



**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**

Electrical & Electronics Products Division  
11 Laurier St./11, rue Laurier  
7B3, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> Audio visual services	
<b>Solicitation No. - N° de l'invitation</b> EH713-190073/A	<b>Date</b> 2018-04-17
<b>Client Reference No. - N° de référence du client</b> 20190073	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HN-458-74741	
<b>File No. - N° de dossier</b> hn458.EH713-190073	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-05-03</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lee, Carlos	<b>Buyer Id - Id de l'acheteur</b> hn458
<b>Telephone No. - N° de téléphone</b> (819) 420-0336 ( )	<b>FAX No. - N° de FAX</b> (819) 953-4944
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST Gatineau Quebec K1A0S5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Audio visual services As detailed in Annex A - Statement of Work	EN414	EH713	1	LOT	\$XXXXXXXXXXXX	See Herein	

## **PART 1 - GENERAL INFORMATION**

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Annex D – Mandatory Requirements  
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## **List of Appendices:**

Appendix A - AV Equipment List & Estimate Pricing Sheet

## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with the requirement.

### **2. Statement of Work**

The contractor must provide the goods/services in accordance with the technical requirements as detailed in the Annex's listed herein.

#### **2.1 Duration of Contract**

The Conference will be held on May 14th – 15th, 2018 at the Hyatt Regency Hotel in Montreal, Quebec.

### **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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **4. Trade Agreements**

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

## PART 2 - BIDDER INSTRUCTIONS

### 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.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days  
Insert: ninety (90) calendar days

#### 1.1 SACC Manual Clauses

SACC Reference	Section	Date
A9033T	Financial Capability	2012-07-16

### 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.

### **3. 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

### **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.

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

### **1. Bid Preparation Instructions**

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

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

Section IV: Additional Information (1 hard 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 are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or 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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.



## **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

### **1.1 Exchange Rate Fluctuation Risk Mitigation**

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

## **Section III: Certifications**

### **1.2 Certifications**

Bidders must submit the certifications required under Part 5.

## **Section IV: Additional Information**

### **1.3 Additional Information**

#### **1.3.1 Contractor Representatives**

Name and telephone number of the person responsible for:

#### **General enquiries**

Name:

Telephone:

Facsimile:

E-mail:

#### **Delivery follow-up**

Name:

Telephone:

Facsimile:

E-mail:



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

### **1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will complete as applicable the mandatory and technical evaluations, including those that are point rated, by using the following process;

### **Evaluation Criteria**

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

#### **1.1 Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

The following Mandatory requirements **MUST** be submitted with the bid for evaluation

- Please provide all aspects as detailed in Annex D – Mandatory Requirements

##### **1.1.2 Point Rated Technical Criteria**

The Technical Offer will be evaluated and scored in accordance with Annex E – Point Rated Technical Evaluation Criteria and Scoring Grid.

Documentation should be submitted by the Bidder to demonstrate the applicable point rated technical criteria.

The technical proposals meeting:

- 1) the mandatory technical requirement and
- 2) a minimum of 80 points on the technical point rated criteria;

will then proceed to the Financial Evaluation.

## 1.2 Financial Evaluation

### 1.2.1 Mandatory Financial Criteria

The following **Mandatory** factors will be taken into consideration in the evaluation of each offer:

- The supplier must complete Appendix A - AV Equipment List & Estimate Pricing Sheet

Total Bid Price will be calculated as the sum of Appendix A.

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

- Compliance with the pricing requirements below
- Highest Overall Combined Rating Technical Merit (70%) and Bid Price (30%).

Criteria	Weighting	Available Points
Technical Point Rated Score	70%	107
Pricing	30%	30
TOTAL	100%	

**Example:** The combined rating technical merit (70%) and price (30%) will be calculated as shown.  
In this example bidder 2 has the highest combined rating.

Highest Overall Combined Rating Technical Merit (70%) and Price (30%)			
	Bidder 1	Bidder 2	Bidder 3
Technical Points (Maximum 107)	90	100	80
Total Bid Price	\$60,000	\$55,000	\$50,000
Result	Technical Points	Price Points	Total Points
Bidder 1	$(90/107) \times 70 = 58.88$	$*50,000/60,000 \times 30 = 25.00$	83.88
Bidder 2	$(100/107) \times 70 = 65.42$	$*50,000/55,000 \times 30 = 27.27$	92.69
Bidder 3	$(80/107) \times 70 = 52.34$	$*50,000/50,000 \times 30 = 30.00$	82.34

\*Represents the lowest priced responsive proposal.

## **2. Basis of Selection**

Highest Overall Combined Rating Technical Merit (70%) and Bid Price (30%)

To be declared responsive, a bid must:

- a) comply with all the requirements of the bid solicitation;
- b) meet all mandatory technical evaluation criteria; and
- c) obtain the required minimum points for the technical evaluation criteria which are subject to point rating

Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the highest overall combined rating will be recommended for award of a contract.

In the event that two or more bids attain the same highest overall combined rating, the bid which obtained the highest cumulative points for requirement R.4 - Experience and Expertise of the Bidder/Contractor as detailed in Annex E - Point Rated Technical Evaluation Criteria and Scoring Grid will become the top-ranked bidder.

## 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. 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 Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the Forms for the Integrity Regime 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 provided will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.



### 5.2.2 General Environmental Criteria Certification

The Bidder must select and complete one of the following two certification statements.

A) The Bidder certifies that the Bidder is registered or meets ISO 14001.

\_\_\_\_\_  
Bidders' Authorized Representative Signature

\_\_\_\_\_  
Date

**or**

B) The Bidder certifies that the Bidder meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below.

The Bidder must indicate which four (4) criteria, as a minimum, are met.

<b>Green Practices within the Bidders' organization</b>	<b>Insert a checkmark for each criterion that is met</b>
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

\_\_\_\_\_  
Bidders' Authorized Representative Signature

\_\_\_\_\_  
Date



### 5.2.3 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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)" 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) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)" list at the time of contract award.

### 5.2.4 Status and Availability of Resources

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

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



## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Statement of Work

The contractor must provide the goods/services in accordance with the technical requirements as detailed in the Annex's listed herein.

#### 2.1 SACC Manual Clauses

SACC Reference	Section	Date
B1501C	Electrical Equipment	2006-06-16
B7500C	Excess Goods	2006-06-16
B9031C	Canada's Obligation – Portion of the Work – Task Authorization	2011-05-16

#### 2.2 Task Authorization

Emergency 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.

##### 2.2.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the "Task Authorization Form" specified in Annex B.
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 and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority within 14 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.



### 2.2.2 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 upon request by the Contracting Authority.

### 2.2.3 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.

## 3. 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.



### 3.1 General Conditions

2010A (2016-04-04), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

## 4. Term of Contract

### 4.1 Delivery Date

All the deliverables must be received on or before \_\_\_\_\_ (Delivery as offered and as accepted will be inserted at contract award).

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

**Carlos Lee**

Public Works and Government Services Canada

Acquisitions Branch

Logistics, Electrical, Fuel and Transportation Directorate

"HN" Division

7B3, Place du Portage, Phase III

11 Laurier Street

Gatineau, QC, K1A 0S5

Telephone: (819) 420-0336

Facsimile: (819) 953-4944

E-mail address: [Carlos.lee@pwgsc-tpsgc.gc.ca](mailto:Carlos.lee@pwgsc-tpsgc.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.



## 5.2 Departmental Representative

Name: will be inserted at contract  
Telephone: will be inserted at contract  
Facsimile: will be inserted at contract  
E-mail: will be inserted at contract

## 5.3 Project Authority

Name: will be inserted at contract  
Telephone: will be inserted at contract  
Facsimile: will be inserted at contract  
E-mail: will be inserted at contract

## 5.4 Contractor's Representative

Name and telephone number of the person responsible for General Enquiries:

Name: will be inserted at contract  
Telephone: will be inserted at contract  
Facsimile: will be inserted at contract  
E-mail: will be inserted at contract

## 6. Payment

### 6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a **firm unit prices**, as specified in the **contract**. Applicable Taxes are extra.

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 Technical Authority. All payments are subject to government audit.

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



## **6.2 Limitation of Price**

SACC Manual clause C6000C (2017-08-17) Limitation of Price

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

## **6.4 Task Authorization Limit**

The Technical Authority may authorize individual task authorizations up to a limit of \$40,000.00, 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.

## **6.5 Single Payment**

Canada will pay the Contractor upon completion and delivery of the Work 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 delivered has been accepted by Canada



## **7. Invoicing Instructions**

- (a) One (1) copy must be forwarded to the consignee.
- (b) The original and one (1) copy must be forwarded to the following address for certification and payment.

Events and Conference Management (ECM)  
395 Wellington Street  
Ottawa, ON  
K1A 0S5  
Attention: Marc-Andre Croteau

- (c) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.  
Department of Public Works and Government Services  
"HN" Division  
7B3 Place du Portage, Phase III  
11 Laurier Street  
Gatineau, QC  
K1A 0S5  
Attention: Carlos Lee

## **8. Certifications**

### **8.1 Compliance**

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation 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.

