



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

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

**11 Laurier St. / 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Communication Procurement Directorate/Direction de  
l'approvisionnement en communication

360 Albert St. / 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

<b>Title - Sujet</b> Audio Visual Production Services		
<b>Solicitation No. - N° de l'invitation</b> U1400-187221/A	<b>Date</b> 2018-09-27	
<b>Client Reference No. - N° de référence du client</b> U1400-18-7221		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CX-024-75553		
<b>File No. - N° de dossier</b> cx024.U1400-187221	<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 2018-10-18</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> Lavigne (cx024), Pierre		<b>Buyer Id - Id de l'acheteur</b> cx024
<b>Telephone No. - N° de téléphone</b> (613) 990-3140 ( )		<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> INNOV, SCI AND ECON DEVT CAN C/O ADMIN COMMUNICATIONS BR. 235 QUEEN ST, 4TH FL EAST TOWER Room 433A OTTAWA Ontario K1A0H5 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>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments and the Task Authorization Form.

### **1.2 Summary**

Innovation, Science and Economic Development Canada (ISED) works with Canadians in all areas of the economy and in all parts of the country to improve conditions for investment, enhance Canada's innovation performance, increase Canada's share of global trade and build a fair, efficient and competitive marketplace.

The Contractor must produce *animated and live action* videos in Canadian English and French. The videos are to be posted on the Canada.ca website, ISED Intranet, Facebook, YouTube and other social media channels. Some of the videos will be presented at conference.

*The objective of the videos is to lead viewers to visit the department's website for more detailed information on how to access Government of Canada services and programs.*

The target audiences for these *animated and live action* videos are intended for a Canadians population interested in innovation, science, businesses development including law and regulation related to it.

The Contractor must produce *animated and live action* videos in Canadian English and French for ISED's website, ISED Intranet, Facebook, YouTube and other social media channels. Some of the videos will be presented at conferences.

The Contractor will be required to travel to locations across Canada to record video. Locations and dates of travel will be confirmed throughout the contract and may be adjusted on short notice. The Contractor will need to be flexible to adapt to changing schedules and logistics.

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The period of the Contract is from date of Contract award to December 31, 2019 inclusive with the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions.

### **1.3 Trade Agreements**

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

### **1.4 Canadian Content**

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

### **1.5 Debriefings**

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

### **1.6 epost Connect service**

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<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](#) (2018-05-22) 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: 60 days  
Insert: 90 days

### 2.2 Submission of Bids

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

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

### 2.3 Former Public Servant

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

#### Definitions

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the

implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

### Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

## 2.4 Enquiries - Bid Solicitation

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

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

eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## 2.5 Applicable Laws

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

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

## 2.6 Improvement of Requirement During Solicitation Period

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

## 2.7 Basis for Canada's Ownership of Intellectual Property

Immigration, Refugees and Citizenship Canada (IRCC) has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#):

- the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.
- the Intellectual Property in Foreground Information consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software;



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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 8 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

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

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

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

Section I: Technical Bid **(1 hard copy) and (1 soft copy on USB key)**

Section II: Financial Bid **(1 hard copy) and (1 soft copy on USB key)**

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

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

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

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>) To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and

- 
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### **Section I: Technical Bid**

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

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

### **Section II: Financial Bid**

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

**3.1.2 Electronic Payment of Invoices – Bid**

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

If Annex “C” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

### **Section III: Certifications**

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

### ATTACHMENT 1 TO PART 3 PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below the firm fixed all-inclusive rate (in CAN\$) for the various audio visual production services that it is offering for each service category identified.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

***The Bidder must quote firm fixed all-inclusive rates in Canadian dollars, GST/HST extra, FOB destination in accordance with the Basis of Payment. These firm fixed all-inclusive rates will form part of any resulting Contract and subsequent Task Authorization.***

#### INITIAL CONTRACT PERIOD - Contract Award to December 31, 2019

Table 1 : Firm fixed all-inclusive rates – Video Production Services for Initial Contract Period			
<b><i>The Bidder must quote firm fixed all-inclusive rates for Video Production Services. These firm fixed all-inclusive rates will form part of any resulting Contract and subsequent Task Authorization.</i></b>			
Category of Service	Firm fixed all-inclusive rates INITIAL CONTRACT PERIOD – Award to December 31 2019	Number of hours / min. / transfers / sessions for Evaluation Purposes	Total Evaluated Price
Project manager for all production stages	\$ _____	150 Hours	\$ _____
Production coordinator	\$ _____	75 Hours	\$ _____
Producer / Director	\$ _____	112.5 Hours	\$ _____
Producer / director (travel/stand-by rate)	\$ _____	20 Hours	\$ _____
Senior Camera Operator	\$ _____	112.5 Hours	\$ _____
Senior Camera Operator (travel/stand-by rate)	\$ _____	20 Hours	\$ _____
HD Video Camera Package*	\$ _____	112.5 Hours	\$ _____
B-camera Package*	\$ _____	75 Hours	\$ _____
Location Audio Technician	\$ _____	75 Hours	\$ _____
Location Audio Equipment Kit for Audio Technician	\$ _____	75 Hours	\$ _____
Certified drone operator	\$ _____	20 Hours	\$ _____
Drone Equipment*	\$ _____	20 Hours	\$ _____
Grip/Lighting package	\$ _____	75 Hours	\$ _____

