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**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

SOLICITATION AMENDMENT

MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Communication Procurement Directorate/Direction de
l'approvisionnement en communication
360 Albert St. / 360, rue Albert
12th Floor / 12ième étage
Ottawa
Ontario
K1A 0S5

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|--|--|
| Title - Sujet Audio Visual Production Services | |
| Solicitation No. - N° de l'invitation W2B03-180178/A | Amendment No. - N° modif. 006 |
| Client Reference No. - N° de référence du client W2B03-18-0178 | Date 2018-05-07 |
| GETS Reference No. - N° de référence de SEAG PW-\$\$CX-026-74595 | |
| File No. - N° de dossier cx026.W2B03-180178 | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-05-18 | Time Zone Fuseau horaire Eastern Daylight Saving Time EDT |
| F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/> | |
| Address Enquiries to: - Adresser toutes questions à: Deen(CX Div.), Raihanna | Buyer Id - Id de l'acheteur cx026 |
| Telephone No. - N° de téléphone (613) 990-4033 () | FAX No. - N° de FAX (613) 949-1281 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: | |

Instructions: See Herein

Instructions: Voir aux présentes

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

AMENDMENT 006

The purpose of this amendment is to:

- A) respond to bidders questions; and**
- B) apply changes to the Request for Proposal.**

PART A) Respond to bidders' questions

Question 7: The W2B03-180178/A details for the three videos are clear, but the stated:

- 19 Motion Graphics
- 13 Illustrations
- 25 Image enhancements
- 2 Interactive activities

Do not give enough detail to provide an accurate cost estimate. Could you provide an example of each with the desired level of detail, length, style and quality?

Response 7: 19 Motion Graphics – adding motion to illustrations and images. Most images and illustrations already exist.

1. e.g., an existing series of illustrations of a series/flow of stages in a process becomes one video illustrating the flow of the process.
 2. e.g., an existing illustration of a radar transmitter and a target. Add pulses to show the action.
 3. e.g., creating new graphics to illustrate a process.
- 13 Illustrations - technical illustrations to demonstrate a process or component
 1. e.g., new illustration of component.
 2. e.g., Sharpening and improvement of existing illustrations.
 - 25 Image enhancements – Making existing images more instructional.
 1. e.g., Adding labels and motion to existing images
 - 2 Interactive activities – adding low level interactivity to existing illustrations and images.
 1. e.g., Take existing illustrations and images and create a click-controlled presentation of components

Question 8: Could you please go into more detail regarding the content of the videos? Will they be mostly b-roll and/ or interviews?

Response 8: The videos will be capturing a procedure (audio/narration to be added as part of the editing process). The two short videos will be shot on board an HMCS vessel.

Videos will be b-roll. The videos will show technicians conducting what we refer to as “Planned Maintenance”, which could be described as “monthly preventative maintenance” on various pieces of equipment. One of the videos will show the swap or change out of a “magnetron” in a fire control radar. This is done when the equipment has reached a set number of operating hours and must be replaced so it can to a service center for overhaul.

Question 9: Since this competition is not being held under an existing SO/SA, I believe the time for bids must be 40-45 days. Will the Crown please extend the closing date accordingly?

Response 9: Audio Visual Production services falls under GSIN Commodity Group T. Communications, Photographic, Mapping, Printing and Publications Services, specifically T009A and these are exempt from the North American Free Trade Agreement. Based on its estimated value the requirement was also

exempt from the Canadian Free Trade Agreement. However, the RFP has now been extended until May 18, 2018.

Question 10: The RFP requires the bidder to have an existing Facility Security clearance. Will the Crown accept that a request for this clearance has been submitted with the caveat that a successful bidder will only be awarded a contract upon receiving a Facility Clearance?

I have just read the SRCL again and find no requirement for a Facility Security Clearance at all. The requirement is that personnel have an Enhanced Reliability.

Please clarify.

Response 10: As per the RFP, Part 6.1 Security Requirement, at the date of bid closing, the following conditions must be met: (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses **and** Part 7.1 Security Requirement 1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

Question 11: The RFP requires travel to BC to film for 2 days. Since the financial section requires bidders to include this cost in their bid and will be evaluated on it, this gives bidders in BC a huge advantage over others not in the area.

Will the Crown agree to remove the cost of this travel for evaluation purposes with the caveat that travel will be reimbursed according to Treasury Board Guidelines with no mark-up?

Response 11: Travel costs must be included in the Bidder's financial proposal as per Section 7.7 PAYMENT, subsection 7.7.1.2.1 Travel and Living Expenses up to Ceiling price of the RFP.

Question 12: For the final deliverables, can you give us samples of how complex the final products might be? Just trying to gauge the level of effort to complete project... are there sample videos, interactions or scripts we can see?

Response 12: We do not have any sample videos to provide as this is a new project to modernize training from Stand and deliver PowerPoint presentations and images. I can provide a draft script for the 12 Monthly Maintenance video.

Question 13: Regarding the Statement of Work - for each of the interactive activities, how many click points are expected to appear within a single activity?

