



Closing Date	March 01, 2018
Time	02:00 pm EDT
REFERENCE NO.: 7384143	
G7- Host Photograph	

REQUEST FOR PROPOSALS

Title of Project G7 – HOST PHOTOGRAPH Reference number: 7384143 <u>CLOSING DATE: 02:00 PM on MARCH 01 2018 Time Zone: (EDT)</u>		
Return Bids to: By Hand or Messenger Service: Véronique Sabourin-SMO Global Affairs Canada 125 Sussex Drive Ottawa, ON K1A 0G2 Attention: Bid Receiving Unit – SGD	By Mail: Véronique Sabourin-SMO Global Affairs Canada 125 Sussex Drive Ottawa, ON K1A 0G2 Attention: Bid Receiving Unit – SGD	From : Monday – Friday Hours : 8:00 am -12:00 pm / 1:00 pm – 4:00 pm
Contracting Authority’s Address and Issuing Office Global Affairs Canada Lester B. Pearson Building 125 Sussex Drive Ottawa, Ontario K1A 0G2		
Contracting Authority Véronique Sabourin	Telephone No. 418-254-4241	E-mail : Veronique.sabourin@international.gc.ca

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.

Bidder’s Name	
Bidder’s Complete Address	
NAME & TITLE OF THE PERSON AUTHORIZED TO SIGN ON BEHALF OF BIDDER (PLEASE PRINT)	
Signature	Date



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Host Photographer G7 Summit 2018

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include:

- A- Statement of Work
- B- Basis of Payment
- C- Security requirements checklist
- D- Electronic Payment Instruments
- E- Mandatory and Rated Requirements
- F- Confidentiality Agreement.

1.2 Summary

The Government of Canada will host the 2018 Charlevoix G7 Summit, to be held in the Province of Quebec June 8th & 9th, 2018. The Summit will generate extensive media coverage and public interest worldwide. The events will attract widespread international media and public attention. The Summit Management Office requires the services of a Host Photographer to provide pictorial documentation of Summit-related events for the media, delegations, partners and the archives of the Summit Management Office.

The purpose is to contract with a company to provide Host Photographer services in a comprehensive and cost-effective manner. The Host Photographer services include high quality photographic coverage of designated Summit events for the use of the media, delegates, officials, and the Summit Management Office.

In addition, the Host Photographer must provide a database for the distribution of the photographic material.

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



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

The winning bid must comply with the Security Requirements (Part 6) in order to be awarded a contract by Global Affairs Canada.

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

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

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

The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 6 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled *Federal Contractors Program for Employment Equity - Certification.*

1.3 Debriefings

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

1.4 Exceptions relating to national security

The national security exceptions provided for in the trade agreements were invoked; the market is therefore entirely exempt from all the terms of all commercial agreements.



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PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

2.1.1 SACC Manual Clauses

A7035T (2007-05-25) - List of Proposed Subcontractors

2.2 Submission of Bids

Bids must be submitted only to Global Affairs Canada Bid Receiving Unit by the date, time and place indicated on the top left hand corner of page 1 of the bid solicitation.

GAC bid receiving address

Bid Receiving Unit

125 Sussex Drive
Ottawa, Ontario
K1A 0G2
Canada

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

2.3 Former Public Servant

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



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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;



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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 veronique.sabourin@international.gc.ca no later than **ten (10) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Bidders' Conference

A bidders' telephone conference will be held on Tuesday February 6th, 2018, at 11:00 am ET. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the name(s) of the person(s) who will be participating and a list of issues they wish to table no later than Friday February 2nd, 2018 at 2pm ET.

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

2.6.1 Bidders and all its participants must sign and provide the signed Annex "F" Confidentiality agreement as well as the names of the individuals who will be participating in the telephone conference by no later than Friday February 2nd, 2018 at 2pm ET. Bidders participating in the Bidder's conference must email the completed form and participant information to veronique.sabourin@international.gc.ca



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

2.7 Basis for Canada's Ownership of Intellectual Property

The Public Works and Government Services Canada and Department of International Affairs Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#):

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



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PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

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

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

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

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

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

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

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

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



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Section II: Financial Bid

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

3.1.2 Electronic Payment Instruments - Bid

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

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

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

Section III: Certifications

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

Section IV: Additional Information Precedent to Contract Award

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

Requirements

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

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

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



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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

See Annex "E" for the mandatory Requirements.

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

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

4.1.1.2 Point Rated Technical Criteria

See Annex "E" for the Point Rated Requirements.

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

4.1.2 Financial Evaluation

The price of the proposal will be evaluated in Canadian dollars, all applicable taxes excluded, as detailed under Annex "B": Basis of Payment

4.2 Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum points as indicated per each rated requirement for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.



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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 70 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 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.



