



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

**Bid Receiving /**

**Réception des soumissions**

Canada School of Public Service/  
École de la fonction publique du Canada  
Bid Receiving Unit (Mailroom) /  
Réception des soumissions (salle de  
courrier)

De La Salle Campus / Campus de La Salle  
373 Sussex Drive  
Ottawa, Ontario (Canada) K1N 6Z2

**REQUEST FOR PROPOSAL  
DEMANDE DE SOUMISSION**

Proposal to: Canada School of Public  
Service

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 à : École de la fonction publique  
du 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 - Commentaries**

**THIS DOCUMENT DOES NOT CONTAINS  
A SECURITY REQUIREMENT / CE  
DOCUMENT NE CONTIENT PAS DES  
EXIGENCES RELATIVES À LA  
SÉCURITÉ**

**Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

<b>Title-Sujet</b>	
<b>Webcasting Distribution Services and Platform</b>	
<b>Solicitation No. – No. de l'invitation</b>	<b>Date</b>
<b>CSPS-RFP-17TB-1031</b>	<b>January 2, 2018</b>
<b>Client Reference No. - No. De Référence du Client</b>	
<b>Solicitation Closes - L'invitation prend fin</b>	
<b>at - à 02:00 PM / 14h00</b>	
<b>on – le February 12, 2018 / 12 février, 2018</b>	
<b>Address inquiries to: - Adresser toute demande de renseignements à :</b>	
Tania Boyer	
<b>Email Address: - Adresse courriel :</b>	
<a href="mailto:tania.boyer@canada.ca">tania.boyer@canada.ca</a>	
<b>Telephone No. - No de téléphone</b>	<b>Fax No. – No de Fax:</b>
819-953-3443	N/A
<b>Destination of Goods and Services: Destinations des biens et services:</b>	
Canada School of Public Service 373 Sussex Drive Ottawa, ON K1N 6Z2	
<b>Instructions : See Herein</b>	
<b>Instructions : Voir aux présentes</b>	
<b>Delivery Required – Livraison exigée</b>	<b>Delivery Offered – Livraison proposée</b>
N/A	N/A
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b>	
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur</b>	



**TABLE OF CONTENTS**

**PART 1 - GENERAL INFORMATION ..... 4**

1.1 INTRODUCTION.....4

1.2.1 SUMMARY .....4

1.3 DEBRIEFINGS .....4

**PART 2 - BIDDER INSTRUCTIONS ..... 5**

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....5

2.2 SUBMISSION OF BIDS.....5

2.3 FORMER PUBLIC SERVANT.....5

2.4 ENQUIRIES - BID SOLICITATION.....6

2.5 APPLICABLE LAWS.....7

2.6 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD .....7

**PART 3 - BID PREPARATION INSTRUCTIONS ..... 7**

3.1 BID PREPARATION INSTRUCTIONS .....7

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION ..... 8**

4.1 EVALUATION PROCEDURES.....8

4.2 BASIS OF SELECTION.....9

**TECHNICAL EVALUATION ..... 11**

**PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION ..... 15**

5.1 CERTIFICATIONS REQUIRED WITH THE BID .....15

5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....15

**PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS..... 16**

6.1 SECURITY REQUIREMENTS .....16

**PART 7 - RESULTING CONTRACT CLAUSES ..... 16**

7.1 STATEMENT OF WORK.....16

7.2 STANDARD CLAUSES AND CONDITIONS.....17

7.3 SECURITY REQUIREMENTS .....17

7.4 TERM OF CONTRACT .....17

7.5 AUTHORITIES .....18

7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....19

7.7 PAYMENT .....20

7.8 INVOICING INSTRUCTION .....22

7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....22

7.10 APPLICABLE LAWS.....22

7.11 PRIORITY OF DOCUMENTS .....22

7.12 FOREIGN NATIONALS (CANADIAN CONTRACTOR OR FOREIGN CONTRACTOR).....22

7.13 INSURANCE .....23

**ANNEX “A” ..... 24**

STATEMENT OF WORK .....24

**ANNEX “B” ..... 33**



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BASIS OF PAYMENT .....	33
<b>ANNEX "C" .....</b>	<b>38</b>



## **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;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; 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 (Annex A), the Basis of Payment (Annexe B), the Security Requirements and the Task Authorization and all other annexes.

#### **1.2.1 Summary**

1.2.2 The objective of this contract is to obtain the services of a Contractor to provide webcasting distribution and platform services for the Canada School of Public Service (CSPS) ongoing local and regional webcasts learning events for all public servants.

1.2.3 The services will be required for a period of one (1) with the irrevocable options to extend by up to four (4) period additional periods.

1.2.3 There is no security requirement applicable to the Contract.

1.2.4 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA), the North American Free Trade Agreement (NAFTA), the Canada-Columbia Free Trade Agreement, the Canada-Chili Free Trade Agreement, Canada-Panama Free Trade Agreement and Canada-Honduras Free Trade Agreement, the Canada-Peru Free Trade Agreement, Trade Agreement, the Canada-Korea Free Trade Agreement, the World Trade Organization, the Agreement on Government Procurement (WTO-GPA) and the Canada-European Union Comprehensive Free Trade Agreement (CETA).

### **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 may be in writing, by telephone or in person.



## 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) (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 with the following changes:

- a) Wherever Public Works and Government Services Canada (PWGSC) revise to read "Canada School of Public Service (the School)".
- b) At Article 05, Submission of Bids, subparagraph 4, delete "Bids will remain open for acceptance for a period of not less than sixty (60) days from the closing date of the bid solicitation. Insert "Bids will remain open for acceptance for a period of not less than 120 days from the closing date of the bid solicitation."
- c) At Article 08, Transmission by Facsimile is deleted in its entirety.
- d) At Article 20, Further Information, delete the second paragraph in its entirety.

### 2.2 Submission of Bids

Bids must be submitted only to Canada School of Public Service (the School) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Bidders must indicate the RFP number CSPS-RFP-17TB-1031 on the packaging when submitting their bids.

Due to the nature of the bid solicitation, bids transmitted by facsimile and electronic mail to the School will not be accepted.

### 2.3 Former Public Servant

SACC manual clause [A3025T](#)

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

#### Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or



- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

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

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

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

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

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

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

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

If so, the Bidder must provide the following information:

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

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

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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



## 2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of 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 Improvement of Requirement During Solicitation Period

SACC manual clause [A9076T](#) (2007-05-25) - Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

#### 1. Bid Preparation Instructions

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

Section I: Technical Bid (5 hard copies and 1 soft copy on CD, DVD or USB device)

Section II: Financial Bid (1 hard copy and 1 soft copy on CD, DVD or USB device)

Section III: Certifications (1 hard copy)

Section IV: Additional Information (1 hard copy)

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

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and



- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

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

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

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

### **Section II: Financial Bid**

- 3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

### **Section III: Certifications**

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

## **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, financial, evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1. Mandatory Technical Criteria**

Refer to Attachment 1 to Part 4.

