



REQUEST FOR PROPOSAL

Return Bids To:

Retourner les Soumissions à:

Natural Resources Canada
Ressources naturelles Canada
Bid Receiving Unit – Loading Dock
Unité de réception des soumissions, Quai de chargement
588 rue Booth Street
Ottawa, Ontario
K1A 0E4

**REQUEST FOR PROPOSAL (RFP)
DEMANDE DE PROPOSITION (DDP)**

Proposal to: Natural Resources 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 à: Ressources naturelles 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 au annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments – Commentaires

If you are submitting a proposal using a courier service, please ensure you clearly indicate the RFP Number, Closing Date and Closing Time on the front of the courier envelope.

Lorsque le soumissionnaire présente sa soumission par un service de messagerie, il doit s'assurer que le numéro de la demande de proposition (DP), ainsi que la date et l'heure de clôture de l'appel d'offres sont bien visibles sur l'extérieur de l'enveloppe contenant sa soumission.

Issuing Office – Bureau de distribution

Natural Resources Canada
Ressources naturelles Canada
Finance and Procurement Management Branch
Services liés aux finances et à l'approvisionnement
580 rue Booth Street
Ottawa, Ontario
K1A 0E4

Title – Sujet :	
Photographic Reproduction Services for the National Air Photo Library (NAPL)	
Solicitation No. – No. de l'invitation :	Date :
NRCan-5000036591	March 7, 2018
Requisition Reference No. – No de la demande :	
5000036591	
Solicitation Closes – L'invitation prend fin :	
At – à : 2 :00 PM (EDT) On – le : April 5, 2018	
Address Enquiries to – Adresse toutes questions à :	
Valerie Holmes (valerie.holmes@canada.ca)	
Telephone No. – No de telephone:	Fax No. – No de Fax:
343-292-8371	613-947-5477
Destination – of Goods and Services: Destination – des biens et services:	
Security – Sécurité	
<input type="checkbox"/> Security Requirement – Exigence des sécurité	
<input checked="" type="checkbox"/> No Security Requirement – Pas des exigences de sécurité	
Vendor / Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur :	
Telephone No. – No. de telephone: Facsimile No. – No de télécopieur: Email – Courriel:	
Name and Title of person authorized to sign on behalf of the Vendor/Firm (type or print) Nom et titre de la personne autorisé à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) :	
Signature	Date



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REQUEST FOR PROPOSAL
FOR
REPRODUCTION OF NAPL AIR PHOTOS
FOR
NATURAL RESOURCES CANADA

The Articles contained in this document are mandatory in their entirety, unless otherwise indicated. Acceptance of these Articles, in their entirety, as they appear in this document, is a Mandatory requirement of the RFP. Suppliers submitting a proposal containing statements implying that their proposal is conditional on modification of these clauses or containing terms and conditions that purport to supersede these clauses or derogate from them will be considered non-responsive.

Bidders with concerns regarding the provisions of the Bid Solicitation document (including the Resulting Contract Clauses) should raise such concerns in accordance with the Enquiries provision of this RFP.



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PART 1 – GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven (7) 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:** includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements:** includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses:** includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the following:

Annex “A” – Statement of Work

Annex “B” – Basis of Payment

1.2 Summary

By means of this RFP, NRCan is seeking proposals from Bidders to respond to requests from clients for reproduction services from the National Air Photo Library (NAPL) collection of aerial photography.

1.2.1 Security Requirement

There is no security requirement associated with this requirement.

1.2.2 Trade Agreements

The requirement is not subject to any of the International Trade Agreements based on the following exclusion:

Exclusion:

T – Communications, Photographic, Mapping, Printing and Publications Services

All Classes

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 fifteen (15) working days from receipt of the results of the bid solicitation process. The debriefings may be in writing, by telephone or in person.



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PART 2 – BIDDERS 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](#) issued by Public Works and Government Services Canada.

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

The **2003 (2017-04-27), Standard Instructions – Goods or Services – Competitive Requirements**, are incorporated by reference into and form part of the bid solicitation with the modifications to the text below. If there is a conflict between the provision of 2003 and this document, this document prevails.

In the complete text context (except Section 3):

DELETE: Public Works and Government Services Canada (PWGSC)

INSERT: Natural Resources Canada (NRCan)

At Section 2 – Procurement Business Number of 2003, are amended as follows:

DELETE: “Suppliers are required to”

INSERT: “It is suggested that suppliers”

At Section 5.4 – Submission of Bids of 2003, are amended as follows:

DELETE: 60 days

INSERT: 120 days

At Section 8.1 – Transmission by Facsimile of 2003, are amended as follows:

DELETE: 819-997-9776

INSERT: Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile. The only acceptable facsimile number for response to bid solicitation is the facsimile number identified in the bid solicitation.

At Section 20.2 – Further Information of 2003, are amended as follows:

DELETE: in its entirety

2.2 Submission of Bids

It is the Bidders responsibility to ensure that proposals are delivered to the following location, by the time and date indicated on page 1 of this RFP document:

Natural Resources Canada
Bid Receiving Unit – Loading Dock Access
588 Booth Street, Room 108
Ottawa, Ontario K1A 0Y7
Attention: **Valerie Holmes**

It is requested that the Bidder’s name, return address, Request for Proposal Number, and Bid Closing Date appear legibly on the outside of the envelope containing the Bidder’s proposal. Failure to do so may result in bids being misdirected. **NRCan will not assume responsibility for proposals directed to any other location.**

The onus is on the Bidder to ensure that the proposal is delivered to the location above. Not complying with the above instructions may result in NRCan’s inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, NRCan reserves the right to reject any proposal not complying with these instructions.