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Senior Video Editor	\$ _____	<b>75 Hours</b>	\$ _____
Graphic Designer/with edit suite	\$ _____	<b>40 Hours</b>	\$ _____
Motion graphics designer (intermediate)	\$ _____	<b>40 Hours</b>	\$ _____
Offline Video Editor/with edit suite	\$ _____	<b>112.5 Hours</b>	\$ _____
Digital audio recording and mixing	\$ _____	<b>5 sessions</b>	\$ _____
Narration / voice over non-union talent (including all fees and Internet buyout) per video in both languages	\$ _____	<b>5 videos</b>	\$ _____
Stock video (per minute rate)	\$ _____	<b>30 minutes</b>	\$ _____
Music (per track)	\$ _____	<b>10 tracks</b>	\$ _____
Photos (10 per video)	\$ _____	<b>50 photos</b>	\$ _____
Transcription and preparation of accessibility files (.SRT closed captions and descriptive text) per video	\$ _____	<b>5 videos</b>	\$ _____
Media & backup / File Transfer to FTP Site (flat rate) per video	\$ _____	<b>10 transfers</b>	\$ _____
Transportation	\$ _____	<b>40 Hours</b>	\$ _____
<b>Blended Hourly Rate (A)**</b>	\$ _____	<b>75 Hours</b>	\$ _____

<b>TOTAL ALL-INCLUSIVE BID EVALUATION VALUE (BEV) FOR EVALUATION PURPOSES* (TOTAL FROM TABLE 1)</b>	<b>\$ _____</b>
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## OPTIONAL PERIOD 1 - January 1, 2020 to December 31, 2020

<b>Table 2 : Firm fixed all-inclusive rates – Video Production Services for Optional Period 1</b>			
<b><i>The Bidder must quote firm fixed all-inclusive rates for Video Production Services. These firm fixed all-inclusive rates will form part of any resulting Contract and subsequent Task Authorization.</i></b>			
<b>Category of Service</b>	<b>Firm fixed all-inclusive rates OPTIONAL PERIOD 1 January 1, 2020 to December 31, 2020</b>	<b>Number of hours / min. / transfers / sessions for Evaluation Purposes</b>	<b>Total Evaluated Price</b>
Project manager for all production stages	\$ _____	150 Hours	\$ _____
Production coordinator	\$ _____	75 Hours	\$ _____
Producer / Director	\$ _____	112.5 Hours	\$ _____
Producer / director (travel/stand-by rate)	\$ _____	20 Hours	\$ _____
Senior Camera Operator	\$ _____	112.5 Hours	\$ _____
Senior Camera Operator (travel/stand-by rate)	\$ _____	20 Hours	\$ _____
HD Video Camera Package*	\$ _____	112.5 Hours	\$ _____
B-camera Package*	\$ _____	75 Hours	\$ _____
Location Audio Technician	\$ _____	75 Hours	\$ _____
Location Audio Equipment Kit for Audio Technician	\$ _____	75 Hours	\$ _____
Certified drone operator	\$ _____	20 Hours	\$ _____
Drone Equipment*	\$ _____	20 Hours	\$ _____
Grip/Lighting package	\$ _____	75 Hours	\$ _____
Senior Video Editor	\$ _____	75 Hours	\$ _____
Graphic Designer/with edit suite	\$ _____	40 Hours	\$ _____
Motion graphics designer (intermediate)	\$ _____	40 Hours	\$ _____
Offline Video Editor/with edit suite	\$ _____	112.5 Hours	\$ _____
Digital audio recording and mixing	\$ _____	5 sessions	\$ _____
Narration / voice over non-union talent (including all fees and Internet buyout) per video in both languages	\$ _____	5 videos	\$ _____
Stock video (per minute rate)	\$ _____	30 minutes	\$ _____
Music (per track)	\$ _____	10 tracks	\$ _____

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Photos (10 per video)	\$ _____	<b>50 photos</b>	\$ _____
Transcription and preparation of accessibility files (.SRT closed captions and descriptive text) per video	\$ _____	<b>5 videos</b>	\$ _____
Media & backup / File Transfer to FTP Site (flat rate) per video	\$ _____	<b>10 transfers</b>	\$ _____
Transportation	\$ _____	<b>40 Hours</b>	\$ _____
<b>Blended Hourly Rate (A)**</b>	\$ _____	<b>75 Hours</b>	\$ _____

<b>TOTAL ALL-INCLUSIVE BID EVALUATION VALUE (BEV) FOR EVALUATION PURPOSES* (TOTAL FROM TABLE 2)</b>	<b>\$ _____</b>
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## OPTIONAL PERIOD 2 - January 1, 2021 to December 31, 2021

**Table 3 : Firm fixed all-inclusive rates – Video Production Services for Optional Period 2**

***The Bidder must quote firm fixed all-inclusive rates for Video Production Services. These firm fixed all-inclusive rates will form part of any resulting Contract and subsequent Task Authorization.***

Category of Service	Firm fixed all-inclusive rates OPTIONAL PERIOD 2 January 1, 2021 to December 31, 2021	Number of hours / min. / transfers / sessions for Evaluation Purposes	Total Evaluated Price
Project manager for all production stages	\$ _____	150 Hours	\$ _____
Production coordinator	\$ _____	75 Hours	\$ _____
Producer / Director	\$ _____	112.5 Hours	\$ _____
Producer / director (travel/stand-by rate)	\$ _____	20 Hours	\$ _____
Senior Camera Operator	\$ _____	112.5 Hours	\$ _____
Senior Camera Operator (travel/stand-by rate)	\$ _____	20 Hours	\$ _____
HD Video Camera Package*	\$ _____	112.5 Hours	\$ _____
B-camera Package*	\$ _____	75 Hours	\$ _____
Location Audio Technician	\$ _____	75 Hours	\$ _____
Location Audio Equipment Kit for Audio Technician	\$ _____	75 Hours	\$ _____
Certified drone operator	\$ _____	20 Hours	\$ _____
Drone Equipment*	\$ _____	20 Hours	\$ _____
Grip/Lighting package	\$ _____	75 Hours	\$ _____
Senior Video Editor	\$ _____	75 Hours	\$ _____
Graphic Designer/with edit suite	\$ _____	40 Hours	\$ _____
Motion graphics designer (intermediate)	\$ _____	40 Hours	\$ _____
Offline Video Editor/with edit suite	\$ _____	112.5 Hours	\$ _____
Digital audio recording and mixing	\$ _____	5 sessions	\$ _____
Narration / voice over non-union talent (including all fees and Internet buyout) per video in both languages	\$ _____	5 videos	\$ _____
Stock video (per minute rate)	\$ _____	30 minutes	\$ _____
Music (per track)	\$ _____	10 tracks	\$ _____