## **9. Applicable Laws**

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



## 10. 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) 2010A (2016-04-04) General Conditions – Goods (Medium Complexity);
- (c) Annex A – Statement of Work
- (d) Appendix A - AV Equipment List & Estimate Pricing Sheet
- (e) Annex C – Commercial General Liability Insurance
- (f) Task Authorizations
- (g) the Contractor's bid dated \_\_\_\_\_

## 11. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "C" of the Contract, Commercial General Liability Insurance. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfil its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## ANNEX B - TASK AUTHORIZATION FORM

See <http://publisservice-app.pwgsc.gc.ca/forms/pdf/572.pdf>



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

Canada

## **Annex C - Commercial General Liability Insurance**

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

The Commercial General Liability policy must include the following:

- (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.



## Annex A – Statement of Work

### OCDE SOCIAL POLICY FORUM AND MINISTERIAL (MAY 14<sup>TH</sup> - 15<sup>TH</sup>, 2018) - RFP TO PROVIDE TECHNICAL PRODUCTION SERVICES

#### **Background:**

Employment and Social Development Canada (ESDC), in collaboration with the Organisation for Economic Co-operation and Development (OECD), will be hosting the 'OECD Social Policy Ministerial', a two day conference taking place between May 14<sup>th</sup> and 15<sup>th</sup>, 2018 at the Hyatt Regency in Montreal, Quebec.

The Department of Public Service and Procurement (PSPC) via, the Events & Conference Management (ECM) branch and Employment and Social Development Canada (ESDC) requires a complete show production solution for this high-level event. There are two key areas of focus that may need to be accommodated: **audiovisual support** (including the provision of large-format, HD video/data displays, broadcast lighting, audio reinforcement, multi-camera image magnification (IMAG) and simultaneous interpretation equipment, as well as associated installation/operation labour), **Webcasting** (provision of audio and video streaming for the event). Within these two areas, maintaining a common look-and-feel in all conference spaces is paramount.

**\*\*IMPORTANT:** Load-in for all designated meeting rooms to occur on Sunday, May 13<sup>TH</sup>, 2018 at 7:30 am. **\*\***

**A) AUDIOVISUAL SUPPORT: SEE ATTACHED Appendix A - AV Equipment List & Estimate Pricing Sheet (*Please provide cost estimate for all items listed*)**

***\*\*NOTES: POLICY FORUM MAIN PLENARY MAY 14<sup>TH</sup>-- GRAND SALON A/B***  
***\*\****

- Preference for all display, lighting and audio reinforcement equipment to be flown. ***Please provide justification for ground installation for any of the equipment listed above.***
- Display requirements of this room:
  - HD-format projection screens + HD projector(s) (screen dimensions & projector ANSI to be determined by the vendor.
  - Projection layout to include background layer (graphics TBC) & two IMAG windows. Please ensure that the image processor/switcher is capable of accommodating various source formats/layouts/configurations

- Simultaneous interpretation is required for up to 6 languages (languages TBC).

**\*\*NOTES: GRAND SALON A/B (continued) \*\***

- Webcasting is required in this room in Floor, English and French feeds. OECD require to have embedded streams to be host on their website.
- Stage setup will vary from panellist and head table (number of seats TBC).
- All presentation computers supplied by the vendor.
- Equipment and personnel must be show-ready by 6:30 am on Monday, May 14<sup>th</sup>.

**\*\*NOTES: BREAKOUT SESSIONS MAY 14<sup>th</sup> – ROOM SOPRANO A/B\*\***

- Preference for all display, lighting and audio reinforcement equipment to be ground installation.
- Projection layout to include background layer (graphics TBC), English, French slide decks and video.
- Simultaneous interpretation is required for up to 6 languages
- All presentation computers supplied by the vendor.
- Equipment and personnel must be show-ready by 13:00 am on Monday, May 14<sup>th</sup>.

**\*\*NOTES: VIP LUNCH MAY 14<sup>TH</sup> – ROOM OVATION \*\***

- Equipment must be show-ready by 7:00 on Monday, May 14<sup>th</sup>.
- Lighting solution is required to create an ambience in the room.

**\*\*NOTES: SOCIAL POLICY MINISTERIAL MAIN PLENARY MAY 15<sup>TH</sup> -- GRAND SALON A/B \*\***

- Preference for all display, lighting and audio reinforcement equipment to be flown.
- Display requirements of this room:
  - HD-format projection screens + HD projector(s) (screen dimensions & projector ANSI to be determined by the vendor.
  - Projection layout to include background layer (graphics TBC) & two IMAG windows. Please ensure that the image processor/switcher is capable of accommodating various source formats/layouts/configurations
  - 6 monitors display need to be added in the middle of the hallow square setup.
- Simultaneous interpretation is required for up to 6 languages (languages TBC).
- Webcasting is required in this room in Floor, English and French. OECD require to have an embedded stream to be host on their website.
- Room setup will change after the first day from theater style to hallow square.
- All presentation computers supplied by the vendor.
- Equipment and personnel must be show-ready by 7:00 am on Tuesday, May 15<sup>th</sup>.

**\*\*NOTES: LISTENING ROOM MAY 15<sup>TH</sup> -- GRAND SALON C \*\***

- Preference for all equipment to be ground installation.
- Display requirements of this room:
  - One HD-format projection screen + HD projector(s) (screen dimensions & projector ANSI to be determined by the vendor.
  - Projection layout to include four (4) windows, one video feed from each (3) breakout rooms and one window to identify SI audio channels. Please ensure that the image processor/switcher is capable of accommodating the 4 windows configuration.
- Simultaneous interpretation receivers are required in this room to support the audio feeds from the breakout room (3).

***\*\*NOTES: BREAKOUT SESSIONS May 15<sup>th</sup> – ROOM SOPRANO A, B & C\*\****

- Preference for all equipment to be ground installation.
- Simultaneous interpretation is required for up to 6 languages (languages TBC).
- Webcasting is required in this room in Floor, English and French feeds. OECD require to have embedded streams to be host on their website.
- Equipment and personnel must be show-ready by 15:00 am on Tuesday, May 15<sup>th</sup>.

***\*\*NOTES: MINISTERIAL LUNCH MAY 15<sup>TH</sup> – ROOM OVATION \*\****

- Equipment must be show-ready by 7:00 on Monday, May 14<sup>th</sup>.
- Lighting solution is required to create an ambience in the room. The room need to have a different look from the first day. Participant need to have the impression they are not in the same room.

***\*\*NOTES: LOUNGE AREA – ROOM FOYER GRAND SALON \*\****

- Equipment must be show-ready by 7:00 on Monday, May 14<sup>th</sup>.

**STAGING:**

**NB: \*\*Technical production area, camera positions and interpretation booths will be installed on standard 4 x 8 or 6 x 8 risers from the venue's inventory in all rooms as required\*\***

**\*\*Vendor's pricing must include the provision of an on-site inventory of a minimum of 300' of grey or black velour staging drape (13x16) & associated hardware.\*\***

**ADDITIONAL INFORMATION: (SEE ATTACHED ANNEX D - MANDATORY REQUIREMENTS)**

- The successful vendor will specify its onsite requirements (i.e. electrical, internet/telephone access, furniture, etc.) including space requirements for installation of all production equipment. Provisions for any supplemental fees charged by the host venue for these and other services (rigging, storage, preferred vendor penalty, security, etc.) must be accounted for in the bidder's initial pricing. Payment for charges accrued on-site and billed back to ECM following the event may be refused.
- To facilitate billing, all charges related to technical production services for this event, will be processed using a 'Master Billing' format. Subcontracted equipment and labour if required, must be included as part of the Vendor's final bill. Remuneration for any such services is the sole responsibility of the primary vendor. Invoices received by ECM from any subcontractor, will be forwarded to the primary vendor for payment.
- Session times, room locations, equipment and labour requirements are subject to change on short notice. The successful vendor must be prepared to work in close and frequent contact with the teams from Employment and Social Development Canada (ESDC) Management Office and/or the Events and Conference Management (ECM), to address these variances efficiently and with the highest degree of professionalism.

## **Annex D – Mandatory Requirements**

### **Mandatory Requirements:**

The described information must validate all of the stated requirements of the mandatory criteria (M.1; M.2; M.3, and M.4) to be considered compliant with the mandatory requirements. No further consideration will be given to Bidders who do not meet all the mandatory requirements.

The Mandatory Requirements are:

### **M.1 EXPERIENCE OF THE BIDDER/CONTRACTOR**

The Bidder must demonstrate that its primary area of business is the provision of professional-quality audiovisual equipment and highly skilled production labour. Citing a single or multiple examples, the Bidder must clearly show how they were responsible for successfully planning & implementing a complete show production solution for a project or projects of a similar scope, within the past five (5) years. The sample project(s) should include the following criteria: the participation of high-level delegates, meeting location. The production budget for at least one of the sample projects must total a minimum of \$100,000CAD. A letter of reference from at least one of the sample event's clients must also be included.