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2.1 Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to NRCan **will not** be accepted.

2.3 Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **seven (7)** 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.

2.4 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.

2.5 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.

2.6 Basis of Canada's Ownership of Intellectual Property

Natural Resources Canada (NRCan) has determined that any intellectual property rights arising from the performance of the Work under the resulting call-ups will belong to Canada, on the following grounds:

- The main purpose is to generate knowledge and information for public dissemination.



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PART 3 – BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

NRCan will accept your bids in one of the following formats:

HARD COPY:

Section I: Technical Bid – 1 copy

Section II: Financial Bid - 1 copy, **under separate cover**. Prices related to the current solicitation must appear in the financial bid only and are not to be indicated in any other section of the bid; prices referenced in the financial bid should not to be repeated in any other section of the bid.

Section III: Certifications – 1 copy

Natural Resources Canada encourages the use of recycled paper and **two-sided printing**. Reduction in the size of documents will contribute to Natural Resources Canada’s sustainable development initiatives and reduce waste.

OR:

In support of the Policy on Green Procurement, it is requested that bidders provide their bid as follows:

ELECTRONIC STORAGE MEDIA:

Since NRCan is working towards a greener environment by eliminating all hard copy file folders, we prefer to have all bids on a CD/DVD or USB. If you wish to submit in this format, please provide the following:

Section I: Technical Bid – 1 copy

NOTE: 1 CD/DVD/USB will contain: 1 Technical, sole Financial Bid, Certifications and signed first page (Original)

Section II: Financial Bid - 1 copy (**saved on same USB/DVD/CD but saved separately from technical proposal**).

Section III: Certifications – 1 copy (**saved on same USB/DVD/CD but saved separately from technical / financial proposal**)

Note: NRCan will accept either Hard copy or Electronic Storage Media submitted bids. However, it is NRCan’s preference that you submit using Electronic Storage Media in order to adhere to our green initiative.

NOTE: WHEN SUBMITTING A BID TO THIS SOLICITATION AND YOU USE A COURIER SERVICE, YOU ARE ADVISED TO WRITE THE BID SOLICITATION NUMBER, CLOSING DATE AND TIME ON THE FRONT OF THE COURIER PACKAGE; NOT JUST ON THE ENVELOPES WITHIN THE COURIER PACKAGE IN ORDER TO AVOID ANY UNCERTAINTY FROM OUR BID RECEIPT UNIT WHEN RECEIVING BIDS WITHOUT ANY INDICATION WHAT THEY ARE FOR.

No payment shall be made for costs incurred by the Bidder in the preparation and submission of a proposal in response to this RFP.

To assist Canada in reaching its objectives, bidders are encouraged to:

- i. use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and



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- ii. 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.
- iii. use a numbering system that corresponds to the bid solicitation.

1. 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 must demonstrate their capability and describe their approach in a thorough, concise and clear manner for successfully carrying out the work as described in the Annex "A" – Statement of 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 and may result in a loss of points. 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.

2. Page 1 of the RFP Document

It is mandatory that all bidders sign their submitted proposal. It is requested that all bidders complete, sign and date Page 1 of this RFP (including the name of the submitting organization, the name of the authorized signing person, appropriate addresses, telephone and facsimile numbers and business contact) when submitting their proposal. As the signature indicates a clear acceptance of the terms and conditions set out in the RFP, it is the Bidder's responsibility to ensure that the signatory has the authority within its organization to commit the Bidder by making such a contractual offer.

As per article 1 of Part 2, the Bidder hereby agrees, by submitting his/her proposal in response to this RFP, to all the instructions, terms, conditions and clauses detailed herein.

3. Section II: Financial Bid

Bidders must submit their financial bid in accordance with Annex "B"- Basis of Payment at the pre-determined rates provided. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

All bids are evaluated in Canadian currency. Therefore, for evaluation purposes, the noon rate quoted by the Bank of Canada as being in effect on date of bid closing will be applied as the initial conversion factor for the specified currency.

Canada will pay the exchange rate adjustment amount in Canadian currency using the prevailing noon rate on the date of payment by Canada.

3.1 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

4. Section III: Certifications

Bidders must submit the certifications as per Part 5.



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PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Mandatory and Point Rated technical evaluation criteria are included in Appendix 1 to Part 4 – Evaluation Procedures and Basis of Selection

4.2 Basis of Selection

Highest Combined Rating of Technical Merit and Price

The responsive (compliant) Bidder with the highest combined rating of technical merit (70%) and price (30%) will be recommended for award of a contract. See the following example table below.

Example of 70% Technical Merit and 30% Price Determination			
	Bidder 1	Bidder 2	Bidder 3
Technical Points Achieved by Bidder	88	82	76
Price Quoted by Bidder	\$85,000	\$80,000	\$75,000
CALCULATIONS			
	Technical Points Achieved	Rated Price Points Achieved	Total Points Achieved
Bidder 1	$\frac{88}{88} \times 70 = 70.00$	$\frac{75}{80} \times 30 = 26.47$	96.47
Bidder 2	$\frac{82}{88} \times 70 = 65.22$	$\frac{75}{80} \times 30 = 28.13$	93.35
Bidder 3	$\frac{76}{88} \times 70 = 60.45$	$\frac{75}{75} \times 30 = 30.00$	90.45
*	Represents the highest technical score		
**	Represents the lowest priced proposal		

Assumption: Three responsive (compliant) bids have been received. The maximum technical score that can be obtained is 100 points. The highest technical score and lowest bid price receive full rated percentage and other proposals are pro-rated accordingly.