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Offers will be evaluated on the basis of the Highest Combined Rating of Technical Merit **70%** and Price **30 % using the following formula:**

$$\frac{\text{Offeror's Technical Score}}{\text{Highest Technical score}} \times \text{ratio} + \frac{\text{Lowest price offer}}{\text{Offeror's price}} \times \text{ratio} = \text{Highest combined rating}$$

Example of Best Value Determination (70% on technical merit and 30% on price)

	BIDDER 1	BIDDER 2	BIDDER 3
Technical Evaluation	140/164	120/164	110/164
Price	\$300,000	\$275,000	\$260,000

POINT DETERMINATION	BIDDER 1	BIDDER 2	BIDDER 3
Technical Points	140/164 x 70 = 59.75	120/164 x 70 = 51.22	110/164 x 70 = 46.95
Price Points	\$260,000/\$300,000 x 30 = 25.99	\$260,000/\$275,000 x 30 = 28.36	\$260,000/\$260,000 x 30 = 30.00
Total Score	85.74	79.58	76.95

Note: In this example the successful bidder would be No. 1 which has scored the highest combined technical merit and price.



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PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Precedent to Contract Award and Additional Information

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

5.1.1 Integrity Provisions – Required Documentation

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

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](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. Additional Certifications Precedent to Contract Award

5.2.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

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

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



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5.2.2 Education and Experience

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

5.2.3 Status and Availability of Resources

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

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



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PART 6 – SECURITY REQUIREMENTS

6.1 Security Requirements

Contractors and all staff members requiring access to the premises of the Summit Management Office and / or the various secure sites must first obtain an accreditation. These individuals will be required to submit personal information on an appropriate accreditation website provided to them by Global Affairs Canada (GAC). This information will be shared with the Royal Canadian Mounted Police (RCMP) for criminal record checks and to conduct a credit check. The normal time for such an audit is usually between 5 to 10 business days after the request.

Her Majesty has the right to establish security clearance requirements in her sole discretion. These requirements may include the requirement to complete a personal history form, to provide fingerprints and to be subject to an ad hoc investigation.

For more details on this subject, please contact: SMOSecurity-SecuriteBGS@international.gc.ca



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PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.2.2 Supplemental Conditions

The following additional terms apply to and form part of the Contract:

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

7.3 Security Requirements

7.3.1

Contractors and all staff members requiring access to the premises of the Summit Management Office and / or the various secure sites must first obtain an accreditation. These individuals will be required to submit personal information on an appropriate accreditation website provided to them by Global Affairs Canada (GAC). This information will be shared with the Royal Canadian Mounted Police (RCMP) for criminal record checks and to conduct a credit check. The normal time for such an audit is usually between 5 to 10 business days after the request.

Her Majesty has the right to establish security clearance requirements in her sole discretion. These requirements may include the requirement to complete a personal history form, to provide fingerprints and to be subject to an ad hoc investigation.

For more details on this subject, please contact SMOSecurity-SecuriteBGS@international.gc.ca.

7.4 Term of Contract

7.4.1 Period of the Contract

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



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7.5 Authorities

7.5.1 SMO Contracting Authority

The Contracting Authority for the Contract is:

Véronique Sabourin

(or her designated replacement)

Department of Global Affairs Canada

Telephone: (418) 254-4241, veronique.sabourin@international.gc.ca

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

7.5.2 Project Authority

The information about the Project Authority for the Contract will be provided at contract award.

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

7.5.3 Contractor's Representative (To be filled provided by the Bidder)

Project Leader		Replacement – Project Leader	
Name:		Name:	
Telephone:		Telephone:	
E-mail :		E-mail :	

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

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

7.7.1 Limitation of expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ 75,000.00. Customs duties are included and Applicable Taxes are extra.



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2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.2 Method of Payment

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

7.7.2.1 SACC Manual Clauses

H1001C (2008-05-12) - Multiple Payments

7.7.3 Direct Request by Customer Department

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

7.7.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s): Fill out Annex D.

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



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7.7.5 Discretionary Audit

C0100C Discretionary Audit – Commercial Goods and/or Services

7.8 Invoicing Instructions

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

7.8.2 The original invoices must be distributed as follow:

7.8.2.1 The Contractor must issue and distribute invoices by electronic means (email) to the identified Invoice Authority and the Summits Management Office Contracting Authority :

Veronique.sabourin@international.gc.ca

7.9 Certifications and additional information

7.9.1 Compliance

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

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

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

7.9.3 SACC Manual Clauses

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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



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- (a) the Articles of Agreement;
- (b) the supplemental conditions 4007 (2010-08-16) Canada will own all intellectual property rights in foreground information;
- (c) the general conditions 2035 (2016-04-04);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, SRCL;
- (g) Annex D, Electronic Payments;
- (h) Annex E, Mandatory and Rated Criteria;
- (i) Annex F, Confidentiality Agreement;
- (j) the Contractor's bid dated _____, (*date of bid*).

7.12 Insurance

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

7.13 Inspection and Acceptance

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



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ANNEX “A” STATEMENT OF WORK HOST photographer 2018 Charlevoix G7 Summit

Note:

The english version of the Annex A is the original.