##### **4.1.1.2 Point Rated Technical Criteria**

Refer to Attachment 1 to part 4. Point rated technical criteria not addressed will be given a score of zero.

#### **4.1.2 Financial Evaluation**

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price - Canadian / Foreign Bidders

1. The price of the bid will be evaluated as follows:
  - a. Canadian-based bidders must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
  - b. Foreign-based bidders must submit firm prices, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes





payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based bidders.

2. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
3. Although Canada reserves the right to award the Contract either on an FOB plant or FOB destination, Canada requests that bidders provide prices FOB their plant or shipping point and FOB destination. Bids will be assessed on an FOB destination basis.
4. For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.

#### **4.1.2.2 Point Rated Financial Criteria**

Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B" and it is provided for bid evaluation price determination only. They are not to be considered as a contract guarantee.

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price - Canadian / Foreign Bidders

1. The price of the bid will be evaluated as follows:
  - a. Canadian-based bidders must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
  - b. Foreign-based bidders must submit firm prices, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based bidders.
5. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
6. Although Canada reserves the right to award the Contract either on an FOB plant or FOB destination, Canada requests that bidders provide prices FOB their plant or shipping point and FOB destination. Bids will be assessed on an FOB destination basis.
7. For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.

## **4.2 Basis of Selection**

### **4.2.1 SACC manual clause [A0027T](#), Highest Combined Rating of Technical Merit (70%) and Price (30%)**

1. To be declared responsive, a bid must:



- a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum points specified Attachment 1 to Part 4 for the point rated technical criteria.
2. Bids not meeting (choose "(a) or (b) or (c) will be declared non-responsive.
  3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be seventy (70) % for the technical merit and thirty (30) % for the price.
  4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of seventy (70) %.
  5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of thirty (30) %.
  6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
  7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

		Bidder 1	Bidder 2	Bidder3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000	\$50,000	\$45,000
Calculations	Technical Merit Score	$115/135 \times 70 = 59.64$	$89/135 \times 70 = 46.13$	$92/135 \times 70 = 47.67$
	Pricing Score	$45/55 \times 30 = 24.54$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating		84.18	73.13	77.67
Overall Rating		1 <sup>st</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>



**ATTACHMENT 1 TO PART 4**

**TECHNICAL EVALUATION**

**TECHNICAL CRITERIA**

**1.0 Mandatory Technical Criteria**

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion must be addressed separately.

#	Mandatory Technical Criterion	Cross Reference to Proposal	MET / NOT MET
<b>MT1</b>	<p>The Bidder must demonstrate a minimum of three (3) years of experience within the last five (5) years in supplying, installing, and operating webcast equipment including the provision of the related services.</p> <p>In order to demonstrate this experience, the Bidder must provide the following information:</p> <ul style="list-style-type: none"> <li>• Name of the client or organization where the services were provided;</li> <li>• Brief description of work performed;</li> <li>• Date(s) (month/year) when the services were provided; and</li> <li>• Contact name, email address and/or telephone number of client contact.</li> </ul> <p>Client reference may be contacted to validate the experience information provided.</p>		
<b>MT2</b>	<p>The Bidder must demonstrate they have a minimum of twenty five (25) webcast events within the last five (5) years having a minimum of 1000 viewers.</p> <p>In order to demonstrate that they have minimum of twenty five (25) webcast events within the last five (5) years having a minimum of 1000 viewers, the Bidder must provide the following information:</p> <ul style="list-style-type: none"> <li>• Name of the client or organization where the webcast events was provided;</li> <li>• Brief description of the project;</li> <li>• Date(s) (month/year) when the projects were provided; and</li> <li>• Contact name, email address and/or telephone number of client contact.</li> </ul>		
<b>MT3</b>	<p>The Bidder must demonstrate that the project lead <u>has</u> experience supplying, installing, and operating webcasting equipment including the provision of the services for a minimum of twenty five (25) webcast events within the last five (5) years having a minimum of 1000 viewers</p> <p>In order to demonstrate this experience, the Bidder must provide the following information:</p> <ul style="list-style-type: none"> <li>• Name of the client or organization where the services were provided;</li> </ul>		



	<ul style="list-style-type: none"> <li>Brief description of work performed;</li> <li>Date(s) (month/year) when the services were provided; and</li> <li>Contact name, email address and/or telephone number of client contact.</li> </ul>		
<b>MT4</b>	<p>The Bidder must provide a list of all necessary hardware, software and accessories including back up equipment that is required to provide all webcast services that are outlined in the Statement of Work.</p> <p>In order to demonstrate this criteria, the Bidder must provide a detailed list of components, and their function within the workflow. This information may be presented in conjunction with the Network Architecture Diagram referenced below in MT5.</p>		
<b>MT5</b>	<p>The Bidder must provide a detailed back-up plan for all webcast services. The back-up plan must demonstrate that the bidder is able to react and continue the operation of the webcast in the event of an equipment failure.</p> <p>In order to demonstrate this experience, the Bidder must provide a comprehensive yet detailed plan that outlines the backup plan and process in its entirety.</p>		
<b>MT6</b>	<p>The Bidder must provide a network architecture diagram demonstrating the hardware components for storage and transmission.</p> <p>In order to demonstrate this experience, the Bidder must provide a diagram that clearly identifies network architecture components and signal flow throughout for all aspects of work outline in the Statement of Work. This information may be presented in conjunction with the list of necessary hardware, software and accessories including back up equipment referenced above in MT3.</p>		

**2.0 Point Rated Technical Criteria**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion must be addressed separately.

#	Point Rated Technical Criterion	Point Assignment	Cross Reference to Proposal	Maximum Number of Points
<b>RT1</b>	The Bidder should demonstrate they have experience as a company in supplying, installing and operating webcasting equipment including the provisions of the related services.	Points will be allocated as follows: From 4 to 6 years = 2 points From 6 to 8 years = 4 points From 8 to 10 years = 6 points Over 10 years = 8 points		8



