



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
11 Laurier St./11, rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau  
Québec  
K1A 0S5  
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

<b>Title - Sujet</b> G7 Summit Host Broadcaster	
<b>Solicitation No. - N° de l'invitation</b> 08A33-170162/B	<b>Date</b> 2017-10-20
<b>Client Reference No. - N° de référence du client</b> 08A33-17-0162	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CW-020-73603	
<b>File No. - N° de dossier</b> cw020.08A33-170162	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-12-07</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Werk(cw), Janet	<b>Buyer Id - Id de l'acheteur</b> cw020
<b>Telephone No. - N° de téléphone</b> (613) 998-3968 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> see herein/ voir inclus	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

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

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

**Host Broadcaster G7 Summit 2018**

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 Security Financial and Other Requirements; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the SRCL, the Electronic Payment Instruments, the Federal Contractor's Program Certification, Mandatory and Rated Requirements and the Confidentiality agreement.

### **1.2 Summary**

The Government of Canada will host the 2018 Charlevoix G7 Summit, to be held in the Province of Quebec June 8<sup>th</sup> & 9<sup>th</sup>, 2018. The Summit will generate extensive media coverage and public interest worldwide. The Summit Management Office requires the services of a Host Broadcaster to provide audio and video coverage and distribution of summit events to the participating broadcasters and to supply broadcast technical services to the media in attendance at Le Manoir Richelieu, the International Media Centre, and other related locations.

The purpose is to contract with a company to provide Host Broadcaster services in a comprehensive and cost-effective manner. The Host Broadcaster services include high quality audio and video coverage of designated Summit events for the purposes of live broadcast, webcast, cable cast, archive recording, news access, closed circuit monitoring, and the managing of an information channel.

In addition, the Host Broadcaster must operate an International Broadcast Centre within the International Media Centre to provide the technical infrastructure necessary to serve the needs of broadcasters with respect to the distribution, recording, and transmission of broadcast signals on-site and around the world.

The Contract will be in effect from the date of award of Contract until October 31, 2018.

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses.

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

This procurement is not subject to the Comprehensive Land Claims Agreements.

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The national security exceptions provided for in the trade agreements have been invoked; therefore, this procurement is excluded from all of the obligations of all the trade agreements.

The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled *Federal Contractors Program for Employment Equity - Certification.*

The Phased Bid Compliance Process applies to this requirement.

### **1.3 Debriefings**

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

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on the top left hand corner of page 1 of the bid solicitation.

Department of Public Works and Government Services

**Bid Receiving Unit**

Place du Portage, Phase III, Core 0B2

11 Laurier Street

Gatineau, Quebec

For couriers: J8X 4A6 For regular mail: K1A 0S5

Telephone : (819) 956-3370

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

### 2.3 Former Public Servant

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

#### Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of

various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

#### **Former Public Servant in Receipt of a Pension**

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

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

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

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

#### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

#### **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted **in writing** to the Contracting Authority ([Janet.werk@pwgsc-tpsgc.gc.ca](mailto:Janet.werk@pwgsc-tpsgc.gc.ca) and [TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca)) no later than **ten (10) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit

the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## 2.5 Applicable Laws

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

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

## 2.6 Bidders' Conference

A bidders' telephone conference will be held on November 1<sup>st</sup> 2017, at 11:00 am. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the name(s) of the person(s) who will be participating and a list of issues they wish to table no later than October 30, 2017.

Any questions or clarifications or changes to the bid solicitation resulting from the bidders' conference will not be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

**2.6.1** Bidders must sign and provide the signed Annex "G" Confidentiality agreement as well as the names of the individuals who will be participating in the telephone conference by no later than Oct 30, 2017. Bidders participating in the Bidder's conference must email the completed form and participant information to [janet.werk@pwgsc-tpsgc.gc.ca](mailto:janet.werk@pwgsc-tpsgc.gc.ca) and [TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca), with attention to Janet Werk.

**2.6.2** A representative from each Bidders' company who participates in the telephone conference will receive an audio transcript in the language or languages that were used for each individual discussion/topic during the telephone conference.

## 2.7 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held in Charlevoix on **Nov. 14, 15, & 16<sup>th</sup>**. The site visit will begin at Le Manoir Richelieu at 1:30pm. More detail information will be given during the conference call. The Summit Management Office will provide documents/drawings during the Bidders' site visit.

Bidders must communicate with the Contracting Authority no later than October 30, 2017 to confirm attendance and provide the name(s) of the person(s) who will attend.

Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

### 2.7.1 Confidentiality Agreement

Bidders must sign the Confidentiality Agreement form included in Annex "G" before being given access to the mandatory site visit. The duly executed confidentiality agreement must be emailed to the contracting authority ([janet.werk@pwgsc-tpsgc.gc.ca](mailto:janet.werk@pwgsc-tpsgc.gc.ca) and [TPSGC.padgamiace-](mailto:TPSGC.padgamiace-)

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[appbmpace.PWGSC@tpsgc-pwgsc.gc.ca](mailto:appbmpace.PWGSC@tpsgc-pwgsc.gc.ca)), with attention to Janet Werk prior to the site visit. Ideally at the same time as the Bidder confirms attendance.

### **2.7.2 Travel to site visit**

The Bidder must arrange its own travel and accommodation for the purposes of attending the mandatory site visit; this includes all the Summit site locations. All costs related to travel and accommodation is the sole responsibility of the Bidder.

Details related to the mandatory site visit locations are provided after the Bidder has confirmed their participation during the Bidder's telephone conference and that the Bidder has provided the signed Confidentiality Agreement.

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

The Public Works and Government Services Canada and Department of international affairs Canada 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](#):

- national security;
- the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination;
- statutes, regulations or prior obligations of Canada to a third party or parties preclude Contractor ownership of the Intellectual Property Rights in Foreground Information;
- the Intellectual Property in Foreground Information consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that Bidders provide their bid in separate sections as follows:

Section I: Technical Bid (**4 hard copies and 1 soft copy on a USB Key\***)

Section II: Financial Bid - (**2 hard copy and 1 soft copy on a USB Key\***)

Section III: Certifications (**1 hard copy and 1 soft copy on a USB Key\***)

Section IV: Additional Information (**1 hard copy and 1 soft copy on a USB Key\***)

\*All the Sections may be saved on the same USB Key as long as each section is a separate file.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Bid**

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

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

## **Section II: Financial Bid**

**3.1.1** Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

### **3.1.2 Electronic Payment Instruments - Bid**

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete the Annex "D" *Electronic Payment Instruments*, to identify which ones are accepted.

If the Annex "D" *Electronic Payment Instruments* is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

## **Section III: Certifications**

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

## **Section IV: Additional Information Precedent to Contract Award**

### **3.1.3 List of names for integrity verification form (Excerpt from the Government of Canada's Integrity Regime site)**

#### **Requirements**

Section 17 of the Ineligibility and Suspension Policy requires suppliers, regardless of their status under the policy, to submit a list of names with their bid or offer. The list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors
- Privately owned corporations must provide a list of the owners' names
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners
- Suppliers that are a partnership do not need to provide a list of names
- Suppliers may use this form to provide the list of names with their bid or offer submission

Link to on-line form: <http://www.tpsgc-pwgsc.gc.ca/ci-if/ln-form-eng.html>

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

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) Canada will use the Phased Bid Compliance Process described below.

#### **4.1.1 Phased Bid Compliance Process**

##### **4.1.1.1 General**

- a) Canada is conducting the Phased Bid Compliance Process (PBCP) described below for this requirement.
- b) Notwithstanding any review by Canada at Phase I or II of the Phased Bid Compliance Process, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PHASED BID COMPLIANCE PROCESS ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE. THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- c) Without prejudice to its other rights, Canada shall have the right, in its absolute discretion, but shall not be obliged, to request and accept any time, before or after the solicitation closing date, and consider as part of the Bid, any document and materials from Bidders to clarify the Bid or to correct deficiencies or errors in the Bid that are not significant in Canada's absolute discretion, including all matters of form or error in computation or failure to confirm by signing or similarly verifying acceptance. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right.
- d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2017-04-27) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the

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address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

#### 4.1.1.2 Phase I: Financial Bid

a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.

b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.

c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.

d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.

e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.

f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.

g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.

h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.

i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

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#### 4.1.1.3 Phase II: Technical Bid

a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the Phased Bid Compliance Process. Mandatory technical criteria that are not identified in the solicitation as being subject to the Phased Bid Compliance Process, will not be evaluated until Phase III.

b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.

c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.

d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.

e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.

f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.

g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid.

h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.

i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

#### 4.1.1.4 Phase III: Final Evaluation of the Bid

a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

#### 4.1.2 Technical Evaluation

##### 4.1.2.1 Mandatory Technical Criteria

See Annex "F" for the mandatory Requirements.

The Phased Bid Compliance Process will apply only to mandatory technical criteria identified by the superscript <sup>(PB)</sup>. Mandatory technical criteria not identified by the superscript <sup>(PB)</sup> will not be subject to the Phased Bid Compliance Process.

Mandatory requirement	M.1 <sup>(PB)</sup>
Mandatory requirement	M.2 <sup>(PB)</sup>
Mandatory requirement	M.3
Mandatory requirement	M.4

To meet the requirement described herein, the experience of the Bidder must be work for which the Bidder was under contract to clients. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes

##### 4.1.2.2 Point Rated Technical Criteria

See Annex "F" for the Point Rated Requirements.

The Phased Bid Compliance Process will apply only to point rated technical criteria identified by the superscript <sup>(PB)</sup>. Mandatory technical criteria not identified by the superscript <sup>(PB)</sup> will not be subject to the Phased Bid Compliance Process.

<b>Rated requirements:</b>
<b>R.1. Approach and Methodology<sup>(PB)</sup></b>
<b>R.2 Proposed Personnel<sup>(PB)</sup></b>
<b>R.3 Production Technology/Equipment</b>
<b>R.4 Experience and Expertise of the Bidder/Contractor<sup>(PB)</sup></b>

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## R.5 Financial Proposal

**PROPOSALS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS WILL BE CONSIDERED NON RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION.**

### 4.1.3 Financial Evaluation

The price of the proposal will be evaluated in Canadian dollars, all applicable taxes excluded; FOB destination, Canadian customs duties and excise taxes included.

To determine the total evaluated price the milestone payments as part of the prices submitted in the Annex "B": Basis of Payment of this bid solicitation will be added together.

### 4.2. Basis of Selection – Lowest price per point

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation;
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum percent / points as indicated per each rated requirement for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.
3. In the event of a tie score, the Bidder with the highest technical score will be recommended for award of a contract.

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. 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.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

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

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

#### 5.1.1 Integrity Provisions – Required Documentation

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

#### 5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), for each member of the Joint Venture.

## **5.2. Additional Certifications Precedent to Contract Award**

### **5.2.1 Canadian Content Certification**

This procurement is limited to Canadian services.

The Bidder certifies that:

( ) the services offered are Canadian services as defined in paragraph 2 of clause A3050T.

**5.2.1.1** SACC *Manual* clause A3050T (2014-11-27) Canadian Content Definition.

### **5.2.2 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 for the requirement is capable of performing the Work described in the resulting contract.

### **5.2.3 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.

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## PART 6 – SECURITY AND FINANCIAL REQUIREMENTS

### 6.1 Security Requirements

1. Before award of a contract\*, the following conditions must be met:
    - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
    - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
    - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
  2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
  3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- \* Before Contract award, the four (4) key personnel (Project Manager, Executive Producer, Technical Director and Chief Engineer) will be verified for secret status. At a minimum the individual's full name and date of birth is required for this verification.