The information in the Annex “A” Statement of Work herein is the requirement that the Summit Management Office expects of the Host Photographer services at the time of the Request For Proposal posting only and is not a guarantee of the actual work that will be required. Some elements may be reduced or added for the actual G7 Summit. Any reductions or additions will be subject to the pricing elements in the Annex “B” Basis of Payment submitted as part of the Bidder’s proposal and included as part of any resulting contract.

A.1 Background

The Government of Canada will host the 2018 Charlevoix G7 Summit, to be held in the Province of Quebec June 8th & 9th, 2018. The Summit will generate extensive media coverage and public interest worldwide.

The events will attract widespread international media and public attention. The Summit Management Office requires the services of a Host Photographer to provide pictorial documentation of Summit-related events for the media, delegations, partners and the archives of the Summit Management Office.

A.2 Purpose

The purpose is to Contract with a company to provide Host Photographer services in a comprehensive and cost-effective manner. The Host Photographer services include high quality photographic coverage of designated Summit events for the use of the media, delegates, officials, and the Summit Management Office.

In addition, the Host Photographer must provide a database for the distribution of the photographic material.

A.3 Audience

The Host Photographer must provide photographs of the 2018 Charlevoix G7 Summit for a national and international audience.

A.4 Scope of Work

- a. Under the direction of Summit Management Office and operating within the work parameters contracted, the Host Photographer service must:**
 - Provide photographs of all the activities recorded in the Summit programs. This includes other activities such as the spouses’ program, bilateral meetings, briefings, press conferences and parallel events;



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- Photograph the settings at the various sites for the Summit Management Offices archives. These pictures must be in a separate database assigned to the Summit Management Office and must not be made available to the media;
- Guarantee that the photographic equipment and software used will be up to date and that all the equipment and software is functioning properly and that there are plans for replacement equipment;
- Provide two password protected databases on the web enabling authorized users to download photographs that have been identified in both of Canada's official languages;
- Provide one database that will include photographs for the media, while the other will be intended for the Summit Management Office. These databases must be flexible and user-friendly, allow keyword searches and must provide a Lightbox function;
- Provide pictures that are cropped, and retouched as required prior to being captioned, classified, and made available;
- Be accessible on a server two hours following the event covered;
- On request, produce high-quality prints of selected photographs intended for heads of state, heads of delegations, and others participating in the Summit within four hours.
- Provide a high quality printer at Le Manoir Richelieu and the International Media Centre.
- Demonstrate tact and discretion, as well as efficiency in an environment in which frequent changes are the norm.

b. Under the direction of Summit Management Office and operating within the work parameters contracted, the photographs provided by the Host Photographer must:

- Not have any identification of the photographer to appear on the photographs or the metadata (electronic file or prints);
- Contain the following bilingual metadata information; event title, pool number, description, date, location and the following Copyright; ©Her Majesty the Queen in right of Canada 2018 or ©Sa Majesté la Reine du chef du Canada 2018;
- Be available in RAW or JPEG format, with minimum resolution of 300dpi for an 8½" x 11" format;

- The Summit Management Office will provide risers, backgrounds and presentation items.
- The Summit Management Office will also be responsible for positioning the heads of delegation.

A.5 Locations

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

A.6 Project deadlines

- Services are required primarily from June 6th, 2018, to June 9th, 2018, inclusive.
- Additional assignments may also be given, on an needed basis, in the preceding weeks. In addition, pre-selection, retouching, printing and backup services will be



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required in the weeks following the Summit, also on an needed basis. All work must be completed no later than August 31st, 2018.

- The Host Photographer must provide two copies of all the material from the databases to the Summit Management Office on two solid state devices by August 31st 2018.

A.7 Host Photographer Projected Assignments.

The following is an example, the final schedule will provided when available after contract award.

Date	Time	Location	Event
June 7 th , 2018	12:00-22:30	Bagotville	Arrivals
	12:00-20:00	Quebec City	Possible Briefings
	12:00-22:30	Airport 2	Arrivals
	12:00-20:00	Le Manoir Richelieu	Possible Briefings
	12:00-22:30	Le Manoir Richelieu	Arrivals
June 8 th , 2018	07:00-12:00	Bagotville	Arrivals
	08:00-17:00	Quebec City	Possible Briefings
	18:00-20:00	Quebec City	Possible GG Event
	08:00-19:00	Airport 2	Arrivals
	07:00-12:00	Le Manoir Richelieu	Bi-laterals
	08:00-17:00	Le Manoir Richelieu	Possible Briefings
	09:00-17:00	La Malbaie	Spousal program
	Morning	Le Manoir Richelieu	Arrivals
	Morning	Le Manoir Richelieu	G7 Official welcome
	Noon	Le Manoir Richelieu	Lunch photo-op
	Early afternoon	Le Manoir Richelieu	G7 Family photo
	Early afternoon	Le Manoir Richelieu	Working session Photo-op
	Evening	La Malbaie	Cultural event
June 9 th , 2018	8:00-15:00	Quebec City	Possible Briefings
	8:00-15:00	Le Manoir Richelieu	Possible Briefings
	Morning	Le Manoir Richelieu	Non G7 Official welcome
	Morning	Le Manoir Richelieu	Non G7 Working session
	Morning	Le Manoir Richelieu	Non G7 Family photo
	09:00-15:00	La Malbaie	Spousal Program
	Early afternoon	Le Manoir Richelieu	Closing Press Conferences (possible in three press theatres)

A.8 Host Photographer Projected Personnel requirements.