The winner is the Bidder scoring the highest Total Points as a result of applying the Best Value Calculations to the technical bid and the bid price respectively. Based on the above calculations a contract would be awarded to Bidder 1.



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PART 5 – CERTIFICATIONS

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, will declare a Contractor in default if any certifications 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 Declaration of Convicted Offences

In accordance with the [Ineligibility and Suspension Policy](#), the Bidders must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.2 Certifications and Additional Information Precedent at Contract Award

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 – List of Names

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

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder or, in the case of a private company, the owners of the company.
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).
- Bidders bidding as partnerships do not need to provide lists of names.

Name of Bidder: _____

OR

Name of each member of the joint venture:

- Member 1: _____
- Member 2: _____
- Member 3: _____
- Member 4: _____

Identification of the administrators/owners:



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SURNAME	NAME	TITLE

5.2.2 Status and Available of Resources

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

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

5.2.3 Education and Experience

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

5.2.4 Rate or Price Certification

The Bidder certifies that the price proposed is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both.

5.2.5 Former Public Servant

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



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DEFINITIONS:

For the purposes of this clause, "**former public servant**" means a 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 and includes:

- (a) An individual;
- (b) An individual who has incorporated;
- (c) A partnership made up of former public servants; or
- (d) 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 Public Service.

"**Pension**" means, in the context of the fee abatement formula, 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 (FPS) in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? **YES () NO ()**

If so, the Bidder must provide the following information:

- (a) Name of former public servant: _____
- (b) Date of termination of employment or retirement from the Public Service. _____

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?
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: _____
Number of weeks: _____
- (g) Number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

Contract Number:

Contract Amount:



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For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

5.2.6 *Aboriginal Designation*

Who is eligible?

a) An Aboriginal business, which can be:

- i. a band as defined by the Indian Act
- ii. a sole proprietorship
- iii. a limited company
- iv. a co-operative
- v. a partnership
- vi. a not-for-profit organization

in which Aboriginal persons have at least 51 percent ownership and control,

OR

b. A joint venture consisting of two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business(es), provided that the Aboriginal business(es) has at least 51 percent ownership and control of the joint venture.

When an Aboriginal business has six or more full-time employees at the date of submitting the bid, at least thirty-three percent of them must be Aboriginal persons, and this ratio must be maintained throughout the duration of the contract.

The bidder must certify in its submitted bid that it is an Aboriginal business or a joint venture constituted as described above.

- Our Company is NOT an Aboriginal Firm, as identified above.
- Our Company is an Aboriginal Firm, as identified above. The supplier must complete the certificate in the appropriate clause below.

SACC Manual clauses [A3000T](#), [A3001T](#), [M3030T](#), [M9030T](#), [S3035T](#) and [S3036T](#) contain a certification that suppliers must complete and submit with their bid/offer/arrangement. Failure by suppliers to submit this completed certification form with their bids/offers/arrangements may render the bid/offer/arrangement non-responsive.

Signature of Authorized Representative

Date



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PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

There is no security requirement associated with this requirement.

6.2 Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.



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PART 7 – RESULTING CONTRACT CLAUSES

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

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex “A” and the Contractor's technical bid dated _____. (*to be completed at contract award*)

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.

2.1 General Conditions

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

As applicable, replace references to Public Works and Government Services Canada (PWGSC) with Natural Resources Canada (NRCan).

3. Dispute Resolution

Mediation

If a dispute arising from this contract cannot be settled amicably through negotiation, then the parties agree in good faith to submit the dispute to mediation as administered by the Arbitration and Mediation Institute of Canada Inc. (AMIC). The parties acknowledge receipt of the rules of AMIC. The cost of mediation shall be borne equally by the parties.

Arbitration

If the parties cannot resolve the dispute through mediation within sixty (60) days, the parties agree to submit the dispute to arbitration pursuant to the Commercial Arbitration Act (Canada). The party requesting such arbitration shall do so by written notice to the other party/parties. The cost of the arbitration and fees of the arbitrator shall be borne equally by the parties. The arbitration shall take place in the city where the contractor carries on business before a single arbitrator to be chosen jointly by the parties. If the parties cannot agree on the choice of arbitrator within thirty (30) days of written notice to submit the dispute to arbitration, each party will choose a representative who will select the arbitrator.

The parties may determine the procedure to be followed by the arbitrator in conducting the proceedings, or may ask the arbitrator to do so. The arbitrator shall issue a written award within thirty (30) days of hearing the parties. The award may be entered in any court having jurisdiction and enforced as a judgment of that court.

Meaning of “Dispute”

The parties agree that the word "dispute" in this clause refers to a dispute of fact or of law, other than a dispute of public law.

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request or consent of the parties to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution



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process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

4. Security Requirements

There is no security requirement applicable to this Contract.

5. Term of Contract

5.1 *Period of the Contract*

The period of the contract shall be from date of award to **March 31, 2019**.

6. Authorities

6.1 *Contracting Authority*

The Contracting Authority for the Contract is:

Name: **Valerie Holmes**
Title: Procurement Specialist
Organization: Natural Resources Canada
Address: 580 Booth Street, 5th Floor, Room 5-D4-2
Ottawa, Ontario, K1A 0E4
Telephone: (343) 292-8371
Facsimile: (613) 947-5477
E-mail address: Valerie.holmes@canada.ca

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

6.2 *Project Authority (to be provided at contract award)*

The Project Authority for the Contract is:

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

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



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6.3 Contractor's Representative

Name:
Title:
Tel:
Fax:
Email:

7. 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.

8. Payment

8.1 Basis of Payment – Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex “B” – Basis of Payment for a cost of \$ _____ (inserted at time of contract award). Customs duties are included and Applicable Taxes are extra.