Verification and Accreditation will be performed by the Summit Management Office (SMO).

### 6.2 Financial Capability

SACC Manual clause A9033T 2012-07-16 Financial Capability

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## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

#### 7.2.2 Supplemental Conditions

Supplemental conditions 4007 (2010-08-16) Canada will own all intellectual property rights in foreground information

### 7.3 Security Requirements

The Contractor personnel requiring access to **PROTECTED** information, assets or work site(s) must EACH hold a valid **SECRET STATUS**, granted or approved by the Summit Management Office. (This is valid as a non-transferable Secret clearance).

### 7.4 Term of Contract

#### 7.4.1 Period of the Contract

The period of the Contract is from date of award to October 31, 2018 inclusive.

### 7.5 Authorities

#### 7.5.1 PWGSC Contracting Authority

The Contracting Authority for the Contract is:

Janet Werk (or her designated replacement)  
Public Works and Government Services Canada  
Acquisitions Branch  
Communications Procurement Directorate  
12th Floor, 360 Albert Street  
Ottawa, ON K1A 0S5

Telephone: 613-998-3968 E-mail address: [janet.werk@pwgsc-tpsgc.gc.ca](mailto:janet.werk@pwgsc-tpsgc.gc.ca) and [TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform

work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 7.5.2 Project/Technical Authority

The Project Authority for the Contract is:

To be provided at contract award

The Project/Technical 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.

### 7.5.3 Contractor's Representative (To be filled out at by the Bidder)

Project Manager		Replacement – Project manager	
Name:		Name:	
Telephone:		Telephone:	
E-mail :		E-mail :	

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.7 Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices as specified in the Annex "B" Basis of Payment and the milestone payments listed below.

#### 7.7.1 Limitation of expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ TBD. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

#### 7.7.1.1 Milestone Payments

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

Milestone #	Firm Amount	Description or "Deliverable(s)"

Applicable Taxes are extra

#### 7.7.2 Method of Payment

Payment by Canada to the Contractor for the Work shall be made in accordance with clause H1001C Multiple Payments.

##### 7.7.2.1 SACC Manual Clauses

H1001C (2008-05-12) - Multiple Payments

##### 7.7.3 Direct Request by Customer Department

A9117C (2007-11-30) – T1204 – Direct Request by Customer Department.

##### 7.7.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

##### 7.7.5 Discretionary Audit

SACC Manual Clause C0705C (2010-01-11) - Discretionary Audit

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## 7.8 Invoicing Instructions

**7.8.1** The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions and as detailed below. Claims cannot be submitted until all work identified in the claim is completed.

**7.8.2** The Contractor must issue and distribute invoices by electronic means (email) to the identified Invoice Authority and the PWGSC Contracting Authority for items as follows:

7.8.2.1 The Contractor must issue invoices directly to the Project Authority, [Dave.Mathews@international.gc.ca](mailto:Dave.Mathews@international.gc.ca), with a CC to Patricia Skinner, [Patricia.Skinner@international.gc.ca](mailto:Patricia.Skinner@international.gc.ca).

7.8.2.2 One (1) copy of each invoice must be provided to the Contracting Authority identified under the section entitled "Authorities" of the Contract ([TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca) and [janet.werk@tpsgc-pwgsc.gc.ca](mailto:janet.werk@tpsgc-pwgsc.gc.ca) ).

## 7.9 Certifications and additional information

### 7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

### 7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### 7.9.3 SACC Manual Clauses

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

### 7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in [Ontario](#).

### 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental conditions 4007 (2010-08-16) Canada will own all intellectual property rights in foreground information;
- (c) the general conditions 2035 (2016-04-04), - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated \_\_\_\_\_, (*date of bid*).

Solicitation No. - N° de l'invitation  
08A33-170162/B  
Client Ref. No. - N° de réf. du client  
08A33-170162

Amd. No. - N° de la modif.  
CW020  
File No. - N° du dossier  
CW020. 08A33-170162

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

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## **7.12 Insurance**

SACC *Manual* clause G1005C (2016-01-28) Insurance – No Specific Requirement

## **7.13 Inspection and Acceptance**

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

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## ANNEX "A" STATEMENT OF WORK

### HOST BROADCAST SERVICES 2018 CHARLEVOIX G7 SUMMIT

#### Note:

- 1) The original of the Annexes are the English version.
- 2) The information in the Annex "A" Statement of Work herein is the requirement that the Summit Management Office expects of the Host Broadcaster at the time of the Request for Proposal (RFP) posting only and is not a guarantee of the actual work that will be required. Some elements may be reduced or added for the actual G7 Summit. Any reductions or additions will be subject to the pricing elements in the Annex "B" Basis of Payment submitted as part of the Contractor's proposal and included as part of any resulting Contract.

#### Optional requirement TBD\*

In the statement below there are optional requirements for costing in case these become a mandatory requirement for the host broadcaster for the Summit

#### A.1. Background

The Government of Canada will host the 2018 Charlevoix G7 Summit, to be held in the Province of Quebec June 8<sup>th</sup> & 9<sup>th</sup>, 2018. The Summit will generate extensive media coverage and public interest worldwide. The Summit Management Office requires the services of a Host Broadcaster to provide audio and video coverage and distribution of summit events to the participating broadcasters and to supply broadcast technical services to the media in attendance at Le Manoir Richelieu, the International Media Centre, and other related locations.

#### A.2. Purpose

The purpose is to contract with a company to provide Host Broadcaster services in a comprehensive and cost-effective manner. The Host Broadcaster services include high quality audio and video coverage of designated Summit events for the purposes of live broadcast, webcast, cable cast, archive recording, news access, closed circuit monitoring, and the managing of an information channel.

In addition, the Host Broadcaster must operate an International Broadcast Centre within the International Media Centre to provide the technical infrastructure necessary to serve the needs of broadcasters with respect to the distribution, recording, and transmission of broadcast signals on-site and around the world.

#### A.3. Audience

The Host Broadcaster must provide audio and video sources for the use of the attending media, delegates, and officials at the Summit for a national and international audience via broadcasting, webcasting, cable casting, and news reporting.

#### A.4. Scope of Work

Under the direction and operating within the work parameters contracted, the Host Broadcaster must:

- Provide, install, test, maintain, operate, and dismantle all technical equipment required for the performance of this contract;
- Provide all personnel essential for the operation of all Host Broadcaster facilities and additional personnel as required for the performance of this Annex "A" Statement of Work;
- Provide all personnel essential to fulfill the transmission demands of the different broadcasters;
- Provide audio and video coverage of Summit events described in this Annex "A" Statement of Work;

- Install and operate, as specified, facilities within the International Broadcast Centre, Le Manoir Richelieu, and other locations to serve the needs of the broadcasters accredited to the G7 Summit;
- Assist the Summit Management Office with various production and technical issues.

## A.5. Coverage of Events

### A.5.1. Locations

#### The sites are:

- The G7 Summit and Le Manoir Filing Centre are located at:  
Fairmont Le Manoir Richelieu (Le Manoir Richelieu)  
La Malbaie, QC
  - The International Media Centre and the International Broadcast Centre, are in Quebec City
  - CFB Bagotville Airport (YBG) is located at:  
La Baie, QC
  - Airport 2 (TBD in the province of Quebec)
- Additional sites may be used for other Summit events and will be identified later.

### A.5.2. Coverage Standards

- The Host Broadcaster must provide coverage of the Summit events with the highest professional quality using the HD 1080i standard, and using technical equipment and production values consistent with international broadcast standards. The event coverage signals must be sent to the International Broadcast Centre master control to be recorded in HD for archive purposes and must be made available upon request to broadcasters and others who wish to connect to the Audio/Video signals at this location.
  - The Host Broadcaster must provide two separate Audio/Video paths to the International Broadcast Centre for all live Summit events covered by the Host Broadcaster.
  - The International Broadcast Centre must offer HD-SDI (NTSC and PAL) signals with embedded audio as standard outputs available to its clients.
  - The audio source for monitoring must be floor sound only.
  - The Host Broadcaster must also make the live coverage available at the International Broadcast Centre and at the Le Manoir Richelieu to other Summit Management Office Contractors who will be providing cable casting, closed circuit monitoring, etc. The individual Summit Management Office Contractors will be responsible for the signals beyond the International Broadcast Centre and the Le Manoir Richelieu, in the format of their choice. The International Broadcast Centre must be equipped with various format conversion devices that will accommodate these needs.
- 
- Television sets for monitoring the Summit events and the info channel will be provided by a separate Summit Management Office Contractor.

### A.5.3. Coverage Schedule, Locations, and Facilities

Following is a summary of Host Broadcaster coverage responsibilities. However, the coverage schedule, location, and facilities are preliminary and are subject to change. Adjustments to this Statement of Work, including preparation for the Summit, to accommodate changes may be required. All changes must be approved in writing by the Project Authority prior to being implemented and must be included as a formal amendment to the Contract. All times indicated are in Eastern Daylight Time (EDT).

#### A.5.3.1 Airports

##### a) *Arrivals of Heads of Delegation. Bagotville,*

Schedule of arrivals to be provided later, final schedule is to be confirmed.

- June 6<sup>th</sup>, 2018, full facilities test
- June 7<sup>th</sup>, 2018, 12:00 to 22:30

- June 8<sup>th</sup>, 2018, 06:00 to 14:00
  - The Host Broadcaster must provide the following production facilities located at the Bagotville airport:
    - A cut feed consisting of three cameras (minimum), one of which must be wireless;
    - Audio pickup that must be a single channel of ambient and/or camera sound;
    - The transmission of the live coverage for monitoring and recording at the Summit location, and for monitoring, recording, and transmitting at the International Broadcast Centre;
    - All lighting as needed;
    - Continuous live picture of Airport or surroundings when on standby for heads of delegation arrivals;
    - Maintain the different transmission Encoders and/or Decoders necessary.
    - Backup Power (optional requirement TBD\*, please provide costing)
  - The Summit Management Office will provide two scissor lifts;
  - The Summit Management Office will provide any risers and covering deemed necessary;

*b) Arrivals of Heads of Delegation and/or VIP guests on dedicated aircrafts, Airport 2, province of Quebec (optional).*

Schedule of arrivals to be provided later, final schedule is to be confirmed.

- June 6<sup>th</sup>, 2018, full facilities test
- June 7<sup>th</sup>, 2018, 12:00 to 22:30
- June 8<sup>th</sup>, 2018, 06:00 to 14:00
  - The Host Broadcaster must provide the following production facilities located at the Airport 2:
    - A cut feed consisting of two cameras (minimum), one of which must be wireless;
    - Audio pickup that must be a single channel of ambient and/or camera sound;
    - The transmission of the live coverage for monitoring and recording at the Summit location, and for monitoring, recording, and transmitting at the International Broadcast Centre;
    - All lighting as needed;
    - Continuous live picture of Airport or surroundings when on standby for heads of delegation arrivals;
    - Maintain the different transmission Encoders and/or Decoders necessary.
    - Backup Power (optional requirement TBD\*, please provide costing)
  - The Summit Management Office will provide one scissor lift;
  - The Summit Management Office will provide any risers and covering deemed necessary;

*c) Arrivals of Heads of Delegation and/or VIP guests on commercial aircraft, Airport 2, province of Quebec.*

Schedule of arrivals to be provided later, final schedule is to be confirmed.