The following is an example of the projected personnel.

Personnel	Location	Dates
One Editor in Chief	Quebec City	June 6 th to 9 th
Two extra photo editors	One in Quebec City One in Le Manoir Richelieu	June 7 th to 9 th



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Four photographers for Summit events at LMR	Le Manoir Richelieu	Two June 6th to 9th Two June 7th to 9th
One photographer for the Spousal program	Le Manoir Richelieu	June 7th to 9th
Two photographers for Bagotville	Bagotville	June 7th to 8th
Two photographers for Airport 2	Quebec City	June 6th to 8th

A.9 Host Photographer Management and Operations

- o The Host Photographer must be responsible for the management and operation of all photographic services specified in this Annex “A” Statement of Work.

A.10 Management Personnel:

- o In fulfillment of this requirement, the Host Photographer must:
 - Provide one person to act as the principal liaison/consultant with the Summit Management Office for the duration of the contract.
 - Provide this liaison/consultant person for a minimum of one (1) day per month for the duration of the contract.

A.11 Administrative Personnel:

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

A.12 Technical Personnel:

- o In fulfillment of this requirement, the Host Photographer must:
 - Provide technical support for the operation and maintenance of all Host Photographer equipment and facilities as specified in this Annex “A” Statement Of Work;
 - Provide, if required, sufficient backup and replacement personnel to ensure the success of this Contract;

A.13 Language of work:

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

A.14 Work Parameters

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

a. Accommodation

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



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b. Accreditation and Security Clearance

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

c. Transportation

- The Host Photographer must make arrangements for and cover the costs of all transportation and parking for its equipment and personnel (as per the Annex “B” Basis of Payment).

- The Summit Management Office will assist with the transportation to Summit Events;
- The Summit Management Office will assist with the provision of on-site parking for any necessary vehicles required by the Host Photographer.

A.15 Summit Management Office Responsibilities and Assistance

- The Summit Management Office will provide the following:

a. Site Access

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

b. Telecommunications

- The Summit Management Office will provide telephone, with long distance access, and internet within the International Broadcast Centre and at other locations such as Le Manoir Richelieu, the Airport(s), and other locations as required, according to an approved schedule by the Project Authority provided by the Host Photographer.

c. Hospitality Services

- The Summit Management Office will ensure that food services for Host Photographer personnel at Le Manoir Richelieu, the International Broadcast Centre, and at the Airport(s) and other locations are available at a reasonable cost to the Host Photographer from 12:00 June 6th, 2018 to 19:00 June 10th, 2018 according to an approved schedule by the Project Authority to be provided by the Host Photographer at least 45 days in advance of the Summit.
- The schedule provided by the Host Photographer must include an estimate of the number of persons requiring food services at each location.

d. Office Furniture and Supplies

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



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e. Security Services

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

A.16. Final Report

- The Host Photographer must prepare and deliver in electronic format, a Final Report of its activities, use of facilities, costs, and future recommendations and best practices after the completion of the work herein specified and deliver the report to the Project Authority or his designate and the Contracting Authority by August 31st, 2018.

A.17. Warranties of the Host Photographer

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

A.18. Approvals

- Written approval by the Project Authority must be obtained for all payments and activities of the Host Photographer.



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ANNEX “B” BASIS OF PAYMENT

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

B.1 TRAVEL AND LIVING EXPENSES

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

All payments are subject to audit by Canada.

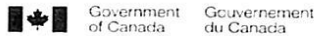
All travel must have prior written authorization of the Project Authority.