Response 13: All enhancements at IMI Level 1, maximum 20 click points in any activity.

Question 14: Please provide more information about the following 2 videos:

- a) One (1) Magnetron Replacement video of approximately five(5) minutes in length, in English with French subtitles;
- b) One (1) Flash-up video of approximately three (3) minutes in length, in English with French subtitles.

Response 14: Please see Part B below.

PART B) Apply changes to the Request for Proposal:

1) On Page 2, at Table of Contents, LIST OF ANNEXES, Annex A Statement of Work

Insert:

Appendix to Annex A Additional Video Details

and

2) On Pages 25 to 31 of the RFP, at Annex A, Statement of Work:

Insert:

APPENDIX A TO ANNEX A:

ADDITIONAL VIDEO DETAILS

Video 1: Monthly Maintenance procedural video:

- Video starts with clips of each piece of the RADAR system (e.x. console, Transceiver, Man Aloft Switch)
- 12M1 - routine covers 3M1 maintenance through 3M6 (M1 check interlock SW, M2 clean console air filter, M3 check console fan, M4 clean trackball, M5 check fan function for X-Band Transceiver, M6 check S-Band fan function in Transceiver)
- 12M2 - LOCK-OUT-TAG-OUT - PROCESSOR UNIT AND TFT DISPLAY - CHECK ALL PLUG-IN, BOLTED CONNECTIONS AND CLAMPED CABLES
- 12M4 - S-BAND MK2 PEDESTAL AND ARRAY - CLEANING AND INSPECTION
- 12M6 - S-BAND MK2 PEDESTAL AND ARRAY - PEDESTAL LUBRICATION
- 12M8 - S-BAND MK2 PEDESTAL AND ARRAY - DRIVE SYSTEM – CHECK
- 12M10 - S-BAND MK2 PEDESTAL AND ARRAY - CHECK GROUND CONNECTION
- 12M12 - S-BAND MK2 PEDESTAL AND ARRAY - ACCESS COVER GASKET – CHECK

12M1 The 12 monthly maintenance incorporates all maintenance routines that would normally be observed during the 12 month period of time. For the S Band RADAR that is 3M1-3M4 and 3M6.

3M1 The technicians test the safety interlock on the transceiver cabinet. [The cover is removed and the spring loaded interlock opens the high voltage to the transmitter is removed, LED DS9 is extinguished.

3M2 The technicians remove the air filter from the RADAR display and computer.

3M3 Visual inspection of the processor units fan.

3M4 Removal of the trackball for cleaning.

3M6 Technicians visually check the fan to ensure proper cooling of the transceiver cabinet is maintained

12M2 Prior to commencing this maintenance routine, technicians complete the lock-out-tag-out procedure.

All cables must be securely attached, ships vibrations will cause cables to over time disconnect from their sockets.

12M4 Technicians ensure that the antenna pedestal and antenna array are corrosion free and that all hardware is appropriately torqued. Technicians replace the air drying bag.

12M6 The antenna pedestal oil level is checked, the oil level should be seen at the mid-level of the oil sight gauge.

12M8 The technicians check the antenna mounting bars for proper torque and smoothness of rotation. They then check the toothed belt and toothed belt disks for damaging marks and toothed belt abrasive wear.

12M10 The technicians check that the Bonding Strap is providing proper ground continuity between the Pedestal and Ship's hull by inspecting the Bonding Strap, mounting bolts and washers for signs of corrosion. They then apply a proper amount of grease to minimize future corrosion.

12M12 The technicians do a visual inspection of the transceiver cabinets gasket for deterioration.

Once all maintenance has been completed, the technicians remove the lock-out-tag-out devices and bring the system online and ensure it is operating correctly.

Video 2: Magnetron Replacement Video:

The Magnetron replacement will be a series of short clips edited into a single 5 minute video that follows the technicians conducting the removal and replacement of the Magnetron unit within the Navigation Radar system onboard the ship. It will be edited to include a voice over narration of their actions in English with French subtitles. The opening credits would have the title and information when this procedure is done (i.e. 8000 hrs. use) and the video will follow the step by step process as laid out in the technical manual. Each section will be preceded by a title slide detailing the maintenance actions that the technicians are about to conduct. The conclusion scene will show the Radar display with the system operating to prove the maintenance actions. This video must be delivered in both 480p and 1080p MP4 format.

Video 3: One (1) Flash-up video

Flash-up is a term that encompasses the powering up and configuration of equipment systems. This video is intended to demonstrate to students the components of the Navigation RADAR and the steps required to power-up and configure the RADAR for Operation. It will follow the technician while they turn on and configure the RADAR, making sure to note the results of each action taken (i.e. After pressing the power button – note what lights and results are visible). It will be edited to include a voice over narration of the technician's actions and results in English, with French subtitles added. The video will start with images of the RADAR system components and their names, followed by the technician powering up and configuring the Radar for operation, noting results of actions taken. The conclusion of the video will show the RADAR screen with the system in operation. This video must be delivered in both 480p and 1080p MP4 format.

ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL REMAIN UNCHANGED.