8.2 Method of Payment

Monthly Payments

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.

9. Invoicing Instructions

Invoices shall be submitted using **one of the following methods:**

<p><u>E-mail:</u></p> <p>NRCan.invoice_imaging-service_dimagerie_des_factures.RNCan@canada.ca</p> <p>Note: Attach “PDF” file. No other formats will be accepted</p>	OR	<p><u>Fax:</u></p> <p>Local NCR region: 613-947-0987 Toll-free: 1-877-947-0987</p> <p>Note: Use highest quality settings available.</p>
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Please do not submit invoices using more than one method as this will not expedite payment.

Invoices and all documents relating to a contract must be submitted on the Contractor’s own form and shall bear the following reference numbers: Contract number: _____ (provided at time of contract award)



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Invoicing Instructions to suppliers: <http://www.nrcan.gc.ca/procurement/3485>

10. Certifications

10.1 Compliance

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

11. Applicable Laws

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

12. 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 contained herein;
- c) the general conditions **2035 (2016-04-04), Higher Complexity – Services**
- d) Annex "A", Statement of Work;
- e) Annex "B", Basis of Payment;
- f) the Contractor's bid dated _____

13. Foreign Nationals (Canadian Contractor OR Foreign Contractor)

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

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

14. Contract Administration

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



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ANNEX “A” – STATEMENT OF WORK

SW1 Title

Photographic Reproduction Services for the National Air Photo Library (NAPL)

SW2 Background

The NAPL, a unit of Natural Resources Canada functions as a national archive, a record centre and an order bureau.

The NAPL’s archival collection of aerial photographs dates from the 1920’s to today. The film archives store over thirty (30) thousand unique rolls of film in climate-controlled conditions. Temperatures between 17° and 20° Celsius (61°F and 68°F) and a relative humidity between 40% and 50% are maintained at all times. If a roll of film is lost or damaged, it is irreplaceable, as only one (1) copy exists.

The service contract is required to respond to request from all clients for reproduction services from the NAPL’s collection of aerial photography.

SW3 Project Requirement

SW3.1 Tasks, Deliverables, Milestones and Schedule

The following tasks shall be performed by the Contractor:

Task A – Production of photo print copies of NAPL aerial photos from negative films using photographic techniques (analog, non-digital):

The Contractor is responsible to pick up the rolls of film (each roll may contain up to 500 negatives attached together on same roll) at the NAPL archives, located at 2464 Sheffield Road, Ottawa, Ontario, to temporarily store the rolls in a climate controlled environment, return the rolls to the archives and to provide photographic reproduction services from the original aerial photographic roll negatives. The typical sized of the aerial negatives are:

- 25cm x 25cm with possible variations up to +/- 0.5 cm;
- 19cm x 24cm with possible variations up to +/- 1.0 cm;
- 70mm format microfilm (reduced from the original 19cm x 24cm format)

The products requested are the following:

- A1 Contact prints from the aerial photographic negatives (printed on photo paper);
- A2 Contact transparencies from the aerial photographic negatives;
- A3 Contact film positives from the aerial photographic negatives;
- A4 Print enlargements (in dimensions ranging from 15.4cm x 25.4cm to 102cm x 102cm) and reductions from the aerial photographic negatives;
- A5 Copy negatives from reflection copy
- A6 Direct duplicate film negatives from aerial photographic negatives.

Note: Most of the requested products are contact prints on photo paper (Point A1)

NRCan will not accept a contact print photo from a scanned negative for Task A

Task B – Production of photo quality prints of NAPL aerial photos using digital printing techniques



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Task B1 – Production of photo quality prints of NAPL aerial photos from digital copies produced by the Contractor by scanning NAPL negative film.

The Contractor is responsible to pick up the rolls of film (each rolls may contain up to 500 negatives attached together on a same roll) at the NAPL archives, located at 2464 Sheffield Road, Ottawa, Ontario, to temporarily store the rolls in a climate control environment, to produce the requested products and return the rolls to NAPL. The present task (Task B1) will involve the NAPL 70mm microfilm collection.

There are two (2) requested products for each film frame:

1 – The scanned digital film at a resolution of 2400 DPI for the 70mm negative films

2 – The digital printed copy photo quality (see technical specification in the next section)

Task B2 – Production of photo quality prints of NAPL aerial photos from digital copies provided by NAPL (no need to scan the film as the digital file exists).

The requested product for this task is **the digital printed copy** on a photo quality paper (see technical specifications in the next section).

SW4 General Specifications

Procedures for Transportation and Storage, Pick-up and Delivery of the Rolls:

The rolls of film must be picked-up from the NAPL Archives in Ottawa, Ontario located at 2464 Sheffield Road on a daily basis (or at a frequency agreed between both parties depending on the work volume) upon receiving an order and must be transported directly to the contractor's location in an air conditioned environment. Each roll of film weighs an average of 6 pounds.

NAPL will not accept the transfer of the rolls of film by Canada Post or any courier services.

The following procedures are required to perform the work as outlined in the product specifications and must be maintained for the duration of the contract:

The Film Vault custodian (NAPL) will prepare and inspect all the rolls required to complete the order to ensure that all of the rolls are properly accounted for.

At pick up time, before signing for the rolls, the Contractor shall check the rolls to ensure that they correspond to the roll numbers listed on the loan form.

The rolls of film and contact prints must be returned directly to the NAPL Archives in Ottawa, Ontario located at 2464 Sheffield Road in an air-conditioned environment. The Film Vault custodian will re-inspect the rolls of film and ensure that the correct contact prints and quantities are received.