Resource	Chief Editor	Photograph Editor	G7 Photographs at Le Manoir Richelieu	Photograph Spousal Program	Airport Photograph
Cost per period					
Half Day (5hrs)	___ \$CAN	___ \$ CAN	___ \$ CAN	___ \$ CAN	___ \$ CAN
Full Day (10hrs)	___ \$CAN	___ \$ CAN	___ \$ CAN	___ \$ CAN	___ \$ CAN
Overtime	___ \$CAN	___ \$ CAN	___ \$ CAN	___ \$ CAN	___ \$ CAN



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ANNEX "C" SECURITY REQUIREMENTS CHECK LIST (SRCL)



Contract Number / Numéro du contrat G7-10/17-HP01
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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

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

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine GAC	2. Branch or Directorate / Direction générale ou Direction Summit management Office	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail The Government of Canada will host the 2018 Charlevoix G7 Summit, to be held in the Province of Quebec June 8th & 9th, 2018. The Summit will generate extensive media coverage and public interest worldwide. The Summit Management Office requires the services of a Host Broadcaster to provide audio and video coverage and distribution of summit events to the participating broadcasters and to supply broadcast technical services to the media in attendance at Le Manoir Richelieu, the International Media Centre, and other related locations.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	
Restricted to / Limité à: <input type="checkbox"/>	Restricted to / Limité à: <input type="checkbox"/>	
Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO NON CLASSIFIED <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO TOP SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>
	COSMIC TOP SECRET <input type="checkbox"/>	
	COSMIC TRÈS SECRET <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media / Support IT																
IT Link / Lien électronique																

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

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

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

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



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13 Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Dave Mathews	Title - Titre Manager, Media Centres	Signature <i>[Signature]</i>	
Telephone No. - N° de téléphone 343 203-6822	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel dave.mathews@international.gc.ca	Date November 7th, 2017
14 Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) ERIC COUVES	Title - Titre Contract Security Coordinator	Signature <i>[Signature]</i>	
Telephone No. - N° de téléphone 343-203-3269	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel eric.couves@international.gc.ca	Date 2017-11-09
15 Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes / <input type="checkbox"/> Oui
16 Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) VERONIQUE SABOURIN	Title - Titre AGENT DE CONTRATS	Signature <i>[Signature]</i>	
Telephone No. - N° de téléphone 418 648 3339	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Veronique.Sabourin@international.gc.ca	Date 05-06-2017
17 Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date



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ANNEX “D” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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



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ANNEX “E” MANDATORY AND RATED REQUIREMENTS

MANDATORY EVALUATION CRITERIA

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

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

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

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

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

Proposal requirement	Page number where to find the answer in your proposal
Mandatory requirement M.1	
Mandatory requirement M.2	
Mandatory requirement M.3	
Mandatory requirement M.4	
Rated requirements:	
R.1. Approach and Methodology	
R.1.1	
R.1.2	
R.2 Proposed Personnel	
R.2.1	
R.2.2	
R.2.3	
R.3 Production Technology/Equipment	
R.3.1	
R.3.2	
R.4 Experience and Expertise of the Bidder	
R.4.1	
R.4.2	



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For the purposes of the mandatory and point rated criteria the following definitions apply:

Bidder: refers to the company submitting the proposal. The Bidder submitting the proposal may, however, consist of several firms putting one proposal together as a contractual joint venture. A joint venture is an association of two or more parties who combine their money, property, knowledge, skills, time or other resources in a joint business enterprise agreeing to share the profits and the losses and each having some degree of control over the enterprise. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

IPP: Refers to International Protected Person. This includes heads of state, heads of government, ministers and/or heads of diplomatic missions.

VVIP: Refers to Very Very Important Person. This is used especially with reference to VIPs who are treated as being even more important than a VIP.

VIP: Refers to Very Important Person. This is a person who is accorded special privileges due to their status or importance

Large-scale multilateral international meetings: Refers Summits where international leaders meet, such as G7-G8, G20, CHOGM, APEC, Francophonie, Summit of the Americas, etc.

WEB Link: Refers to an accessible Web page on the internet.

MANDATORY REQUIREMENTS

1.1.1 Mandatory Requirement

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

The Mandatory requirements are:

M.1 Experience of the Bidder (This requirement is subject to rated criteria **R.2** and **R.4**).

The Bidder must have experience in the area of photographic coverage and technical support services with at least two official events, including IPPs and VVIPs in the context of large-scale multilateral international meetings.

The Bidder's responsibility must have been to supply photographic services to the media in attendance and to the meeting organisers as described in the Annex "A" Statement of Work.

The Bidder must have experience since January 1st 2000 in the area of photographic coverage and technical support services with at least two (2) official events, including IPPs and VVIPs in the context of large-scale multilateral international meetings.



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M.2 Bidder's Responsibility

The Bidder's responsibility must have been to supply photographic services to the media in attendance and to the meeting organisers as described in the Annex "A" Statement of Work.

	Compliant	Compliant
	Yes	No
M.1.1 For the experience described for M.1.1 The Bidder must have experience in the area of photographic coverage and technical support services with at least two (2) official events, including IPPs and VVIPs in the context of large-scale multilateral international meetings.		
Official event 1 Client's name and email address Starting and ending dates		
Official event 2 Client's name and email address Starting and ending dates		
M.2 For the experience described for M.1.2 , The Bidder's responsibility must have been to supply photographic services to the media in attendance and to the meeting organisers as described in the Annex "A" Statement of Work.		
Services to Media: Official event 1		
Services to Media: Official event 2		

M.3 EXPERIENCE OF THE PROPOSED PERSONNEL (This requirement is subject to the R.2 point-rated criteria).