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Photos (10 per video)	\$ _____	<b>50 photos</b>	\$ _____
Transcription and preparation of accessibility files (.SRT closed captions and descriptive text) per video	\$ _____	<b>5 videos</b>	\$ _____
Media & backup / File Transfer to FTP Site (flat rate) per video	\$ _____	<b>10 transfers</b>	\$ _____
Transportation	\$ _____	<b>40 Hours</b>	\$ _____
<b>Blended Hourly Rate (A)**</b>	\$ _____	<b>75 Hours</b>	\$ _____

<b>TOTAL ALL-INCLUSIVE BID EVALUATION VALUE (BEV) FOR EVALUATION PURPOSES* (TOTAL FROM TABLE 3)</b>	\$ _____
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\*\* For evaluation purposes, the blended hourly rate for other video production services include the provision of all the following services, if necessary, to complete the work:

**BLENDED HOURLY RATE (A)**

- Service of a camera assistant
- Research work
- Services of a make-up artist
- Set Staging / Stage Decoration / Accessory Production
- Teleprompter

\*The following are minimum specifications for camera packages. Packages with higher-quality components are acceptable:

A Camera Camcorder Package: Professional quality HD or UHD/4K digital video camera with a camcorder form factor. Minimum 1920x1080 resolution, 24 Mbit/s. Examples include Sony PMW-F5, Canon C100 Mark II.

The kit must also include a suitable tripod, memory cards, batteries, lenses, filters, carrying case and any and all other items necessary for the proper operation, care and maintenance of the equipment. Headphones and one microphone (lavalier or handheld interview mic depending on shoot requirements) must be included in the package when an audio technician will not be present. All equipment must be clean and in good repair to ensure all images are free of dust and artefacts.

A Camera DSLR Package: Professional quality full-frame interchangeable-lens DSLR camera with HD or UHD/4K video recording capability (minimum 1920x1080 video resolution). Examples include Canon 5D Mark III, Sony A7S II.

The kit must also include a suitable tripod, memory cards, batteries, lenses, filters, carrying case and any and all other items necessary for the proper operation, care and maintenance of the equipment. Headphones and one microphone (lavalier or handheld interview mic depending on shoot requirements) must be included in the package when an audio technician will not be present. All equipment must be clean and in good repair to ensure all images are free of dust and artefacts.

B Camera Package: This is any secondary camera used to shoot specialty shots, e.g. 360° cam, GoPro or similar. The kit must include all necessary batteries, memory cards, camera mounts and any and all items necessary for the proper operation, care and maintenance of the equipment. All equipment must be clean and in good repair to ensure all images are free of dust and artefacts.



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**Drone Package:** Small to mid-range drone with built-in HD or 4K camera or attached GoPro or similar (large drone carrying a DSLR is not required). Examples include DJI Phantom 4 Pro, DJI Mavic Pro, 3DR Solo.

The kit must also include memory cards, batteries, lenses, filters, carrying case and any and all other items necessary for the proper operation, care and maintenance of the equipment.

All equipment must be clean and in good repair to ensure all images are free of dust and artefacts.

### **Travel and Living Expenses**

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the [Treasury Board Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the *Project* Authority. All payments are subject to government audit.

### **Other Direct Expenses**

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

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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 financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

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

##### 4.1.1.1 MANDATORY TECHNICAL CRITERIA

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

To meet the requirement described herein, the experience of the Bidder must be work for which the Bidder was under contract to external clients. During the evaluation no corporate experience gained through internal clients will be accepted or reviewed. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

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

#### Definitions for the purposes of evaluation:

**“External client(s)”** means clients exterior to the Bidder's own legal entity (or joint venture partnership) and excludes the parent, subsidiaries or other affiliates of the Bidder.

**“Internal client(s)”** means clients within the Bidder's own legal entity (or joint venture partnership) and includes the parent, subsidiaries and other affiliates of the Bidder.

**“Creative and compelling content”** means content that is unique, original, remarkable, challenges assumptions, inspires, motivates, promotes connections between people and makes them feel good about the world.

### M.1 EXPERIENCE OF THE FIRM

The Bidder must demonstrate that they have at least produced five (5) videos in the last four (4) years (between April 2014 and September 2018) with experience filming and producing professional videos for external clients.

To demonstrate its experience, the Bidder must provide the following:

- a) List of five (5) video projects for external clients produced in the last four (4) years (between April 2014 and September 2018)
- b) a description of each video for external clients:
  - a. date
  - b. project title
  - c. name of client organization
  - d. tasks performed that must include

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shooting script,  
shot list,  
pre-interviews,  
pre-production storyboards,  
shooting,  
editing,  
final product

## **M.2 VIDEO PRODUCTION SAMPLES**

(The video production samples will be rated under R.2)

The Bidder must demonstrate its experience in producing videos by submitting a demo of three (3) video production samples produced and completed by the Bidder **after April 1, 2014**. The samples should be able to be played on any laptop computer, using Windows Media Player or VLC.