<b>M.1.1</b> For the event(s) described in M.1, the Bidder must provide a description of the event(s) and the services that they were responsible for providing including but not limited to:	<b>Compliant:</b>	<b>Compliant:</b>
	<b>YES</b>	<b>NO</b>
<b>M.1.1.1</b> The type of event, who and what it was for;		
<b>M.1.1.2</b> Project start and end dates;		
<b>M.1.1.3</b> A description of the technical solutions implemented to accommodate the following requirements: custom-build staging elements (i.e. backdrops, staging, podiums, etc.), large-format HD projection/display, large-venue audio reinforcement, multi-language (minimum of 3 interpreted channels) simultaneous interpretation system(s), large-venue/broadcast lighting.		
<b>M.1.1.4</b> The meeting location for this event(s) and where it was situated; along with the details of what services were provided at the location and,		
<b>M.1.1.5</b> The total contract value of at least one of the sample projects is a minimum of \$100,000CAD.		

	<b>Compliant YES:</b>	<b>Compliant NO:</b>
<b>M.1.2</b> A letter of reference from the client of at least one of the sample projects is included with the Bidder's submission.		

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

The Bidder must provide a detailed overview of no more than three pages for the proposed **Project Manager** who will act as the on-site liaison with members of the ECM's production team, as well as the **Technical Production Manager** and Lead Technical Services representatives for the following departments: **Video/Data Directors, Audio Directors, Lighting Directors** and **Webcasting Director**. The overview must clearly show that all personnel have a minimum of five (5) years demonstrated experience providing support in their area of specialization, to projects of similar complexity. Additionally, the work summaries should demonstrate the individual's ability to multi-task; respond to changes on short notice, and to lead/supervise teams. In the event that the proposed Project Manager and Technical Production Managers are unable to perform the tasks described above, the Bidder shall provide an alternate with an equivalent level of experience, to ensure seamless continuity of service. Copies of the replacement's curriculum vitae will be requested, if required.

<b>M.2 EXPERIENCE OF THE PROPOSED PERSONNEL</b>	<b>Compliant YES:</b>	<b>Compliant NO:</b>
<b>M.2.1</b> The Bidder must provide a list of the management and key technical personnel, their roles for the OECD event, and the languages that they speak & comprehend.		
<b>M.2.2</b> The Bidder must provide an overview for each of the personnel listed in M.2.1 (including the Project Manager, Technical Production Manager, Lead Video/Data Technician, Lead Audio Technician, Lead Lighting Technician and Lead Digital Content Technician.		

**M.3 CORPORATE RESOURCES**

The Bidder must show a measure of financial stability to demonstrate that the company is sound, reliable and capable of fulfilling all requirements outlined in the Statement of Work.

<b>M.3 CORPORATE RESOURCES</b>	<b>Compliant YES:</b>	<b>Compliant NO:</b>
<b>M.3.1</b> The Bidder must demonstrate that they have access to an inventory of modern, technical production equipment and a roster of qualified personnel to satisfy the base numbers outlined in the Annex 'A' Statement of Work. A summary of the Bidder's total Canadian assets (equipment and human resource numbers), as well as a copy of the Bidder's most recent financial statement must be included		

## **Annex E – Point Rated Technical Evaluation Criteria and Scoring Grid**

### **Point Rated Requirements:**

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

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

### **R.1 Approach and Methodology (27 points; minimum pass mark of 20 points)**

In order to achieve full points, the Bidder is required to submit a detailed work plan which describes the approach and methodology they would use to accommodate the list of technical requirements for the Plenary Session, as outlined in Section A of the Statement of Work. Sufficient information should be provided to allow for a complete understanding of the production methodology and technical components, as well as how the work is to be carried out.

The following items will be rated:



**R.1.1 Effectiveness, clarity and completeness of the approach; methodology and technology in relation to the requirements outlined in Section A and Annex 'A' of the Statement of Work.**

Point Rating:

<b>R.1.1 Effectiveness, clarity and completeness</b>				
<p>The Bidder should submit a detailed approach, methodology and technology overview to be followed in accommodating all technical requirements outlined in Section A and Annex 'A' of the Statement of Work.</p> <p>This description should include details of what type of approach the Bidder will use to ensure that all technical requirements outlined in Section A of the Statement of Work are accommodated.</p> <p>Sufficient detail should be provided to allow a complete understanding as to the production methodology, technical details, and how the work is to be carried out.</p>	<p>Information not provided OR description does not demonstrate the Bidder's capability to complete the requirements as per Section A and Annex 'A' of the Statement of Work.</p>	<p>Information unclear, incomplete OR does not clearly demonstrate that the Bidder's approach, methodology and technology are appropriate to fulfill the requirements outlined in Section A and Annex 'A' of the Statement of Work.</p> <p>OR</p> <p>Not all requirements described in Section A and Annex 'A' of the Statement of Work are addressed in a clear, effective and complete manner.</p>	<p>Most information clear and complete.</p> <p>Clearly demonstrates the Bidder's capability to satisfy the requirements outlined in Section A and Annex 'A' of the Statement of Work.</p> <p>The approach, methodology and technology is complete and appropriate and includes all requirements outlined in Section A and Annex 'A' of the Statement of Work.;</p> <p>OR</p> <p>Most, but not all of the requirements outlined in Section A and Annex 'A' of the Statement of Work are addressed in a clear, effective and complete manner.</p>	<p>All information clear and complete.</p> <p>Clearly demonstrates the capability to satisfy the requirements outlined in Section A and Annex 'A' of the Statement of Work.</p> <p>The approach, methodology and technology is complete and appropriate, and includes all requirements outlined in Section A and Annex 'A' of the Statement of Work;</p> <p>AND</p> <p>All the requirements outlined in Section A and Annex 'A' of the Statement of Work are addressed in a clear, effective and complete manner.</p>
	0 Points	1 Point	2 Points	3 Points
Approach				
Methodology				
Technology				
				R.1.1 Sub-total /9
Weighting factor of 3		<b>R.1.1 Total</b>		<b>/27</b>

## R.2 Proposed Personnel (48 points: Minimum pass mark of 36 points)

For each member proposed the following criteria will be evaluated:

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

Point Rating:

<b>R.2.1 Project Team Organization</b>				
The Bidder should demonstrate their ability to provide the project team's organization. The Bidder should provide an organizational chart which outlines the roles and responsibilities of each team member listed in the Annex 'A' Statement of Work who will be involved in ensuring the successful delivery of event technology support services to the OECD event.	Information not provided OR Description does not demonstrate the Bidder's project team's capability to ensure the successful delivery of the Event Technology support requirements of the OECD event or No organizational chart provided	Information provided is unclear, incomplete OR does not clearly demonstrate the Bidder's project team's capability to ensure the successful delivery of the Event Technology support requirements of the OECD event.  Organizational chart has been included, but not all positions have been identified.	Information provided is well-defined and mostly complete. The Bidder's project team's capability to ensure the successful delivery of the Event Technology support requirements of the OECD event is clearly demonstrated.  Organizational chart has been included, but does not list each team member's role and responsibilities.	Information provided is well-defined and complete. Clearly demonstrates the Bidder's project team's capability to ensure the successful delivery of the Event Technology support requirements of the OECD event.  Organizational chart has been included and lists each team member's role and responsibilities, and  Information provided demonstrates that the Bidder has arrangements in-place for alternate personnel.
	0 Points	1 Point	2 Points	3 Points
List of all proposed team members as per the requirements outlined under Heading M.2				
Organization chart(s)				
				R.2.1 Sub-total /6
Weighting factor of 2		R.2.1 Total /12		

R.2.2 In order to achieve full points, the Bidder should provide information to demonstrate the management and technical team's qualifications to meet the requirements of the OECD event Technology Supplier. The information must include each team member's relevant experience to the position for which they have been considered, as outlined under Heading M.2

<b>R.2.2 Management/Technical Team</b>				
The Bidder should provide their proposed personnel's qualifications relevant* to their specific role during the OECD event.	Information is not provided OR description does not demonstrate the team member's capability to fulfill the Event Technology support requirements of the OECD event.	The information provided is unclear, incomplete OR does not clearly demonstrate the team member's capability to fulfill the Event Technology support requirements of the OECD event. OR There is insufficient information to confirm the team member's capacity to multi-task; respond to changes on short notice, and to lead/supervise teams.	The information provided is well-defined and mostly complete. The team member's capability to fulfill the Event Technology requirements of the OECD event has been established, but additional details are needed. The team member's capacity to multi-task, respond to changes on short notice, and lead/supervise teams has been established, but one or more of the criteria has not been clearly demonstrated.	Information provided is well-defined and complete. The team member's capability to fulfill the Event Technology requirements of the OECD event is clearly established.  The team member's capacity to multi-task, respond to changes on short notice, and to lead/supervise teams has been clearly demonstrated.
		*Relevant is taken to mean, a minimum of five (5) years' experience performing the same type of work, with the same "title/position", on projects of a similar scope and complexity.		
<b>R.2.2a Operational Team Members</b>	0 Points	1 Point	2 Points	3 Points
Project Manager				
Technical Production Manager				
R.2.2a Sub-total				/6
Weighting factor of 2 = R.2.2a				/12
<b>R.2.2b Technical Team Members</b>	0 Points	1 Point	2 Points	3 Points
Video/Data Director				
Audio Director				
Lighting Director				
Webcasting Director				
R.2.2b Sub-total:				/12
Weighting factor of 2 = R.2.2b				/24
<b>R.2.2 total (R.2.2a + R.2.2b) Total</b>				<b>/36</b>

**R.3 Production Technology/Equipment (8 points: minimum pass mark of 6 points)**

In order to achieve full points, the Bidder must provide a description of the technical equipment that it will provide and install to meet the requirements of the OECD venue as described in the Section 'A' Statement of Work. The description should validate the Bidder's ability to fulfill all of the event technology requirements outlined in the Section 'A' and Annex 'A' Statement of Work. The rating will be administered on the degree to which the proposed equipment meets the full requirement.