	<p>In order to demonstrate this experience, the Bidder must provide the following information:</p> <ul style="list-style-type: none"> <li>• Name of the client or organization where the services were provided;</li> <li>• Brief description of work performed;</li> <li>• Date(s) (month/year) when the services were provided; and</li> <li>• Contact name, email address and/or telephone number of client contact.</li> </ul>			
<p><b>RT2</b></p>	<p>The Bidder should demonstrate (as substantiated within the cited project's summary description) that their proposed resource has experience with :</p> <p>Similar project (s) stated in the statement of work. (2 points)</p> <p>To demonstrate this experience, the Bidder should provide details on their proposed resource's experience in a minimum of three (3) previous project. Each project should be within the last five (5) years.</p> <p>The following information should be provided for each project:</p> <p>a) The name of the client organization for whom the work was undertaken;</p> <p>b) Start and end dates of the project (month/year to month/year);</p> <p>c) Brief description of the scope of the project (such as, but not limited to, desired outcomes of the work, technologies or methodologies utilized, challenges encountered, etc.);</p> <p>d) The role as well as the completed tasks and responsibilities of the resource, including the deliverables, the amount of time spent on the project and the reporting structure.</p> <p>If more than four (4) projects are included in the proposal, only the first four (4) projects listed will be evaluated.</p>	<p>Points will be allocated as follows:</p> <p>The Bidder could receive up to four (2) points for each project that demonstrates this experience up to a maximum of sixteen (8) points.</p>		<p>8</p>
<p><b>RT3</b></p>	<p>The Bidder should demonstrate that they have conducted webcasts in the two official languages of Canada simultaneously for the same event.</p> <p>In order to demonstrate this experience, the Bidder must provide the following information:</p> <ul style="list-style-type: none"> <li>• Name of the client or organization where the services were provided;</li> </ul>	<p>Points will be allocated as follows:</p> <p>1 to 5 events = 2 points          6 to 9 events = 4 points          10 events or more = 6 points</p>		<p>6</p>



	<ul style="list-style-type: none"> <li>• Brief description of work performed;</li> <li>• Date(s) (month/year) when the services were provided; and</li> <li>• Contact name, email address and/or telephone number of client contact.</li> </ul>			
<b>RT4</b>	<p>The Bidder should demonstrate that he have provided a webcast solution that is compatible and available on multiple types of mobile device operating systems (OS) (Blackberry, Apple iOS, Android).</p> <p>In order to demonstrate this experience, the Bidder must provide the following information:</p> <ul style="list-style-type: none"> <li>• Name of the client or organization where the services were provided;</li> <li>• Brief description of work performed;</li> <li>• Date(s) (month/year) when the services were provided; and</li> <li>• Contact name, email address and/or telephone number of client contact.</li> </ul>	<p>Points will be allocated as follows:</p> <p>One type of mobile OS = 2 points  Two mobile OS = 4 points  Three mobile OS = 6 points  Four or more mobile OS = 8 points</p>		8
<b>TOTAL</b>				<b>30</b>



## 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 Required with the Bid

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

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

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

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

#### 5.2.1 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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.

#### 5.2.3 Additional Certifications Precedent to Contract Award

##### 5.2.3.1 Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16) - The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this



clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

#### **5.2.3.4 Education and Experience**

SACC Manual clause [A3010T](#) (2010-08-16) - The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

### **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

#### **6.1 Security Requirements**

There is no security requirement applicable to the Contract.

### **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**

SACC Manual clause [B4007C](#) (2014-06-26) – The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

##### **7.1.1 Optional Services**

SACC Manual clause [A0070C](#) (2007-11-30) -The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at \_\_\_\_\_ of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

##### **7.1.2 Task Authorization**

The Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

###### **7.1.2.1 Task Authorization Process**

SACC Manual clause [B9054C](#) (2014-06-26) – Task Authorization: The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.





**Task Authorization Process:**

1. The Technical Authority will provide the Contractor with a description of the task using the Task Authorization form specified in Annex C.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

**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**

SACC Manual clause 2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract with the following changes:

- Wherever Public Works and Government Services Canada (PWGSC) revise to read “Canada School of Public Service (the School)” with the exception of article 41 Integrity Provisions – Contract where any reference to PWGSC remains.

**7.3 Security Requirements**

**7.3.1** There is no security requirement applicable to the Contract.

**7.4 Term of Contract**

**7.4.1 Period of the Contract**

SACC Manual clause A9022C (2007-05-25) - The period of the Contract is from ----- to February --- -----.

**7.4.2 Option to Extend the Contract**

SACC Manual clause A9009C (2008-12-12) - The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen (15) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.



**7.4.3 Termination on Thirty Days Notice**

A0072C (2008-12-12) Termination on Thirty Days Notice

1. Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.
2. In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

**7.5 Authorities**

**7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Tania Boyer  
 Title: Procurement Specialist  
 Department: Canada School of Public Service  
 Title: Procurement and Contract Unit  
 Address: 241 de la Cité-des0jeunes Boulevard, Gatineau, QC, J8Y 6L2  
 Telephone: 819-953-3443  
 E-mail address: [tania.boyer@canada.ca](mailto:tania.boyer@canada.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 Authority**

To be determined at contract award.

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
  
 Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
 Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

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



### 7.5.3 Contractor's Representative

To be determined at contract award.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

E-mail address: \_\_\_\_\_

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

SACC Manual clause [A3025C](#) (2013-03-21) – 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.

SACC Manual clause [A3025T](#) (2014-06-26) Former Public Servant – This clause is to identify any bidder who may be a former public servant for:

- a. approval purposes when the successful bidder is a former public servant in receipt of a pension paid under the [Public Service Superannuation Act](#);
- b. the application of the \$5,000 contract fee limit, including Applicable Taxes, when the successful bidder is a former public servant, including former members of the Canadian Forces and the Royal Canadian Mounted Police, in receipt of a lump sum payment pursuant to a work force adjustment program; and
- c. to advise the successful bidder that the published proactive disclosure reports will include information to indicate if the successful bidder is a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension.

Providing this information is a condition precedent to contract award as opposed to a mandatory requirement for evaluation purposes.

For more information, consult sections [3.90 Former Public Servants](#) and [7.65 Proactive Disclosure](#) of the [Supply Manual](#).

Contract 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.

## 7.7 Payment

### 7.7.1 Basis of Payment

SACC Manual clause [C0204C](#) (2017-08-17) Basis of payment: Individual task authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at annex B.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

SACC Manual clause [C0207C](#) (2013-04-25) Basis of Payment - Firm Unit Price



In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price as specified in Annex B" for a cost of \$ \_\_\_\_\_ insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### **7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

SACC Manual clause [C9010C](#) – (2013-04-25) - Limitation of Expenditure - Cumulative Total of all Task Authorizations (2013-04-25) C9010C

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. Customs duties are included, and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. 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.

### **7.7.3 Method of Payment**

#### **7.7.3.1 Approved Task Authorizations – Monthly Payment**

For the Work described under the basis of payment in Annex B.

SACC Manual clause [H1001C](#) (2008-05-12) – Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

### **7.7.4 Manual Clauses**

[A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department

[C2000C](#) (2007-11-30) - Taxes - Foreign-based Contractor

[C2605C](#) (2008-05-12) - Canadian Customs Duties and Sales Tax - Foreign-based Contractor



## 7.8 Invoicing Instruction

SACC Manual clauses [H3020C](#) (2015-02-25)

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Project Authority.

2. The Contractor must distribute the invoices and reports as follows:

One (1) copy of the invoice must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 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.