Each video sample must have been completed by the Bidder under a contract for an external client; and have had a total production cost **between \$5,000.00 and \$25,000.00** (GST/HST extra).

At least one (1) of the three (3) samples must contain creative and compelling content.

The Bidder must complete and submit the Video Demo Fact Sheet found in Appendix 1 for each video production sample.

The total combined running time of the three (3) submitted samples should not exceed ten (10) minutes in length. Should the total running time of the submitted samples exceed ten (10) minutes, only the first ten (10) minutes will be evaluated.

**Each** video sample must demonstrate:

1. use of lighting,
2. camera angles,
3. graphics,
4. sound,
5. music,
6. effective use of treatment,
7. script,
8. language (both body and spoken), and
9. editing techniques.

**BIDS NOT MEETING THE ALL THE MANDATORY REQUIREMENTS WILL BE GIVEN NO FURTHER CONSIDERATION.**

#### 4.1.1.2 POINT RATED TECHNICAL CRITERIA

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

To be considered compliant, Bidders must obtain a minimum passing mark of 200 overall for the point rated criteria of the Technical Evaluation. The rating is performed on a scale of **400 points**. Proposals scoring less than 200 points overall for the point rated criteria of the Technical Evaluation will not be given further consideration.

Bidders are instructed to address each requirement in sufficient depth to permit a complete analysis and assessment by the Evaluation Team.

Proposals will be evaluated on the completeness and level of detail by which they address the rated requirements. For example, if a description of a process or procedure is requested, the various steps which the Bidder will perform in order to complete the requirement, as detailed in the Annex A Statement of Work (SOW), should be described.

General statements should be avoided. These do not provide details which can be compared to the description of the requirement and therefore evaluated as to their relevancy in fulfilling the requirement, as detailed in the SOW.

Rated Technical Criteria	Maximum Points	Minimum Required Points
R.1 Project Management Approach	100	50
R.2 Quality of Video Production Samples Provided	300	150
<b>Total Points</b>	<b>400</b>	<b>200</b>

#### R.1: Project Management Approach (Maximum: 100 points - Minimum: 50 points)

The Bidder should propose a preliminary project management approach that provides flexibility and considers client needs. It should reflect how the Bidder proposes to work in collaboration with the Project Manager and Project Team and outline the key areas that require input from the client. It should illustrate how the Bidder will ensure that performance, quality, and scheduled goals are achieved.

The Bidder should provide a detailed description of:

1. their proposed project management approach and procedures,
2. schedule controls,
3. possible challenges and risks,
4. risk mitigation,
5. the tools and techniques that would be used to plan, organize, direct and control the project.
6. The project management approach should also outline how the Bidder proposes to work in collaboration with the Project Authority to ensure sufficient time for review and Government approval process.

**Points factors utilized is as follows:**

Not acceptable (25): The information provided was unsuitable or insufficient. Criterion may be addressed, but not enough information provided and/or technically not acceptable. Details on process, schedule controls, planning tools and techniques are limited. Less than established minimum.

Acceptable (50): This is the established minimum. Details provided to describe the Bidder's approach and procedures; schedule controls and planning tools and techniques. Demonstrates techniques to be put in place and used to plan, organize, direct and control projects. Identifies some potential challenges, risks and mitigation strategies. Demonstrates client involvement in the approach.

Superior (75): Details provided to describe the Bidder's approach and procedures; schedule controls and planning tools and techniques are complete. Demonstrates good techniques to be put in place and used to plan, organize, direct and control projects. Identifies some potential risks and challenges relevant to video production projects and mitigation strategies. Demonstrates client involvement in the approach and outlines key areas that require their input. Approach for working with Project Authorities is good.

Outstanding (100): Details provided to describe the Bidder's approach and procedures; schedule controls and planning tools and techniques are clear and complete. The Bidder demonstrates very effective, appropriate and innovative techniques to be put in place and used to plan, organize, direct and control projects. Identifies and clearly describes the potential risks and challenges relevant to video production projects and provides detailed mitigation strategies for each risk. Demonstrates excellent client involvement in the approach and outlines key areas that require their input. Approach for working with Project Authority is excellent, appropriate and flexible.

## **R.2 Quality of Video Production Samples Provided (Maximum 300 points – minimum 150 points)**

The Bidder will be assessed against the video production samples provided in accordance with **M.2** and the Video Demo Fact Sheet at Appendix 1.

Should the total combined running time of the three (3) submitted samples exceed ten (10) minutes in length, only the first ten (10) minutes will be evaluated.

**The video production samples will be evaluated on the following rated criteria:**

### **R.2.1 Per Video Sample – Client Objectives, Purpose of the Production and Creative Approach (Maximum 100 points – minimum 50 points)**

For each video sample described in Appendix 1 Video Demo Fact Sheet; the video samples submitted should demonstrate the client's objectives, the purpose of the production and the creative approach used by the Bidder.

The following elements will be evaluated for each video samples provided in response to M.2:

1. *use of lighting*
2. *camera angles*
3. *graphics*
4. *sound*
5. *music*
6. *treatment*
7. *script*
8. *language (both body and spoken), and*
9. *editing techniques*

For evaluation purposes, "very good" is defined as: very innovative, creative, effective, excellent quality and appropriate approach.

**Points factors utilized for each video production sample:**

Not Acceptable (25 points): The video sample does not allow the viewer to accurately understand the client objectives, purpose of the production and creative approach *described in Appendix 1*. One (1) or more video elements detracted from the video objective or prevented the message from being conveyed.