<b>R.3 Production Technology/Equipment</b>			
A description of the technical production equipment inventory that the Bidder will provide and install to meet all of the event technology requirements of the OECD event venue, as described in the Section "A" Statement of Work. The description should reference the Bidder's access to a full inventory of supplementary equipment, and highlight the Bidder's ability to provide the most efficient and economical usage of the equipment and available technology to meet the requirements of the Annex "A" Statement of Work.	Information not provided.	The information provided is unclear or incomplete.  OR The information provided does not clearly demonstrate the Bidder's capability to fulfill the event technology requirements of the OECD event.	The information provided is well-defined, complete, and clearly demonstrates the Bidder's capability to fulfill the event technology requirements of the OECD event.  The description also includes details of the Bidder's supplementary equipment inventory.
	0 Points	1 Point	2 Points
Hyatt Regency Montreal			
R.3 Sub-total			/2
Weight factor of 4		<b>R.3 Total out of</b>	<b>/8</b>

#### **R.4 Experience and Expertise of the Bidder/Contractor (24 points: minimum pass mark of 18 points)**

In order to achieve full points, the Bidder should provide examples of previous projects similar in scope and complexity to the work described in the Annex 'A' Statement of Work. Partial points will be awarded to the bidder if only one (1) or two (2) examples are provided. The samples should clearly demonstrate the experience of the Bidder. In order to demonstrate this rated requirement, the example(s) cited should reference the technical solutions implemented, which are comparable to the Event Technology requirements described in the Section 'A' Statement of Work.

For each of the previous projects cited, the following information needs to be included:

- R.4.1 a brief description of the project, highlighting the services that were rendered and the relevance of the services provided to the requirements outlined in the Section 'A' Statement of Work;
- R.4.2 when the work was carried out;
- R.4.3 the client's information (for whom the work was performed);
- R.4.4 the total value of the contract and,
- R.4.5 a picture or pictures of the sample project(s)

<b>R.4 Experience and expertise of the Bidder/Contractor</b>			
<p>The Bidder should provide examples of previous projects of a similar scope and complexity to the work described in the Section 'A' Statement of Work. (one (1) or two (2) examples for partial points and three (3) examples in order to achieve full points). In order to demonstrate this requirement the examples cited should reference the technical solutions implemented which are similar in scope to the Event Technology requirements described in the section 'A' Statement of Work.</p> <p>The Bidder should provide the following information on each previous project:</p>	<p>Information was not provided OR description does not demonstrate the Bidder's ability to successfully accommodate all of the Event Technology requirements of the OECD event.</p>	<p>Information is not well-defined, incomplete OR does not clearly demonstrate the Bidder's capability to successfully accommodate all of the Event Technology requirements of the OECD event.</p> <p>OR</p> <p>The information provided demonstrates the Bidder's experience with one (1) or two (2) projects of a similar scope and complexity, but does not include pictures or clearly describe the Bidder's involvement in accommodating all the Event Technology requirements of the OECD event, as outlined in the Section 'A' Statement of Work.</p>	<p>Information is well-defined and complete. Clearly demonstrates the Bidder's capability to successfully accommodate all of the Event Technology requirements of the OECD event.</p> <p>Examples of three (3) or more projects of a similar scope and complexity are provided, as well as pictures of each sample project. Additionally, a detailed description of each project was included.</p>
<b>For each of the previous projects cited, the following information is required:</b>	0 Points	1 Point	2 Points
R.4.1 a brief description of the project highlighting the services that were rendered and the relevance of the services provided to the requirements outlined in the Section 'A' Statement of Work;			
R.4.2 when the work was carried out;			
R.4.3 the client's information (for whom the work was performed);			
R.4.4 the total value of the contract;			
and R.4.5 a picture of the sample project(s)			
R.4.1 Sub-total /2		*weighting factor of 3	R.4.1 Total /6
R.4.2, R.4.3, R.4.4 & R.4.5 Sub-total /2			
R.4.1 + R.4.2, R.4.3, R.4.4 & R.4.5			R.4 Sub-total /8
<b>Weighting factor of 3</b>		<b>R.4 Total out of</b>	<b>/24</b>