### 7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of \_\_\_\_\_.

### 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 general conditions [4010](#) (2012-07-16), Services - Higher Complexity
- (c) the general conditions [2035](#) (2016-04-04), General Conditions - Higher Complexity
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (h) Annex C, the signed Task Authorizations ;
- (i) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:*"), as clarified on \_\_\_\_\_ " **or** ", as amended on \_\_\_\_\_ " *and insert date(s) of clarification(s) or amendment(s)*).

### 7.12 Foreign Nationals (Canadian Contractor **OR** Foreign Contractor)

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

**OR**

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)



### 7.13 Insurance

SACC Manual clause [G1005C](#) (2016-01-26) Insurance - The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.



## ANNEX "A"

### STATEMENT OF WORK

#### 1. Title

Webcasting distribution and platform services.

#### 2. Objective

The objective of this contract is to obtain the services of a Contractor to provide webcasting distribution and platform services for the Canada School of Public Service (CSPS) ongoing local and regional webcasts learning events for all public servants.

#### 3. Background

The CSPS Learning Programs Branch (LPB) offers learning products and services to help organizations and individual employees meet their professional learning needs. The CSPS Audiovisual Production & Webcasting Operations team (CSPS AV Team) is responsible for the video production of learning events which are made available to all public servants through streaming videos.

The CSPS produces local and regional webcasts: Local webcasts are filmed and produced at 373 Sussex Drive, Ottawa, Ontario or CSPS-Ottawa. Regional webcasts are filmed in CSPS regional offices throughout Canada, where the audio-visual signal is sent to a dedicated Regional Webcast Control Room in CSPS-Ottawa by way of Videoconference.

CSPS webcasts are usually offered in both official languages (English/French) through the use of Simultaneous Interpretation (SI) services, and are typically one hundred and twenty (120) minutes in duration. CSPS webcasts are offered in English (with English SI), French (with French SI), or with no interpretation. All SI services are rendered on site at CSPS-Ottawa. CSPS-Ottawa can simultaneously produce two webcasts (local and regional), including Simultaneous Interpretation for both programs. The CSPS produces approximately two hundred (200) local webcasts per year, and approximately fifty (50) regional webcasts per year.

#### 4. Scope

This requirement is to provide the services for webcasting distribution and coordination platform:

- 4.1 The Contractor must provide support for webcasts at the CSPS-Ottawa such as, the installation, the connection, the configuration and the testing of all required infrastructures.
- 4.2 The Contractor must provide support for the hardware, the software, the technical support staffing, the webcasting webpage creation, the telecommunication lines, the primary and backup servers, and the backup power to enable the CSPS to operate and manage webcasts.

#### 5. Relevant Terms and Conditions

Adaptive bitrate:

Detection of a user's bandwidth and Central Processing Unit (CPU) capacity in real time and adjusting the quality of a video stream accordingly.

Analytics:

Detailed statistics on participant connexion information.





Content Delivery Network (CDN):

Geographically distributed network of proxy servers and their data centers that serves to distribute service spatially relative to end-users to provide high availability and high performance.

Domain Name System (DNS):

The Internet's system for converting alphabetic names into numeric IP addresses; A hierarchical decentralized naming system for computers, services, or other resources connected to the Internet or a private network.

File Transfer Protocol (FTP):

Standard network protocol used for the transfer of computer files between a client and server on a computer network.

H.264:

A block-oriented motion-compensation-based video compression standard; is one of the most commonly used formats for the recording, compression, and distribution of video content. Audiovisual signals (local or regional webcasts) are encoded into H.264/MP4 streams at CSPS located at CSPS-Ottawa.

H.265:

Also known as High Efficiency Video Coding (HEVC), is a video compression standard, one of several potential successors to the widely used Advanced Video Coding (AVC) (H.264 or MPEG-4 Part 10).

HTML5:

Hypertext Markup Language (HTML) version 5 is a markup language used for structuring and presenting content on the World Wide Web. It is the fifth and current major version of the HTML standard.

MP4:

MP4 (or MPEG-4 Part 14) is a digital multimedia container format most commonly used to store video, audio and data such as subtitles that allows streaming over the Internet.

National Capital Region (NCR):

The National Capital Region, also referred to as Canada's Capital Region and Ottawa–Gatineau (formerly Ottawa–Hull), is an official federal designation for the Canadian capital of Ottawa, Ontario, the neighboring city of Gatineau, Quebec, and surrounding urban and rural communities.<sup>264</sup>

Request For Change (RFC):

A formal request for a change to be implemented, including details of the proposed Change, and its associated documentation.

Third party:

A person or group other than the two primarily involved.

Uniform Resource Locator (URL):

Is the address of a specific webpage or file on the Internet, and is a reference to a web resource that specifies its location on a computer network and a mechanism for retrieving it.

Video On Demand (VOD):

A system which allows users to select and watch video content when they choose to, rather than having to watch at a specific broadcast time.



### Webcast:

A webcast is a media presentation distributed over the Internet using streaming media technology to distribute a content source to many simultaneous listeners/viewers. A webcast may either be distributed live or on demand. Essentially, webcasting is "broadcasting" over the Internet.

## **6. Deliverables**

### **6.1 Streams Distribution**

The Contractor must perform the following tasks and deliverables on an as-needed basis via a Task Authorization:

- 6.1.1 Capture streams from CSPA and provide the function of Content Delivery Network (CDN), to ensure delivery of streaming video to registered participants.
- 6.1.2 Capture H.264/MP4 streams from CSPA through an Internet connexion, as follows:
  - a. 3 Streams (Channels 1-2-3) for Local webcasts (Non-translated, with English simultaneous interpretation, with French simultaneous interpretation).
  - b. 3 Streams (Channels 4-5-6) for regionally-produced webcasts (Non-translated, with English simultaneous interpretation, with French simultaneous interpretation).
- 6.1.3 The Contractor must provide Adaptive Bitrate to participants for all streams.
  - a. All channels to be available to viewers at adaptive bitrate, with the Contractor's Web platform performing a measurement of viewers' available bandwidth.
  - b. Platform is to automatically adjust bitrate to participants' available bandwidth.
  - c. Adaptive bitrate to include (but not limited to) the following stream quality: 720p (1,500-4,000 kbps), 480p (1,200-1,500 kbps), 360p (800-1,200 kbps), 240p (400 kbps), and audio-only (less than 100 kbps).
  - d. Contractor must ensure that streaming quality is adjusted automatically.
  - e. Viewers must also be able to change these parameters manually through a Parameters menu available from the Video Player page.
  - f. The audio-only option to also be available at splash page level, as well as within the Parameters menu available from the Video Player page.
- 6.1.3 Support H.264 video codec (and be future-proof to support H.265)
- 6.1.4 Support for High Definition Video – up to 1080p, 16:9 ratio.
- 6.1.5 Support two thousand (2000) concurrent webcast viewers per standard webcast.
- 6.1.6 The Contractor must on an as and when requested basis, support increases in users in blocks of one thousand (1000), two thousand (2000) and five thousand (5000) users.
- 6.1.7 In circumstances where CSPA or other Government of Canada departments or agencies have a local proxy server for internal webcast distribution, the Contractor must ensure that its platform will adequately connect to said proxy server; the Contractor must redirect viewers to said proxy server.
- 6.1.8 In the event that CSPA develops its own Web platform, the Contractor must ensure that all CDN functions relating video streams can be delivered through CSPA's Web Platform's.