Acceptable (50 points): The video sample allows the viewer to accurately understand the client objectives, purpose of the production and creative approach *described in Appendix 1*. A minimum of 4 criteria are very good.

Superior (75 points): The video sample not only allows the viewer to accurately understand the client objectives, purpose of the production and creative approach *described in Appendix 1* but also demonstrates very good creativity. A minimum of 6 criteria are very good.

Outstanding (100 points): The video sample not only allows the viewer to accurately understand the client objectives, purpose of the production and creative approach *described in Appendix 1* but also demonstrates very good creativity and innovation. All the criteria are very good.

**4.1.2 Financial Evaluation**

**4.1.2.1 Mandatory Financial Criteria**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

**4.2. Basis of Selection**

**4.2.1 Basis of Selection – Lowest Price Per Point**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation;
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum of 200 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 400 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

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## APPENDIX 1

### Video Demo Fact Sheet PER VIDEO SAMPLE (For evaluation in accordance with R.2.1)

**TITLE** \_\_\_\_\_

- a) Client (department/organization); \_\_\_\_\_
- b) Client contact; \_\_\_\_\_
- c) Date of video production; \_\_\_\_\_
- d) Budget: \_\_\_\_\_
- e) Client's objective: Describe the strategic thinking behind the creative approach that you developed to respond to your client's objective;
- f) Description and purpose of production: Describe your client's business requirement (including for example whether the intention of the video was to be promotional, educational or motivational), challenge, or opportunity of what your firm was hired to do. Include a description of the product/service/social issue at the heart of the video message, the market(s), and the target audience(s);
- g) Description of the techniques and creative approach used in the video production to communicate the theme and the message:

The description should provide details to describe how the storyboard, script and language (both text and spoken) were used to meet the client's objectives for the purpose of the production.

The description should also provide details to describe how any or all of the following elements were used by your firm as applicable to communicate the message and to meet the client's objectives for the purpose of the production:

1. *use of lighting*
2. *camera angles*
3. *graphics*
4. *sound*
5. *music*
6. *treatment*
7. *script*
8. *language (both body and spoken), and*
9. *editing techniques*

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

### 5.2 Certifications Precedent to Contract Award and Additional Information

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

#### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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



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### **5.2.3 Additional Certifications Precedent to Contract Award**

#### **5.2.3.1 Canadian Content Certification**

This procurement is limited to Canadian services.

The Bidder certifies that:

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

**5.2.3.1.1** SACC *Manual* clause [A3050T](#) (2014-11-27) Canadian Content Definition.  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A3050T/3>

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## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

There are no security requirements associated with this requirement.

### **6.2 Financial Capability**

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

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## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

#### 7.1.2 Task Authorization

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

##### 7.1.2.1 Task Authorization Process

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

##### 7.1.2.2 Task Authorization Limit

Any TA with a value less than or equal to \$25,000.00 (including GST/HST) may be issued by the ISED Procurement Representative. Any TA with a value greater than this amount must be authorized by the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the right of the ISED Procurement Representative to issue TAs at any time.

##### 7.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,  
  
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and  
  
"Minimum Contract Value" means 5%.  
  
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum

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

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

#### **7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations**

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

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

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

The quarterly periods are defined as follows:

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

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

#### **Reporting Requirement- Details**

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

##### **For each authorized task:**

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

**For all authorized tasks:**

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

## **7.2 Standard Clauses and Conditions**

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

### **7.2.1 General Conditions**

**2035** (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### **7.2.2 Supplemental General Conditions**

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

## **7.3 Security Requirements**

**7.3.1** There is no security requirement applicable to the Contract.

## **7.4 Term of Contract**

### **7.4.1 Period of the Contract**

The period of the Contract is from date of Contract award to **December 31, 2019 inclusive**.

### **7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least **fifteen (15) calendar days** before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

**Pierre Lavigne (or designated representative)**

Supply Specialist  
Public Services and Procurement Canada  
Acquisitions Branch  
Communication Procurement Directorate  
360 Albert Street  
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The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 7.5.2 Project Authority

*The Project Authority will be identified in the resulting Contract.*

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

### 7.5.3 Contractor's Representative

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

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.7 Payment

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

### 7.7.1 Basis of Payment – Individual task authorizations

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

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

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be

authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

#### 7.7.1.1 Ceiling Price: Travel and Living Expenses

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, to a ceiling price of **\$5,000.00** (Applicable Taxes are extra, as appropriate).

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

#### 7.7.1.2 Travel and Living Expenses up to Ceiling price

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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

All payments are subject to government audit.

#### 7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

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

#### 7.7.3 Monthly Payment

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

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

#### **7.7.4 Electronic Payment of Invoices – Contract**

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

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

#### **7.7.5 Direct Request by Customer Department**

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

#### **7.7.5 Discretionary Audit**

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

#### **7.7.6 Time Verification**

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

### **7.8 Invoicing Instructions**

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

Each invoice must be supported by:

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

### **7.9 Certifications and Additional Information**

#### **7.9.1 Compliance**

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



## 7.9.2 Canadian Content Certification

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

## 7.10 Applicable Laws

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

## 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2035 (2018-06-21), General Conditions – Higher Complexity - Services
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex D, Task Authorization Form
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated \_\_\_\_\_.

## 7.12 Insurance - No Specific Requirement

SACC Manual clause G1005C (2016-01-28) Insurance

## 7.13 Distribution and Rights

All deliverables by the Contractor shall become the property of Canada. Canada shall have full and complete rights to distribute and use any deliverable created by the Contractor in response to this contract.

### 7.13.1 Underlying Rights Requirements

The Contractor is required to obtain underlying rights for material or talent used in the creation of the deliverable and provide documented proof of such to the Contracting Authority.