The contractor will take extra care in the roll of films negatives, as the NAPL's archival collection of aerial photographs dates from the 1920's to 2009 is an historical material and cannot be replaced. **Therefore any damage to the roll of films negatives must be reported in writing by both parties at this time of exchange.**

The Contractor must be able to provide a turnaround time of five (5) days for regular order and two (2) days for rush orders.



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Temporary Storage of the Film Rolls:

The Contractor must maintain proper conditions regarding temperature and relative humidity, so as to ensure the dimensional stability of the reproduction materials. The temperature shall be between 17 and 20 Celsius (61-68 degrees Fahrenheit) and a relative humidity shall be between 40% - 50%.

Equipment:

The contractor must possess all the necessary equipment in order to complete any tasks based on all the product specifications, and provide a list of said equipment.

Sub-Contractors:

The NAPL will not accept sub-contractors.

SW5 Product Specifications

A1 Specifications for Producing Monochromatic Photographic Contact Imagery (Prints) from Aerial Negatives

Introduction:

Monochromatic contact prints are 1:1 reproduction from aerial photographic negatives in any of the sizes mentioned under Tasks. All efforts are to be made in order to replicate, within the same intermediate contrast and density range of the original, the diffuse highlights and the detailed shadow area of the individual negatives.

The objective is to ensure there are uniform standards; to minimize the remakes due to inconsistent quality; and to avoid misinterpretation of instructions.

Any changes to these procedures shall be approved in writing by the Technical Authority and the Contracting Authority before they are implemented.

A1.1 To ensure consistent results, all monochromatic contact prints shall:

- Be processed to establish manufacturing specifications and standards employing chemical replenishment capabilities;
- Utilize same manufacturer's substrates throughout each job as tone is often an important consideration.

A1.2 Each batch of work supplied to the contractor shall be returned within five (5) working days for regular orders and two (2) days for rush orders.

A1.3 All monochromatic contact prints shall be made on an automatic printer with electronic dodging capabilities.

A1.4 Proper electronic calibration and settings specified by manufacturer of the printer shall be adhered to, in order to ensure proper dodging and to prevent halo effects.

A1.5 In order to ensure that the proper contact is made between the negative and the sensitized material (photographic paper), the platen, or air bag, shall have an eight (8) to twelve- (12) pound pull. Pull being the amount of pressure required to close the latch on the lid of the printer.

A1.6 The photographic paper shall meet the ISO standard 6846.

A1.7 The surface of the photographic paper shall be semi-matte, and be such that it can be written on with a pencil or ballpoint pen unless otherwise specified.



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- A1.8 The photographic paper shall be medium weight (thickness: 0.211 to 0.282 millimeters) unless otherwise specified in the order. The produced photographic contact copies MUST be flat (i.e., not rolled, bent and/or wavy). Therefore, the photos must be produced from flat photo paper sheets and CANNOT be produced from photo paper rolls.
- A1.9 The size of the photographic paper shall be 10" x 10" (25.4 x 25.4cm) unless otherwise specified in the order.
- A1.10 Specific instructions ,such as delivery requirements will be outlined in each order.
- A1.11 The photographic paper shall have resin coated (RC) base.
- A1.12 The negative shall be masked in such a way that 100% of the image area shows in the print.
- A1.13 The prints shall be free of dust marks, scratches, fingerprints, etc.
- A1.14 The prints shall be of archival quality; therefore, residual hypo shall be kept within the permitted limits as described by the Kodak HT-2 test (or equivalent).
- A1.15 Prints shall be reproduced to a density range of densities varying between a minimum value (DMIN) and a maximum value (DMAX) that are one unit apart or more ($DMAX - DMIN \geq 1$ and DMIN shall be close to, but above the density value corresponding to base plus fog. All efforts shall be made to achieve the density range. If not possible, a note shall be attached to the product stating reasons for non-compliance.
- A1.16 Completed work shall be sorted according to the manner in which they are listed on the order.

A2 *Specifications for Producing Monochromatic Photographic Contact Imagery (Transparencies) from Aerial Negatives*

Introduction

Monochromatic contact transparencies are a 1:1 reproduction from 25.4cm aerial photographic negatives. All efforts must be made in order to replicate, within the same intermediate contrast and density range of the original, the diffuse highlights and the detailed shadow area of the individual negatives.

The objective is to ensure that there are uniform standards; to minimize remakes due to inconsistent quality; and to avoid misinterpretation of instructions.

Any changes to these procedures shall be approved in writing by the Technical Authority and the Contracting Authority before they are implemented.

- A2.1 To ensure consistent results all contact transparencies shall:
- Be processed to established manufacturing specifications and standards employing chemical replenishment capabilities;
 - Utilize same manufacturer's substrates throughout each job as tone and base stability are important considerations.
- A2.2 Each batch or work supplied to the Contractor shall be returned within five (5) working days for regular and two (2) working days for rush orders.
- A2.3 All contact transparencies shall be made on an automatic printer with electronic dodging capabilities.
- A2.4 Proper electronic calibration and setting specified by manufacturer of printer shall be adhered to in order to ensure proper dodging and to prevent halo effects.