### **6.2 Web pages & Video player**

The Contractor must perform the following tasks and deliverables on an as-needed basis via a Task Authorization:

- 6.2.1 Develop all web pages for distribution of webcasts to participants, internal or external to Government of Canada networks, including but not limited to:
  - a. Splash pages, with choice of Language (which selects priority of languages on graphical elements).
  - b. Select language of webcast (English SI, French SI, or no interpretation).
- 6.2.2 All the Contractor web pages must comply with current and future Government of Canada Web Content distribution Standards, including but not limited to:



- c. [Standard on Web Accessibility](#) (Including [Web Content Accessibility Guidelines 2.0](#) AA compliance).
  - d. [Federal Identity Program](#).
  - e. [Official Languages Act](#).
  - f. All other Government of Canada policy or directive pertaining to web content and/or accessibility.
- 6.2.3 Ensure that all its web pages and their content (including streams) are compatible with all standard operating systems (Microsoft Windows, Apple OS) and browsers (including but not limited to: Internet Explorer, Firefox, Chrome, Safari), and including mobile device compatibility: BlackBerry, iOS, Android.
- 6.2.4 Provide all web pages in HTML5, and no video plugins other than HTML5-based elements shall be used.
- 6.2.5 Provide a test page to enable participants to verify the following elements on their system or device:
- a. Operating system, Browser, Screen Resolution, Bandwidth,
  - b. Client system ports: 1935, 80, 443 (open/closed).
  - c. Test page must include 2 links, one to a VOD-type video file so the user can test to see if the video will play or not; and one to an audio file in case the video is not working the sound may work.
  - d. The Contractor must present test results on screen to viewer, and must capture and provide all test page results to CSPS.
- 6.2.6 Include within the test page (described above) a detailed fact sheet (in PDF format, or embedded content within the web pages) outlining technical documentation relating to webcast streaming, troubleshooting guide, etc. Fact sheet content to be developed by CSPS.
- 6.2.7 Include to the Webcast video player a feature that allows participants to submit a question or comment via email during live production. Two distinct options are to be presented to viewers through the video player / webpages, whereby two (2) distinct email addresses are to be used to manage the following correspondence:
- a. Technical assistance: Allows participants to submit technical questions and comments during live event.
  - b. Viewer participation: Allows participants to submit questions during live event for participation within the context of the learning activity.
- 6.2.8 Provide email services (Inbox accessed online through a standard web browser) to manage above email correspondence; CSPS may also choose, event by event, to provide Contractor with an email address to be used for a specific event.
- 6.2.9 The Contractor solution must provide viewers with the option to view presentation slides (ex.: Powerpoint, Keynote, etc.) alongside the main video stream (split-screen mode) as the webcast progresses (Selectable English or French slides). When slides are changed during the presentation, webcast viewers should see the new slide appear within three (3) seconds.
- 6.2.10 Develop on and as and when requested basis a custom look and feel (visual identity) for all web pages of event-webcast for specific CSPS events, up to 6 custom visual identities per year.
- 6.2.11 For all 6 webcast channels are to have a fixed hidden address (URL) that allows CSPS staff to access live streams for testing purposes.
- 6.2.12 Contractor must ensure that participants are not able to view and retrieve a fixed URL that would allow a connexion to a webcast other than the webcast for which the participant is registered.
- 6.2.13 Establish on and as and when requested basis a custom URL (to be confirmed by CSPS AV Team for each event), that redirects viewers to appropriate webcast channels as per client language selection.
- 6.2.14 Enable on an as and when requested basis a password-protection feature for specific webcast channels (password provided by CSPS on an event-by-event basis; CSPS will share password with registered participants).
- 6.2.15 The password-protection feature must be active on all VOD files associated with a password-protected live broadcast (See task 6.3)



- 6.2.16 Accessibility: Contractor must ensure that its web platform can receive and publish Closed Captioning (during live broadcast or for VOD) as well as Transcripts on the VOD platform, or any other accessibility item as per Web Content Accessibility Guidelines 2.0 Level AA compliance.
- 6.2.17 Within the webcast viewing page, the Contractor must (upon request) integrate an embedded Twitter Feed that can be customized to filter by hashtag [#] or handle [@].
- 6.2.18 Within the webcast viewing page, the Contractor must (upon request) offer fully moderated real-time chat to allow users to share send comments during the live event.

### 6.3 Recording & Video On Demand

The Contractor must perform the following tasks and deliverables on an as-needed basis via a Task Authorization:

- 6.3.1 Recording of live streams: the Contractor must record all streams, and recordings to be made available to CSPS via a File Transfer Protocol (FTP) platform, managed by Contractor and accessible to CSPS staff at all times. Recorded files to be made available to CSPS immediately after streaming is stopped, and are to be kept by Contractor for the duration of the contract.
- 6.3.2 Recording file type: All streams must be recorded by the Contractor using H.264 codec and MP4 container.
- 6.3.3 Naming of recorded files: the Contractor must configure recording process by which file names of recorded streams follow a predetermined nomenclature that includes date of webcast, and channel. File name example for a November 12 2017 stream on Channel 2: [2017-11-12-C2.mp4].
- 6.3.4 Trimming video files: The Contractor must perform 'trimming' of all video files, removing streamed content that is before the actual start of event (Start of event is marked by CSPS graphical animated opening sequence), and removing streamed content after event end (after the Canada Wordmark).
- 6.3.5 Publishing VOD files: The Contractor must convert live broadcast into archive format, and is to publish archive file(s) to Contractor's VOD platform within 4 business hours (defined as 7:00 to 17:00 from Monday to Friday, and excluding statutory holidays).
- 6.3.6 As required, CSPS will perform post-production on its own recording of a webcast; upon request by CSPS, the Contractor must publish the CSPS post-produced (edited) file(s) rather than the Contractor recording.
- 6.3.7 Publishing VOD files: After the end of the event, the Contractor must publish VOD files as per CSPS predefined instructions; meaning that on an event-by-event basis, CSPS will choose to publish one or multiple files to VOD in any combination (Floor, English SI, French SI).
- 6.3.8 URL for VOD files: the Contractor must establish an automated process by which the URL of the VOD archive file is accessed by adding the suffix [-VD] to the URL that was used for the live event
- 6.3.9 The Contractor must provide unlimited viewers with uninterrupted "on-demand" access to any event at any time during the contract.
- 6.3.10 Removing VOD files: the Contractor must provide a mechanism that allows CSPS staff to pre-determine the number of days (Calendar or Business) that specific video files are to be available as VOD.
- 6.3.11 Not publish to VOD: At CSPS request, the Contractor must not publish files to VOD.
- 6.3.12 VOD for other video content: the Contractor must allow CSPS to publish files other than streamed webcasts to the VOD platform (other CSPS video content), whereby the maximum number of non-webcast files to publish per month is twelve (12).
- 6.3.13 Transfer of existing VOD archive: Upon contract award, the Contractor must allow CSPS to perform a batch upload up to four hundred (400) webcast video files (average duration of two (2) hours each) to the VOD platform; the Contractor must then provide a directory of all VOD uploaded files, following the nomenclature described above.
- 6.3.14 In addition to the initial upload of four hundred (400) video archives, CSPS will require publishing approximately two hundred and fifty (250) archived webcasts per year (each