Usage: Commercial

Territory: Worldwide

Duration: "10" years

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**ANNEX "A"**

**STATEMENT OF WORK**

**VIDEO PRODUCTION SERVICES**

**INNOVATION, SCIENCE AND ECONOMIC DEVELOPMENT CANADA (ISED)**

**1. TITLE**

VIDEO PRODUCTION SERVICES

**2. BACKGROUND**

Innovation, Science and Economic Development Canada (ISED) works with Canadians in all areas of the economy and in all parts of the country to improve conditions for investment, enhance Canada's innovation performance, increase Canada's share of global trade and build a fair, efficient and competitive marketplace.

ISED requires the production of *new animated and live action* videos to be shown on the Canada.ca website, ISED intranet, Facebook, YouTube and other social media channels.

**3. OBJECTIVE**

The Contractor must produce *animated and live action* videos in Canadian English and French. The videos are to be posted on the Canada.ca website, ISED intranet, Facebook, YouTube and other social media channels. Some of the videos will be presented at conferences.

*The objective of the videos is to lead viewers to visit the department's website for more detailed information on how to access Government of Canada services and programs.*

**4. TARGET AUDIENCE**

The target audience for these *animated and live action* videos is a Canadian population interested in innovation, science and businesses development, including the laws and regulations related to those areas.

**5. SCOPE**

The Contractor must produce *animated and live action* videos in Canadian English and French for the Canada.ca website, ISED intranet, Facebook, YouTube and other social media channels. Some of the videos will be presented at conferences.

**6. CONTRACTOR RESPONSIBILITIES**

The Contractor must:

- a) Provide plans and reports as listed at articles 8 and 12 of this Statement of Work;
- b) Provide *storyboards*, *style boards* and motion graphics to the Project Authority within five (5) working days after issuance of a Task Authorization;
- c) Provide sample *voice tapes* of the narrators for all language voice-overs;
- d) Provide appropriate music, sound effects and sound mixing as well as all necessary personnel for post-production;
- e) Provide up to *five (5)* waves of each *rough cut* for the Project Authority's feedback and make changes as requested;
- f) Collaborate extensively with the Project Authority for approvals on final scripts and production schedules;
- g) Respond to the Project Authority's questions in a timely manner, defined as same day or within *fourteen (14)* hours; and
- h) Provide a *weekly* progress report.

The final product must be delivered *fifteen (15) working days after issuance of a Task Authorization or at the specified date in the Task Authorization*. All projects must be delivered before the end date of the contract, to be reviewed and receive the acceptance/approval of the Project Authority.

## 7. DEPARTMENT RESPONSIBILITIES

ISED will:

- a) *Provide written scripts;*
- b) *Provide translation or accessible adaptation;*
- c) *Coordinate advance notice and permissions or provide an escort to access government properties prior to the film crew's arrival;*
- d) *Provide personnel as required to the Contractor for matters not within the Contractor's responsibilities, such as the provision of subject matter experts;*
- e) *Obtain consent forms from ISED employees or other subject matter experts; and*
- f) *Provide props as appropriate and available.*

The Project Authority will respond to the Contractor's questions in a timely manner, defined as same day or within *twenty-four (24) hours*.

The Project Authority will arrange for the review of and will provide input and final approval on scripts, storyboards, the production schedule, rough cuts and final cuts, and will respond to the Contractor or provide approval within *five (5) working days* of receipt.

## 8. PROJECT SCHEDULE

A project schedule will be established between the Project Authority and the Contractor following the kick-off meeting when a new project is requested to be completed by the Contractor. Appropriate timelines will be negotiated depending on each project's requirement. The template below will be used as a starting point.

	Action	Date
1.	Kick-off Meeting	Within one week of Task Authorization (TA) issuance
2.	Production	From Contract Award - to the specified dates in each Task Authorizations (TA) for each specific projects until the end of the Period of Contract
3.	Rough Cuts	2-3 business days after each shoot or at the specified date in the Task Authorization (TA)
4.	Final Product (including all deliverables required for posting videos)	15 business days after each shoot or at the specified date in the Task Authorization (TA)
5.	All Final Deliverables	As indicated in the Task Authorization (TA)

## 9. CONSTRAINTS

A list of constraints will be established by the Project Authority within five (5) days when a new project is requested to be completed by the Contractor. Appropriate constraints will be provided to the Contractor depending on each project's requirements. The list below will be used as a starting point.

- a) *times of the day filming cannot occur;*
- b) *filming occurring in extreme conditions;*
- c) *words not to be used; and/or*
- d) *items, places or persons not to be filmed.*

Also of note:

- a) All deliverables must meet the requirements of the *Official Languages Act*;

- b) When developing materials, the Contractor must ensure that materials are compliant with the Federal Identity Program (FIP), culturally appropriate and related to the subject and must incorporate *ISED* corporate identity as needed;
- c) The work will be considered complete when it has been accepted and approved by the Project Authority;
- d) All deliverables must meet Treasury Board Standards for Accessibility (Web Content Accessibility Guidelines 2.0 – Level AA);
- e) Separate source files for images and content must be provided; and
- f) All products are licensed and/or free from talent/agency fees, and copies of the model releases are provided to *ISED* in paper, PDF and/or Word format.

#### **10. LOCATION/TRAVEL**

The Contractor may travel across Canada in order to provide the required visual for the videos. If required, a travel schedule will be negotiated between the Project Authority and the Contractor within five (5) days when a new project is requested to be completed by the Contractor.

Travel costs will be reimbursed when billed separately to the Project Authority. All travel should follow the Government of Canada NJC Travel Directive.