For each member of the proposed management team and key technical personnel, including any consultants and sub-contractors as well as back-up personnel, the Bidder must provide a detailed summary of no longer than three (3) pages of relevant experience with similar projects in the field of IPP photography coverage and technical support services as well as the language that each these personnel speak & comprehend. The key personnel must include, at a minimum, those proposed for Project Leader, Editor in Chief, and the Lead Photographer.

M.3 EXPERIENCE OF THE PROPOSED PERSONNEL	Compliant	Compliant
	Yes	NO
The Bidder must provide the list of the management and key technical personnel and their roles for the G7 Summit in Quebec and the languages they speak & comprehend.		
1. Role and language info for the Project Lead		
2. Role and language info for the Editor in chief		
3. Role and language info for the Lead Photographer		
M.3.1 The Bidder must provide a summary for each of the personnel listed in M.3		
Project Leader		



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Editor in chief		
Lead Photographer		
M.3.2 The Bidder must provide a written confirmation of the availability of all personnel (this includes the project leader, photographers and editors). This confirmation can be provided through an email or a signed document between the Bidder and the individual.		
Project Leader		
Photographers (minimum of nine)		
Editors (minimum of three)		

M.4 Database (evaluated in R.2)

Provide a database which includes folders of each photographer's portfolio. The Bidder must provide a web link for the evaluation team.

M.4 Database	Compliant YES	Compliant NO
M.4.1 The Bidder provided a web link with portfolio folders for each photographer.		

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

POINT RATED REQUIREMENTS:

Proposals will be evaluated and scored in accordance with specific evaluation criteria as detailed in this section. To be considered compliant, Bidders must obtain the required minimum noted pass mark of the points for rated criteria R1 to R4 inclusively.

Rated requirements:
R.1. Approach and Methodology
R.2 Proposed Personnel
R.3 Production Technology/Equipment
R.4 Experience and Expertise of the Bidder

POINT RATED CRITERIA - SUMMARY TABLE

POINT RATED CRITERIA	Maximum Points	Mandatory Minimum points
R.1 Approach and Methodology	24	18
R.2 Proposed Personnel	44	33
R.3 Production Technology/ Equipment	16	12
R.4 Experience and Expertise of the Bidder	14	11



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Note: A weighted system is used so that more important requirements are not rated equal to less important requirements.

R.1 Approach and Methodology - 24 points

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

The following items will be rated:

R.1.1 Effectiveness, clarity and completeness of the approach, methodology and technology in relation to the Annex “A” Statement of Work; (18 points)

R.1.1 Effectiveness, clarity and completeness
--



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<p>The Bidder should submit a detailed approach, methodology and technology to be followed in completing all aspects of the Annex "A" Statement of Work.</p> <p>This description should include details of what type of approach the Bidder will use to ensure that all the requirements of the G7 Summit Host Photographer requirements as per Annex "A" Statement of Work will be provided.</p> <p>The details should also include specific activities planned and the quality control mechanism that will be incorporated by the Bidder.</p> <p>Sufficient detail should be provided to allow a complete understanding as to the production methodology and technical details and how the work is to be carried out.</p>	<p>Information not provided</p> <p>OR</p> <p>Description does not demonstrate the Bidder's capability to complete the G7 Summit Host Photographer requirements as per the Annex "A" Statement of Work.</p>	<p>Information unclear, incomplete.</p> <p>OR</p> <p>Does not clearly demonstrate the Bidder's approach, methodology and technology are appropriate to ensure a successful G7 Summit as per the Annex "A" Statement of Work.</p> <p>OR</p> <p>not all aspects described in the Annex "A" Statement of work are addressed in a clear, effective and complete manner.</p>	<p>Most Information clear and complete.</p> <p>Clearly demonstrates capability to complete G7 Summit Host Photographer requirements as per the Annex "A" Statement of Work.</p> <p>The Approach, methodology and technology is complete and appropriate and includes all items requested as per the Annex "A" Statement of Work.</p> <p>OR</p> <p>most but not all of the aspects described in the Annex "A" Statement of Work are addressed in a clear, effective and complete manner.</p>	<p>All Information very clear and very complete.</p> <p>Very Clearly demonstrates capability to complete G7 Summit Host Photographer requirements as per the Annex "A" Statement of Work.</p> <p>The Approach, methodology and technology is very complete and very appropriate and includes all items requested as per the Annex "A" Statement of Work.</p> <p>AND</p> <p>all the aspects described in the Annex "A" Statement of Work are addressed in a very clear, very effective and very complete manner.</p>
	0 Points	1 Point	2 Points	3 Points
Approach				
Methodology				
Technology				
R.1.1 Subtotal				/9
Weighting factor of 2		R.1.1 Total /18		



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R.1.2 Appropriateness of schedule (6 points).