averaging two (2) hours in duration) to the Contractor's VOD platform (potentially including up to three (3) versions of each webcast: Floor, English and French).

- 6.3.15 Archives delivery at contract end: The Contractor must provide complete archives of all live-streamed webcast recordings (all channels) and all files published to the VOD platform within the duration of the contract. All archives to be delivered on a Contractor supplied hard drive.
- 6.3.16 Upon request by CSPS, the Contractor must make specific VOD files available for download by participants at highest resolution available.

## 6.4 Analytics

The Contractor must perform the following tasks and deliverables on an as-needed basis via a Task Authorization:

- 6.4.1 All web pages within Contractor's Platform (including VOD platform) must be coded with Google Analytics, as per Google's established best practices.
- 6.4.2 The Contractor must create a CSPS Google Analytics account that is to be made available to CSPS so that its staff may login directly and produce analytics reports.
- 6.4.3 Upon request by CSPS Contractor's web pages leading to webcast shall include a prompt that asks participants "How many people are watching the webcast" with a default value of one (1), which would be modifiable to allow for group viewing sessions to be captured by CSPS with an indication of number of viewers in a viewing centre such as a boardroom.
- 6.4.4 Immediately following a webcast, the Contractor must provide a summary of connexions that include multiple viewers in a single location (as described above), specifying which webcast channel this data was captured on.

## 6.5 Webcast management & coordination platform

The Contractor must perform the following tasks and deliverables on an as-needed basis via a Task Authorization:

- 6.5.1 Provide an online coordination platform that allows CSPS to communicate to the Contractor the following webcast related information, including calendar view of planned webcasts:
- 6.5.2 The Contractor's Coordination Platform must include the following elements, to be entered for each webcast by CSPS, and shall serve to coordinate all streaming and VOD activities between CSPS and the Contractor:
  - a. Date & time of live-event (date & time picker)
  - b. Webcast ID: as defined by CSPS, such as 2017-08-11-PM (text field)
  - c. Event title French (text field)
  - d. Event title English (text field)
  - e. Twitter feed (yes/no)
  - f. Twitter hashtag or handle (text field)
  - g. Real-time chat (yes/no)
  - h. CSPS Reference Number (CSPS Ticketing System reference number) (text field)
  - i. Local or regional event (drop-down menu, either/or)
  - j. Simultaneous Interpretation (yes/no)
  - k. Password (text field)
- l. Webcast URL (automatically generated by Contractor platform) ending with Webcast ID (referenced above)
  - m. VOD requirements (Checkboxes to select one or multiple: Floor, English SI, French)
  - n. Date range for VOD files (date picker, for each VOD file referenced above)
  - o. VOD URL (generated automatically, as above: domainname.2017-08-11-PM-VD)
  - p. Upon request by CSPS, Contractor must add input fields (field types as per any of the above) for future coordination requirements (up to 12 additional fields permitted)
- 6.5.3 Within Contractor's Coordination Platform (or other suitable mechanism) the Contractor must provide complete directory of all files archived within the VOD platform; All file entries are to be





presented with a standard nomenclature starting with date of original webcast (or CSPA provided file name), for example: [2017-09-21-C2-PM.mp4].

- 6.5.4 CSPA will provide all event information (as detailed above) at least one (1) business day prior to event. In the event that CSPA makes changes to event details, the Contractor must be able to accommodate changes to its platform within sixty (60) minutes of event start.
- 6.5.5 Any change or modification to the Contractor's webcasting & streaming infrastructure and or platform, including all web pages and video player, which may impact features and or functionalities described herein, must be the object of a Request For Change (RFC) addressed to the Contract Project Authority, where the CSPA Project Authority must provide formal approval prior to changes or modifications being made by the Contractor.

## 6.6 Technical Support

The Contractor must perform the following tasks and deliverables on an as-needed basis via a Task Authorization:

- 6.6.1 During each "live" webcast, the Contractor must continuously monitor the webcast to ensure any disruptions in the availability of viewing-access to the webcast by internet viewers are prevented. In the event of a problem with the webcast infrastructure, the Contractor must immediately respond to minimize the impact of the problem on the webcast viewers' ability to access the CSPA webcasts.
- 6.6.2 Provide support, on and as and when requested basis to perform tests of the webcast system at any time between 7:00 am-5:00pm EST each weekday.
- 6.6.3 One (1) hour prior to the scheduled start of a CSPA event to be webcast "live", the Contractor must continuously test the webcast system infrastructure to ensure the system is fully operational and ready to generate a high-quality webcast when the event begins
- 6.6.4 During each live webcast, the Contractor must continuously monitor the webcast to ensure any disruptions in the availability of the viewing access to the webcast by Internet viewers are prevented.
- 6.6.5 In the event of a problem with the webcast infrastructure and/or services, the Contractor must immediately respond to minimize the impact of the problem on the webcast viewer's ability to access the CSPA webcast.
- 6.6.6 Provide the CSPA with a toll-free telephone number and an e-mail address for the CSPA to use in contacting the Contractor for upcoming "test", "live" and "archived" webcast support services.