#### **11. MEETINGS**

The Contractor must participate in meetings in person or by teleconference, on an as-requested basis, with the Project Authority.

#### **12. REPORTS**

The Contractor must provide progress reports by email to the Project Authority on a *weekly* basis that will identify the work that has been performed, by whom and the total amount of hours worked. The Contractor must provide the Project Authority with a project plan and project timeline by email within five (5) working days of receiving a Task Authorization.

#### **13. DELIVERABLES**

Each of the following products requires Closed Captioning and Described Text.

The Contractor must provide:

- a) One (1) HD file of each of the full-length English and French videos in the following formats:
  - i. MPEG; and
  - ii. MP4.
- b) One (1) HD DVD master copy with menu, containing all video products in the following formats:
  - i. MPEG; and
  - ii. MP4.
- c) All video footage listed above in a) and b) must be provided on a portable USB hard drive, along with all high-definition SLR camera stills (original field photographs) in JPG format (minimum 4000x6000 pixels);
- d) Detailed transcripts for all video version(s);
- e) All working files, source files or graphics produced and purchased during the production of the video, including all rights to voice-overs or footage;
- f) All materials required to edit the video and/or produce additional in-house videos using the supplied footage and source material;
- g) Time transcripts for all language versions;
- h) A USB drive containing all files:
  - i. All raw footage (including b-rolls); and
  - ii. All rights and releases.

#### **14. FORMATTING AND CLOSED CAPTIONING SPECIFICATIONS**

##### **14.1 File / Portable Hard Drive Specifications:**

- a) MP4

- 
- Video codec: H264-MPEG-4 AVC (part10) (avc1)  
Audio codec: MPEG AAC Audio (mp4a)
- b) WMV  
Video codec: Windows Media Video VC1 (WVC1)  
Audio codec: Windows Media Audio 2 (WMA2)
- c) FLV  
Video codec: On2's Vp6.2 Video (Flash) (VP6F)  
Audio codec: MPEG Audio layer 1/2/3 (mpga)
- d) Raw footage (format native to the camera used and compatible with Adobe Premier or FCP 7.0)
- e) High-definition camera stills in JPG format (minimum 4000x6000 pixels)

#### **14.2 Closed Captioning:**

Timing in the XML file requires timing in seconds (and fractions of seconds) and needs "begin" time and "duration".

For example:

```
<div begin="14.41s" dur=5.52s".
```

...

```
<div begin="158.26s" dur=3.25s".
```

#### **14.3 Presentation Rate:**

Off-line caption writers should follow these presentation rate guidelines for pop-on captions:

- Allow a minimum of 1.5 seconds duration for up to 32 characters of text;
- Allow a minimum of 2 seconds duration to display the last 32 characters of text before blanking or moving captions;
- Do not display any caption for less than 1.5 seconds; and
- The maximum presentation rate should be 3 seconds duration for each 32 characters of text.

## 15. CANADA WORDMARK

The Canada wordmark and the departmental / Government of Canada signature are required in each videotape program.

The Project Authority will provide the Canada wordmark and the departmental signature files to the Contractor when a new project is assigned.

- a) The departmental name should be seen for 2 seconds before the animated flag symbol.
  - The department name might be ISED or Government of Canada.
  - The department name has to be in the first language of the video (English first or French first).
- b) The animated flag symbol and the Canada wordmark have to be used.
  - The animated flag symbol precedes the static form of the wordmark.
  - The Canada wordmark is applied prominently as the last image of the ad (generally 60% of the screen width) and remains on the screen for a total of 4 seconds.

## 16. MUSIC RIGHTS AND CLEARANCES

The following information will be required:

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

- Music title
- Composer
- Publisher
- Recording number
- Duration used
- Rights obtained

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

- Music title
- Composer
- Duration
- Rights obtained

## 17. TITLE AND PRODUCT IDENTIFICATIONS NUMBERS

The release title and the supplied Product Identification Numbers must be incorporated into the master video, after the colour bars and before the start of the actual program.

### Video 1:

English TITLE: Insert English title of video 1  
English PIN Insert PIN, example: 13ENU1400-187221-01

French TITLE: Insert French title of video 1  
French PIN Insert PIN, example: 13FRU1400-187221-01

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**Video 2:**

English TITLE: Insert English title of video 2  
English PIN Insert PIN, example: 13ENU1400-187221-02

French TITLE: Insert French title of video 2  
French PIN Insert PIN, example: 13FRU1400-187221-02

And so on...

## **18. STAGES OF VIDEO PRODUCTION FOR MEDIUM-SIZED PROJECTS**

### **18.1 Pre-production process**

- Meetings to discuss the video's concept
- Research
- Review script
- Draft storyboard
- Discuss budget (stock footage, imagery, music)
- Ensure personnel
- Select and book talent

#### **Resources required**

Project manager for all production stages  
Production coordinator

### **18.2 Production process**

- Doing the camerawork
- Sound recording
- Lighting setup
- B-roll video footage, etc.