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- A2.5 In order to ensure that the proper contact is made between the negative and the sensitized material (photographic film), the platen, or air bag, shall have an eight (8) to twelve (12) pound pull. Pull being the amount of pressure required to close the latch on the lid of the printer.
- A2.6 The photographic film shall be a high-resolution blue sensitive emulsion coated on .18mm estar clear gel backing.
- A2.7 The size of the photographic film shall be 25.4x25.4cm (10"x10") unless otherwise specified in the order.
- A2.8 Specific instructions such as delivery requirements will be outlined in each order.
- A2.9 The negative shall be masked in such a way that 100% of the image area shows in the transparency.
- A2.10 The transparencies shall be free of dust marks, scratches, fingerprints, etc.
- A2.11 Completed work shall be sorted according to the manner in which they are listed on the order.
- A2.12 The prints shall be of archival quality; therefore, residual hypo shall be kept within the permitted limits as described by the Kodak HT-2 test (or equivalent).
- A2.13 Transparencies shall be reproduced to a range of densities varying between a minimum value (DMIN) and a maximum value (DMAX) that are never less than one unit apart ($DMAX - DMIN \geq 1$) and never more than two units apart ($DMAX - DMIN \leq 2$). All efforts shall be made to achieve the density range. If not possible, a note shall be attached to the product stating reasons for non-compliance.

A3 *Specifications for Producing Monochromatic Photographic Contact Film Positives Imagery from Aerial Negatives*

Introduction

Contact film positives are primarily required for checking new aerial photography during acceptance testing, testing photogrammetric procedures or for mapping where corrects are made at the plotting stage rather than at the film positive stage. These film positives shall reproduce the exact geometry of the aerial negative and are known also under the name of "uncorrected film positive copies". Absolute contact between the film positive material and the negative is essential, as any trapped air between the surface causes measurable distortion in the photogrammetric process. All efforts must be made in order to replicate, within the same intermediate contrast and density range of the original, the diffuse highlights and the detailed shadow area of the individual negatives.

Any changes to the following procedures shall be approved in writing by the Technical Authority and the Contracting Authority before they are implemented.

- A3.1 To ensure consistent results, all contact film positives shall:
- Be processed to established manufacturing specifications and standards employing chemical replenishments capabilities.
 - Utilize the same manufacturer's substrates throughout each job as tone and base stability are important considerations.
- A3.2 Each batch of work supplied to the Contractor shall be returned within five (5) working days for regular orders and two (2) working days for rush orders.
- A3.3 All contact film positives shall be made on an automatic printer with electronic dodging capabilities.
- A3.4 Proper electronic calibration and setting specified by manufacturer of printer shall be adhered to in order to ensure proper dodging and to prevent halo effects.



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- A3.5 The size of the photographic film shall be a minimum of 24.1x24.1cm (9 ½" x 9 ½") and/or greater to include all of the image in full and also include the fiducial marks and other information present on the surround of the photo, unless otherwise specified in the order.
- A3.6 Detail instructions will be outlined on each order.
- A3.7 The film positives shall be free of dust marks, scratches, fingerprints, etc.
- A3.8 The film positive material shall be stable-base .18mm film.
- A3.9 Contact between the film surfaces shall be emulsion to emulsion.
- A3.10 Masking, if required shall be on the underside of the register glass.
- A3.11 A 10"x10" ¼" glass plate shall be used over the film positive material to ensure positive contact with the negative when the pressure bag is lowered. Bag pressure shall be adjusted to accommodate glass plate thickness.
- A3.12 A time delay of three (3) to six (6) seconds shall elapse between closing the printer lid and the exposure to allow any trapped air to escape.
- A3.13 Minimum film positive density shall not be less than 0.2 above Base + fog.
- A3.14 Contact film positives shall be reproduced to a range of densities varying between a minimum value (DMIN) and a maximum value (DMAX) that are never less than one unit apart ($DMAX - DMIN \geq 1$) and never more than two units apart ($DMAX - DMIN \leq 2$). All efforts shall be made to achieve the density range. If not possible, a note shall be attached to the product stating reasons for non-compliance.
- A3.15 Completed work shall be sorted according to the manner in which they are listed on the order.
- A3.16 The film positive shall be of archival quality; therefore, residual hypo shall be kept within the permitted limits as described by the Kodak HT-2 test (or equivalent).

A4 *Specifications for Producing Monochromatic Photographic Print Enlargements and Reductions from Aerial Negatives*

Introduction

Monochrome enlargements and reductions are photographic images, which deviate from the 1:1 reproduction format.

The objective is to ensure that there are uniform standards; to minimize the remakes due to inconsistent quality; and to avoid misinterpretation of instructions.

- A4.1 To ensure consistent results, all monochromatic enlargements and reductions shall:
- Be processed to established manufacturing specifications and standards employing chemical replenishment capabilities.
 - Utilize same manufacturer's substrates throughout each job as tone is often an important consideration.
- A4.2 Each batch of work supplied to the Contractor shall be returned within five (5) working days for regular orders and two (2) working days for rush orders.
- A4.3 Scale accuracy shall be within 0.1 of the requested factor (Example: on a request for 2.5 times 2.4 or 2.6 is considered acceptable).
- A4.4 All enlargements and reductions shall be made on a ridged free-standing enlarger either vertical or horizontal with a negative carrier format size of 10"x10".



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- A4.5 The negative carrier shall have an upper and lower glass platen to assure maximum negative flatness.
- A4.6 The photographic paper shall have resin coated (RC) base.
- A4.7 The photographic paper shall meet the ISO standard 6846.
- A4.8 The surface of the photographic paper shall be semi-matte, and be such that it can be written on with a pencil or ballpoint pen.
- A4.9 The photographic paper shall be of medium weight (thickness: 0.211 to 0.282mm) unless otherwise specified on the order.
- A4.10 The size of the photographic paper shall be as required to complete work requested on the order.
- A4.11 Specific instructions such as delivery requirements will be outlined on each order.
- A4.12 The negative shall be masked in such a way that 100% of the image area is shown on the print.
- A4.13 The prints shall be free of dust marks, scratches, fingerprints, etc.
- A4.14 Completed work shall be sorted according to the manner in which they are listed on the order.
- A4.15 The prints shall be of archival quality; therefore residual hypo shall be kept within the permitted limits as described by the Kodak HT-2 test (or equivalent).
- A4.16 Enlargements shall be produced to a range of densities varying between a minimum value (DMIN) and a maximum value (DMAX) that are never less than 0.7 apart ($DMAX - DMIN \geq 0.7$) and never more than 1.2 apart ($DMAX - DMIN \leq 1.2$). Material contrast grade and/or development (processing) procedures shall be used to achieve the density range. If not possible, a note shall be attached to the product stating reasons for non-compliance.