## 7 Reporting Requirement

For all reporting requirements described herein, Contractor must provide reports in PDF format (as applicable) via email, to a pre-defined list of addressees (up to 5) including:

- [csps.avwebcastingavetwebdiffusion.efpc@canada.ca](mailto:csps.avwebcastingavetwebdiffusion.efpc@canada.ca)
- [csps.webcasthelpdesk-assistancewebdiffusion.efpc@canada.ca](mailto:csps.webcasthelpdesk-assistancewebdiffusion.efpc@canada.ca)

### 7.1 Reference deliverable: 7.2.4.d: Webcast test page for clients

On the last business day of each month, Contractor must provide CSPA with a report detailing all captured data described in Deliverable 7.2.4. All documentation pertaining to this reporting requirement (including all emails and documents) must be dated and must follow the following nomenclature: [TPR-yyyy-mm-dd-MonthlyReport]. For example, the report provided for at the end of November 2017 would be referenced: [TPR-2017-11-30-MonthlyReport.pdf](#)

### 7.2 Reference deliverable: 7.4.4: Group viewing sessions captured

Immediately following a webcast, Contractor must provide details of connexions that include multiple viewers in a single location (as described above), specifying which webcast channel the data was captured on. All documentation pertaining to this reporting requirement, including all emails and



documents, must be dated and must follow the following nomenclature: [GVD-yyyy-mm-dd]. For example, Group viewing data for a November 12 2017 webcast would be referenced: GVD-2017-11-12.pdf

**7.3 Reference deliverable: 7.5.3: Request for change**

All RFC's submitted by Contractor to CSPS must be presented in writing, and must include a detailed description of proposed change, and its projected impact on the Contractor's Infrastructure, Services and/or Platform, or regarding CSPS's webcast activities if applicable. A minimum of three communications must be presented to CSPS by Contractor: (1) RFC proposal, (2) RFC confirmed go-ahead and date where the change will come into effect, and (3) RFC completed, including detailed description (if required) of any issues or questions to be addressed. All documentation pertaining to this reporting requirement, including all emails and documents, must be dated and must follow the following nomenclature: [RFC-yyyy-mm-dd-xyz], where the date refers to the original RFC date, and where [xyz] allows for other keywords such as (Proposal; Confirmed; Completed, Update, etc.). For example, an update concerning an RFC initiated on November 12 2017 would read: RFC-2017-11-12-Update.pdf

**7.4 Reference deliverable: 7.5.4: Video On Demand Directory**

On the last business day of each month, Contractor must provide a PDF version of the complete CSPS-VOD directory (all files archived within the VOD platform); sorted by file name (highest value first). All documentation pertaining to this reporting requirement, including all emails and documents, must be dated and must follow the following nomenclature, example: VOD-2017-11-30-MonthlyReport.pdf

**7.5 Reference deliverable: 7.6: Issues log**

Contractor must provide a written report to CSPS on each occasion where a technical issue is identified by CSPS with regard to the Contractors Infrastructure, services and/or Platform. Each report must include a detailed description of the issue observed (including observations provided by CSPS) as well as a comprehensive and detailed description of corrective measures taken to resolve the issue. Such a report must be provided by the Contractor at the end of each business day (6:00 p.m. EST) where a technical issue remains unresolved. All documentation pertaining to this reporting requirement, including all emails and documents, must be dated and must follow the following nomenclature: [IL-yyyy-mm-dd-xyz], where xyz allows for keywords. Example: IL-2017-11-12-FinalReportResolved.pdf

## **8 Meetings**

- 8.1 A kick-off meeting should be held within 15 calendar days from the contract award date. The kick-off meeting will be held within the National Capital Region, via conference call, or virtual. The exact time and location of the kick-off meeting will be mutually agreed upon between the Contractor and the Project Authority.

The purpose of the kick-off meeting is to:

- a) Review the contractual requirements; and
- b) Review and clarify, if required, the respective roles and responsibilities of the Project Authority and the Contractor to ensure common understanding.

## **9 Location of Work, Work Site and Delivery Point**

- 9.1 The work must be performed at the Contractor's business place.

## **10 Language of work**

The must provide the services in French or in English.



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## **11 Special Requirements and/or Constraints**

- 11.1 Working hours: Business hours will commence no earlier than 0700 hrs to no later than 1700 hrs, Ottawa, Eastern Standard Time, Canada.

## **12 Travel and Living**

- 12.1 The Contractor is not required to travel during the period of the contract.





**ANNEX “B”**

**BASIS OF PAYMENT**

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below, its quoted firm all-inclusive daily rate (in Cdn \$).

The rates specified below, when quoted by the Bidder, include the total estimated cost of all travel and living expenses that may need to be incurred for:

- a) work described in Part 7, Resulting Contract Clauses, of this bid solicitation required to be performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. The *National Capital Act* is available on the Justice Website: <http://laws-lois.justice.gc.ca/eng/acts/N-4/>
- b) travel between the Contractor’s place of business and the NCR; and
- c) the relocation of resource(s) to satisfy the terms of any resulting contract.

These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada’s future usage of the services described in the bid solicitation will be consistent with this data.

Table 1 – Initial contract period		Firm Unit Price Monthly Rate (in Cdn \$)	Volumetric Data (Estimated Level of Effort)	Total (in Cdn \$)
		A	B	C = A x B
<b>1</b>	<b>Initial Contract Period – (From _____ to _____) (for a period of one year from date of contract award)</b>			
<b>1a</b>	Deliverables 6.1 - Streams Distribution		12 months	
<b>1b</b>	Deliverables 6.2 - Web pages & Video player		12 months	
<b>1c</b>	Deliverables 6.3 - Recording & Video On Demand		12 months	
<b>1d</b>	Deliverables 6.4 - Analytics		12 months	
<b>1e</b>	Deliverables 6.5 - Webcast management & coordination		12 months	
<b>1f</b>	Deliverables 6.6 - Technical Support		12 months	
<b>As and when requested services (Firm unit price)</b>		<b>Unit Price (A)</b>	<b>Multiplier (B)</b>	<b>Total (A x B)</b>
<b>1g</b>	Cost per additional block of 1000 viewers per event.		1 block	



<b>1h</b>	Cost per additional block of 2000 viewers per event.		1 block	
<b>1i</b>	Cost per additional block of 5000 viewers per event.		1 block	
<b>Total - Initial Contract Period:</b>				

Table 2 – Option period 1		Firm Unit Price Monthly Rate (in Cdn \$)	Volumetric Data (Estimated Level of Effort)	Total (in Cdn \$)
		A	B	C = A x B
<b>2</b>	<b>Initial Contract Period 1 – (From _____ to _____) (for a period of one year from date of contract award)</b>			
<b>2a</b>	Deliverables 6.1 - Streams Distribution		12 months	
<b>2b</b>	Deliverables 6.2 - Web pages & Video player		12 months	
<b>2c</b>	Deliverables 6.3 - Recording & Video On Demand		12 months	
<b>2d</b>	Deliverables 6.4 - Analytics		12 months	
<b>2e</b>	Deliverables 6.5 - Webcast management & coordination		12 months	
<b>2f</b>	Deliverables 6.6 - Technical Support		12 months	
<b>As and when requested services (Firm unit price)</b>		<b>Unit Price (A)</b>	<b>Multiplier (B)</b>	<b>Total (A x B)</b>
<b>2g</b>	Cost per additional block of 1000 viewers per event.		1 block	
<b>2h</b>	Cost per additional block of 2000 viewers per event.		1 block	
<b>2i</b>	Cost per additional block of 5000 viewers per event.		1 block	
<b>Total - Initial Contract Period:</b>				