R.1.2 Appropriateness of schedule			
The Bidder should submit a detailed schedule for the entire project that the Bidder will use to cover the G7 Host Photographer as per the Annex "A" Statement of Work.	Information not provided OR Description does not demonstrate the Bidder's capability to complete the G7 Summit Host Photographer requirements as per the Annex "A" Statement of Work.	Information unclear, incomplete. OR Does not clearly demonstrate the Bidder's schedule is appropriate to complete the G7 Summit Host Photographer requirements as per the Annex "A" Statement of Work. The schedule includes most aspects as per the Annex "A" Statement of Work.	Information clear and complete. Clearly demonstrates the Bidder's capability to complete G7 Summit Host Photographer requirements as per the Annex "A" Statement of Work. The schedule is complete and appropriate and includes all items requested as per the Annex "A" Statement of Work.
	0 Points	1 Point	2 Points
Schedule			
			R.1.2 Subtotal /2
Weighting factor of 3		R.1.2 Total /6	
R.1.total (R.1.1 + R.1.2)		Total /24	



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R.2 Proposed Personnel - 44 points

R.2.1 Adequacy of the project team’s organization (provide organization chart and roles and responsibilities of each member (6 points))

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



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R.2.2 The Bidder should provide information to demonstrate the management and technical team's qualifications to meet the requirements of the G7 Host Photographer. The information should include each team member's relevant management/technical experience as a Host Photographer to meet the requirements of the Host Photographer services as described in the Annex "A" Statement of Work. (18 points)

R.2.2 Management /technical team				
<p>The Bidder should demonstrate their ability to provide the personnel's qualifications for this G7 summit, and/or experience as a Host Photographer as described in the Annex "A" Statement of Work.</p> <p>The Bidder should provide the names of the management and technical team member and provide a summary of the individual's relevant experience detailed in a resume/CV of no more than 3 pages long.</p>	<p>Information not provided</p> <p>OR</p> <p>Description does not demonstrate the Bidder's capability to complete the G7 Host Photographer requirements</p>	<p>Information unclear, incomplete.</p> <p>OR</p> <p>Does not clearly demonstrate the Bidder's capability to complete the G7 Host Photographer requirements.</p> <p>OR</p> <p>Minimal *Relevant experience in previous Host Photographer project management or technical aspects.</p>	<p>Information clear and mostly complete.</p> <p>OR</p> <p>Does not sufficiently clearly demonstrate the Bidder's capability to complete G7 Host Photographer requirements as per the Annex "A" Statement of work.</p>	<p>Information very clear and very complete.</p> <p>Very clearly demonstrates the Bidder's capability to complete G7 Host Photographer requirements.</p> <p>The team members have experience in Host Photographer project management and its technical aspects.</p> <p>And have *Relevant experience in previous Host Photographer project management or technical aspects.</p>
*Relevant means experience in doing the same type of work and same "title/position" in previous projects and/or Summits				
R.2.2. Key team members	0 Points	1 Point	2 Points	3 points
Project Leader				



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Editor in Chief				
Lead Photographer				
R.2.2. Subtotal				/9
Weighting factor of 2		R.2.2. Total		/18

R.2.3 The Bidder must provide a web link for the evaluation team to log onto which includes folders of each photographer's portfolio. (20 points)

R.2.3 Photographer's Portfolio			
<p>The Bidder must provide a web link for the evaluation team to log onto which includes folders of each photographer's portfolio. These portfolios will be accessed for this evaluation to meet the requirements of the Host Photographer services as described in the Annex "A" Statement of Work.</p> <p>Information about each photograph should be included. (name and type of event, date, site)</p>	<p>The database web link not provided</p> <p style="text-align: center;">OR</p> <p>The database web link does not include the individual photographer's folders.</p> <p style="text-align: center;">OR</p> <p>The Bidder's database does not demonstrate the capability to complete the G7 Host Photographer services requirements.</p>	<p>The database web link does include all the required folders</p> <p>However</p> <p>Not all Information of the photographs is included (ie when taken, what event etc...)</p> <p style="text-align: center;">OR</p> <p>The individual's portfolio folder does not include *Relevant experience.</p> <p style="text-align: center;">OR</p> <p>The individual's portfolio folder only includes VVIP photographs or only IPP</p> <p>Or the individual's portfolio only includes photographs of one (1) international event.</p>	<p>The database web link does include all the folders</p> <p>And all Information of the photographs is included (ie when taken, what event etc...)</p> <p style="text-align: center;">AND</p> <p>The individual's portfolio folder includes IPP and VVIP photographs of at least two (2) international events.</p>
*Relevant means experience in the area of photographic coverage of official events, including IPPs and VVIPs in the context of large-scale multilateral international meetings.			
R.2.3 Portfolio	0 Points	1 Point	2 Points
<p><u>Lead Photographer:</u> Information about each photograph should be included. (name and type of event, date, site)</p>			
<p><u>Photographer two:</u> Information about each photograph should be included. (name and type of event, date, site)</p>			
<p><u>Photographer three:</u> Information about each photograph should be included. (name and type of event, date, site)</p>			



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Photographer four: Information about each photograph should be included. (name and type of event, date, site)			
R.2.3 Subtotal			/8
Weighting factor of 2.5		R.2.3 Total	/20
R.2.total (R.2.1 + R.2.2 + R.2.3)		Total	/44

R.3 Production Technology/Equipment - 16 points

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

R.3 Production Technology/Equipment			
The Bidder should provide an example and a description of the databases and the technical equipment that will be provided to meet the G7 Summit requirements as described in the Annex "A" Statement of work. The description should demonstrate the Bidder's ability to provide the most efficient and economical usage of the equipment and technology to meet the requirements of the Annex "A" Statement of Work. The rating will be done on the degree to which the proposed databases and equipment meets the full requirement.	Information not provided OR Description does not demonstrate the Bidder's capability to complete the G7 Host Photographer requirements as per the Annex "A" Statement of Work.	Information unclear, incomplete, OR Does not clearly demonstrate the Bidder's capability to complete the G7 Host Photographer requirements as per the Annex "A" Statement of Work.	Information clear and complete. Clearly demonstrates the Bidder's capability to complete the G7 Host Photographer requirements as per the Annex "A" Statement of Work. AND Each project relates to the provision of Host Photographer
	0 Points	1 Point	2 Points
R.3.1 Databases			
R.3.2 Equipment			
R.3.total (R.3.1 + R.3.2)			subtotal /4
Weighting factor of 4		R.3 Total	/16

R.4 Experience and Expertise of the Bidder - 14 points

The Bidder should provide examples of two (2) previous projects similar in scope and complexity to work described in Annex "A" Statement of Work which demonstrates the experience of the Bidder. In order to demonstrate this rated requirement, the Bidder is to provide examples of previous projects which involved all aspects of work described in the Annex "A" Statement of Work. The Bidder should provide the following information on each previous project:



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- R.4.1 a brief description of the projects highlighting the services that were rendered and the relationship of the services rendered with the Annex "A" Statement of Work;
- R.4.2a when the work was carried out;
- R.4.2b the dollar value;
- R.4.2c the client's information for whom the work was performed.

NB: In the event that the Bidder submits more than two (2) project examples, the Contracting Authority will contact the Bidder to confirm which projects are to be evaluated.



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R.4 Experience and expertise of the Bidder			
<p>The Bidder should provide examples of previous projects similar in scope and complexity to work described in Annex "A" Statement of Work which demonstrates the experience of the Bidder. In order to demonstrate this rated requirement, the Bidder is to provide examples of previous projects which involved all aspects of work described in the Annex "A" Statement of Work. The Bidder should provide the following information on each previous project:</p>	<p>Information not provided. Or Description does not demonstrate the Bidder's capability to complete G7 the Host Photographer requirements.</p>	<p>Information unclear, incomplete. Or Does not clearly demonstrate Bidder's capability to complete G7 Host Photographer requirements. Or The information provided demonstrates the Bidder's previous experience with one (1) or two (2) projects; and/or Does not clearly demonstrate that the Bidder's previous projects involved all aspects of work described in the Annex "A" Statement of Work.</p>	<p>Information clear and complete. Clearly demonstrates the Bidder's capability to complete G7 Host Photographer requirements. Three (3) or more previous projects were provided. At least two (2) of those 3 projects were to provide Host Photographer services and required. And Information for each of the previous projects were provided</p>
For all previous projects provided the following information is required:	0 Points	1 Point	2 Points
R.4.1 a brief description of the projects highlighting the services that were rendered and the relationship of the services rendered with the Annex "A" Statement of Work;			
Project 1			
Project 2			
R4.1 Total /4			
R.4.2a when the work was carried out; R.4.2.b the dollar value; and R.4.2.c the client's information for whom the work was performed			
Project 1 - 4.2a			
Project 1 - 4.2b			
Project 1 - 4.2c			
Project 2 - 4.2a			
Project 2 - 4.2b			



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Project 2 - 4.2c			
R.4.2 Subtotal	/12	weighting factor .25	R4.2 Total /3
		(R.4.1 + R.4.2)	R.4 Subtotal /7
R.4 Subtotal	/7	weighting factor of 2	R.4 Total out of /14



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ANNEX "F" CONFIDENTIALITY AGREEMENT

TO: HER MAJESTY THE QUEEN IN RIGHT OF CANADA ("CANADA"), AS REPRESENTED BY THE MINISTER OF GLOBAL AFFAIRS CANADA

The description of the requirement of bid solicitation No. 7384143 contains information that is confidential or proprietary to Canada or to a third party (the Confidential Information) that is not to be disclosed or used in any way other than as set out below.

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

* The Contractor and all subcontractors must sign this confidentiality clause individually.

Name of Contractor
representative

Print name and Signed by its authorized
representative

Date