# OECD

## APPENDIX A - AV Equipment List & Estimate Pricing Sheet

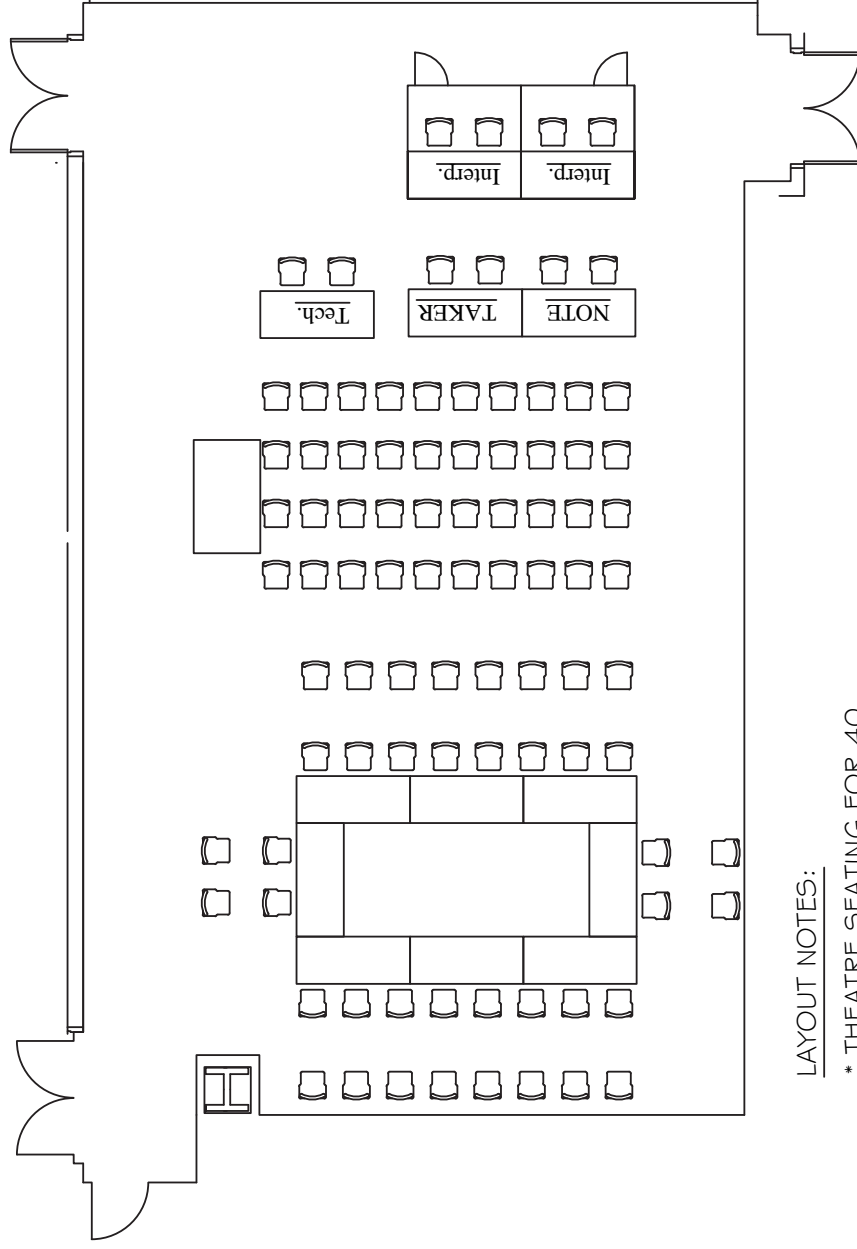
Qty:	Description:	# of Days:	Unit Price	Extended Price
	<b>Plenary Room (Policy Forum) Day 1 - Grand Salon A/B (May 14th):</b>			
	<b>VIDEO:</b>			
2	16:9 Format Fast-fold Projection Screen (**See Note in RFP Regarding Imaging Requirements**) (Sized to Accommodate an Audience of 350)	1		
2	HD Projector w. Ground support Hardware (ANSI as Determined by Vendor)	1		
2	Bayonet Mount Projector Lens (See Above Ref. To Projectors)	1		
1	Seamless Matrix Switcher Pkg.(Projection) - **See Note in RFP Regarding Imaging Requirments**	1		
1	4:4 Matrix Switcher (Confidence Monitors)	1		
2	50" LED Display w.Wedge (Speaker Reference Monitors)	1		
2	Laptop Windows 10, 2.2Ghz cCPU, 4GB Ram	1		
3	HD Camera Pkg. (Studio Config.)	1		
1	Solid State HD Recorder - Floor Audio (PGM Out From Production Switcher - 720p File format TBC)	1		
1	Perfect Cue (Master/Slave Configuration)	1		
	<b>STAGING/LIGHTING:</b>			
1	Backline Truss Pkg w. Skirting	1		
	1-Ton Chain Motor	1		
1	Motor Controller	1		
1	16' x 80' Grey Velour Staging Drape	1		
1	FOH Truss Pkg w. Skirting	1		
	1-Ton Chain Motor	1		
1	Stage Lighting Pkg.	1		
1	Drape Uplighting Pkg.	1		
1	Dimmer	1		
1	Console	1		
1	200A 3-Phase Distro	1		
	<b>AUDIO:</b>			
1	Executive-Style Podium	1		
2	Slimline Podium Microphone	1		
10	Digital Push-to-Talk (PTT) Delegate Microphone	1		
1	Digital PTT Microphone CCU	1		
6	UHF Wireless Microphone Kit (Handheld or Lapel Transmitter)	1		
1	PC Audio Adapter	1		
1	Audio Console	1		
1	Audio Processing Rack	1		
1	FOH Line Array Pkg. w. Rigging Hardware (Sized to Accommodate an Audience of 400)	1		
7	16-Channel Media Feed Box (6 Languages+Floor (TBC))	1		
1	DSP/Amp Rack (If Required)	1		
1	Digital Audio Recorder (Floor)	1		
1	Clearcom Base Station	1		
7	Clearcom Beltpack w. Headset	1		
	<b>SIMULTANEOUS INTERPRETATION:</b>			
6	Rigid Panel Interpretation Booth w. Lamps/Fans	1		
1	SI Rack (CCU, IR Transmitter, Audio Matrix)	1		
12	Interpreter's Desks w. Headsets	1		
	IR Radiator w. Stands (Qty. As Determined By Vendor)	1		
300	Multi-channel Receivers w. Headsets	1		
	<b>WEBCAST:</b>			
	Webcast Encoder (Floor-English-French)	1		
	High Speed Broadband Internet Drop	1		
	Webcast Hosting URL	1		
	<b>ESTIMATED LABOUR/FREIGHT:</b>			
1	Technical Coordinator - All Rooms			
1	Technical Coordinator OT			
1	Load-In			
1	Install			
1	Install/Aim-Focus/Technical Systems Verification OT			
1	Operate - Projection/Video/Switcher			
1	Operate - Projection/Switcher OT			
1	Operate - Presentations			
1	Operate - Presentations OT			
3	Operate - Camera			
3	Operate - Camera OT			
1	Operate - Lighting			
1	Operate - Lighting OT			
1	Operate - Audio			
1	Operate - Audio OT			
1	Operate - Webcast			
1	Operate - Webcast OT			
2	Operate - Receiver Attendant - All Rooms			
2	Operate OT - Receiver Attendant			
1	Dismantle/Load Out			
1	Dismantle/Load Out OT			
1	Delivery/Transportation			

<b>Breakout Session - Soprano A/B (May 14th):</b>			
<b>VIDEO:</b>			
2	Screen and projector	1	
1	Perfect Cue (Master/Slave Configuration)	1	
<b>AUDIO:</b>			
1	Executive-Style Podium	1	
1	Slimline Podium Microphone	1	
4	Digital Push-to-Talk (PTT) Delegate Microphone	1	
1	Digital PTT Microphone CCU	1	
6	UHF Wireless Microphone Kit (Handheld or Lapel Transmitter)	1	
1	PC Audio Adapter	1	
7	16-Channel Media Feed Box (6 Languages+Floor (TBC))	1	
1	Digital Audio Recorder (Floor)	1	
1	Audio Console	1	
1	Ground-Supported PA System (Sized to Accommodate 200)	1	
<b>STAGING/LIGHTING:</b>			
1	13' x 40' Grey Velour Staging Drape	1	
1	Stage Lighting Pkg.	1	
1	Drape Uplighting Pkg.	1	
1	Dimmer	1	
1	Console	1	
1	100A 3-Phase Distro	1	
<b>SIMULTANEOUS INTERPRETATION:</b>			
6	Rigid Panel Interpretation Booth w. Lamps/Fans	1	
1	SI Rack (CCU, IR Transmitter, Audio Matrix)	1	
12	Interpreter's Desks w. Headsets	1	
	IR Radiator w. Stands (Qty. As Determined By Vendor)	1	
50	Multi-channel Receivers w. Headsets (Using the Plenary room units)	1	
<b>ESTIMATED LABOUR:</b>			
1	Load-In		
1	Install		
1	Install/Aim-Focus/Technical Systems Verification OT		
1	Operate - Video/Presentations		
1	Operate - Video/Presentations OT		
1	Operate - Audio		
1	Operate - Audio OT		
1	Dismantle/Load Out		
1	Dismantle/Load Out OT		
<b>Lounge Area- Foyer Grand Salon (May 14th-15th):</b>			
<b>VIDEO:</b>			
3	50" LED Display w.Wedge (Speaker Reference Monitors)	2	
<b>AUDIO:</b>			
1	UHF Wireless Microphone Kit (Handheld or Lapel Transmitter)	2	
1	16-Channel Media Feed Box (6 Languages+Floor (TBC))	2	
1	Audio Console	2	
1	Ground-Supported PA System (Sized to Accommodate 100)	2	
<b>VIP Lunch - Ovation (May 14th):</b>			
<b>AUDIO:</b>			
1	Executive-Style Podium	1	
1	Slimline Podium Microphone	1	
1	UHF Wireless Microphone Kit (Handheld Transmitter)	1	
1	Audio Console	1	
1	Ground-Supported PA System (Sized to Accommodate 60)	1	
<b>ESTIMATED LABOUR:</b>			
1	Load-In		
1	Install		
1	Install/Aim-Focus/Technical Systems Verification OT		
1	Dismantle/Load Out		
1	Dismantle/Load Out OT		



<b>Ministerial Day 2 - Grand Salon A/B (May 15th):</b>			
<b>VIDEO:</b>			
2	16:9 Format Fast-fold Projection Screen (**See Note in RFP Regarding Imaging Requirements**) (Sized to Accommodate an Audience of 350)	1	
2	HD Projector w. Ground support Hardware (ANSI as Determined by Vendor)	1	
2	Bayonet Mount Projector Lens (See Above Ref. To Projectors)	1	
1	Seamless Matrix Switcher Pkg.(Projection) - **See Note in RFP Regarding Imaging Requirments**	1	
1	4:4 Matrix Switcher (Confidence Monitors)	1	
6	50" LED Display w.Wedge (Speaker Reference Monitors)	1	
2	Laptop Windows 10, 2.2Ghz cCPU, 4GB Ram	1	
4	PTZ HD Camera Pkg.	1	
1	HD Production Switcher w. PTZ Controller	1	
1	Solid State HD Recorder - Floor Audio (PGM Out From Production Switcher - 720p File format TBC)	1	
1	Perfect Cue (Master/Slave Configuration)	1	
<b>STAGING/LIGHTING:</b>			
1	Backline Truss Pkg w. Skirting	1	
	1-Ton Chain Motor	1	
1	Motor Controller	1	
1	20' x 40' Grey Velour Staging Drape	1	
1	FOH Truss Pkg w. Skirting	1	
	1-Ton Chain Motor	1	
1	Stage Lighting Pkg.	1	
1	Lighting Pkg. for the Hallow Square Table	1	
1	Drape Uplighting Pkg.	1	
1	Dimmer	1	
1	Console	1	
1	200A 3-Phase Distro	1	
<b>AUDIO:</b>			
30	Digital Push-to-Talk (PTT) Delegate Microphone	1	
1	Digital PTT Microphone CCU	1	
2	UHF Wireless Microphone Kit (Handheld or Lapel Transmitter)	1	
1	PC Audio Adapter	1	
1	Audio Console	1	
1	Audio Processing Rack	1	
1	FOH Line Array Pkg. w. Rigging Hardware (Sized to Accommodate an Audience of 400)	1	
7	16-Channel Media Feed Box (6 Languages+Floor (TBC)	1	
1	DSP/Amp Rack (If Required)	1	
1	Digital Audio Recorder (Floor)	1	
1	Clearcom Base Station	1	
7	Clearcom Beltpack w. Headset	1	
<b>SIMULTANEOUS INTERPRETATION:</b>			
6	Rigid Panel Interpretation Booth w. Lamps/Fans	1	
1	SI Rack (CCU, IR Transmitter, Audio Matrix)	1	
12	Interpreter's Desks w. Headsets	1	
	IR Radiator w. Stands (Qty. As Determined By Vendor)	1	
150	Multi-channel Receivers w. Headsets	1	
<b>WEBCAST:</b>			
	Webcast Encoder (Floor-English-French)	1	
	High Speed Broadband Internet Drop	1	
	Webcast Hosting URL	1	
<b>ESTIMATED LABOUR/FREIGHT:</b>			
1	Technical Coordinator - <b>All Rooms</b>		
1	Technical Coordinator OT		
1	Load-In		
1	Install		
1	Install/Aim-Focus/Technical Systems Verification OT		
1	Operate - Projection/Video/Switcher/Presentations		
1	Operate - Projection/Video/Switcher/Presentations OT		
1	Operate - PTZ Camera/Switcher		
1	Operate - PTZ Camera/Switcher OT		
1	Operate - Lighting		
1	Operate - Lighting OT		
1	Operate - Audio		
1	Operate - Audio OT		
1	Operate - Webcast		
1	Operate - Webcast OT		
2	Operate - Receiver Attendant - <b>All Rooms</b>		
2	Operate OT - Receiver Attendant		
1	Dismantle/Load Out		
1	Dismantle/Load Out OT		
1	Delivery/Transportation		