- June 7<sup>th</sup>, 2018, 12:00 to 22:30
- June 8<sup>th</sup>, 2018, 08:00 to 20:00
  - The Host Broadcaster must provide the following production facilities located at the Airport 2:
    - One ENG camera crew available on a needed basis for coverage of any Heads of Delegation or VIP guests who arrive at Airport 2;
    - Audio pickup that must be a single channel of ambient and/or camera sound;
    - All lighting as needed;
    - Once recorded, the Host Broadcaster must transmit the recordings in a timely fashion to the International Broadcast Centre;

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### A.5.3.2 G7 Summit Location

Optional requirement TBD;

The Host Broadcaster must provide the main power for Le Manoir Richelieu.

*a) Arrivals of Heads of Delegation by Air Bridge, La Malbaie.*

Schedule of arrivals to be provided later, final schedule is to be confirmed.

- June 7<sup>th</sup>, 2018, 12:00 to 22:00
- June 8<sup>th</sup>, 2018, 06:00 to 14:00
  - The Host Broadcaster must provide the following production facilities located at La Malbaie:
    - One ENG camera crew available on a needed basis for coverage of any Heads of Delegation arrivals;
    - Audio pickup that must be a single channel of ambient and/or camera sound;
    - All lighting as needed;
    - Once recorded, the Host Broadcaster must transmit the recordings in a timely fashion to the International Broadcast Centre;

*b) G7 Official Welcome, Heads of Delegation, le Manoir Richelieu, exterior.*

- June 8<sup>th</sup>, 2018, time to be confirmed (morning)
  - The Host Broadcaster must provide the following production facilities located at le Manoir Richelieu:
    - A cut feed consisting of three cameras for the Official Welcome, including the use of one camera jib;
    - Audio pickup that must be a single channel of ambient and/or camera sound;
    - The transmission of the live coverage for monitoring and recording at the Summit location, and for monitoring, recording, and transmitting at the International Broadcast Centre;
    - All lighting as needed;
  - The Summit Management Office will provide any risers deemed necessary.

*c) G7 Official Welcome, Heads of Delegation, Le Manoir Richelieu. Rain Scenario, interior.*

- June 8<sup>th</sup>, 2018, time to be confirmed (morning)
  - The Host Broadcaster must provide the following production facilities located at le Manoir Richelieu:
    - A cut feed consisting of two cameras for the Official Welcome;
    - Audio pickup that must be a single channel of ambient and/or camera sound;
    - The transmission of the live coverage for monitoring and recording at the Summit location, and for monitoring, recording, and transmitting at the International Broadcast Centre;
  - The Host Broadcaster will work with the Summit Management Office Audio/Video Contractor to define the requirements and design of the lighting;
  - The Summit Management Office will provide any risers deemed necessary.

*d) G7 Working Session(s) Photo-Op, Heads of Delegation, Le Manoir Richelieu, interior*

- June 8<sup>th</sup> and/or 9<sup>th</sup>, 2018, time to be confirmed
  - The Host Broadcaster must provide the following production facilities located at le Manoir Richelieu:
    - A cut feed consisting of four cameras, including three manned cameras and one robotic camera (high-wide shot);
    - Audio pickup that must be a single channel of ambient and/or camera sound;
    - The transmission of the live coverage for monitoring and recording at the Summit location, and for monitoring, recording, and transmitting at the International Broadcast Centre;
  - The Host Broadcaster will work with the Summit Management Office Audio/Video Contractor to define the requirements and design of the lighting;

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- The Summit Management Office to provide any risers deemed necessary.
- e) *G7 Family Photo, Heads of Delegation. Le Manoir Richelieu, exterior.*
- June 8<sup>th</sup> or 9<sup>th</sup>, 2018, time to be confirmed
    - The Host Broadcaster must provide the following production facilities located at le Manoir Richelieu:
      - A cut feed consisting of two cameras (minimum);
      - Audio pickup that must be a single channel of ambient and/or camera sound;
      - The transmission of the live coverage for monitoring and recording at the Summit location, and for monitoring, recording, and transmitting at the International Broadcast Centre;
      - All lighting as needed;

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    - The Summit Management Office will provide any risers deemed necessary.
- f) *G7 Family Photo, Heads of Delegation. Le Manoir Richelieu. Rain Scenario, interior*
- June 8<sup>th</sup> or 9<sup>th</sup>, 2018, time to be confirmed
    - The Host Broadcaster must provide the following production facilities located at le Manoir Richelieu:
      - A cut feed consisting of two cameras (minimum);
      - Audio pickup that must be a single channel of ambient and/or camera sound;
      - The transmission of the live coverage for monitoring and recording at the Summit location, and for monitoring, recording, and transmitting at the International Broadcast Centre;

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    - The Host Broadcaster will work with the Summit Management Office Audio/Video Contractor to define the requirements and design of the lighting;
    - The Summit Management Office will provide any risers deemed necessary.
- g) *Special Event, le Manoir Richelieu.*
- June 8<sup>th</sup> in the evening or in the morning of June 9<sup>th</sup>, 2018, location and time to be confirmed
    - The Host Broadcaster must provide the following production facilities located at le Manoir Richelieu:
      - A cut feed consisting of two cameras (minimum);
      - Audio pickup that must be a single channel of ambient and/or camera sound;
      - The transmission of the live coverage for monitoring and recording at the Summit location, and for monitoring, recording, and transmitting at the International Broadcast Centre;

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    - The Host Broadcaster will work with the Summit Management Office Audio/Video Contractor to define the requirements and design of the lighting;
    - The Summit Management Office will provide any risers deemed necessary.
- h) *Official Welcome, non G7 Heads of Delegation, le Manoir Richelieu, exterior.*
- June 8<sup>th</sup> or 9<sup>th</sup>, 2018, time to be confirmed
    - The Host Broadcaster must provide the following production facilities located at le Manoir Richelieu:
      - A cut feed consisting of three cameras;
      - Audio pickup that must be a single channel of ambient and/or camera sound;
      - The transmission of the live coverage for monitoring and recording at the Summit location, and for monitoring, recording, and transmitting at the International Broadcast Centre;
      - All lighting as needed;

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    - The Summit Management Office will provide any risers deemed necessary.
- i) *Official Welcome, non G7 Heads of Delegation, le Manoir Richelieu, interior.*
- June 8<sup>th</sup> or 9<sup>th</sup>, 2018, time to be confirmed

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- The Host Broadcaster must provide the following production facilities located at le Manoir Richelieu:
    - A cut feed consisting of two cameras for the Official Welcome;
    - Audio pickup that must be a single channel of ambient and/or camera sound;
    - The transmission of the live coverage for monitoring and recording at the Summit location, and for monitoring, recording, and transmitting at the International Broadcast Centre;

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    - The Host Broadcaster will work with the Summit Management Office Audio/Video Contractor to define the requirements and design of the lighting;
    - The Summit Management Office will provide any risers deemed necessary.
  
  - j) *Non G7 Family Photo. Le Manoir Richelieu, exterior.*
    - June 8<sup>th</sup> or 9<sup>th</sup>, 2018, time to be confirmed
      - The Host Broadcaster must provide the following production facilities located at le Manoir Richelieu:
        - A cut feed consisting of two cameras (minimum);
        - Audio pickup that must be a single channel of ambient and/or camera sound;
        - The transmission of the live coverage for monitoring and recording at the Summit location, and for monitoring, recording, and transmitting at the International Broadcast Centre;

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        - All lighting as needed;
        - The Summit Management Office will provide any risers deemed necessary.
  
  - k) *Non G7 Family Photo. Le Manoir Richelieu. Rain Scenario, interior.*
    - June 8<sup>th</sup> or 9<sup>th</sup>, 2018, time to be confirmed
      - The Host Broadcaster must provide the following production facilities located at le Manoir Richelieu:
        - A cut feed consisting of two cameras (minimum);
        - Audio pickup that must be a single channel of ambient and/or camera sound;
        - The transmission of the live coverage for monitoring and recording at the Summit location, and for monitoring, recording, and transmitting at the International Broadcast Centre;

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        - The Host Broadcaster will work with the Summit Management Office Audio/Video Contractor to define the requirements and design of the lighting;
        - The Summit Management Office will provide any risers deemed necessary.
  
  - l) *G7 Meeting with Special Guests. Le Manoir Richelieu.*
    - June 8<sup>th</sup> or 9<sup>th</sup>, 2018, time to be confirmed
      - The Host Broadcaster must provide the following production facilities located at le Manoir Richelieu:
        - A cut feed consisting of three cameras;
        - Audio pickup that must be a single channel of ambient and/or camera sound;
        - The transmission of the live coverage for monitoring and recording at the Summit location, and for monitoring, recording, and transmitting at the International Broadcast Centre;

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        - The Host Broadcaster will work with the Summit Management Office Audio/Video Contractor to define the requirements and design of the lighting;
        - The Summit Management Office will provide any risers deemed necessary.
  
  - m) *G7 Chair's Press Conference Theatre. Le Manoir Richelieu.*
    - June 9<sup>th</sup>, 2018, time to be confirmed
      - The Host Broadcaster must provide the following production facilities located at le Manoir Richelieu:
        - A cut feed consisting of four cameras;

- A separate feed of the head-on camera;
- An audio and video return from the corresponding International Media Centre briefing room to monitors within the G7 Chair's Press Conference Theatre for media questions;
- Transmission to the International Broadcast Centre of the six audio channels (floor, English, French, German, Italian, Japanese)
- The transmission of the live coverage for monitoring and recording at the Summit location, and for monitoring, recording, and transmitting at the International Broadcast Centre;

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- The Host Broadcaster will work with the Summit Management Office Audio/Video Contractor to define the requirements and design of the lighting;
- The six audio channels will be provided by the Summit Management Office's Audio/Video contractor;
- Any other use of the G7 Chair's Press Conference Theatre will be provided by the Summit Management Office media coordinator;
- The Summit Management Office will provide any risers deemed necessary.

n) *G7 Briefing Room A. Le Manoir Richelieu.*

- June 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup>, 2018, schedule to be confirmed.
  - The Host Broadcaster must provide the following production facilities located at le Manoir Richelieu:
    - One live camera;
    - An audio and video return from the corresponding International Media Centre briefing room to monitors within the G7 Briefing Room A for media questions;
    - Transmission to the International Broadcast Centre of the three audio channels (floor, English, and French);
    - The transmission of the live coverage for monitoring and recording at the Summit location, and for monitoring, recording, and transmitting at the International Broadcast Centre;

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    - The Host Broadcaster will work with the Summit Management Office Audio/Video Contractor to define the requirements and design of the lighting;
    - The three audio channels will be provided by the Summit Management Office's Audio/Video contractor;
    - Any other use of the G7 Briefing Room A will be provided by the Summit Management Office media coordinator;
    - The Summit Management Office will provide any risers deemed necessary.

o) *G7 Briefing Room B. Le Manoir Richelieu.*

- June 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup>, 2018, schedule to be confirmed.
  - The Host Broadcaster must provide the following production facilities located at le Manoir Richelieu:
    - One live camera;
    - An audio and video return from the corresponding International Media Centre briefing room to monitors within the G7 Briefing Room B for media questions;
    - Transmission to the International Broadcast Centre of the three audio channels (floor, English, and French);
    - The transmission of the live coverage for monitoring and recording at the Summit location, and for monitoring, recording, and transmitting at the International Broadcast Centre;

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    - The Host Broadcaster will work with the Summit Management Office Audio/Video Contractor to define the requirements and design of the lighting;
    - The three audio channels will be provided by the Summit Management Office's Audio/Video contractor;
    - Any other use of the G7 Briefing Room B will be provided by the Summit Management Office media coordinator;

- The Summit Management Office will provide any risers deemed necessary.