Table 3 – Option period 2		Firm Unit Price Monthly Rate (in Cdn \$)	Volumetric Data (Estimated Level of Effort)	Total (in Cdn \$)
		A	B	C = A x B
<b>3</b>	<b>Initial Contract Period 3 – (From _____ to _____) (for a period of one year from date of contract award)</b>			
<b>3a</b>	Deliverables 6.1 - Streams Distribution		12 months	



<b>3b</b>	Deliverables 6.2 - Web pages & Video player		12 months	
<b>3c</b>	Deliverables 6.3 - Recording & Video On Demand		12 months	
<b>3d</b>	Deliverables 6.4 - Analytics		12 months	
<b>3e</b>	Deliverables 6.5 - Webcast management & coordination		12 months	
<b>3f</b>	Deliverables 6.6 - Technical Support		12 months	
<b>As and when requested services (Firm unit price)</b>		<b>Unit Price (A)</b>	<b>Multiplier (B)</b>	<b>Total (A x B)</b>
<b>3g</b>	Cost per additional block of 1000 viewers per event.		1 block	
<b>3h</b>	Cost per additional block of 2000 viewers per event.		1 block	
<b>3i</b>	Cost per additional block of 5000 viewers per event.		1 block	
<b>Total - Initial Contract Period:</b>				

<b>Table 4 – Option period 3</b>		<b>Firm Unit Price Monthly Rate (in Cdn \$)</b>	<b>Volumetric Data (Estimated Level of Effort)</b>	<b>Total (in Cdn \$)</b>
		<b>A</b>	<b>B</b>	<b>C = A x B</b>
<b>4</b>	<b>Initial Contract Period 3 – (From _____ to _____) (for a period of one year from date of contract award)</b>			
<b>4a</b>	Deliverables 6.1 - Streams Distribution		12 months	
<b>4b</b>	Deliverables 6.2 - Web pages & Video player		12 months	
<b>4c</b>	Deliverables 6.3 - Recording & Video On Demand		12 months	
<b>4d</b>	Deliverables 6.4 - Analytics		12 months	
<b>4e</b>	Deliverables 6.5 - Webcast management & coordination		12 months	
<b>4f</b>	Deliverables 6.6 - Technical Support		12 months	
<b>As and when requested services (Firm unit price)</b>		<b>Unit Price (A)</b>	<b>Multiplier (B)</b>	<b>Total (A x B)</b>
<b>4g</b>	Cost per additional block of 1000 viewers per event.		1 block	
<b>4h</b>	Cost per additional block of 2000 viewers per event.		1 block	



4i	Cost per additional block of 5000 viewers per event.		1 block	
<b>Total - Initial Contract Period:</b>				

Table 5 – Option period 4		Firm Unit Price Monthly Rate (in Cdn \$)	Volumetric Data (Estimated Level of Effort)	Total (in Cdn \$)
		A	B	C = A x B
<b>5</b>	<b>Initial Contract Period 4 – (From _____ to _____) (for a period of one year from date of contract award)</b>			
5a	Deliverables 6.1 - Streams Distribution		12 months	
5b	Deliverables 6.2 - Web pages & Video player		12 months	
5c	Deliverables 6.3 - Recording & Video On Demand		12 months	
5d	Deliverables 6.4 - Analytics		12 months	
5e	Deliverables 6.5 - Webcast management & coordination		12 months	
5f	Deliverables 6.6 - Technical Support		12 months	
<b>As and when requested services (Firm unit price)</b>		<b>Unit Price (A)</b>	<b>Multiplier (B)</b>	<b>Total (A x B)</b>
5g	Cost per additional block of 1000 viewers per event.		1 block	
5h	Cost per additional block of 2000 viewers per event.		1 block	
5i	Cost per additional block of 5000 viewers per event.		1 block	
<b>Total - Initial Contract Period:</b>				

**Table 6 - Bid Evaluation and Contract Total**

1	Initial contract period (Table 1)	\$
2	Option period 1 (Table 2)	\$
3	Option period 2 (Table 3)	\$
4	Option period 3 (Table 4)	\$
5	Option period 4 (Table 5)	\$
6	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5):</b>	<b>\$\$</b>
7	Applicable Tax(es):	\$
8	Total Estimated Cost (6+7):	\$

\*At contract award, "Total Evaluated (Bid) Price" becomes "Contract Price".



**Table 7 - Bidder's Authorized Representative**

1.	Bidder's Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		Facsimile:
		E-Mail:
		Other:



ANNEX "C"

TASK AUTHORIZATION FORM

<b><u>TASK AUTHORIZATION FORM</u></b>	
<b>Contract Number</b>	
<b>Task Authorization (TA) No.</b>	
<b>Contractor's Name and Address</b>	
<b>Original Authorization</b>	
Total Estimated Cost of Task (GST/HST extra) before any revisions:	\$
<b>TA Revisions Previously Authorized (as applicable) - Révisions de l'AT autorisées précédemment (s'il y a lieu)</b>	
<i>{Instructions to the TA Authority: the information for the previously authorized revisions must be presented in ascending order of assigned revision numbers (the first revision must be identified as No. 1, the second as No. 2, etc.). If no increase or decrease was authorized, enter \$0.00. Add rows, as needed. }</i>	
TA Revision No.	Authorized Increase or Decrease (GST/HST extra): \$
TA Revision No.	Authorized Increase or Decrease (GST/HST extra): \$
TA Revision No.	Authorized Increase or Decrease (GST/HST extra): \$
<b>New TA Revision (as applicable)</b>	
<i>{Instructions to the TA Authority: the first revision must be identified as No. 1, the second as No. 2, etc. If no increase or decrease is authorized, enter \$0.00. }</i>	
TA Revision No.	Authorized Increase or Decrease (GST/HST extra): \$
Total Estimated Cost of Task (GST/HST extra) after this revision:	\$
<b>Contract Security Requirements (as applicable)</b>	
This task includes security requirements. <input type="checkbox"/> No <input type="checkbox"/> Yes. Refer to the Security Requirements Checklist (SRCL) annex of the Contract.	
Remarks (as applicable)	



**Required Work**

*{The content of sections A, B, C and D below must be in accordance with the Contract. }*

**SECTION A - Task Description of the Work required**

**SECTION B - Applicable Basis of Payment**

**SECTION C - Cost Breakdown of Task**

**SECTION D - Applicable Method of Payment**

**Authorization**



**By signing this TA, the Project Authority or the Contracting Authority or both, as applicable, certify (ies) that the content of this TA is in accordance with the Contract.**

Name of Project Authority

Signature \_\_\_\_\_  
\_\_\_\_\_

Date

Name of Contracting Authority -

Signature \_\_\_\_\_  
\_\_\_\_\_

Date

**Contractor's Signature**

Name and title of individual authorized to sign for the Contractor

\_\_\_\_\_

Signature \_\_\_\_\_  
\_\_\_\_\_

Date