<b>Breakout Sessions #1, 2 &amp; 3 - Soprano A- B- C (May 15th) 1 Pkg. Per Room:</b>			
<b>VIDEO:</b>			
1	Screen and projector	1	
1	Perfect Cue (Master/Slave Configuration)	1	
<b>AUDIO:</b>			
12	Digital Push-to-Talk (PTT) Delegate Microphone	1	
1	Digital PTT Microphone CCU	1	
2	UHF Wireless Microphone Kit (Handheld or Lapel Transmitter)	1	
1	PC Audio Adapter	1	
1	Digital Audio Recorder (Floor)	1	
1	Audio Console	1	
1	Ground-Supported PA System (Sized to Accommodate 100)	1	
<b>STAGING/LIGHTING:</b>			
1	Hallow Square Lighting Pkg.	1	
1	Dimmer	1	
1	Console	1	
1	60A 3-Phase Distro	1	
<b>SIMULTANEOUS INTERPRETATION:</b>			
6	Rigid Panel Interpretation Booth w. Lamps/Fans	1	
1	SI Rack (CCU, IR Transmitter, Audio Matrix)	1	
12		1	
	IR Radiator w. Stands (Qty. As Determined By Vendor)	1	
50	Multi-channel Receivers w. Headsets (Using the Plenary room units)	1	
<b>Webcast:</b>			
3	PTZ HD Camera Pkg.	1	
1	HD Production Switcher w. PTZ Controller	1	
1	Solid State HD Recorder - Floor Audio (PGM Out From Production Switcher - 720p File format TBC)	1	
	Webcast Encoder (Floor-English-French)	1	
	High Speed Broadband Internet Drop	1	
	Webcast Hosting URL	1	
<b>ESTIMATED LABOUR:</b>			
1	Load-In		
1	Install		
1	Install/Aim-Focus/Technical Systems Verification OT		
1	Operate - Video/Presentations		
1	Operate - Video/Presentations OT		
1	Operate - PTZ Camera/Switcher		
1	Operate - PTZ Camera/Switcher OT		
1	Operate - Webcast		
1	Operate - Webcast OT		
1	Operate - Audio		
1	Operate - Audio OT		
1	Dismantle/Load Out		
1	Dismantle/Load Out OT		
<b>Listening Room - Grand Salon C (May 15th):</b>			
<b>VIDEO:</b>			
1	Screen and projector (Feed from Grand Salon A/B)	1	
1	4 Windows Matrix Switcher - **See Note in RFP Regarding Imaging Requirments**	1	
3	Video and Audio Feed from the Breakout Rooms	1	
<b>AUDIO:</b>			
	IR Radiator w. Stands (Qty. As Determined By Vendor)	1	
50	Multi-channel Receivers w. Headsets	1	
<b>ESTIMATED LABOUR:</b>			
1	Load-In/Install		
1	Install/Aim-Focus/Technical Systems Verification OT		
1	Dismantle/Load Out		
<b>VIP Lunch - Ovation (May 15th):</b>			
<b>AUDIO:</b>			
1	Executive-Style Podium	1	
1	Slimline Podium Microphone	1	
6	UHF Wireless Microphone Kit (Handheld Transmitter)	1	
1	Audio Console	1	
1	Ground-Supported PA System (Sized to Accommodate 60)	1	
<b>LIGHTING:</b>			
1	Ambience Lighting Pkg. (**See Note in RFP Regarding Imaging Requirements**)	1	
1	Console	1	
<b>ESTIMATED LABOUR:</b>			
1	Load-In		
1	Install		
1	Install/Aim-Focus/Technical Systems Verification OT		
1	Dismantle/Load Out		
1	Dismantle/Load Out OT		
<b>Others</b>			
3	Tabletop conference phone (Phone line provided by the client)		
<b>Supplemental Fees</b>			
1	(Rigging, Storage, preferred vendor penalty, security, etc.)		
<b>Total :</b>		\$	-

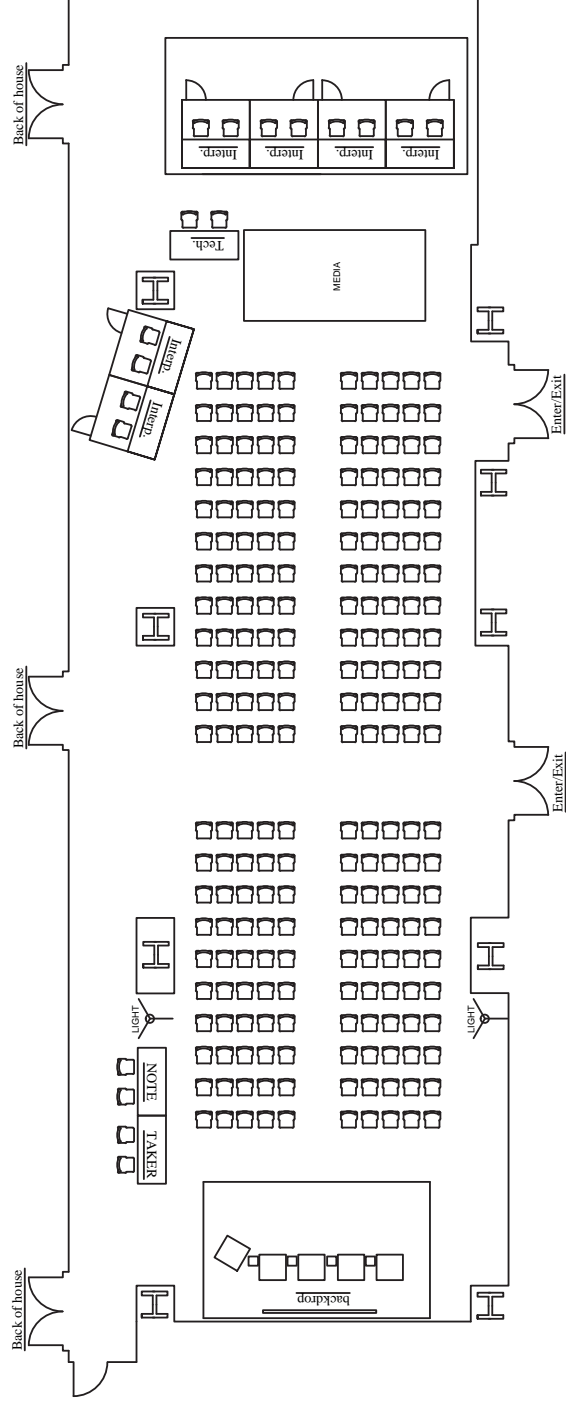


LAYOUT NOTES:

- \* THEATRE SEATING FOR 40
- \* ALLOW SCORE FOR 20+1

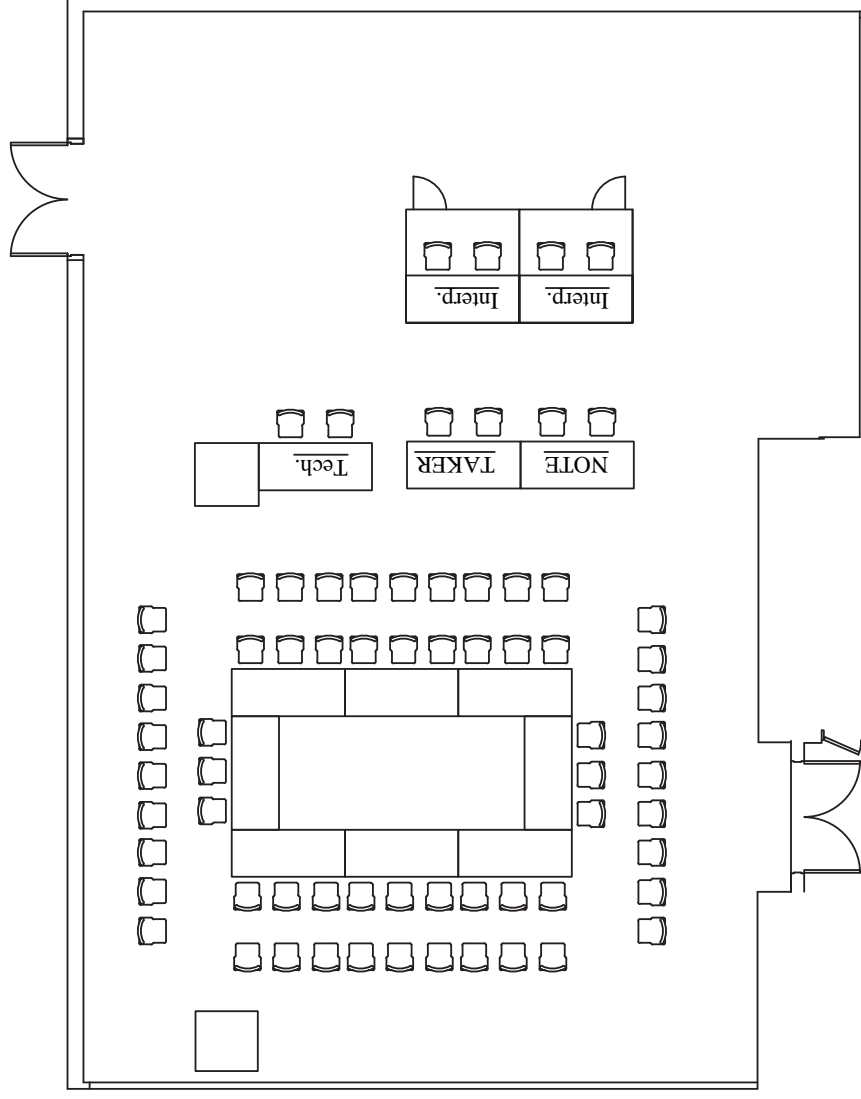
**BREAKOUT ROOM 1 - DAY 2**

OECD - HYATT REGENCY, SOPRANO A  
MONTREAL, QUEBEC



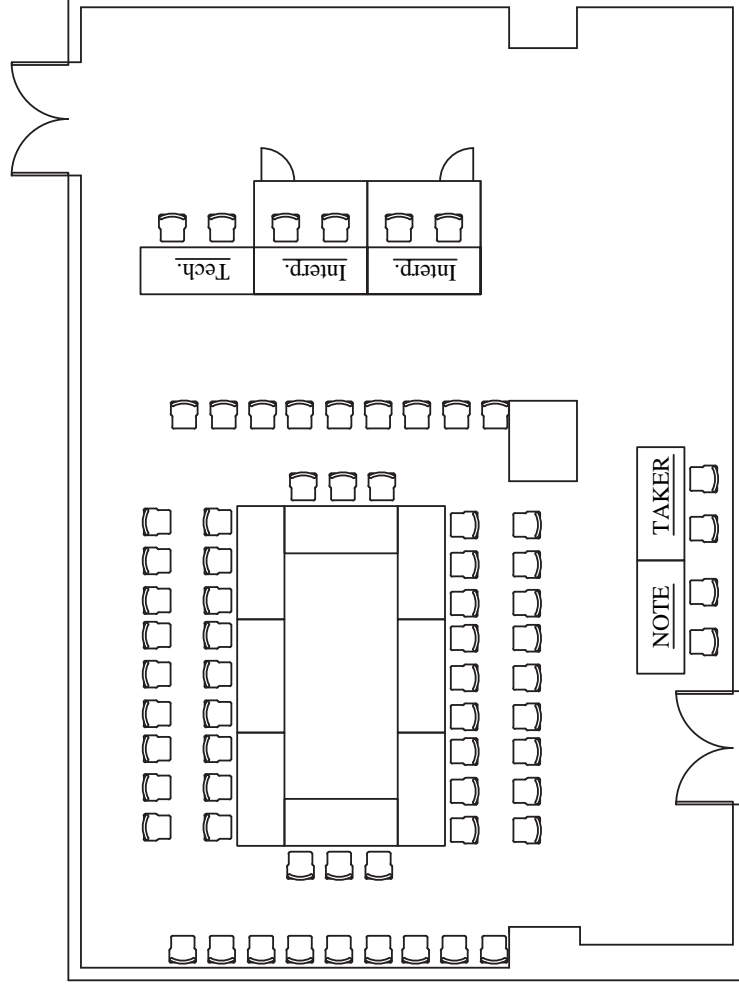
## BREAKOUT ROOM 2 - DAY 1

OECD - HYATT REGENCY, SOPRANO A/B  
MONTREAL, QUEBEC



**BREAKOUT ROOM 2 - DAY 2**  
OECD - HYATT REGENCY, SOPRANO B  
MONTREAL, QUEBEC

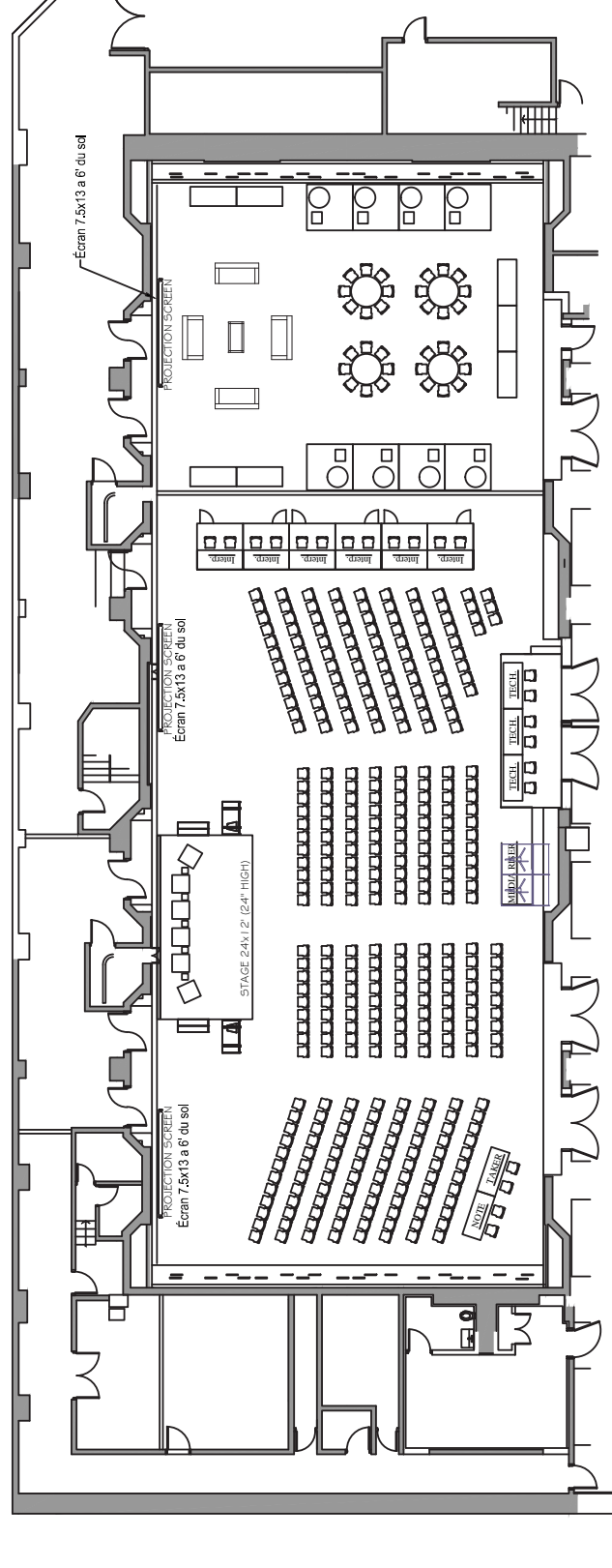
Updated: 19/02/2018



### BREAKOUT ROOM 3

OECD - HYATT REGENCY, SOPRANO C  
MONTREAL, QUEBEC

Updated: 19/02/2018

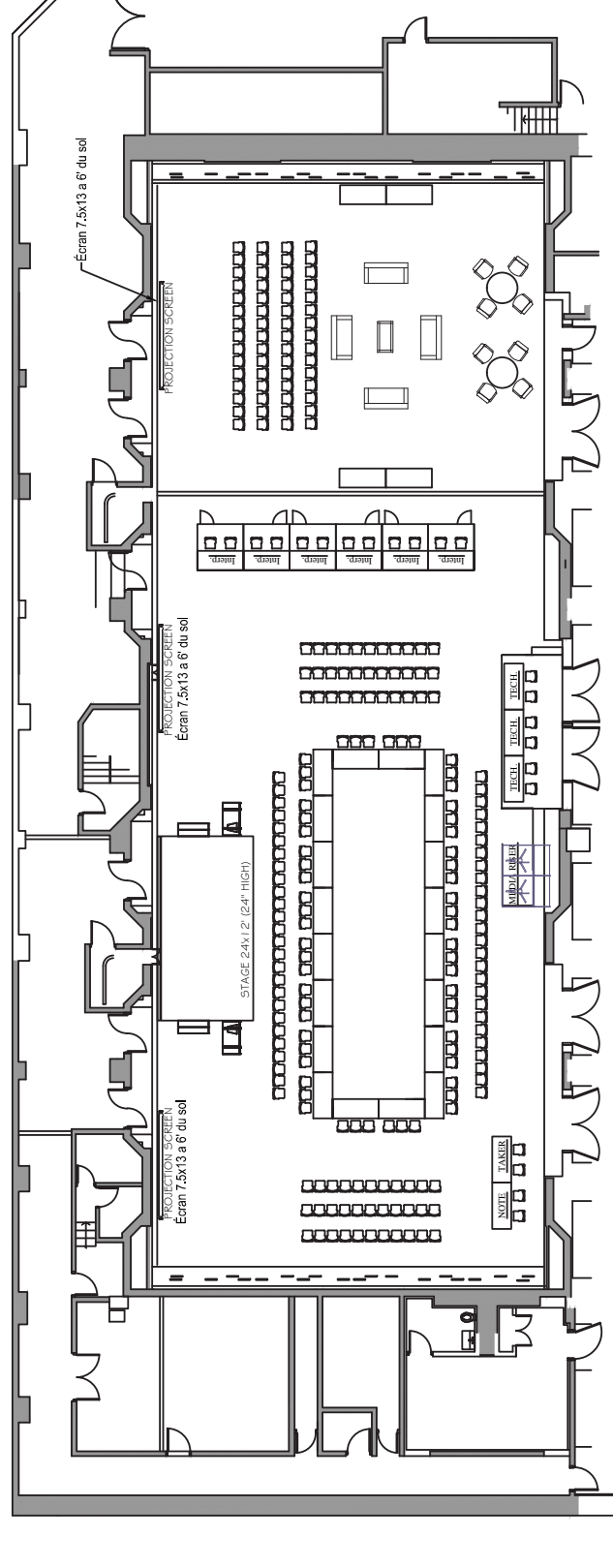