#### **Resources required**

Producer/director  
Senior camera operator  
Camera operator  
Sound person  
Hair and makeup person  
Camera rental (A cam)  
B cam / 360° camera rental  
Lighting and sound rental  
Transportation costs  
Bilingual talent (if required)

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### **18.3 Post-production process**

- Video editing
- Graphics
- Animation
- Music
- Incorporate Canada wordmark and departmental signature
- Quality assurance
- Render finals
- Export
- Provide raw source files

### **Resources required**

Transcription services  
Senior editor  
Motion graphics designer (intermediate)  
Voice-over and narration  
Stock video, music, photos  
Media & backup (flat rate)

### **Action Date**

1. Kick-off meeting within one week of Contract Award
2. Production from Contract Award to the specified dates in each Task Authorizations (TA) for each specific projects until the end of the Period of Contract
3. Rough Cuts 2 – 3 business days after each shoot or at the specified date in the Task Authorization (TA)
4. Final Product (including all deliverables required for posting videos) 15 business days after each shoot or at the specified date in the Task Authorization (TA)
5. All final deliverables as indicated in the Task Authorization



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## ANNEX "B"

### BASIS OF PAYMENT

TABLE B.1 - CATEGORY OF SERVICE	INITIAL CONTRACT PERIOD	OPTION PERIOD 1	OPTION PERIOD 2
Production Management	\$____/ hour	\$____/ hour	\$____/ hour
Project manager for all production stages	\$____/ hour	\$____/ hour	\$____/ hour
Production coordinator	\$____/ hour	\$____/ hour	\$____/ hour
Producer / Director	\$____/ hour	\$____/ hour	\$____/ hour
Producer / director (travel/stand-by rate)	\$____/ hour	\$____/ hour	\$____/ hour
Senior Camera Operator	\$____/ hour	\$____/ hour	\$____/ hour
Senior Camera Operator (travel/stand-by rate)	\$____/ hour	\$____/ hour	\$____/ hour
HD Video Camera Package*	\$____/ hour	\$____/ hour	\$____/ hour
B-camera Package*	\$____/ hour	\$____/ hour	\$____/ hour
Location Audio Technician	\$____/ hour	\$____/ hour	\$____/ hour
Location Audio Equipment Kit for Audio Technician	\$____/ hour	\$____/ hour	\$____/ hour
Certified drone operator	\$____/ hour	\$____/ hour	\$____/ hour
Drone Equipment*	\$____/ hour	\$____/ hour	\$____/ hour
Grip/Lighting package	\$____/ hour	\$____/ hour	\$____/ hour
Senior Video Editor	\$____/ hour	\$____/ hour	\$____/ hour
Graphic Designer/with edit suite	\$____/ hour	\$____/ hour	\$____/ hour
Motion graphics designer (intermediate)	\$____/ hour	\$____/ hour	\$____/ hour
Offline Video Editor/with edit suite	\$____/ hour	\$____/ hour	\$____/ hour
Digital audio recording and mixing	\$____/ session	\$____/ session	\$____/ session
Narration / voice over non-union talent (including all fees and Internet buyout) per video in both languages	\$____/ video	\$____/ video	\$____/ video
Stock video (per minute rate)	\$____/ min	\$____/ min	\$____/ min
Music (per track)	\$____/ track	\$____/ track	\$____/ track

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Photos (10 per video)	\$____/ video	\$____/ video	\$____/ video
Transcription and preparation of accessibility files (.SRT closed captions and descriptive text) per video	\$____/ video	\$____/ video	\$____/ video
Media & backup / File Transfer to FTP Site (flat rate) per video	\$____/ transfer	\$____/ transfer	\$____/ transfer
Transportation	\$____/ hour	\$____/ hour	\$____/ hour
<b>Blended Hourly Rate (A)**</b>	\$____/ hour	\$____/ hour	\$____/ hour

**BLENDED HOURLY RATE (A):**

- Service of a camera assistant
- Research work
- Services of a Make-up artist
- Set Staging / Stage Decoration / Accessory Production
- Teleprompter

\*The following are minimum specifications for camera packages. Packages with higher-quality components are acceptable:

A Camera Camcorder Package: Professional quality HD or UHD/4K digital video camera with a camcorder form factor. Minimum 1920x1080 resolution, 24 Mbit/s. Examples include Sony PMW-F5, Canon C100 Mark II.

The kit must also include a suitable tripod, memory cards, batteries, lenses, filters, carrying case and any and all other items necessary for the proper operation, care and maintenance of the equipment.

Headphones and one microphone (lavalier or handheld interview mic depending on shoot requirements) must be included in the package when an audio technician will not be present. All equipment must be clean and in good repair to ensure all images are free of dust and artefacts.

A Camera DSLR Package: Professional quality full-frame interchangeable-lens DSLR camera with HD or UHD/4K video recording capability (minimum 1920x1080 video resolution). Examples include Canon 5D Mark III, Sony A7S II.

The kit must also include a suitable tripod, memory cards, batteries, lenses, filters, carrying case and any and all other items necessary for the proper operation, care and maintenance of the equipment.

Headphones and one microphone (lavalier or handheld interview mic depending on shoot requirements) must be included in the package when an audio technician will not be present. All equipment must be clean and in good repair to ensure all images are free of dust and artefacts.

B Camera Package: This is any secondary camera used to shoot specialty shots, e.g. 360° cam, GoPro or similar. The kit must include all necessary batteries, memory cards, camera mounts and any and all items necessary for the proper operation, care and maintenance of the equipment. All equipment must be clean and in good repair to ensure all images are free of dust and artefacts.

**Drone Package:** Small to mid-range drone with built-in HD or 4K camera or attached GoPro or similar (large drone carrying a DSLR is not required). Examples include DJI Phantom 4 Pro, DJI Mavic Pro, 3DR Solo.

The kit must also include memory cards, batteries, lenses, filters, carrying case and any and all other items necessary for the proper operation, care and maintenance of the equipment. All equipment must be clean and in good repair to ensure all images are free of dust and artefacts.

### **Travel and Travel and Living Expenses**

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the [Treasury Board Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the *Project Authority*. All payments are subject to government audit.

### **Other Direct Expenses**

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

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## **ANNEX "C" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

- ☐ ( ) VISA Acquisition Card;
- ☐ ( ) MasterCard Acquisition Card;
- ☐ ( ) Direct Deposit (Domestic and International);
- ