



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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Communication Procurement Directorate/Direction de
l'approvisionnement en communication

360 Albert St. / 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

Title - Sujet Web education program video	
Solicitation No. - N° de l'invitation T8275-170134/A	Date 2018-01-29
Client Reference No. - N° de référence du client T8275-17-0134	
GETS Reference No. - N° de référence de SEAG PW-\$\$CX-027-74246	
File No. - N° de dossier cx027.T8275-170134	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-02-20	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Dubare, Geneviève	Buyer Id - Id de l'acheteur cx027
Telephone No. - N° de téléphone (613) 998-1966 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF TRANSPORT PDV TWR C 11TH FL. 330 SPARKS ST OTTAWA Ontario K1A0N5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION.....	3
1.2 SUMMARY	3
1.3 DEBRIEFINGS	4
PART 2 - BIDDER INSTRUCTIONS	5
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	5
2.2 SUBMISSION OF BIDS.....	7
2.3 FORMER PUBLIC SERVANT.....	7
2.4 ENQUIRIES - BID SOLICITATION.....	8
2.5 APPLICABLE LAWS.....	8
2.6 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD	9
2.7 BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY	9
PART 3 - BID PREPARATION INSTRUCTIONS.....	10
3.1 BID PREPARATION INSTRUCTIONS	10
ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE.....	12
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	15
4.1 EVALUATION PROCEDURES.....	15
4.2 FINANCIAL EVALUATION	23
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	25
5.1 CERTIFICATIONS REQUIRED WITH THE BID	25
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	25
PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS.....	27
6.1 SECURITY REQUIREMENTS	27
6.2 FINANCIAL CAPABILITY	27
PART 7 - RESULTING CONTRACT CLAUSES	28
7.1 STATEMENT OF WORK.....	28
7.2 STANDARD CLAUSES AND CONDITIONS.....	30
7.3 SECURITY REQUIREMENTS	30
7.4 TERM OF CONTRACT	30
7.5 AUTHORITIES	31
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	32
7.7 PAYMENT	32
7.8 INVOICING INSTRUCTIONS	34
7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	34
7.10 APPLICABLE LAWS.....	34
7.11 PRIORITY OF DOCUMENTS	35
7.12 INSURANCE - NO SPECIFIC REQUIREMENT	35
ANNEX “A”	38
STATEMENT OF WORK	38
ANNEX “B”	45
BASIS OF PAYMENT	45

Solicitation No. - N° de l'invitation
T8275-170134/A
Client Ref. No. - N° de réf. du client
T8275-170134

Amd. No. - N° de la modif.
File No. - N° du dossier
cx027 T8275-170134

Buyer ID - Id de l'acheteur
cx027
CCC No./N° CCC - FMS No./N° VME

ANNEX “C” TO PART 3 OF THE BID SOLICITATION	48
ELECTRONIC PAYMENT INSTRUMENTS.....	48
ANNEX “D”	49
TASK AUTHORIZATION FORM PWGSC-TPSGC 572	49
APPENDIX 1	51

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: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, and the Task Authorization Form 572. The Appendix 1 includes the Video Demo Fact Sheet.

1.2 Summary

- 1.2.1** The purpose of this Request for Proposal (RFP) is to seek proposals from bidders interested in providing video production services and programing/web development services to develop and implement an overall approach to the branding and animation of best practices in rental boat safety into a free, web-based, education program targeted to rental boat agencies and their staff as outlined in the Statement of Work at Annex A, on an 'as and when requested basis' to Transport Canada.

The resulting contract will be in effect from the date of award until December 31, 2020.

- 1.2.2** There are no security requirements associated with this requirement.

- 1.2.3** The requirement is subject to the provisions of the Canada Free Trade Agreement (CFTA).

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

- 1.2.5** This procurement is subject to the following Comprehensive Land Claims Agreement(s):

- James Bay and Northern Quebec Agreement (JBNQA)
- Inuvialuit Final Agreement
- Gwich'in Comprehensive Land Claim Agreement

-
- Nunavut Land Claims Agreement
 - Umbrella Final Agreement of the Council for Yukon Indians
 - Champagne and Aishihik First Nations Final Agreement
 - Little Salmon/Carmacks First Nation Final Agreement
 - First Nation of Nacho Nyak Dun Final Agreement
 - Selkirk First Nation Final Agreement
 - Teslin Tlingit Council Final Agreement
 - Vuntut Gwitchin First Nation Final Agreement
 - Tr'ondëk Hwëch'in Final Agreement
 - Ta'an Kwach'an Council Final Agreement
 - Kluane First Nation Final Agreement
 - Kwanlin Dun First Nation Final Agreement
 - Carcross/Tagish First Nation Final Agreement
 - Sahtu Dene and Metis Comprehensive Land Claim Agreement
 - Labrador Inuit Land Claims Agreement
 - Tlicho Land Claims Agreement
 - Nunavik Inuit Land Claims Agreement

This bid solicitation is to establish a contract with task authorizations (TA) for the delivery of the requirement detailed in the bid solicitation, to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements.

1.2.6 This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation for bid submission. Bidders must refer to Part 2 of the bid solicitation entitled Instructions to bidders for further information.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

The 2003 standard instructions is amended as follows:

- Section 5, entitled Submission of bids, is amended as follows:
 - subsection 1 is deleted entirely and replaced with the following: "Canada requires that each bid, at solicitation closing date and time or upon request from the Contracting Authority, for example in the case of epost Connect service, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with the section entitled Joint venture."
 - subsection 2.d is deleted entirely and replaced with the following: "send its bid only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) identified in the bid solicitation, or to the address specified in the bid solicitation, as applicable;"
 - subsection 2.e is deleted entirely and replaced with the following: "ensure that the Bidder's name, return address and procurement business number, bid solicitation number, and solicitation closing date and time are clearly visible on the bid; and,"
- Section 6, entitled Late bids, is deleted entirely and replaced with the following: "PWGSC will return bids delivered after the stipulated solicitation closing date and time, unless they qualify as a delayed bid as described in the section entitled Delayed bids. For bids submitted using means other than the Canada Post Corporation's epost Connect service, the bid will be returned. For bids submitted using Canada Post Corporation's epost Connect service, conversations initiated by the Bid Receiving Unit via the epost Connect service that contain access, records and information pertaining to a late bid will be deleted."
- Section 07, entitled Delayed bids, is amended as follows:
 - Subsection 1 is amended to add the following piece of evidence: "d. a CPC epost Connect service date and time record indicated in the epost Connect conversation activity."
- Section 8, entitled Transmission by facsimile, is deleted and replaced by the following:

"Transmission by facsimile or by epost Connect

 1. Facsimile
 - a. Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile. The only acceptable facsimile number for responses to bid solicitations issued by PWGSC headquarters is 819-997-9776 or, if applicable, the facsimile number identified in the bid solicitation. The facsimile number for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
 - b. For bids transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed bid including, but not limited to, the following:
 - i. receipt of garbled or incomplete bid;
 - ii. availability or condition of the receiving facsimile equipment;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;

-
- vi. illegibility of the bid; or
 - vii. security of bid data.
 - c. A bid transmitted by facsimile constitutes the formal bid of the Bidder and must be submitted in accordance with the section entitled Submission of bids.
 - 2. ePost Connect
 - a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the [epost Connect service provided by Canada Post Corporation](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a) (https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a).
 - b. To submit a bid using epost Connect service, the Bidder must either:
 - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
 - c. If the Bidder is sending an email to the Bid Receiving Unit, the Bid Receiving Unit will then initiate an epost Connect conversation which will allow the Bidder to transmit its bid afterward at any time prior to the solicitation closing date and time. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access the message within the conversation, and the Bidder can reply to the email notification by transmitting its bid.
 - d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after solicitation closing date and time.
 - e. The email address of PWGSC Bid Receiving Unit in Headquarters is: TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca. The solicitation number must be identified in the epost Connect message field of all electronic transfers.
 - f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian address, they may use the Bid Receiving Unit address specified on page 1 of the solicitation in order to register for the epost Connect service.
 - g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
 - i. receipt of a garbled or incomplete bid;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or
 - viii. inability to create an electronic conversation through the epost Connect service.
 - h. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with the section entitled Submission of bids."

2.2 Submission of Bids

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

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

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the

published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least **seven (7) days before** the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Basis for Canada's Ownership of Intellectual Property

Transport 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](#):

- the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 8 of the 2003 standard instructions and as amended in Part 2 - Bidder Instructions, Article 2.1 Standard Instructions, Clauses and Conditions. Bidders are required to provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

If the Bidder is simultaneously providing a hard copy of the bid using another acceptable delivery method, and if there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the soft copy will have priority over the wording of the hard copy.

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid **(1 paper copy) and (1 soft copy on USB key or CD)**

Section II: Financial Bid **(1 paper copy) and (1 soft copy on USB key or CD)**

Section III: Certifications **(1 paper copy) and (1 soft copy on USB key or CD)**

Bidders can provide all soft copies on a CD or USB key containing Section I, Section II and Section III in well identified separate files (Technical Bid, Financial Bid and Certification).

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

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

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

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

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Pricing Schedule detailed below, Attachment 1 to Part 3 – Pricing Schedule.

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “C” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “C” 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.

ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE

The Bidder must submit firm, all-inclusive daily rates as follows, for work performed to provide the service described in the Annex "A" – Statement of Work, in accordance with any resulting Task Authorization under the Contract.

The firm, all-inclusive daily rates include the cost of labour, fringe benefits, general and administrative expenses, overhead, profit, excepting only GST or HST if applicable. All expenses normally incurred in providing the services (i.e. project office space (including Contractor's hardware and software), word processing, work estimates, photocopying, courier and telephone charges, local travel* and the like) are included in the firm daily rates identified herein, and will not be permitted as direct charges under the Contract.

The firm, all-inclusive daily rates includes all required personnel, equipment operators, equipment, materials and applicable charges in the rates submitted as no other fees or rates for services will be payable above these rates**.

** The firm, all-inclusive rates do not include the cost of travel, equipment rental or other production costs as specified in B.2 and B.3 of this Annex "B" Basis of Payment.

The Bidder is not permitted to charge rates to prepare work estimates for Task Authorizations.

If pricing is not provided, for an element of Table 1 and of Table 2 a value of zero will be assigned for the element and the Bidder will be provided an opportunity to agree with the zero amount.

If the Bidder agrees then the Basis of Payment will be considered compliant. However, if the Bidder disagrees then the offer will be found non-compliant and no further evaluation will be done.

The number of days for Video Production services in Table 1 and for Online Education Program in Table 2 are for evaluation purposes only and are not a guarantee of the actual number of days required, nor are they intended to reflect any expectations on behalf of the Government of Canada.

The Bidder must quote all prices in Canadian dollars, GST/HST extra, FOB destination. The Bidder may not propose any options, provide any optional pricing, or stipulate any conditions. Any Bidder that includes any options or conditions whatsoever will be deemed non-responsive.

Table 1 : Firm all-inclusive daily rates – Video Production Services			
<i>The Bidder must quote firm all-inclusive daily rates for <u>Video Production Services</u>. These firm fixed all-inclusive daily rates will form part of any resulting Contract and subsequent Task Authorization.</i>			
Category of Service	Firm all-inclusive daily rates	Number of days for Evaluation Purposes	Total Evaluated Price
Director – including Creative Planning and Creative Direction		5 days	\$
Script Development / Writing / Editing / Storyboarding (English)		2.5 days	\$
Script Development / Writing / Editing / Storyboarding (French)		2.5 days	\$
Producer		12 days	\$

Solicitation No. - N° de l'invitation
T8275-170134/A
Client Ref. No. - N° de réf. du client
T8275-170134

Amd. No. - N° de la modif.
File No. - N° du dossier
cx027 T8275-170134

Buyer ID - Id de l'acheteur
cx027
CCC No./N° CCC - FMS No./N° VME

Project Management/Production Management		15 days	\$
Cinematography / Videography		12 days	\$
Still Photography		2 days	\$
Video Editing services (off-line)		6.5 days	\$
Video Editing services (on-line)		3.5 days	\$
Audio Editing and Mixing services		3.5 days	\$
Graphic Services including 2D and 3D computer animation / Visual special effects / Compositing / Motion Graphics		3.5 days	\$
Mastering: Provision of digital masters (including any Web-ready format) and Descriptive Video application, Closed captioning.		6.5 days	\$
Blended Daily Rate (A)*	\$	2.5 days	\$
Blended Daily Rate (B)*	\$	2.5 days	\$

TOTAL ALL-INCLUSIVE BID EVALUATION VALUE (BEV) FOR EVALUATION PURPOSES (TOTAL FROM TABLE 1)

\$

*For evaluation purposes, blended daily rates for Video Production Services includes provision of all of the following services as required to complete the work:

BLENDED DAILY RATE (A):

- Lighting technician services
- Sound technician services
- Services of a Camera Assistant

BLENDED DAILY RATE (B):

- Research
- Translation and Adaptation
- Proofreading (English and French)
- Services of a Make-up Artist
- Set Staging / Set Decoration / Production of props
- Teleprompting
- Video Duplication including delivery on digital media including DVD, USB key, external hard drive etc. as specified

Solicitation No. - N° de l'invitation
T8275-170134/A
Client Ref. No. - N° de réf. du client
T8275-170134

Amd. No. - N° de la modif.
File No. - N° du dossier
cx027 T8275-170134

Buyer ID - Id de l'acheteur
cx027
CCC No./N° CCC - FMS No./N° VME

Table 2 : Firm all-inclusive daily rates – Online Education Program

The Bidder must quote firm fixed all-inclusive daily rates for Online Education Program. These firm fixed all-inclusive daily rates will form part of any resulting Contract and subsequent Task Authorization.

Category of Service	Firm all-inclusive daily rates	Number of days for Evaluation Purposes	Total Evaluated Price
Web development		9 days	\$
Programmer		7.5 days	\$
Interactive Designer		8 days	\$
Interface Specialist		8 days	\$
Database Specialist		12.5 days	\$

TOTAL ALL-INCLUSIVE BID EVALUATION VALUE (BEV) FOR EVALUATION PURPOSES (TOTAL FROM TABLE 2)

\$

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

All bids must be completed in full and provide all of the information requested in the Request for Proposal to enable full and complete evaluation.

Evaluation of Joint Venture Proposals: Unless this solicitation expressly provides otherwise, each member of a joint venture Supplier must meet all the mandatory requirements of this solicitation.

4.1.1.1 Mandatory Technical Criteria

No further consideration will be given to bidders who do not meet all the mandatory criteria. The Mandatory requirements are:

Mandatory Criteria			
Number	Criteria Detail	Compliant / Non-Compliant	Reference to Bidder's Proposal
M1	<p>VIDEO PRODUCTION SAMPLES <i>(This requirement is subject to the R.1 point-rated criteria)</i></p> <p>The Bidder must provide an electronic format version (CD or USB key) containing three (3) video production samples from previous productions that demonstrates the Bidder's experience and ability to produce quality video that are similar in nature and complexity to the requirements as described in section 5. Scope of the Annex "A" Statement of Work (for example: instructional videos, information sharing videos, how-to videos).</p> <p>The combined running time of the video production samples must not exceed fifteen (15) minutes.</p> <p>At least one (1) of the video production samples must have had a total cost of a least \$25,000.00.</p> <p>At least one (1) of the video production samples must demonstrate the Bidder's ability to work in both official languages (English and French).</p> <p>To demonstrate the Bidder's ability to work in both official languages (English and French) the submitted</p>		

Mandatory Criteria			
Number	Criteria Detail	Compliant / Non-Compliant	Reference to Bidder's Proposal
	<p>sample must be a production where both the English and French are equally and substantively represented in the same production.</p> <p>Productions that have voice-overs, are fully narrated, are fully animated, are purely text based, or are subtitled/closed captioned are not acceptable to demonstrate the Bidder's ability to work in both official languages.</p> <p>All productions must have been completed entirety by the Bidder for the public sector or private industry, and have been completed and delivered after January 1, 2012.</p> <p>To demonstrate its experience, the Bidder must, for each sample, provide the following:</p> <ul style="list-style-type: none"> a) An electronic format version containing three (3) video production samples; b) a description of each video production sample; c) the total cost for each video production sample; d) the completion date for each video; e) the name of the client organization (public sector or private industry). 		
M2	<p>ONLINE EDUCATION PROGRAM</p> <p>The Bidder must demonstrate its experience in the creation of online education programs. The Bidder must provide a description of three (3) online education program samples within the last five (5) years.</p> <p>Each online education program sample must include:</p> <ul style="list-style-type: none"> a) multiple interactive distinct modules; b) an evaluation of subject matter to test the user knowledge; c) a downloadable certificate of participation; and d) the collection and analysis of user feedback from the evaluation and the questionnaire. <p>Two (2) samples must have been available in both English and French.</p> <p>One (1) sample must have included at least one (1) video.</p> <p>To demonstrate its experience, the Bidder must, for each sample, provide the following:</p>		

Solicitation No. - N° de l'invitation
T8275-170134/A
Client Ref. No. - N° de réf. du client
T8275-170134

Amd. No. - N° de la modif.
File No. - N° du dossier
cx027 T8275-170134

Buyer ID - Id de l'acheteur
cx027
CCC No./N° CCC - FMS No./N° VME

Mandatory Criteria			
Number	Criteria Detail	Compliant / Non-Compliant	Reference to Bidder's Proposal
	<ul style="list-style-type: none">a) description of each online education program;b) role of the bidder in the development of the program;c) date the online education program was completed;d) the language of the program;e) description of the evaluation of subject matter test;f) description of the questionnaire;g) description of the generated certificate;h) description of how the online program collects and analyses user feedback;i) description of videos incorporated in the online program (at least one (1) sample must include at least one video).		

PROPOSALS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS WILL NOT BE EVALUATED FURTHER AND WILL NOT BE GIVEN FURTHER CONSIDERATION

4.1.1.2 Point Rated Technical Criteria

Only those proposals which first meet the Mandatory Requirements will be considered in the second stage of the evaluation, the Point Rated Technical Evaluation.

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 points for each rated criteria. Proposals scoring less than the minimum required points per criterion will not be given further consideration.

Rated Technical Criteria	Maximum Points	Minimum Required Points
R.1: VIDEO PRODUCTION SAMPLES		
R.1.1 The video production samples demonstrate creative and technical excellence	120	84
R.1.2 The effective use of treatment, script and visual techniques to communicate the themes and messages	120	84
R.1.3 The effective use of language (English and French) to communicate the themes and messages	40	28
R.1.4 Video production samples demonstrate a wide variety of visual and dramatic devices	120	84
Total Points	400	280

R.1: VIDEO PRODUCTION SAMPLES

(Maximum: 400 points - Minimum: 280 points)

To better understand the video production samples submitted for the mandatory criteria M.1., the Bidder should provide for each sample the "Video Production Sample Fact Sheet" located at Appendix "1".

The information in the Video Production Sample Fact Sheet and the video production samples will be evaluated on the following rated criteria:

#	Point-Rated Technical Criteria	Points Allocated per sample	Cross- Reference to bid (indicate page #)
R 1.1	<p>R 1.1 The video production samples demonstrate creative and technical excellence. (Maximum: 120 points - Minimum: 84 points)</p> <p>The following elements will be evaluated for each video production sample provided in response to M.1:</p> <ol style="list-style-type: none"> 1. your approach (is it attractive, creative, innovative and appropriate); 2. the quality of images; 3. quality of cinematography, 4. the use of special effects and graphics; 5. use of camera angles; 6. lighting; 7. editing; and 8. use of music and sound. <p>For evaluation purposes, “<u>very good</u>” is defined as: very innovative, creative, effective, excellent quality and appropriate approach.</p> <p>*****</p> <p>Percentage factors utilized for each video production sample:</p> <p><u>0 pts - Not acceptable</u></p> <ul style="list-style-type: none"> • The information provided was unsuitable or insufficient. <p><u>20 pts – Limited</u></p> <ul style="list-style-type: none"> • Criterion addressed, but not enough information provided and/or technically not acceptable. Less than established minimum. <p><u>28 pts – Acceptable</u></p> <ul style="list-style-type: none"> • All of the above mentioned criteria are demonstrated in the video production sample. <p><u>32 pts – Good</u></p> <ul style="list-style-type: none"> • All of the above mentioned criteria are demonstrated in the video production sample. One (1) or two (2) criteria are very good. <p><u>36 pts – Very good</u></p> <ul style="list-style-type: none"> • All of the above mentioned criteria are demonstrated in the video production sample. Between two (2) and five (5) criteria are very good. 		

	<p><u>40 pts - Outstanding</u></p> <ul style="list-style-type: none"> All of the above mentioned criteria are demonstrated in the video production sample. Six (6) or more criteria are very good. 		
TOTAL SCORE (minimum required is 84/120)			

#	Point-Rated Technical Criteria	Points Allocated per sample	Cross-Reference to bid (indicate page #)
R 1.2	<p>R 1.2 The effective use of treatment, storyline, language and visual techniques to communicate the themes and messages. (Maximum: 120 points - Minimum: 84 points)</p> <p>The following elements will be evaluated for each video production sample provided in response to M.1:</p> <ol style="list-style-type: none"> storyline; use of language; communication of content and messages in narration and/or on-camera; use of other techniques to get the message across. <p>For evaluation purposes, "<u>very good</u>" is defined as one (1) of the following:</p> <ul style="list-style-type: none"> engaging and effective storyline; appropriate use of language; creative and effective communication of content and messages in narration and/or on-camera; or innovative use of other techniques to get the message across. <p>*****</p> <p>Percentage factors utilized for each video production sample:</p> <p><u>0 pts - Not acceptable</u></p> <ul style="list-style-type: none"> The information provided was unsuitable or insufficient. <p><u>20 pts – Limited</u></p> <ul style="list-style-type: none"> Criterion addressed, but not enough information provided and/or technically not acceptable. Less than established minimum. <p><u>28 pts – Acceptable</u></p>		

	<ul style="list-style-type: none"> All of the above mentioned criteria are demonstrated in the video production sample. <p>32 pts – Good</p> <ul style="list-style-type: none"> All of the above mentioned criteria are demonstrated in the video production sample. One (1) criteria is very good. <p>36 pts – Very good</p> <ul style="list-style-type: none"> All of the above mentioned criteria are demonstrated in the video production sample. Two (2) criteria are very good. <p>40 pts - Outstanding</p> <ul style="list-style-type: none"> All of the above mentioned criteria are demonstrated in the video production sample. Three (3) or more criteria are very good. 		
TOTAL SCORE (minimum required is 84/120)			

#	Point-Rated Technical Criteria	Points Allocated per sample	Cross-Reference to bid (indicate page #)
R 1.3	<p>R 1.3 The effective use of language (English and French) to communicate the themes and messages (Maximum: 40 points - Minimum: 28 points)</p> <p>The following elements will be evaluated for one (1) video sample from M.1 to which the Bidder should clearly identify is being submitted for the evaluation of R 1.3.</p> <ol style="list-style-type: none"> quality of translation the success in conveying messages in both English and French is equivalent <p>For evaluation purposes, “<u>very good</u>” is defined as one (1) of the following:</p> <ul style="list-style-type: none"> appropriate use of language; creative and effective communication of content and messages in narration and/or on-camera <p>*****</p> <p>Percentage factors utilized for each video production sample:</p> <p>0 pts - Not acceptable</p> <ul style="list-style-type: none"> The information provided was unsuitable or insufficient. 		

	<p><u>20 pts – Limited</u></p> <ul style="list-style-type: none"> Criterion addressed, but not enough information provided and/or technically not acceptable. Less than established minimum. <p><u>28 pts – Acceptable</u></p> <ul style="list-style-type: none"> All of the above mentioned criteria are demonstrated in the video production sample. <p><u>34 pts – Good</u></p> <ul style="list-style-type: none"> All of the above mentioned criteria are demonstrated in the video production sample. One (1) criteria is very good. <p><u>40 pts - Outstanding</u></p> <ul style="list-style-type: none"> All of the above mentioned criteria are demonstrated in the video production are very good. 		
TOTAL SCORE (minimum required is 28/40)			

#	Point-Rated Technical Criteria	Points Allocated per sample	Cross-Reference to bid (indicate page #)
R 1.4	<p>R 1.4 Video production samples demonstrate a wide variety of visual and dramatic devices. (Maximum: 120 points - Minimum: 84 points)</p> <p>The following elements will be evaluated for each video production sample provided in response to M.1. The sample should include six (6) of the following ten (10) visual or dramatic devices:</p> <ol style="list-style-type: none"> 1. graphic sequences; 2. typography/on-screen text; 3. motion graphics and animation; 4. still imagery; 5. imported (stock) film footage; 6. off-camera narration; 7. on-camera narration; 8. music; 9. sound; and 10. special effects. <p>*****</p> <p>Percentage factors utilized for each video production sample:</p> <p><u>0 pts - Not acceptable</u></p> <ul style="list-style-type: none"> The information provided was unsuitable or insufficient. 		

	<p><u>20 pts – Limited</u></p> <ul style="list-style-type: none"> • Criterion addressed, but not enough information provided and/or technically not acceptable. Five (5) or less of the listed devices are effectively used. <p><u>28 pts – Acceptable</u></p> <ul style="list-style-type: none"> • At least six (6) of the listed devices are effectively used. <p><u>32 pts – Good</u></p> <ul style="list-style-type: none"> • At least seven (7) of the listed devices are effectively used. <p><u>36 pts – Very good</u></p> <ul style="list-style-type: none"> • At least eight (8) of the listed devices are effectively used. <p><u>40 pts - Outstanding</u></p> <ul style="list-style-type: none"> • At least nine (9) or more of the listed devices are effectively used. 		
TOTAL SCORE (minimum required is 84/120)			

R1 - TOTAL OVERALL SCORE (minimum required is 280/400)			
---	--	--	--

4.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2.1 BASIS OF SELECTION

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

- To be declared responsive, a bid must:
 - comply with all the requirements of the bid solicitation; and
 - meet all mandatory criteria; and
 - obtain the required minimum points specified for each criterion for technical evaluation, and
 - obtain the required minimum of 280 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 400 points.
- Bids not meeting (a) or (b) or (c) and (d) will be declared non-responsive.
- The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.

4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - 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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed).

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

Solicitation No. - N° de l'invitation
T8275-170134/A
Client Ref. No. - N° de réf. du client
T8275-170134

Amd. No. - N° de la modif.
File No. - N° du dossier
cx027 T8275-170134

Buyer ID - Id de l'acheteur
cx027
CCC No./N° CCC - FMS No./N° VME

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

5.2.3.1.1 SACC *Manual* clause [A3050T](#) (2014-11-27) Canadian Content Definition.

Solicitation No. - N° de l'invitation
T8275-170134/A
Client Ref. No. - N° de réf. du client
T8275-170134

Amd. No. - N° de la modif.
File No. - N° du dossier
cx027 T8275-170134

Buyer ID - Id de l'acheteur
cx027
CCC No./N° CCC - FMS No./N° VME

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

There are security requirements associated with this requirement.

6.2 Financial Capability

SACC Manual clause [A9033T](#) (2012-07-16) Financial Capability

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".

7.1.2 Task Authorization

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

7.1.2.1 Task Authorization Process

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

7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations **up to a limit of \$50,000**, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

7.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10%.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum

liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31; and
4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than ten (10) calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

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)(<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 General Conditions

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information apply to and form part of the Contract.

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the contract is from date of award to **December 31, 2020**.

7.4.2 Comprehensive Land Claims Agreement(s)

The Contract is subject to the following Comprehensive Land Claims Agreement(s):

- James Bay and Northern Quebec Agreement (JBNQA)
- Inuvialuit Final Agreement
- Gwich'in Comprehensive Land Claim Agreement
- Nunavut Land Claims Agreement
- Umbrella Final Agreement of the Council for Yukon Indians
- Champagne and Aishihik First Nations Final Agreement
- Little Salmon/Carmacks First Nation Final Agreement
- First Nation of Nacho Nyak Dun Final Agreement
- Selkirk First Nation Final Agreement
- Teslin Tlingit Council Final Agreement
- Vuntut Gwitchin First Nation Final Agreement

-
- Tr'ondëk Hwëch'in Final Agreement
 - Ta'an Kwach'an Council Final Agreement
 - Kluane First Nation Final Agreement
 - Kwanlin Dun First Nation Final Agreement
 - Carcross/Tagish First Nation Final Agreement
 - Sahtu Dene and Metis Comprehensive Land Claim Agreement
 - Labrador Inuit Land Claims Agreement
 - Tlicho Land Claims Agreement
 - Nunavik Inuit Land Claims Agreement

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Geneviève Dubaere (or designated representative)

Supply Specialist
Public Services and Procurement Canada
Acquisitions Branch
Communication Procurement Directorate
360 Albert Street
Ottawa, Ontario K1R 7X7

Telephone: 613-998-1966

E-mail address: TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca

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

7.5.2 Project Authority

The Project Authority will be identified in the resulting Contract.

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

7.5.3 Contractor's Representative

The Contractor's Representative will be identified in the resulting Contract.

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

The Contractor will be paid in accordance with the Basis of Payment at Annex "B", for Work performed pursuant to the Task Authorization and subject to acceptance by the Project Authority.

7.7.1 Basis of Payment – Individual task authorizations

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

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are excluded and Applicable Taxes are extra.

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

7.7.1.1 Ceiling Price: Travel and Living Expenses

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, to a ceiling price of **\$45,000.00** (Applicable Taxes are extra, as appropriate).

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment.

7.7.1.2 Travel and Living Expenses up to Ceiling price

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 and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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

All payments are subject to government audit.

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$_____. Customs duties are excluded and Applicable Taxes are extra.

2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

7.7.4 Electronic Payment of Invoices – Contract

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

The Electronic Payment Instruments will be identified in the resulting Contract.

7.7.5 Direct Request by Customer Department

SACC Manual Clause A9117C (2007-11-30) - T1204 - Direct Request by Customer Department

7.7.5 Discretionary Audit

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

7.7.6 Time Verification

SACC Manual Clause C0711C (2008-05-12) - Time Verification

7.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.9.2 Canadian Content Certification

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4007 (2010/08/16) Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2035 (2016-04-04), General Conditions – Higher Complexity - Services
- (d) Annex "A", Statement of Work;
- (e) Annex "B", Basis of Payment;
- (f) Annex "D", task authorization form pwgsc-tpsgc 572
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated _____.

7.12 Insurance - No Specific Requirement

SACC *Manual* clause [G1005C](#) (2016-01-28) Insurance

7.13 Indemnity against Morals Rights Infringement

The Contractor shall indemnify and save harmless Canada and the Minister from and against all claims, losses, damages, costs and expenses sustained or incurred by Canada unless caused by Canada or the Minister, resulting from any action or legal proceeding on infringement, made, sustained, brought, prosecuted, threatened to be brought or prosecuted, by any person that was under the direction and control of the Contractor during the term of this Contract and which person is claiming or claims a moral right, as set out under the Copyright Act.

The obligation to indemnify under this clause survives termination of this Contract and shall remain in force for the duration of the Copyright in the Work created under this Contract. In the alternate, the Contractor may provide written waivers of moral rights, signed and witnessed, from every single person that contributed to the writing, creating, producing or editing of the delivered work.

7.14 Copyright

Title to all products resulting from the Work and all materials supplied shall be the property of Canada. The Supplier shall ensure that any articles in its possession shall be stored under suitable conditions (of safety, temperature, humidity, etc.) until shipped, properly identified and packaged. Reproduction of any documents or other data shall not be reproduced without the expressed written permission of the Project Authority.

7.15 Copyright Mention

Incorporation into the end titles of a copyright notice, namely the symbol © followed by name of the Minister and the appropriate date (year in which the production is completed), in the official languages.

ANGLAIS :

© Her Majesty the Queen in right of Canada, represented by the Minister of Transport Canada, (Supplier to insert Year).

FRANÇAIS :

© Sa Majesté la Reine du chef du Canada représentée par le ministère de Transports Canada (Supplier to insert year).

The notice shall be on a line by itself and shall be of such a size and time duration as to be easily read.

7.16 Canada Wordmark

Incorporation in each videotape program and into the final shot of the Canada Wordmark by itself and to be of such a size and time duration as to be easily read.

7.17 Rights

7.17.1 Data Rights:

All documentation delivered by the Contractor shall become the property of Canada. Canada shall have full and complete rights to duplicate, use and disclose in any manner for the Government of Canada's purposes, all or any part of the documents/data specified to be delivered by the Contractor in response to a contract.

7.17.1.1. Underlying Rights Requirements:

The Contractor is required to obtain underlying rights to material written, filmed, photographed, drawn, animated, or designed and acquired including talent, music, effects, as well as authoring software license rights for the following and provide documented proof thereof (releases) and to exhibit the said production by any medium in existence or to be invented including necessary transfers and duplication, for the following:

Utilizations: Educational /informational use, non-commercial*, non-theatrical rights to be distributed by sale, loan and free give-away of copies in any format of any medium invented or to be invented and not limited to public performance, exhibit and public display;

Format: All digital encoded media including hard drive and portable hard drive, USB key, compact disk (including various CD formats, e.g.: CD-ROM, CD-ROM-XA, CDI, DVD, DVD-R, ID-ROM, BD-R, etc.), Multi-media and digital formats for WEB, e.g.: MPEG-4 .MP4, .WMV, .MOV, .FLV (Flash Video Format), etc. Compact devices, and any digital or analog audio visual format analogous to the foregoing;

Territory: Canada; and World

Duration: In perpetuity.

Solicitation No. - N° de l'invitation
T8275-170134/A
Client Ref. No. - N° de réf. du client
T8275-170134

Amd. No. - N° de la modif.
File No. - N° du dossier
cx027 T8275-170134

Buyer ID - Id de l'acheteur
cx027
CCC No./N° CCC - FMS No./N° VME

* Non-commercial right to distribute the CD-ROM/DVD by sale is defined as the free distribution of the product and/or distribution of the product where the following costs are recovered by the distributor (user of the rights): replication, packaging, mailing and shipping.

7.18 Music Rights and Clearances

The following information will be required:

When stock music and/or effects are used the Supplier must report:

Music Title
Composer
Publisher
Recording number
Duration used
Rights obtained

When original compositions and/or effects are used the Supplier must report:

Music Title
Composer
Duration
Rights obtained,

7.19 Technical Standards

In accordance with the Statement of Work, the finished work shall conform to the highest professional and technical standards of the audio-visual industry in accordance with the state of the art utilized therein. The Minister reserves the right to incorporate and amend the Statement of Work, minimum technical and functional specifications as applicable. Quality control on all finished work shall be done by the Supplier even when the Contract states that the Technical Unit will be reviewing the deliverables.

7.20 Storage

The Supplier shall ensure that all products resulting from the work and all materials supplied which are in its possession are stored, at no cost to the Project Authority, under suitable atmospheric conditions until properly identified, packaged and shipped to the address(es) specified, and within the time frames defined, in the Contract.

ANNEX "A"

STATEMENT OF WORK

1 CREATION OF WEB RESOURCE FOR BEST PRACTICES IN RENTAL BOAT SAFETY

2. OBJECTIVE

Transport Canada's National Pleasure Craft Operator Competency Program is working on a two-part project designed to:

- a. bring to life best practices in rental boat safety, in a branded online education program, using a documentary style format featuring interviews and footage of best practices in action at rental agencies; and
- b. implement a complimentary national communication campaigns targeted at both rental agencies and the public who access their services.

The overall project animates and promotes the implementation of Rental Boat Safety Best Practices, developed by Transport Canada in consultation with rental industry stakeholders in 2014-15, leveraging this and recently updated Rental Boat Safety Checklists, as an opportunity to continue to dialogue with rental agencies about practices that enhance customer safety and satisfaction, thereby preventing boating related injuries and death and/or reducing the number and severity of these incidents.

Rental businesses will be highly motivated to adopt these best practices through a complimentary awareness campaign that aims to promote the uptake for the benefit of their clients' safety. Moreover, a related awareness campaign targeted at occasional and vacationing boaters about their responsibilities when renting a boat aims to educate them to *expect* that their rental agency will properly prepare them to have a safe and enjoyable rental experience and to know what to do to help themselves and others in an emergency.

With better prepared rental boat clients on the water (i.e. renters have been shown by rental company staff how to operate their rented boat safely; shown the location of and how to use safety equipment; and have been well-briefed on the local navigation points, conditions, and hazards) boating incidents will be prevented.

This SOW requirement pertains specifically to the development of the branded online education program, objective "a" above.

3. BACKGROUND STATEMENT

Responding to concerns about the lack of consistency among rental boat agencies in providing a basic safety orientation using a rental boat safety checklist to their clients, and the anecdotal reports about ensuing problems noted above, Transport Canada quietly initiated a Rental Boat Safety Modernization Project in 2013, using the United States Coast Guard Rental Boat Safety Checklists as a model for development in Canada. The focus of this work was on overhauling the 2003 safety checklist and developing five vessel-specific checklists, featuring visual icons and plainly written statements in a ready-to-use format. This project purposively engaged the stakeholders that these tools were designed to help. Rental agency staff can easily review important safety information like boat operation, boating safety rules and local hazards with their clients using the new checklists. An online tutorial, in the form of a talking PowerPoint presentation was also created to explain how to use the checklists. Drafts of these checklists were piloted in 2014 and 2015 and were updated in early 2017, with two optional checklists added.

This initiative had created some forward momentum in building relationships with these marine businesses as a direct result of the quality of the new tool and the stakeholder involvement in their formation and pilot-testing. Therefore, from November 2014 until March 2015, we further engaged stakeholders who had demonstrated an interest in advancing rental boat safety, through a series of qualitative interviews, to explore the kinds of things rental agencies do to provide a safe, enjoyable rental experience to the public. (Stakeholders included owners and staff of rental boat agencies and associations, enforcement officials, insurance providers, and boating safety practitioners.) Ten key themes emerged from the information gathered from stakeholder interviews. These themes represent best practices across a broad spectrum of rental boat agency activities, with client safety being the overarching connection between all the practices. *Rental Boat Safety Best Practices (DRAFT)*¹ includes all ten best practices in the form of short summary statements, followed by a brief explanation from the perspective of the participating stakeholders, including practical tips for implementation in a range of settings. Feedback was very positive, but stakeholders suggested that the information, although useful and practical, was just another “document” to read and that it would be difficult to pass on the valuable information via a document.

The rental boat industry should have easy access to resources that enable them to provide a safe and enjoyable rental experience to their clients, thereby contributing to boating incident prevention. This project does exactly that by providing easily accessible, online education on rental boat safety practices that are proven to help rental boat businesses provide the best possible service to their clients from a business who shares their clients' concerns about boating safety, mechanical reliability and peace of mind.

The focus of the creative aspect of this project is presenting these ten best practices in a modular, documentary film-style online education resource, using actual footage of best practices in action at various rental sites in Canada. We believe the creation of an interactive online education resource is one of the most cost-effective ways to educate rental agencies from coast to coast to coast. Bringing the best practices to life in this project has a high potential to engage rental agencies unlike previous efforts to simply make documents available and then expect these stakeholders to interpret and implement their contents.

4. REFERENCE DOCUMENTS

The following Reference Documents pertain to technical aspects of this requirement:

- Rental Boat Safety Checklists (Seven Checklists available in PDF format)
- Best Practices in Rental Boat Safety

Available at Transport Canada website.

5. SCOPE

Transport Canada requires the services of a Contractor with the expertise to develop and implement an overall approach to the branding and animation of best practices in rental boat safety into a free, web-based, education program targeted to rental boat agencies and their staff. The Contractor must develop approximately 1 video for each of the 10 program modules in both English and in French.

The online education program in both official language will be built to satisfy the geographic, vessel and rental specific diversity of the rental operators across Canada and must incorporate a documentary-style approach in bringing to life each of the ten best practices through distinct modules featuring: footage of best practices in action at a variety of rental agencies in Canada; testimonials from rental agency owners, staff and clients; all complemented by expert narration and related text. Each module must provide the highlights that all visitors must review and include a self-evaluation component. These activities must be tracked and

¹ Available at Transport Canada Website.

an exit questionnaire must be administered to each individual rental agency visitor. The Contractor must also develop an appropriate recognition for all those completing the online program.

The Contractor will work under the direction of the Project Authority and a Program Advisory Group. In addition, the Contractor must collaborate with Transport Canada who is responsible for the development of a related communications strategy and tools targeted at rental agencies (to promote the uptake of the online program) and their customers (to inform them about what they should expect when renting a boat) is expected.

6. PROJECT SCHEDULE

Tasks	Detailed Services	Timeline
Project Meetings	<p>The Contractor must:</p> <ol style="list-style-type: none"> 1. Attend Kick off meeting in Toronto with Project Authority and Project Advisory Group. Presentation of budget for the entire project for review and approval by the Project Authority. 2. Meet with Program Advisory Group (Pre-production) 3. Ongoing collaboration with Program Advisory Group 4. Identify in collaboration with Project Authority, opportunities to provide project updates/results to stakeholders via conferences, meetings, etc. 	<p>1 & 2: 1 month from contract award date</p> <p>3. Quarterly conference calls; one post launch meeting</p> <p>4. Ongoing to Dec 2020</p>
Preproduction	<p>The Contractor must:</p> <p>Complete pre-production planning and online content mapping which links rental best practices to production requirements and online content. The plan should identify required tasks for subsequent stages of the work including contracted resources, talent, and stakeholder participants.</p>	4 months after contract award date
Production	<p>The Contractor must:</p> <p>Complete travel and field production for video filming with crew and equipment to 8-10 locations (to be determined in collaboration with Project Authority and Project Advisory Group) for shooting footage of rental boat safety best practices in action throughout the country, capturing a diversity of rental operations and their staff.</p>	Boating Season Jun 2018-Sep 2018
Online Program Creation and Testing	<p>The Contractor must:</p> <p>Develop an Online Rental Boat Safety Best Practices online education program. the online education program must include (but is not limited to) the following:</p>	Jul 2018- Feb 2019

	<ul style="list-style-type: none"> • Presentation in a documentary style, modular format featuring narration, relevant text, interviews and footage of best practices in action at rental agencies within Canada • Integration of all filmed locations • Accessibility through Transport Canada Website • technically accurate and reflective of regulatory compliance and good boating safety practices • Visitor registration for tracking, basic demographics and follow-up evaluation purposes • Interactive components to maximize engagement of visitors • Availability in English and French • Include an evaluation component, which at minimum, contains an exit questionnaire to evaluate the online education program and measure intentions to adopt practices and a one-year follow-up to evaluate site level implementation of best practices, impact, and recommended enhancements • A downloadable certificate of participation which can be displayed at their place of business • A pilot period of the online education program for vetting by a sample of potential users prior to going live • A revisions component, where components of the online education program are tweaked based on user feedback, or to address an emerging best-practice approximately every 6 months following launch until end of contract. <p>The content of the online program must be based on <i>Best Practices in Rental Boat Safety (Draft)</i>², subject to edits during 2017 based on feedback from the industry. This document currently identifies ten general best practice statements, represent the scope of the broad practice, followed by a thorough description of the practice from mainly the stakeholders' perspectives, along with practical examples that highlight for the many ways the particular might be implemented across a diversity of rental agencies.</p>	
Implementation, Monitoring and Enhancements	<p>The Contractor must:</p> <ul style="list-style-type: none"> • Have the online education program in English and French released for used for public and Rental Agencies by end of March, for launch 2019 Boating Season. • Collect and analyze user feedback. Initial Production revisions and edits to the online education program based on feedback and/or 	<p>Mar- Dec 2019</p> <p>Jan 2020- Dec 2020</p>

² For full document see Transport Canada Website

	merging best practices and/or other identified issues and opportunities.	
Final Report Presentation	<p>The Contractor must:</p> <p>Produce a bilingual PowerPoint presentation which summarizes the project including:</p> <ul style="list-style-type: none">• Purpose and objectives• Stakeholder involvement• Site recruitment• Field production highlights and challenges• Web features• Uptake and feedback• Enhancements• Recommendations for the future	Dec 2020

7. CONTRACTOR RESPONSIBILITIES

The Contractor must:

- Ensure the availability of adequate resources to complete the contract on schedule, and the availability of back-up resources in case of unforeseen illness, injury or other reasons that may result in the withdrawal of the planned resources.
- Work in collaboration with Transport Canada who is responsible for the development of a related communications strategy and tools targeted at rental agencies (to promote the uptake of the online program) and their customers (to inform them about what they should expect when renting a boat) is expected.
- Be able to communicate both orally and writing in English. At least one (1) Contractor resource must be able to communicate both orally and in writing in French.
- Ensure appropriate review and vetting of both English and French versions of the online education program for technical and language accuracy.

8. CLIENT RESPONSIBILITIES

The Project Authority is the Chief, Operator National Pleasure Craft Operator Competency Program, Marine Personnel, Standards, and Medicine Transport Canada Marine Safety and Security. The Chief may designate a project officer to manage the contract on his/her behalf.

Transport Canada, will:

- Monitor contract progress through regular contact and provide timely feedback to the contractor.
- Make available any information that it holds deemed pertinent to this project that will be agreed upon in the kick-off meeting.
- Implement the Project Advisory Committee, comprised of rental boat safety stakeholders from across Canada, which will provide guidance and support for the project.
- Recruit rental boat agency sites for participation in the filming of best practices in action.
- Attend field production work in all locations.

9. DELIVERABLES

	Deliverables	Due
1.	The Contractor must attend an initial kick-off meeting with the Project Authority and attend a 1.5 day meeting of the Project Advisory Group The Contractor must submit a budget for the entire project for review and approval by the Project Authority	1 month from contract award date
2.	The Contractor must deliver a detailed project plan pertaining to production and online content to the Project Authority.	Within 2 months after the kick off meeting
3.	The Contractor must complete Site video footage and interviews filmed and completed in locations	Within 9 months after the kick off meeting
4.	The Contractor must complete the online education program development and testing in English and French	Within 5 months after complete Site video footage and interviews filmed
5.	The Contractor must launch the online education program in English and French	Within 2 months after completed the online education program development and testing in English and French
6.	The Contractor must attend the post launch meeting with the Project Advisory Group	Within 8 months after the online education program launch
7.	The Contractor must complete feedback driven production revisions and online education program edits (2019)	Within 8 months after the online education program launch
8.	The Contractor must complete feedback driven production revisions and online education program edits (2020)	Within 12 months after the first feedback is completed
9.	The Contractor must prepare a PowerPoint presentation of impact of the online education program on Rental Boat Agencies for knowledge dissemination.	36 months after the kick off meeting

10. LANGUAGES REQUIREMENTS

- 1.1 The principal language of communication with Transport Canada will be English.
- 1.2 Online education program must be available in English and in French.
- 1.3 Project updates may be delivered in English.
- 1.4 Presentations designed to inform stakeholders of the online resource must be in bilingual format.

11. TRAVEL

All travel costs pertaining to production services (and related agreed-upon revisions) will be recoverable as per the Treasury Board Travel Directive. http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/menu-travel-voyage-eng.asp.

12. PROJECT REVIEW MEETINGS

The Contractor must attend two (2) in-person Project Advisory Group Meetings located in Toronto at the beginning and mid-point of the project and several Project Advisory Group telephone meetings. The number and timing of project review meetings required for this project will be mutually determined by the Technical Authority and the Contractor at the kick off meeting.

Teleconferences will be organized and arranged by the Technical Authority and long distance service and teleconferencing services shall be paid by Transport Canada. Transport Canada is responsible for the Contractors travel and associated costs to attend the Project Advisory Group Meetings or knowledge dissemination opportunities.

At the first meeting, the Contractor must submit a budget for the entire project for review and approval by the Project Authority.

13. CONSTRAINTS

Given the nature of the rental boat business in Canada and the short "boating season" Rental Boat Safety Project start-up is contingent on timing – that initial consultation with advisory group needs to take place in the off-season while the bulk of the production work would need to take place across the country during boating season, with post production/communications activities in the following fall and winter.

13.1 Requirements:

- a. All deliverables must meet the requirements of the Official Languages Act.
- b. When developing materials, the Contractor must ensure that materials are Federal Identity Program (FIP) compliant, culturally appropriate and subject-related and incorporate Transport Canada corporate identity as needed; provide separate source files for images and content.
- c. The work will be considered complete when it has been accepted and approved by the Project Authority.
- d. All deliverables must meet Treasury Board Standards including Accessibility (Web Content Accessibility Guidelines 2.0 – Level AA; Web Accessibility; Web Interoperability and the Content Style); and
- e. Separate source files for images and content are provided.

ANNEX "B"

BASIS OF PAYMENT

B.1 Firm daily rates

Contactor must submit the firm, all-inclusive daily rates for **each** of the categories of services (see table 1 and 2. below).

BLENDED DAILY RATE (A):

The firm all-inclusive blended daily rate includes provision of all of the following services as required to complete the work:

- Lighting technician services
- Sound technician services
- Services of a Camera Assistant

BLENDED DAILY RATE (B):

The firm all-inclusive blended daily rate includes provision of all of the following services as required to complete the work:

- Research
- Translation and Adaptation
- Proofreading (English and French)
- Services of a Make-up Artist
- Set Staging / Set Decoration / Production of props
- Teleprompting
- Video Duplication including delivery on digital media including DVD, USB key, external hard drive etc. as specified

Table 1 : Firm all-inclusive daily rates – Video Production Services	
Category of Service	Firm Daily Rate
Project Management/Production Management	\$
Director – including Creative Planning and Creative Direction	\$
Script Development /Writing / Editing / Storyboarding (English)	\$
Script Development / Writing / Editing / Storyboarding (French)	\$
Producer	\$
Cinematography / Videography	\$

Solicitation No. - N° de l'invitation
T8275-170134/A
Client Ref. No. - N° de réf. du client
T8275-170134

Amd. No. - N° de la modif.
File No. - N° du dossier
cx027 T8275-170134

Buyer ID - Id de l'acheteur
cx027
CCC No./N° CCC - FMS No./N° VME

Still Photography	\$
Video Editing services (off-line)	\$
Video Editing services (on-line)	\$
Audio Editing and Mixing services	\$
Graphic Services including 2D and 3D computer animation / Visual special effects / Compositing / Motion Graphics	\$
Mastering: Provision of digital masters (including any Web-ready format) and Descriptive Video application, Closed captioning.	\$
Blended Daily Rate (A)	\$
Blended Daily Rate (B)	\$

Table 2 : Firm all-inclusive daily rates – Online Education Program	
Category of Service	Firm Daily Rate
Web Development	\$
Programmer	\$
Interactive Designer	\$
Interface Specialist	\$
Database Specialist	\$

B.2 PRODUCTION COSTS

Production costs are costs associated with video production and the online education program, excluding the services /professional fees billed as rates in B.1.

Production costs applicable under B.2.1 do not include the personnel, equipment operators, non-video production equipment rental, materials or any applicable charges required for the provision of the services billed as rates in B.1.

Production costs include but are not limited to:

- Camera rental
- Video production equipment rental
- Talent
- Studio rental
- Music (stock music and/or original composition)
- Props not constructed/fabricated/supplied by the Contractor

Production costs will be reimbursed at cost as direct expenses.

B.2.1 DIRECT EXPENSES

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers, given the service(s) is/are documented in the approved Task Authorization against the Contract. All such direct expenses must have prior authorization of the Project Authority.

B.3 TRAVEL AND LIVING EXPENSES

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, to a ceiling price of **\$45,000.00** (Applicable Taxes are extra, as appropriate).

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment.

B.3.1 Travel and Living Expenses up to Ceiling price

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 and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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

All payments are subject to government audit.

Solicitation No. - N° de l'invitation
T8275-170134/A
Client Ref. No. - N° de réf. du client
T8275-170134

Amd. No. - N° de la modif.
File No. - N° du dossier
cx027 T8275-170134

Buyer ID - Id de l'acheteur
cx027
CCC No./N° CCC - FMS No./N° VME

ANNEX “C” 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);

Solicitation No. - N° de l'invitation
T8275-170134/A
Client Ref. No. - N° de réf. du client
T8275-170134

Amd. No. - N° de la modif.
File No. - N° du dossier
cx027 T8275-170134

Buyer ID - Id de l'acheteur
cx027
CCC No./N° CCC - FMS No./N° VME

ANNEX "D"

TASK AUTHORIZATION FORM PWGSC-TPSGC 572

Task Authorization Form



Public Works and Government
Services Canada

Travaux publics et Services
gouvernementaux Canada

Annex
Annexe

Task Authorization Autorisation de tâche		Contract Number - Numéro du contrat
Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)	
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu	
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$	
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract. Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat ▶		
For Revision only - Aux fins de révision seulement		
TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract. Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.		
1. Required Work: - Travaux requis :		
A. Task Description of the Work required - Description de tâche des travaux requis		See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement		See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche		See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement		See Attached - Ci-joint <input type="checkbox"/>

PWGSC - TPSGC 572 (2014-04)

Solicitation No. - N° de l'invitation
T8275-170134/A
Client Ref. No. - N° de réf. du client
T8275-170134

Amd. No. - N° de la modif.
File No. - N° du dossier
cx027 T8275-170134

Buyer ID - Id de l'acheteur
cx027
CCC No./N° CCC - FMS No./N° VME

Annex
Annexe _____

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

Appendix 1

VIDEO PRODUCTION SAMPLE FACT SHEET (Will be evaluated in accordance with R.1)

VIDEO NO. ____ TITLE _____

- a) Client (department/organization); _____
- b) Client contact; _____
- c) Date of video production (including completion date); _____
- d) Budget: _____
- e) Client's objective: Should describe the strategic thinking behind the creative approach that you developed to respond to your client's objective;
- f) Description and purpose of production; Should describe your client's business requirement (including whether the intention of the video was to be promotional, educational or a how-to), challenge, or opportunity of what your firm was hired to do. Should include a description of the product/service/social issue at the heart of the video message, the market(s), and the target audience(s);
- g) Creative Approach: Should describe the creative approach taken by your company to meet the client's production objectives:
- The description also should give details of how your company used the following to meet the client's production goals:
 1. your approach (is it attractive, creative, innovative and appropriate);
 2. the quality of images;
 3. quality of cinematography,
 4. the use of special effects and graphics;
 5. use of camera angles;
 6. lighting;
 7. editing; and
 8. use of music and sound.

h) Description of visual and scenic techniques used in video production to communicate the theme and the message:

- The description should clarify how the treatment (synopsis), the scenario and the language was used to meet the client's production objectives:
 1. storyline;
 2. use of language;
 3. communication of content and messages in narration and/or on-camera;
 4. use of other techniques to get the message across.

- The description should also detail how your company used the following elements to communicate the message and meet the client's objectives for production purposes:
 1. graphic sequences;
 2. typography/on-screen text;
 3. motion graphics and animation;
 4. still imagery;
 5. imported (stock) film footage;
 6. off-camera narration;
 7. on-camera narration;
 8. music;
 9. sound; and
 10. special effects.