED
PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) 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 CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente 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 la 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 la case intitulée

« Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



ANNEX D NON-DISCLOSURE AGREEMENT

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. _____ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and _____, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: _____

Signature

Date



ANNEX E INSURANCE

1.0 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 \$2,000,000 per accident or occurrence and in the annual aggregate.

The Commercial General Liability policy must include the following:

- i. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- ii. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- iii. 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.
- iv. 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.
- v. 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.
- vi. 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.
- vii. Employees and, if applicable, Volunteers must be included as Additional Insured.
- viii. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- ix. 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.
- x. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- xi. 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.
- xii. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- xiii. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- xiv. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.



- xv. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- xvi. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- xvii. 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.

2.0 Errors and Omissions Liability Insurance

The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

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.

The following endorsement must be included:

- i. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.



ANNEX F BROADCAST PLATFORMS, PERMISSIONS, RIGHTS AND USAGE

- 1.0 The goal will be to deliver rights-cleared programs for the Show that can be broadcast on multiple platforms, in both English and French, and could include national and international main television channels, additional television networks (news or specialty), TV repeats, radio broadcasts and rebroadcasts, live webcasts and archived web programs for a minimum of 90 days.

News Media:

In all cases, clearances for news media usage are to be unlimited for news broadcasters within 48 hours in Canada only, on TV, radio and internet.

Video usage:

- i. Unlimited web distribution rights for OSGG for one year
- ii. Promotional video usage rights from each artist for OSGG's promotional use:
 - a. On large screens at Rideau Hall; and
 - b. On OSGG websites and social media.
- iii. Unlimited, unrestricted use for the versions of "O Canada" and other anthems for OSGG.



ANNEX G TOPOGRAPHICAL MAP OF GROUNDS OF RIDEAU HALL



Note: Locations of underground utilities are approximate and may be incomplete. It is the responsibility of the contractor to verify the location of any underground services prior to any field work being carried out.

SYMBOL LEGEND

	Sprinkler
	Tree
	Trunk
	Water Valve
	Irrigation Valve
	Drain
	Gas Meter

LINE LEGEND

	Potable Waterline
	Irrigation Waterline
	Edge of Treeline/Bush
	Edge of Path/Road
	Edge of Stone Dust Road

**Geomatics Services
Services géomatiques**

drawing
dessin

Rideau Hall
Site Plan
Event Area

field work travail terrain	P. Jearond/S. Bergeron
drawn by dessiné par	M. McIntyre
date	Nov, 2016
scale échelle	1:250
Geomatics project no. no. de projet de la Géomatique	16080
sheet no. no. de la feuille	1