p) *G7 Scrum Area. Le Manoir Richelieu, exterior.*

- June 8<sup>th</sup> and 9<sup>th</sup>, 2018, final schedule to be confirmed.
  - The Host Broadcaster must provide the following production facilities located at le Manoir Richelieu:
    - One live camera;
    - One microphone for statement and answers;
    - One audio technician for audio pickup (boom mike);
    - All lighting as needed;
    - The transmission of the live coverage for monitoring and recording at the Summit location, and for monitoring, recording, and transmitting at the International Broadcast Centre;
  - Schedule of use to be provided by the Summit Management Office media coordinator;
  - The Summit Management Office to provide any risers deemed necessary.

q) *G7 Canadian Bilateral Meeting Room, Le Manoir Richelieu*

- June 8<sup>th</sup> and 9<sup>th</sup>, time to be confirmed
  - The Host Broadcaster must provide the following production facilities located at le Manoir Richelieu:
    - One live camera;
    - One microphone for statement and answers;
    - One audio technician for audio pickup (boom mike);
    - All lighting as needed;
    - The transmission of the live coverage for monitoring and recording at the Summit location, and for monitoring, recording, and transmitting at the International Broadcast Centre;
  - Schedule of use to be provided by the Summit Management Office media coordinator;
  - The Summit Management Office to provide any risers deemed necessary.

r) *G7 Bilateral Meeting Rooms. Le Manoir Richelieu.*

- June 8<sup>th</sup> and 9<sup>th</sup>, time to be confirmed
  - The Host Broadcaster must provide the following production facilities located at le Manoir Richelieu:
    - One ENG camera for the different bilateral rooms;
    - One audio technician for audio pickup (boom mike);
    - All lighting as needed in all Bilateral Meeting Rooms;
    - Once recorded, the Host Broadcaster must provide the recordings in a timely fashion for transmission to the International Broadcast Centre.

s) *G7 Spousal program, locations to be decided.*

- June 8<sup>th</sup> and 9<sup>th</sup>, final schedule to be confirmed.
  - The Host Broadcaster must provide the following production facilities located at le Manoir Richelieu:
    - One ENG camera for the different Spousal events;
    - One audio technician for audio pickup (boom mike);
    - All lighting as needed;
    - Once recorded, the Host Broadcaster must provide the recordings in a timely fashion for transmission to the International Broadcast Centre.

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### A.5.3.3 Le Manoir Filing Centre, La Malbaie

#### a) *Host Broadcaster Booking Office*

- June 7<sup>th</sup>, 2018, 12:00 to 22:30
- June 8<sup>th</sup>, 2018, 06:00 to 22:30
- June 9<sup>th</sup>, 2018, 06:00 to 20:00
- The Host Broadcaster must provide the following production facilities located at le Manoir Richelieu:
  - A Booking Office and a Booking Agent in Le Manoir Filing Centre.
  - The Summit Management Office will provide the Host Broadcaster with a location, office furniture, and telecommunication facilities as per section A.10 of this Statement of Work.

#### b) *G7 dedicated stand-up positions, one per country. Le Manoir Richelieu.*

- June 7<sup>th</sup>, 2018, 12:00 to 22:30
- June 8<sup>th</sup>, 2018, 06:00 to 22:30
- June 9<sup>th</sup>, 2018, 06:00 to 20:00
- The Host Broadcaster must provide the following production facilities located at le Manoir Richelieu:
  - Audio/Video cabling back to the Manoir Filing Centre Host Broadcaster Master Control;
  - Technical assistance for these stand-up positions;
  - The Summit Management Office will provide three phone lines;
  - AC Power to be provided by the Summit Management Office;
  - Risers and covering provided by the Summit Management Office;
  - Camera, sound equipment, and technician to be provided by the different G7 country media representative

#### c) *G7 stand-up positions (4). Le Manoir Richelieu.*

- June 7<sup>th</sup>, 2018, 12:00 to 22:30
- June 8<sup>th</sup>, 2018, 06:00 to 22:30
- June 9<sup>th</sup>, 2018, 06:00 to 20:00
- The Host Broadcaster must provide the following production facilities located at le Manoir Richelieu:
  - Four cameras and relevant sound equipment (rate card item);
  - Four camera operators (rate card item);
  - Audio/Video cabling back to the Manoir Filing Centre;
  - All lighting as needed;
  - The management of the stand-up positions through the Host Broadcaster booking office (10-minute time slots suggested).
  - The Summit Management Office will provide three phone lines;
  - The Summit Management Office will provide AC Power;
  - Risers and covering provided by the Summit Management Office.

#### d) *Beauty Shot, Charlevoix*

- June 6<sup>th</sup> 15:00 to June 9<sup>th</sup> 22:30
- The Host Broadcaster must provide the following production facilities located at le Manoir Richelieu:
  - One camera, remotely controlled if necessary, with camera audio;
  - A continuous live outdoor picture of the Charlevoix region which must be passed on to the International Broadcast Centre;
  - The Project Authority, in consultation with the Host Broadcaster, will chose the Beauty shot location

e) *Host Broadcaster Master Control at the Manoir Filing Centre*

- June 6<sup>th</sup> to 9<sup>th</sup>, 2018
  - The Host Broadcaster production facilities located at le Manoir Richelieu:
    - Must provide the design, construction, installation, and operation of the Host Broadcaster Master Control at the Manoir Filing Centre in consultation with the Summit Management Office;
    - Must also provide the structure or trailer needed for the Host Broadcaster Master Control located near the Manoir Filing Centre;
    - Must be operational from 09:00 on June 6<sup>th</sup> until 23:59 on June 9<sup>th</sup>, according to a schedule to be developed by the Summit Management Office. The Manoir Filing Centre must operate during the quiet hours between 23:00 and 06:00 with reduced personnel;
    - Installation of facilities and equipment may start May 27<sup>th</sup> at 06:00, with tear-down must be completed by June 11<sup>th</sup> at 23:59. Deliveries of equipment, pre-cabling, control room construction and other features may be started on earlier dates to be advised by the Summit Management Office;
    - The mains power will be standard 120v 60Hz single phase, with 120/208v 3 phase available as an option;
    - Video standards conversion equipment must be available to ensure compatibility with HD 1080i, (NTSC and PAL) and other common formats;
    - Distribution must be offered in HD-SDI (NTSC and PAL) with embedded audio.
    - The Host Broadcaster must provide a playout/transmission facility for accredited broadcasters;
    - Playout devices must be made available for common professional formats;
    - The Host Broadcaster must arrange a sufficient number of transmission lines to accommodate the needs of the domestic and international broadcasting media in attendance at the Manoir Filing Centre;
    - Any transmissions requested by Broadcasters will be user-pay, arranged through the International Broadcast Centre booking office (rate card item);
    - The Host Broadcaster must provide and maintain the different transmission Encoders and/or Decoders necessary;
    - Backup Power (optional)
  - the Summit Management Office will provide free of charge the Transmission of live and recorded events covered by the Host Broadcaster from the Manoir Richelieu to the International Broadcast;
  - The Summit Management Office will provide the location/parking for any mobiles, trailers and other facilities required by the Host Broadcaster.

**A.6. International Media Centre, Centre des congrès de Québec**

- The International Media Centre contains;
  - Common work facilities for broadcast, print, and photo journalists;
  - Media services;
  - Press Conference Theatres and/or Briefing Rooms;
  - Hospitality area;
  - The International Broadcast Centre.

**A.7. International Broadcast Centre**

a) *General*

- The International Broadcast Centre is part of the International Media Centre.
- The Host Broadcaster, in consultation with the Summit Management Office, must design, construct, install, and operate the International Broadcast Centre.

- The International Broadcast Centre must be operational from 09:00 June 6<sup>th</sup>, until 23:00 June 9<sup>th</sup>, 2018. The operations may be required on a 24-hour basis from the 6<sup>th</sup> to the 9<sup>th</sup> of June 2018. Final schedule to be confirmed.
  - The installation of facilities and equipment may start May 28<sup>th</sup> at 06:00, with tear-down to be completed by June 11<sup>th</sup> at 23:59. Deliveries of equipment, pre-cabling, control room construction and other features may be started on earlier dates to be advised by the Summit Management Office, final schedule to be confirmed.
  - The mains power is 120v 60Hz single phase, with 120/208v 3 phase available as an option.
  - Video standards conversion equipment must be available to ensure compatibility with HD 1080i (NTSC and PAL) and other common formats.
  - Distribution must be offered in HD-SDI (NTSC and PAL) with embedded audio.
  - Broadcasters must arrange their transmission paths through the Host Broadcaster's booking office. The costs of these transmissions are user pay (rate card item).
  - Playout machines must be available for the common professional formats.
  - Transmission of the live coverage must be provided for monitoring and recording at the Summit location, and must be provided for monitoring, recording, and transmitting at the International Broadcast Centre.
- 
- Audio/Video distribution boxes inside the International Media Center will be provided by Summit Management Office Audio/Video Contractor.

*b) Briefing Rooms (three), International Media Center*

- June 7<sup>th</sup>, 2018, 10:00 to 20:00
  - June 8<sup>th</sup>, 2018, 07:00 to 20:00
  - June 9<sup>th</sup>, 2018, 07:00 to 16:00
  - The Host Broadcaster must provide the following production facilities located at the International Media Center:
    - One camera but at two different wired locations in each briefing room;
    - Connectivity with the corresponding briefing room at Le Manoir Richelieu for bi-directional news conferences/briefings;
    - Audio assistant for bi-directional events;
    - Transmission of the live coverage to be provided for monitoring and recording at the Summit location, and for monitoring, recording, and transmitting at the International Broadcast Centre;
- 
- The audio channels will be provided by the Summit Management Office's Audio/Video contractor;
  - The Host Broadcaster will work with the Summit Management Office Audio/Video Contractor to define the requirements and design of the lighting;
  - Schedule of use to be provided by the Summit Management Office media coordinator.
  - The Summit Management Office to provide any risers deemed necessary.