A5 *Specifications for Producing Monochromatic Copy Negatives from Reflection Copy*

Introduction

A copy negative is generated from a reflection photographic print by evenly illuminating the original print and photographing with a process camera. It is a procedure that shall be carried out with care if high quality results are to be obtained.

The film and developer type shall be selected to maintain adequate without extreme highlight contrast since the highlight tones will be placed in the toe of the printing papers characteristic curve, causing further compression of tone. The camera lens, possessing flat field focus capabilities, shall exceed the diagonal of the reflection copy to avoid unwanted distortions and fall off.

The objective is to ensure that there are uniform standards; to minimize remakes due to inconsistent quality; and to avoid misinterpretations of instructions.

Any changes to these procedures shall be approved in writing by the Technical Authority and the Contracting Authority before they are implemented.

- A5.1 To ensure consistent results, all copy negatives shall:
- Be processed to establish manufacturing specifications and standards employing chemical replenishment capabilities.
 - Utilize same manufacturer's substrates throughout each job as tone and base stability are importation considerations.



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- A5.2 Each batch of work supplied to the Contractor shall be returned within five (5) working days for regular orders and two (2) working days for rush orders.
- A5.3 Scale accuracy shall be 1:1 format unless otherwise requested.
- A5.4 All copy negatives shall be made on a rigid free-standing process camera either vertical or horizontal with a negative chase capable of handling 11x14 format film.
- A5.5 The chase shall possess vacuum capabilities to ensure negative flatness, thus ensuring optimum resolution.
- A5.6 The size of the photographic film shall be as required to complete the work requested in the order.
- A5.7 Specific instructions such as delivery requirement will be outlined on each order.
- A5.8 The copy negatives shall be masked in such a way that 100% of the image area shows.
- A5.9 The copy negatives shall be free of dust marks, scratches, fingerprints, etc.
- A5.10 Completed work shall be sorted according to the manner in which they are listed on the order.
- A5.11 The prints shall be of archival quality; therefore residual hypo shall be kept within the permitted limits as described by the Kodak HT-2 test (or equivalent).
- A5.12 The density range of the copy negatives shall vary between a minimum value (DMIN) and a maximum value (DMAX) that are one unit apart ($DMAX - DMIN \geq 1$) with a tolerance of 10% (it can be expressed also as $0.9 \leq DMAX - DMIN \leq 1.1$).

A6 *Specifications for Producing Monochromatic Direct Duplicate Film Negatives from Aerial Negatives*

Introduction

Monochromatic duplicate film negatives are a 1:1 direct reproduction from aerial negatives. It is imperative that they replicate, within the same intermediate contrast and density range of the original, the diffuse highlights and the detailed shadow area of the individual negatives.

The objective is to ensure that there are uniform standards; to minimize remakes due to inconsistent quality; and to avoid misinterpretation of instructions.

Any changes to these procedures shall be approved in writing by the Technical Authority and the Contracting Authority before they are implemented.

- A6.1 To ensure consistent results all contact direct duplicates shall:
 - Be processed to establish manufacturing specifications and standards employing chemical replenishment capabilities.
 - Utilize same manufacturer's substrates throughout each job as tone and base stability are important considerations.
- A6.2 Each batch of work supplied to the Contractor shall be returned within five (5) working days for regular orders and two (2) working days for rush orders.
- A6.3 In order to ensure that the proper contact is made between the negative and the sensitized material (photographic film), the platen, or air bag, shall have an eight (8) to twelve (12) pound pull. Pull being the amount of pressure required to close the latch on the lid of the printer.
- A6.4 The size of the photographic film shall be as required to complete the work specified.



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- A6.5 Specific instructions such as delivery requirements will be outlined on each call-up.
- A6.6 The negative shall be masked in such a way that 100% of the image area shows in the direct duplicates.
- A6.7 The direct duplicates shall be free of dust marks, scratches, fingerprints, etc.
- A6.8 Completed work shall be sorted according to the manner in which they are listed on the order.
- A6.9 The direct duplicate negatives shall be of archival quality; therefore, residual hypo shall be kept within the permitted limits as described by the Kodak HT-2 test (or equivalent).
- A6.10 The direct duplicate negatives shall be reproduced to a range of densities varying between a minimum value (DMIN) and a maximum value (DMAX) that are never less than one unit apart ($DMAX - DMIN \geq 1$) and never more than two units apart ($DMAX - DMIN \leq 2$). All efforts shall be made to achieve the density range. If not possible, a note shall be attached to the product stating reasons for non-compliance.

A7 *Specifications for Producing of Photo Quality Prints of NAPL Aerial Photos Using Digital Techniques*

Introduction

In some occasions, the Contractor will be asked to produce photo quality prints of NAPL aerial photos using digital techniques. Most of the request will involve the NAPL 70mm microfilm collection. The images will be enlarged up to the original size of about 9" by 7".

The objective is to ensure that there are uniform standards; to minimize remakes due to inconsistent quality; and to avoid misinterpretation of instructions.