LAYOUT NOTES:  
 \* THEATRE SEATING FOR 366

## PLENARY ROOM - DAY 1 -

### OCDE - HYATT REGENCY, GRAND SALON

### MONTREAL, QUEBEC



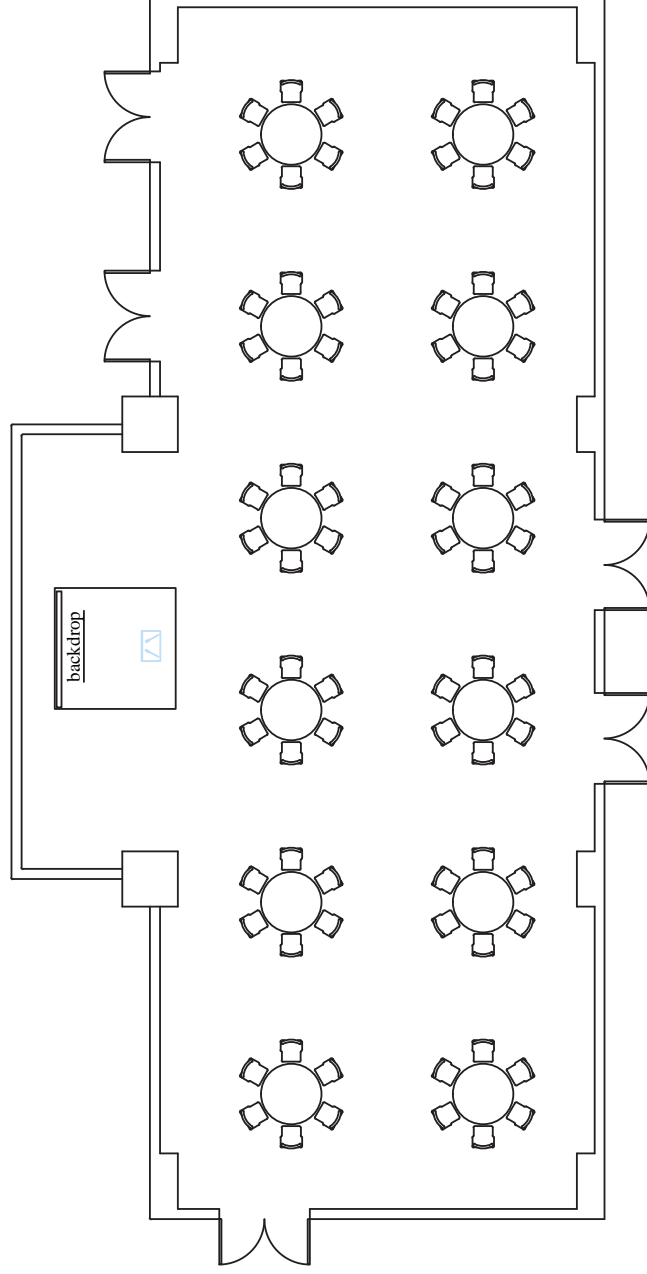
LAYOUT NOTES:  
 \*THEATRE SEATING FOR 118  
 \*\*ALLOW SEARE FOR 60

## PLENARY ROOM - DAY 2 -

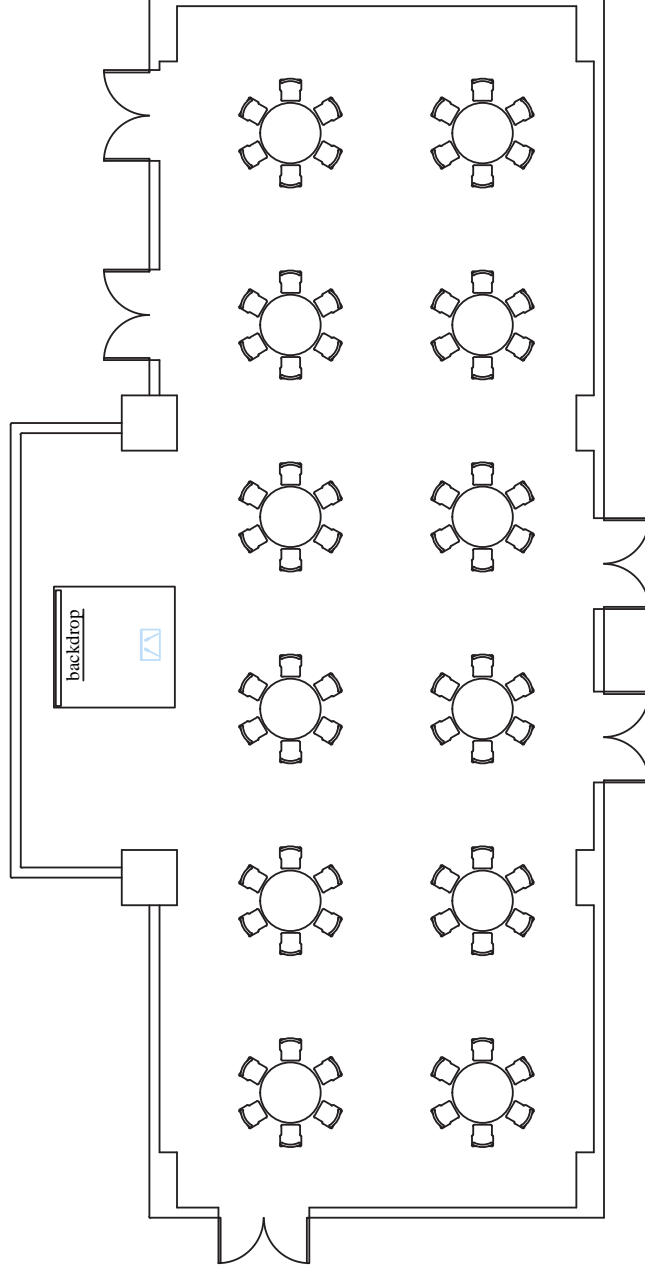
### OCDE - HYATT REGENCY, GRAND SALON

### MONTREAL, QUEBEC





**LUNCH VIP - DAY 1**  
OECD - HYATT REGENCY, OVATION  
MONTREAL, QUEBEC



**LUNCH VIP - DAY 2**  
OECD - HYATT REGENCY, OVATION  
MONTREAL, QUEBEC

Updated: 19/02/2018