*c) G7 – Host Broadcaster stand-up positions (four), Quebec City. Location to be confirmed.*

- June 7<sup>th</sup>, 2018, 12:00 to 22:30
- June 8<sup>th</sup>, 2018, 06:00 to 22:30
- June 9<sup>th</sup>, 2018, 06:00 to 23:59
- The Host Broadcaster must provide the following production facilities located at the International Media Center:
  - Four cameras and relevant sound equipment (rate card item);
  - Four camera operators (rate card item);
  - Audio/Video cabling back to the Host Broadcaster's Master Control;
  - All lighting as needed;

- 
- The management of the stand-up positions through the Host Broadcaster booking office (10-minute time slots suggested).
  - The Summit Management Office will provide three phone lines per location;
  - The Summit Management Office will provide AC Power;
  - The Summit Management Office will provide any risers necessary.

d) *Beauty Shot, Quebec City*

- June 6<sup>th</sup>, 15:00 to June 9<sup>th</sup>, 22:30
  - The Host Broadcaster must provide the following production facilities located at the International Media Center:
    - A continuous live outdoor picture of the Quebec City skyline;
    - One camera, remotely controlled if necessary, with camera audio;
    - The Project Authority, in consultation with the Host Broadcaster, will chose the Beauty shot location.

e) *Broadcaster Edit Bays*

- The Host Broadcaster must provide the following production facilities located at the International Broadcast Centre:
  - 110 TV Edit Bays, thirty (30) of which must be able to receive at least four (4) different audio/video sources offered by the Host Broadcaster;
  - One (1) transmit audio/video feed must be connected to Master Control;
  - Each source must consider the various audio sources for interpretation available at the Le Manoir Richelieu and the International Broadcast Centre;
  - In addition to the above, the Host Broadcaster is responsible for supplying, installing, testing, maintaining, and dismantling the Edit Bays;
  - A feed must be provided for the Host Broadcaster quad display that incorporates different sources available, the information channel, and a voice announcement system for any last-minute scheduling or feed information;
  - The Summit Management Office will provide all walls, furniture, power, telephones, internet, and cablevision.

f) *Production Control for Cable Cast*

- The Host Broadcaster production facilities located at International Broadcast Centre:
  - Must provide a production facility capable of multi mix effects and various keying options to provide a single mixed Audio/Video program for distribution to the cable channel;
  - Program sources must include the live coverage of the Host Broadcaster from the various locations, playback of ENG coverage and rebroadcasts of Host Broadcaster coverage throughout the Summit;
  - Program output must be available in the different signal formats desired by the Summit Management Office contractors;
  - Must be operational from June 6<sup>th</sup> as of 12:00 until June 9<sup>th</sup> 23:00, according to a schedule to be developed by the Summit Management Office. Times to be confirmed

g) *Production Control for the Monitoring Feed*

- The Host Broadcaster production facilities located at International Broadcast Centre:
    - Must provide a single mixed Audio/Video program output for distribution to the Summit locations and the International Media Centre monitors;
    - Program sources must include the live coverage of the Host Broadcaster from the various locations, playback of ENG coverage and rebroadcasts of Host Broadcaster coverage throughout the Summit;
    - Must be operational from June 6<sup>th</sup> as of 12:00 until June 9<sup>th</sup> 23:00, according to a schedule to be developed by the Summit Management Office. Times to be confirmed;
-

- The Summit Management Office will define what will need to be broadcasted;
- The Summit Management Office will be providing the monitors.

*h) Production Control for Archive Recording & the Highlights Video*

- The Host Broadcaster production facilities located at International Broadcast Centre:
  - Must provide a single mixed Audio/Video program to be recorded in HD for archive purposes of all Host Broadcaster television programming;
  - Program sources must include the Live and ENG coverage of the Host Broadcaster from the various locations;
  - A basic program log must accompany all recordings.
  - All recordings and logs must be delivered to the Summit Management Office in 1080i HD on optical or solid-state format no later than July 22<sup>nd</sup>, 2018.
  - A 30 to 60-minute Summit Highlight Video on optical or solid-state format must be produced from the archive material and delivered to the Summit Management Office by July 1<sup>st</sup>, 2018.
  - Must be Operational from June 6<sup>th</sup> as of 12:00 until June 9<sup>th</sup> 23:00, according to a schedule to be developed by the Summit Management Office. Times to be confirmed.

*i) Production Control for a Quad Split Video Channel*

- The Host Broadcaster production facilities located at International Broadcast Centre:
  - Must provide a Quad Split Video Channel;
  - Must provide a view of different video sources available and the Information channel;
  - Must consist of live or recorded events, ISO cameras, beauty shots plus the information channel;  
Must be operational from June 6<sup>th</sup> as of 12:00 until June 9<sup>th</sup> 23:00. Times to be confirmed.

*j) Production Control for the Information Channel*

- The Host Broadcaster production facilities located at International Broadcast Centre:
  - Must provide a computer system and operators to provide text information for delegates and media attending the Summit in a French and English format;
  - Program output must be supplied to the closed-circuit contractor for distribution on monitors throughout the Summit location, the International Media Centre, and for web distribution;
  - Must be Operational from June 6<sup>th</sup> as of 12:00 until June 9<sup>th</sup> 23:00. Times to be confirmed.
- The Summit Management Office will provide the information required to the Host Broadcaster operators;
- Typical information will be daily events schedules, airport arrivals, pool schedules, briefing schedules, press conference schedules, etc.

*k) Live Streaming Services*

- The Host Broadcaster must provide the following production facilities located at International Broadcast Centre:
  - All video and audio that the Host Broadcaster is covering for live streaming for a maximum of twelve (12) hours;
    - Note: please provide options for additional hours of broadcast;
  - Three days of video streaming, June 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup>, 2018;
  - A technician assigned to the video streaming feed;
  - A live stream feed integrated with the official G7 website and social media channels (Facebook, Twitter/Periscope, YouTube etc.) in French and English.

- Incorporate the look and feel of the respective G7 websites (same contextual content in both French and English) for on-demand hosting and archiving until July 27<sup>th</sup>, 2018.
- Edited material must be made according to the Summit Management Office Coordinator guidelines;
- The streamed video must reside in two separate locations;
- Scalable video quality based on end user connection speed;  
Options needed for up to:
  - 10,000 live concurrent viewers;
  - 25,000 live concurrent viewers;
  - 50,000 live concurrent viewers;
  - 75,000 live concurrent viewers;
  - 100,000 live concurrent viewers.

*l) Booking Office & Transmission Facilities*

- The Host Broadcaster production facilities located at International Broadcast Centre:
  - Must provide a booking office;
  - Must provide playout/transmission facility for broadcasters.
  - Must provide playout machines available for common professional formats;
  - Must provide different standards conversion;
  - Transmission costs must be user-pay (rate card item), with the Host Broadcaster responsible for booking and account management with the common carriers;
  - Must arrange transmission from the International Broadcast Centre to accommodate the needs of the domestic and international broadcasters.

*m) Master Control*

- The Host Broadcaster production facilities located at International Broadcast Centre:
  - Must provide a master control room for the control and distribution of all incoming and outgoing audio and video signals;
  - Must provide incoming audio/video signals that must originate from all the Host Broadcaster G7 locations;
  - Must provide distribution of all Host Broadcaster Summit coverage for live streaming, cable casting, closed circuit distribution, archive recording, distribution to edit areas, distribution to the International Media Centre audio/video feed boxes, and the transmission to common carriers;
  - Must be equipped with format conversions to accommodate the various Broadcasters needs.
  - Must provide facilities for recording and playback of Host Broadcaster coverage;
  - Must provide and maintain the different transmission Encoders and/or Decoders necessary.

*n) Broadcaster Survey*

- The Host Broadcaster:
  - Must produce a technical survey document to be distributed and posted on the Summit Management Office web site by February 12<sup>th</sup>, 2018 and, with the assistance of the Summit Management Office, distribute to all known potential media participants attending the Summit;
  - Must describe the services offered by the Host Broadcaster and request all information necessary to reserve facilities and services at the International Media Centre for the participating media;
  - May also include other technical information in this survey such as interconnectivity.

**o) Rate Card Services**

- The Host Broadcaster:
  - Must work with the Summit Management Office to produce, for distribution by February 12<sup>th</sup>, 2018, a rate card for user-pay services available to the participating media. This rate card must cover the different costs to the media attending the Summit;
  - Will include Typical rate card services, but not be limited to the provision of basic Edit Bay space, dedicated stand-up positions, Edit Bay inter-connections, ENG crews, technicians, technical equipment rental, furniture and fixture rental, transportation, phone lines, and local area network;
  - Rate card fees must be based on the reasonable value of similar services in Canada;
  - Must manage the receipt and accounting of fees for rate card services, all net revenues must be credited to the final reconciliation of the Host Broadcaster milestone payment schedule. Facilities for the receipt of cash (Canadian or USA dollars) and major credit cards must be provided for rate card payments;
  - Must act as an agent and must publish the rates for services that cannot be supplied by the Host Broadcaster, but are available from other Summit Management Office contractors. Examples might include electrical wiring, television sets, audio/video equipment, furniture, lighting, etc.

**p) Design Services**

- The Host Broadcaster must provide:
  - i. Sufficient qualified personnel to assist with the design of facilities related to this contract and to coordinate the planning of installation, fit-up, and tear-down schedules to the Summit Management Office, upon the awarding of this contract;
  - ii. The Summit Management offices are in the Ottawa **or in Quebec City** and office space will be provided as required for the Host Broadcaster representative(s).

**q) Trailers, Broadcast Mobiles, Offices, and Cable Trays**

- The Host Broadcaster must provide:
  - A location and fit-up plan for any trailers, broadcast mobiles, generators, or offices to be installed at the International Broadcast Centre and/or other locations such as the Le Manoir Richelieu, and the Airport(s) for the purposes of this Annex "A" Statement of Work;
  - The dimensions and installation requirements for any trailers, mobiles, or generators to the Summit Management Office during the design phase of this contract;
  - The installation of all cable trays, wiring ducts, and safety matting for Host Broadcaster wiring within the International Broadcast Centre;
  - The walls, furniture, and fittings for the edit suites in the International Broadcast Centre will be supplied the Summit Management Office, according to a design and layout provided by the Host Broadcaster.

**A.8. Host Broadcaster Management and Operation**

- The Host Broadcaster must be responsible for the management and operation of all broadcast services specified in this Annex "A" Statement of Work.

**a) Management Personnel:**

- In fulfillment of this requirement, the Host Broadcaster must:
  - Provide one person to act as the principal liaison/consultant to be co-located with the Summit Management Office in Ottawa or any G7 2018 Summit location for a minimum of five (5) days per month from January TBD, 2018 until May 27<sup>th</sup>, 2018;
  - Provide a full complement of management personnel on-site at all G7 2018 Summit locations as of May 27<sup>th</sup>, 2018.

**b) Administrative Personnel:**

- In fulfillment of this requirement, the Host Broadcaster must:
  - Provide sufficient qualified personnel for administrative purposes for the duration of the Contract.

**c) Technical Personnel:**

- In fulfillment of this requirement, the Host Broadcaster must:
  - Provide technical support for the operation and maintenance of all Host Broadcaster equipment and facilities as specified in this Annex "A" Statement Of Work;
  - Provide, if required, sufficient backup and replacement personnel to ensure the success of this contract;
  - Ensure, if required, that all camera operators and technical assistants be certified with lift/fall-arrest, crawl-space certifications and any other health and safety training required that meet the Quebec Health and Safety requirements.

**d) Operational Personnel:**

- In fulfillment of this requirement, the Host Broadcaster must:
  - Provide operational support for all Host Broadcaster tasks as specified in this Annex "A" Statement of Work.

**e) Language of work:**

- Canada's official languages are French and English.
- The language of work in Quebec is French.
- The Host Broadcaster must provide at least one principal liaison person per summit location who can converse in both official languages.

**A.9. Work Parameters**

- The Host Broadcaster must provide the goods and services herein specified within the context of certain working conditions as follows:

**a) Accommodation**

- The Host Broadcaster must make arrangements for and cover the costs of all travel and accommodation for its personnel (as per the Annex "B" Basis of Payment).
- The Summit Management Office will identify suitable accommodation in Charlevoix, Quebec City, and other locations as required.

**b) Accreditation and Security Clearance**

- The Host Broadcaster personnel be accredited through the Summit process.
- Security level verification of the Host Broadcaster's personnel who will be working on site is a mandatory requirement for this Contract.
- All Host Broadcaster personnel must meet the required security level to work on site.
- **See Part 7: 7.3 Security Requirements.**

**c) Transportation**

- The Host Broadcaster must make arrangements for and cover the costs of all transportation and parking for its equipment and personnel (as per the Annex "B" Basis of Payment).
- The Summit Management Office will assist with the provision of on-site parking for necessary Host Broadcaster vehicles.

**A.10. Summit Management Office Responsibilities and Assistance**

- The Summit Management Office will provide the following:

a) *Site Access*

- The Summit Management Office will provide the Host Broadcaster with personnel accreditation and vehicle clearances to the Charlevoix area, Quebec City area and Airport(s) area(s), and other areas as required for the performance of the duties of the Host Broadcaster.

b) *Telecommunications*

- The Host Broadcaster must provide no later than April 16<sup>th</sup>, 2018 their audio/video requirements and a schedule of delivery of these requirements to the Summit Management Office.
- The Host Broadcaster must provide wireless communications devices as required for its operations.
- A list of wireless device frequencies to be reserved for the Host Broadcaster's use must be submitted to the Summit Management Office for coordination with Innovation, Science, and Economic Development Canada (Industry Canada).
- The Summit Management Office will provide the video and audio circuits required by the Host Broadcaster to interconnect the summit locations as outlined in this Annex "A" Statement of Work, according to the schedule provided by the Host Broadcaster.
- The Summit Management Office will provide telephone, with long distance access, internet, and cablevision within the International Broadcast Centre Host Broadcaster facilities and at other locations such as the Manoir Richelieu, the Airport(s), and other locations as required, according to a mutually agreed schedule provided by the Host Broadcaster.
- The Summit Management Office will make available to the Host Broadcaster any presentation or audio/video material that needs to be integrated in the Host Broadcaster feed.

c) *Power and Power Distribution*

- The Summit Management Office will provide power, labour, wiring, and inter-connections to power distribution panels for Host Broadcaster equipment at the Manoir Richelieu, the International Broadcast Centre, and at the Airport(s) and other locations as required, provided that the Host Broadcaster have submitted a detailed plan and associated costs at least 90 days in advance of the intended installation and approved by the Project Authority.
- The Host Broadcaster must provide electrical costs and these costs must be approved in writing by the Project Authority. The Summit Management Office will provide the electrical rates so that cost estimates can be calculated.
- Optional requirement TBD;  
The Host Broadcaster must provide backup power for the Airport(s) and Le Manoir Richelieu.

d) *International Broadcast Centre Construction*

- The Summit Management Office will provide all management, labour, and materials required for the construction of the International Broadcast Centre, other than the technical installations specified to be provided by the Host Broadcaster, as necessary to complete its obligations as set out in the Contract.

e) *International Broadcast Centre Scheduling*

- The Summit Management Office will schedule and manage the construction of the International Broadcast Centre in such a manner as to allow the installation of the Host Broadcaster facilities in accordance with the critical path tasks as agreed upon by the Project Authority and the Host Broadcaster.

*f) Hospitality Services*

- The Summit Management Office will ensure that food services for Host Broadcaster personnel at the Manoir Richelieu, the International Broadcast Centre, and at the Airport(s) and other locations are available at a reasonable cost to the Host Broadcaster from 12:00 June 4<sup>th</sup>, 2018 to 19:00 June 10<sup>th</sup>, 2018 according to a schedule to be provided by the Host Broadcaster at least 45 days in advance of the Summit.
- The schedule provided by the Host Broadcaster must include an estimate of the number of persons requiring food services at each location.

*g) Office Furniture and Supplies*

- The Summit Management Office will provide office furniture and supplies (including desks, chairs, meeting tables, filing and storage cabinets, fax machines, photocopiers, etc.) for the exclusive use of the Host Broadcaster at the Manoir Richelieu, the International Broadcast Centre, and at the Airport(s) and other locations if needed, according to a schedule provided by the Host Broadcaster and approved by the Project Authority.

*h) Security Services*

- The Summit Management Office will provide security for Host Broadcaster equipment and facilities at the Manoir Richelieu, the International Broadcast Centre, and at the Airport(s) and other locations if needed, according to a schedule that must be provided by the Host Broadcaster.

*i) Signage*

- The Summit Management Office will provide all signage to identify Host Broadcaster facilities according to a schedule to be provided by the Host Broadcaster and approved by the Project Authority.

**A.11. Final Report**

- The Host Broadcaster must prepare and deliver in electronic format, a Final Report of its activities, use of facilities, costs, revenues, and future recommendations and best practices after the completion of the work herein specified and deliver the report to the Project Authority or his designate and the Contracting Authority by October 1<sup>st</sup>, 2018.

**A.12. Warranties of the Host Broadcaster**

- The Host Broadcaster must deliver, on request of the Project Authority or the Contracting Authority, documented proof of the following:
  - Insurance for personnel, equipment, and property;
  - Host Broadcaster access to back-up or alternative technical equipment.

**A.13. Approvals**

- Written approval by the Project Authority must be obtained for key milestones and activities of the Host Broadcaster.

Solicitation No. - N° de l'invitation  
 08A33-170162/B  
 Client Ref. No. - N° de réf. du client  
 08A33-170162

Amd. No. - N° de la modif.  
 CW020  
 File No. - N° du dossier  
 CW020. 08A33-170162

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

**Appendix 1 to Annex "A" Change Orders**

This is a sample of the Change order form that will need to be used for any changes that happen after award of a contract.

**2017 G7 Summit – June 2018  
 Host Broadcaster Change order Authorization Form  
 Contract number:**

The following represents a change to the above noted contract and when duly signed authorizes the change to the scope of the work to include that which is described below. If there is a cost associated with this change then the signature of the Contracting authority must also be obtained.

Change order #	
Date	

Description of change	Price
Total before applicable taxes	

**APPROVALS:**

Name: Project Manager, Host Broadcaster	Name: Project Authority (SMO)	Name: Contracting Authority or designate
Date:	Date:	Date:

---

## ANNEX "B" BASIS OF PAYMENT

**Definitions:** Work day: For the pricing related to the work described in Annex "A" Statement of Work a work day is comprised of ten (10) hours. So all daily rate (10 hours) are at regular cost.

### B.1 PRICING BREAKDOWN

The Bidder must submit all-inclusive firm rates/per diems, for all the aspects of the Host Broadcaster requirement for the G7 Summit as described in Annex "A", Statement of Work.

The Bidder's detailed pricing is to be broken down by location, per category, as well as individual details. (for example Bagotville Airport technical equipment not just a firm total but detailed breakdown and personnel.)

As per the Annex "A" Statement of Work there will be work starting as early as January 2018 up until the whole team is on site by the end of May 2018 and then the final report due after completion of the summit.

At a minimum the Bidder must provide pricing details for the following categories:

- Technical Equipment
- Personnel
- Survey Costs
- Travel
  - Transportation
  - Hotel/Accommodation
  - Per Diem
- Other Costs
  - Insurance
  - Vehicles
  - Supplies
  - Misc.
- Option requirements cost breakdown as per the Annex "A" Statement of Work.

All prices are taxes extra, if applicable.

### B.2 Milestone Payments

The Bidder must submit milestone payments that reflect the work that will be done by the date the milestone invoice is submitted for payment. No advanced payments will be accepted. The amounts are in Canadian Dollars applicable taxes are extra. **Provide an amount** not a percentage (i.e. \$100,000)

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

Milestone #	Firm Amount	Description or "Deliverable(s)"

All prices are taxes extra, if applicable.

### **B.3 TRAVEL AND LIVING EXPENSES\***

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>, and with the other provisions of the directive referring to "travelers", rather than those referring to "employees".

All payments are subject to audit by Canada.

All travel must have prior written authorization of the Project Authority.

\* Travel and living expenses will not be reimbursed for the site visit.

**ANNEX "C" SECURITY REQUIREMENTS CHECK LIST (SRCL)**



Contract Number / Numéro du contrat 08A33-170162
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 GAC	2. Branch or Directorate / Direction générale ou Direction Summit management Office	
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 The Government of Canada will host the 2018 Charlevoix G7 Summit, to be held in the Province of Quebec June 8th & 9th, 2018. The Summit will generate extensive media coverage and public interest worldwide. The Summit Management Office requires the services of a Host Broadcaster to provide audio and video coverage and distribution of summit events to the participating broadcasters and to supply broadcast technical services to the media in attendance at Le Manoir Richelieu, the International Media Centre, and other related locations.		
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 checked="" type="checkbox"/> No / Non <input 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 checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>	Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <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"/>



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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  Yes  
Non  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  Yes  
Non  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 type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ     | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input checked="" type="checkbox"/> SECRET<br>SECRET | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET  | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS       |   |  |  |

Special comments:  
Commentaires spéciaux : Summit Management Office will review for accreditation, RCMP finalize (CID?)

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  Yes  
Non  Oui

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

**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  Yes  
Non  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  Yes  
Non  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  Yes  
Non  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  Yes  
Non  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  Yes  
Non  Oui



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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 RESTRENTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

## **ANNEX "D" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

#### **Appendix 1 to Annex "D"**

Bidders are to remember to provide the following information that is found in this RFP.

Fill out and submit from Part 2 clauses 2.3 Former Public Servant

From Part 3:

#### **Section IV: Additional Information**

##### **3.1.3 List of names for integrity verification form (Excerpt from the Government of Canada's Integrity Regime site)**

#### **Requirements**

Section 17 of the Ineligibility and Suspension Policy requires suppliers, regardless of their status under the policy, to submit a list of names with their bid or offer. The list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors
- Privately owned corporations must provide a list of the owners' names
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners
- Suppliers that are a partnership do not need to provide a list of names
- Suppliers may use this form to provide the list of names with their bid or offer submission

Link to on-line form: <http://www.tpsgc-pwgsc.gc.ca/ci-if/ln-form-eng.html>

From Part 7:

### 7.5.3 Contractor's Representative

Project Manager		Replacement – Project manager	
Name:		Name:	
Telephone :		Telephone :	
Facsimile :		Facsimile :	
E-mail :		E-mail :	
Contractor's PBN:			

Bidders are ensure that the table in Annex "F" and copied below is filled out

Proposal requirement	Page number where to find the answer in your proposal
Mandatory requirement M.1	
Mandatory requirement M.2	
Mandatory requirement M.3	
Mandatory requirement M.4	
<b>Rated requirements:</b>	
<b>R.1. Approach and Methodology</b>	
R1.1	
R.1.2	
<b>R.2 Proposed Personnel</b>	
R.2.1	
R.2.2	
<b>R.3 Production Technology/Equipment</b>	
<b>R.4 Experience and Expertise of the Bidder/Contractor</b>	
R.4.1	
R.4.2	
R.4.3	
R.4.4	
<b>R.5 Financial Proposal</b>	
R.5.1 Financial Proposal	
R.5.1.1 Milestone Payments	

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## ANNEX "E" to PART 5 OF THE BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's website](#).

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the *Employment Equity Act*.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

**OR**

- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

**ANNEX “F” MANDATORY AND RATED REQUIREMENTS**

**MANDATORY EVALUATION CRITERIA**

Bidders **MUST** meet all the mandatory requirements of the RFP. No further consideration will be given to Bidders not meeting all the mandatory criteria.

To meet the requirement described herein, the experience of the Bidder must be work for which the Bidder was under contract. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

**PROPOSALS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS WILL BE CONSIDERED NON RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION.**

Bidders are to fill out on which page(s) of your proposal, the evaluation team will find the responses to the mandatory and rated requirements

<b>Proposal requirement</b>	<b>Page number where to find the answer in your proposal</b>
Mandatory requirement M.1	
Mandatory requirement M.2	
Mandatory requirement M.3	
Mandatory requirement M.4	
<b>Rated requirements:</b>	
<b>R.1. Approach and Methodology</b>	
R1.1	
R.1.2	
<b>R.2 Proposed Personnel</b>	
R.2.1	
R.2.2	
<b>R.3 Production Technology/Equipment</b>	
<b>R.4 Experience and Expertise of the Bidder/Contractor</b>	
R.4.1	
R.4.2	
R.4.3	
R.4.4	
<b>R.5 Financial Proposal</b>	
R.5.1 Financial Proposal	
R.5.1.1 Milestone Payments	

**POINT RATED CRITERIA - SUMMARY TABLE**

<b>POINT RATED CRITERIA</b>	<b>Maximum Points</b>	<b>Mandatory Minimum points /percentage required</b>	<b>SCORE ACHIEVED</b>
R.1 Approach and Methodology	33	75%	
R.2 Proposed Personnel	45	33 points or 73%	
R.3 Production Technology	40	32 points 80%	
R.4 Equipment Experience and Expertise of the Bidder/Contractor	24	18 points (75%)	
R.5 Financial Proposal	20	16 points (80%)	

**MANDATORY REQUIREMENTS**

*\*The described information must demonstrate all of the stated requirements of the mandatory criteria (M.1; M.2; and M.3) to be considered compliant with the mandatory requirements.*

**1.1.1 Mandatory Requirement**

No further consideration will be given to Bidders who do not meet all the mandatory criteria.

The Mandatory requirements are:

**M.1 EXPERIENCE OF THE BIDDER/CONTRACTOR <sup>(PC)</sup>**

The Bidder must have experience of having been the host broadcaster for a least one (1) event that lasted at least five (5) hours and included providing the services of radio and television coverage and distribution of the event from at least three (3) different locations\*. The Host Broadcaster responsibilities must have been to supply broadcast technical services to the media in attendance; nationally through a Broadcast Media Centre as described in the Annex "A" Statement of Work.

Note: \* Three (3) different locations means 3 different physical buildings, cities, venues for example, location 1: Ottawa International Airport, location 2: Museum of History in Gatineau and location 3: Palais des congrès de Montréal.

<b>M.1.1</b> For the contract/live event experience described for M.1, the Bidder must provide a description of the host broadcast live event and the services that the host broadcaster was responsible for providing including but not limited to:	Compliant Yes	Compliant NO
<b>M.1.1.1</b> The type of live broadcast event, who and what it was for;		
<b>M.1.1.2</b> The number of days or hours of the live broadcast event;		
<b>M.1.1.3</b> The technical services supplied by the Host broadcaster including but not limited to number of cameras, types of cameras, facilities and the technology used;		
<b>M.1.1.4</b> The number of locations for this event and where these locations were located along with details of what services were provided at each of these locations;		
<b>M.1.1.5</b> The languages that these services were provided in.		

	Compliant Yes	Compliant NO
<b>M.1.2</b> For the contract described for M.1, the Bidder must provide the client's information (i.e. name of organization / business name / email).		

	Compliant Yes	Compliant NO
<b>M.1.3</b> For the contract described for M.1, the Bidder must provide the Contract start or end date, (i.e. April 2012 until present; April 2011 to June 2016, contract end date June 2016, contract start date June 2016).		

**M.2 EXPERIENCE OF THE PROPOSED PERSONNEL** <sup>(PC)</sup> (This requirement is subject to the **R.2** point-rated criteria).

For each member of the proposed management team and key technical personnel, including any consultants and sub-contractors as well as back-up personnel, the Bidder must provide a detailed summary of no longer than three pages of relevant experience with similar projects in the field of radio and television coverage and technical support services as well as the language that each these personnel speak & comprehend. The key personnel must include, at a minimum, those proposed for Project Manager, Executive Producer Technical Director and Chief Engineer, Lighting Director and Booking Office Manager.

<b>M.2 EXPERIENCE OF THE PROPOSED PERSONNEL</b>	Compliant	Compliant
	Yes	NO
<b>M.2.1</b> The Bidder must provide the list of the management and key technical personnel and their roles for the G7 Summit in Quebec and the languages they speak & comprehend.		
<b>M.2.2</b> The Bidder must provide a summary for each of the personnel listed in M.2.1 (at a minimum the list includes the Project Manager, Executive Producer, Technical Director, Chief Engineer, Lighting Director and Booking Office Manager and their responsibilities that they will have during the G7 Summit.		

<b>M.3 FINANCIAL PROPOSAL</b> (This requirement is subject to the <b>R.5</b> point-rated criteria).	Compliant	Compliant
	Yes	NO
The Bidder must submit a financial proposal (Annex "B") with a firm price not exceeding <b>\$2,600,000.00</b> (Quebec Harmonized Sales Tax [QST] extra, as appropriate). The maximum amount includes all travel and living expenses. This Annex "B" financial proposal must include hourly/daily firm rates broken down for each person, and piece of equipment that will be required for the Bidder to provide the host broadcaster requirements as per Annex "A" Statement of Work.		

**M.4 SITE VISIT**

As this is a Mandatory site visit, the Bidder **MUST** have a representative present at the Bidder's site visits which will take place on the 14th thru the 16th of November 2017. [The bidder is responsible for all travel and living expenses to the site visit see Part 2 subsection 2.7].

<b>M.4 SITE VISIT</b>	Compliant Yes	Compliant NO
<b>M.4.1</b> The Bidder attended the site visit.		

**PROPOSALS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS WILL BE CONSIDERED NON RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION.**

**POINT RATED REQUIREMENTS:**

**1.1.2 POINT RATED TECHNICAL CRITERIA**

Proposals will be evaluated and scored in accordance with specific evaluation criteria as detailed in this section. To be considered compliant, Bidders must obtain the required minimum noted pass mark of the points for rated criteria R1 to R5 inclusively.

Point Rated technical criteria not identified by the superscript <sup>(PB)</sup> will not be subject to the Phased Bid Compliance Process.

R.1, R.2 and R.4 are subject to the phased bid compliant policy as described in part 4.

<b>Rated requirements:</b>
<b>R.1. Approach and Methodology<sup>(PB)</sup></b>
<b>R.2 Proposed Personnel<sup>(PB)</sup></b>
<b>R.3 Production Technology/Equipment</b>
<b>R.4 Experience and Expertise of the Bidder/Contractor<sup>(PB)</sup></b>
<b>R.5 Financial Proposal</b>

R.3 and R.5 must meet the minimum mandatory pass mark in each of these rated criteria to be given further consideration

**R.1 Approach and Methodology <sup>(PB)</sup> (33 points minimum pass mark of 75%)**

The Bidder should submit a detailed approach and methodology to be followed in completing all aspects of the Annex "A" Statement of Work. This description should include a detailed schedule for the entire project together with the proposed methodology that the Bidder will use to cover the G7 Host Broadcaster requirements as per Annex "A" Statement of Work. The details should also include specific activities planned and the quality control mechanism that will be incorporated by the Bidder. Sufficient detail should be provided to allow a complete understanding as to the production methodology and technical details and how the work is to be carried out.

The following items will be rated:

**R.1.1 Effectiveness, clarity and completeness of the approach, methodology and technology in relation to the Annex "A" Statement of Work; (27 points)**

Point Rating

<b>R.1.1 Effectiveness, clarity and completeness</b>				
<p>The Bidder should submit a detailed approach, methodology and technology to be followed in completing all aspects of the Annex "A" Statement of Work.</p> <p>This description should include details of what type of approach the Bidder will use to ensure that all the requirements of the G7 Summit Host Broadcaster requirements as per Annex "A" Statement of Work will be provided.</p> <p>The details should also include specific activities planned and the quality control mechanism that will be incorporated by the Bidder.</p> <p>Sufficient detail should be provided to allow a complete understanding as to the production methodology and technical details and how the work is to be carried out.</p>	<p>Information not provided            OR            Description does not demonstrate the Bidder's capability to complete the G7 Summit host broadcaster requirements as per the Annex "A" Statement of Work.</p>	<p>Information unclear, incomplete.            OR            Does not clearly demonstrate the Bidder's approach, methodology and technology is appropriate to ensure a successful G7 Summit as per the Annex "A" Statement of Work.</p> <p>or not all aspects described in the Annex "A" Statement of work are addressed in a clear, effective and complete manner.</p>	<p>Most Information clear and complete.</p> <p>Clearly demonstrates capability to complete G7 Summit host broadcaster requirements as per the Annex "A" Statement of Work.</p> <p>The Approach, methodology and technology is complete and appropriate and includes all items requested as per the Annex "A" Statement of Work.</p> <p>or most but not all of the aspects described in the Annex "A" Statement of Work are addressed in a clear, effective and complete manner.</p>	<p>All Information clear and complete.</p> <p>Clearly demonstrates capability to complete G7 Summit host broadcaster requirements as per the Annex "A" Statement of Work.</p> <p>The Approach, methodology and technology is complete and appropriate and includes all items requested as per the Annex "A" Statement of Work.</p> <p>And all the aspects described in the Annex "A" Statement of Work are addressed in a clear, effective and complete manner.</p>
	0 Points	1 Point	2 Points	3 Points
Approach				
Methodology				
Technology				
R.1.1 Sub-total				/9
Weighting factor of 3		R.1.1 Total /27		

**R.1.2 Appropriateness of schedule (6 points).**

<b>R.1.2 Appropriateness of schedule</b>			
The Bidder should submit a detailed schedule for the entire project that the Bidder will use to cover the G7 Host Broadcaster as per the Annex "A" Statement of Work in A.10.	Information not provided OR Description does not demonstrate the Bidder's capability to complete the G7 Summit host broadcaster requirements as per the Annex "A" Statement of Work – A.10.	Information unclear, incomplete. OR Does not clearly demonstrate the Bidder's schedule is appropriate to complete the G7 Summit host broadcaster requirements as per the Annex "A" Statement of Work.  The schedule includes most or all aspects as per the Annex "A" Statement of Work – A.10.	Information clear and complete. Clearly demonstrates the Bidder's capability to complete G7 Summit host broadcaster requirements as per the Annex "A" Statement of Work.  The schedule is complete and appropriate and includes all items requested as per the Annex "A" Statement of Work – A.10.
	0 Points	1 Point	2 Points
Schedule			
			R.1.2 Sub-total /2
Weighting factor of 3		R.1.2 Total /6	

**R.1 Total = \_\_\_\_\_ /33**

**R.2 Proposed Personnel <sup>(PB)</sup> (45 points: Minimum pass mark of 33 points [73%])**

For each member proposed (key personnel at a minimum) the following criteria will be evaluated:

**R.2.1 Adequacy of the project team's organization (provide organization chart and roles and responsibilities of each member);**

Point Rating

<b>R.2.1 Project Team Organization</b>				
The Bidder should demonstrate their ability to provide the project team's organization. The Bidder should provide at a minimum an organization chart and roles and responsibilities of each team member who will be involved and their role to ensure a successful outcome of the G7 Host broadcaster requirements as described in the Annex "A" Statement of Work	Information not provided OR Description does not demonstrate the Bidder's project team's organization capability to complete the G7 Host Broadcaster requirements  or No organizational chart provided	Information unclear, incomplete. OR Does not clearly demonstrate the Bidder's project team's organization capability to complete the G7 Host Broadcaster requirements.	Information clear and mostly complete. Clearly demonstrates the Bidder's capability to complete G7 Host Broadcaster requirements as per the Annex "A" Statement of work.  Either one of these is not clear: Organization chart does not list each member's roles and responsibilities	Information clear and complete. Clearly demonstrates the Bidder's capability to complete G7 Host Broadcaster requirements. Organization chart listing each member's roles and responsibilities  And Information demonstrates that the Bidder has arrangement for back-up personnel
	0 Points	1 Point	2 Points	3 Points
List of all team members and/ or positions that will be used				
Organization chart(s)				
R.2.1 Sub-total				/6
Weighting factor of 2		R.2.1 Total /12		

**R.2.2** The Bidder should provide information to demonstrate the management and technical team's qualifications to meet the requirements of the G7 Host Broadcaster. The information should include each team member's relevant live broadcast management/technical experience, or production credits as a host broadcaster, to meet the requirements of the Annex "A" Statement of Work.