Any changes to these procedures shall be approved in writing by the Technical Authority and the Contracting Authority before they are implemented.

- A7.1 To ensure consistent results, all monochromatic prints shall be processed to established manufacturing specifications of the used scanner(s) and digital printer(s) and standard quality control procedures.
- A7.2 Each batch of work supplied to the Contractor shall be returned within five (5) working days for regular orders and two (2) working days for rush orders.
- A7.3 All film rolls are handled with care, wearing gloves when necessary, to avoid leaving fingerprints and/or damaging the materials. The film rolls are manually unrolled to the appropriate image.
- A7.4 The produced digital images will go through a quality check by the scanning personal to ensure the scanned reproductions are free of any artifacts including but not limited to scratches, dirt/dust, and fingerprints.
- A7.5 The produced digital images will be saved in an uncompressed TIFF format and will be delivered using the NAPL/NRCan FTP site or by any other method following a common agreement of the parties (example: on virus free portable memory devices).
- A7.6 To ensure the best possible quality and consistent results, the production of the digital files and prints shall follow the following guidelines:
 - a) For the scanning of NAPL negative films and the production of digital files (Task B1), the Contractor must use a high quality scanner such as the Epson Expression 11000 or an equivalent product. The scanner must be verified, tested and



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calibrated on a regular basis. At the beginning of each working day, the scanner must be inspected and cleaned in order to ensure high quality reproductions and to avoid any damage to the original materials.

- b) Scanning parameters and histogram adjustment shall be performed or at least verified for each scanned frame, to ensure all scanned reproductions are of high quality. All details visible on the negative film and all existing gray level variation must be present on the produced digital film. The scanning resolution for the 70mm films must be 2400 DPI.
- c) For the production of digital prints (Task B1 and/or Task B2), the Contractor must use high quality digital photo printer capable of a resolution of 1200 by 1200 dpi. The digital prints must be similar to the “photographic contact prints” – See Section SW5 – Product Specifications. All requirements regarding paper quality and specifications described on paragraphs A1.6 to A1.16 must be followed for the digital prints produced for Tasks B1 and B2.
- d) Limited digital enhancement (such as contrast improvement) is permitted for a better visual quality of the printed image. However, no grey level variations and no image fine details should be compromise in the process.
- e) The size of the printed image should be identical to the size of the original aerial photo.

A7.7 The printed images will be delivered using the same method as for the photographic contact prints at one of the two NAPL locations on Booth Street or on Sheffield Road, following a common agreement.

SW6 Method and Source of Acceptance

All deliverables and services rendered under any contract are subject to inspection by the Project Authority. The Project Authority shall have the right to reject any deliverables that are not considered satisfactory, or require their correction before payment will be authorized.

SW7 Other Terms and Conditions of the SOW

SW7.1 Contractor’s Obligations

In addition to the obligations detailed in this SOW, the Contractor shall:

- Keep all documents and proprietary information confidential;
- Return all materials belong to NRCan upon completion of the call-up;
- Maintain all documentation in a secure area

SW7.2 NRCan’s Obligations

In addition to the NRCan obligations detailed in this SOW, NRCan shall:

- Access to a departmental representative
- Provide comments on reproductions, as necessary
- Provide other assistance or support.



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ANNEX “B” – BASIS OF PAYMENT

1. Firm Prices

Rates are requested to be firm (in Canadian funds), with Customs duties included and applicable taxes extra.

Product Description	Usage (%)	Cost
Monochromatic Photographic Contact Prints from Aerial Negatives:		
Contact Print – monochrome	84%	\$
Contact Print – min 15/roll – monochrome (discounted rate)		\$
Contact Print – from a 70mm roll of film – monochrome		\$
Total (A):		\$
Monochromatic Photographic Contact Transparencies from Aerial Negatives		
Contact Transparencies – monochrome	2%	\$
Contact Transparencies – colour negative original		\$
Contact Transparencies – colour positive original		\$
Total (B):		\$
Monochromatic Photographic Contact Uncorrected Film Positive Imagery		
Photogrammetric diapositive – uncorrected – monochrome	2%	\$
Total (C):		\$
Monochromatic Photographic Print Enlargements and Reductions from Aerial Photographs		
Enlargement – 25cm or 10” – monochrome	8%	\$
Enlargement – 38cm or 15” – monochrome		\$
Enlargement – 50cm or 20” – monochrome		\$
Enlargement – 76cm or 30” – monochrome		\$
Enlargement – 101cm or 40” – monochrome		\$
Enlargement – 101x152cm or 40x46” – monochrome		\$
Transparency enlargements – 25cm or 10” – monochrome		\$
Transparency enlargements – 70mm – 18x23cm or 7x9” - monochrome		\$
Transparency enlargements – 38cm or 15” – monochrome		\$
Transparency enlargements – 50cm or 20” – monochrome		\$
Transparency enlargements – 76cm or 30” – monochrome		\$
Transparency enlargements – 101cm or 40” – monochrome		\$
Total (D):		\$
Monochromatic Copy Negatives from Reflection Copy		
Copy negative generated from a reflection photographic print	2%	\$
Total (E):		\$
Monochromatic Direct Duplicate Negatives from Aerial Negatives		
Negative duplication, monochrome - 25cm	2%	\$
Negative duplication, monochrome - from colour 25cm		\$
Total (F):		\$

Total Cost:

Total (A) + (B) + (C) + (D) + (E) + (F) = \$ _____

The above values are for financial proposal evaluation purposes only. It is only an approximation of the requirements and is not to be considered as a contract guarantee. Usages are provided as estimates only, and must not be construed as a commitment by NRCan to respect those estimated in any resulting contract.