<b>R.2.2 Management /technical team</b>				
The Bidder should demonstrate their ability to provide The personnel's qualifications for this G7 summit, including their broadcast, and/or host broadcast experience and credits	Information not provided OR Description does not demonstrate the Bidder's capability to complete the G7 Host Broadcaster requirements	Information unclear, incomplete. OR Does not clearly demonstrate the Bidder's capability to complete G7 Host Broadcaster requirements. Or Minimal *Relevant experience in previous radio and television project management or technical aspects.	Information clear and complete. Clearly demonstrates the Bidder's capability to complete G7 Host broadcaster requirements. The team members have experience with radio and television for less than three (3) live broadcast events. And have *Relevant experience in previous radio and television live broadcast events.	Information clear and complete. Clearly demonstrates the Bidder's capability to complete G7 Host broadcaster requirements. The team members have experience with radio and television for three (3) or more live broadcasting events. And have *Relevant experience in previous radio and television live broadcast events.
		*Relevant means experience in doing the same type of work and same "title/position" in previous projects/live broadcast events.		
<b>R.2.2.a Key team members</b>	<b>0 Points</b>	<b>1 Point</b>	<b>2 Points</b>	<b>3 Points</b>
Project Manager				
Executive producer				
Technical Director				
Chief Engineer				
<b>R.2.2.a Sub total</b>				<b>/12</b>
Weighting factor of 2 =				<b>R.2.2.a /24</b>
<b>R.2.2.b Team members</b>	<b>0 Points</b>	<b>1 Point</b>	<b>2 Points</b>	<b>3 Points</b>
Lighting Director				
Booking Office Manager				
Person to be co-located with the SMO 5 days per month.				
<b>R.2.2.b Sub total</b>				<b>/9</b>
<b>R.2.2 total (R.2.2.a + R.2.2.b)</b>				<b>Total /33</b>

**R.2 Total = \_\_\_\_\_ /45**

**R.3 Production Technology/Equipment (40 points: minimum pass mark of 32 points [not part of phased bid compliant process])**

The Bidder should provide a description of the technical equipment that will provide and install to meet the G7 Summit various location requirements as described in the Annex "A" Statement of work. The description should demonstrate the Bidder's ability to provide the most efficient and economical usage of the equipment and technology to meet the requirements of the Annex "A" Statement of Work. The rating will be done on the degree to which the proposed equipment meets the full requirement.

<b>R.3 Production Technology/Equipment</b>			
The Bidder should provide a description of the technical equipment that will provide and install to meet the G7 Summit various location requirements as described in the Annex "A" Statement of work. The description should demonstrate the Bidder's ability to provide the most efficient and economical usage of the equipment and technology to meet the requirements of the Annex "A" Statement of Work. The rating will be done on the degree to which the proposed equipment meets the full requirement. The description should also be divided by G7 Summit locations as per the Annex "A" Statement of Work.	Information not provided OR Description does not demonstrate the Bidder's capability to complete the G7 Host Broadcaster requirements as per the Annex "A" Statement of Work.	Information unclear, incomplete, OR Does not clearly demonstrate the Bidder's capability to complete the G7 Host Broadcaster requirements as per the Annex "A" Statement of Work.	Information clear and complete. Clearly demonstrates the Bidder's capability to complete the G7 Host Broadcaster requirements as per the Annex "A" Statement of Work.
<b>R.3.1 Airports</b>	<b>0 Points</b>	<b>1 Point</b>	<b>2 Points</b>
Bagotville Airport			
Airport 2			
<b>R.3.1 Sub-total</b>			<b>/4</b>
<b>R.3.2 Other Sites</b>	<b>0 Points</b>	<b>1 Point</b>	<b>2 Points</b>
Quebec City International Broadcast Centre.			
La Malbaie (all facilities)			
<b>R.3.2 Sub-total</b>			<b>/4</b>
<b>R.3.1 + R.3.2 sub total</b>			<b>/16 * Weighting factor of 2.5</b>
<b>R.3.2 Sub-total</b>			<b>/4</b>
<b>Weighting factor of 3 for a total of</b>			<b>/12</b>
<b>R.3 Total out of</b>			<b>/40</b>

**R.3 Total = \_\_\_\_\_ /40**

**R.4 Experience and Expertise of the Bidder/Contractor <sup>(PB)</sup> (24 points: minimum pass mark of 18 points) 75%**

The Bidder should provide examples of previous projects similar in scope and complexity to work described in Annex "A" Statement of Work which demonstrates the experience of the Bidder. In order to demonstrate this rated requirement, the Bidder is to provide examples of previous projects/live events which involved all aspects of work described in the Annex "A" Statement of Work. The Bidder should provide the following information on each previous project/live event:

**For each of the previous projects/live events provide the following information:**

- R.4.1 a brief description of the project/live event highlighting the services that were rendered and the relationship of the services rendered with the Annex "A" Statement of Work;
- R.4.2 when the work was carried out;
- R.4.3 the dollar value;

R.4.4 the client's information for whom the work was performed.

Point Rating

<b>R.4 Experience and expertise of the Bidder/Contractor</b>			
<p>The Bidder should provide examples of previous projects/live events similar in scope and complexity to work described in Annex "A" Statement of Work which demonstrates the experience of the Bidder. In order to demonstrate this rated requirement, the Bidder is to provide examples of previous live events which involved all aspects of work described in the Annex "A" Statement of Work. The Bidder should provide the following information on each previous project:</p>	<p>Information not provided.                      OR                      Description does not demonstrate the Bidder's capability to complete G7 the Host Broadcaster requirements.</p>	<p>Information unclear, incomplete.                      OR                      Does not clearly demonstrate Bidder's capability to complete G7 Host Broadcaster requirements.                      or                      The information provided demonstrates the Bidder's previous experience with one (1) or two (2) live events; and/or                      Does not clearly demonstrate that the Bidder's previous live events/ projects involved all aspects of work described in the Annex "A" Statement of Work.                      or                      Information for each of the previous live event projects was not provided.</p>	<p>Information clear and complete.                      Clearly demonstrates the Bidder's capability to complete G7 Host Broadcaster requirements.                      Three (3) or more previous live events were provided.                      At least two (2) of those 3 live events were to provide host broadcaster services and required having at least three (3) different locations* to be linked together.                      And                      Information for each of the previous live event/ projects were provided</p>
	<p>Note: * Three (3) different locations means 3 different physical buildings, cities, venues for example, location 1: Ottawa International Airport, location 2: Museum of History in Gatineau and location 3: Palais des congrès de Montréal.</p>		
<p><b>For all previous projects provided the following information is required:</b></p>	<p>0 Points</p>	<p>1 Point</p>	<p>2 Points</p>
<p>R.4.1 a brief description of the project/live event highlighting the services that were rendered and the relationship of the services rendered with the Annex "A" Statement of Work;</p>			
<p>R.4.1 Sub-total /2 * weighting factor of 3</p>			<p><b>R4.1 Total /6</b></p>

R.4.2 when the work was carried out; R.4.3 the dollar value; and R.4.4 the client's information for whom the work was performed			
R.4.2, R.4.3 & R.4.4 Sub-total			/2
R.4.1 + R.4.2, R.4.3 & R.4.4		R.4 Sub-total	/8
<b>Weighting factor of 3</b>		<b>R.4 Total out of</b>	<b>/24</b>

**R.4 Total = \_\_\_\_\_ /24**

**R.5 Financial Proposal (20 points overall: minimum mandatory points of 16 points [80%]) [not part of phased bid compliant process]**

The detailed financial breakdown will be compared to your proposed schedule, production methodology and approach to ensure consistency and validity.

**R.5.1.** Completeness and ability to understand items in the breakdown of the costing proposal; completeness of the cash flow and appropriateness of milestone payments (the government is not allowed to provide any advance payments so the milestone payments must correlate with work done). The costing proposal should include the costing for all required items requested as per the Annex "A" Statement of work.

<b>R.5.1 Financial Proposal</b>			
The pricing submitted as part of Annex "B" Basis of Payment should be broken down as per the details stated in Annex "B"	Information not provided. OR Description does not demonstrate the Bidder's capability to complete G7 Host Broadcaster requirements.	Information unclear, incomplete. OR Does not clearly demonstrate Bidder's capability to complete G7 Host Broadcaster requirements. or The cost breakdown does not correlate fully with the Annex "A" Statement of Work. Some costing elements are missing, not enough detail provided.	Information clear and complete. Clearly demonstrates capability to complete G7 Host Broadcaster requirements. The cost breakdown correlate fully with the Annex "A" Statement of Work. Most or all of the costing elements are detailed
	0 Points	1 Point	2 Points
Technical Equipment			
Optional requirements			
Personnel			
/6 * Weighting factor of 2			<b>R.5.1.a total /12</b>
Survey costs			
Travel and other costs			
<b>R.5.1.b</b>			<b>/4</b>
R.5.1 Sub-total /16 * Weighting factor of 1.125			<b>R.5.1 SubTotal out of /18</b>

**R.5.1.1 Milestone Payments**

The milestone payments are in line with the work done for that milestone and no advance payments are requested.

<b>R.5.1.1 Milestone payments</b>			
The milestone payments are in line with the work done for that milestone and no advance payments are requested.	Information not provided.	Information unclear, incomplete. OR Milestone payments are not appropriate. or the milestone payments include advanced payments.	Information clear and complete. The Milestone payments are in line with the work done for all milestones and no advance payments are requested.
	0 Points	1 Point	2 Points
Milestone payments			
R.5.1.1 Sub-total			/2
<b>R.5.1.1 Total out of</b>			<b>/2</b>

**R.5 Total = \_\_\_\_\_ /20**

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## ANNEX "G" CONFIDENTIALITY AGREEMENT

TO: HER MAJESTY THE QUEEN IN RIGHT OF CANADA ("CANADA"), AS REPRESENTED BY THE MINISTER OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA

The description of the requirement of bid solicitation No. 08A33-170162/B contains information that is confidential or proprietary to Canada or to a third party (the Confidential Information) that is not to be disclosed or used in any way other than as set out below.

1. The Contractor agrees that:
  - a. it must not, without first obtaining the written permission of the Contracting Authority, disclose to anyone, other than an employee or a proposed subcontractor with a need to know, the Confidential Information;
  - b. it must not make copies of the Confidential Information or use it for any purpose other than for the preparation of a bid in response to the bid solicitation identified above;
  - c. at close or early termination of the bid period, it must immediately deliver the Confidential Information to the Contracting Authority as well as every draft, working paper and note that contains any information related to the Confidential Information.
2. The Contractor must require any proposed subcontractor referred to in (a) above to execute a Confidentiality Agreement on the same conditions as those contained in this agreement.
3. The Contractor acknowledges and agrees that it will be liable for any and all claims, loss, damages, costs, or expenses incurred or suffered by Canada caused by the failure of the Contractor, or by anyone to whom the Contractor discloses the Confidential Information to comply with these conditions.
4. Nothing in this Confidentiality Agreement should be construed as limiting the Contractor's right to disclose any information to the extent that such information:
  - a. is or becomes in the public domain through no fault of the Contractor or any proposed subcontractor;
  - b. is or becomes known to the Contractor from a source other than Canada, except any source that is known to the Contractor to be under an obligation to Canada not to disclose the information;
  - c. is independently developed by the Contractor; or
  - d. is disclosed under compulsion of a legislative requirement or any order of a court or other tribunal having jurisdiction.

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Name of Contractor  
representative

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Print name and Signed by its authorized

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Date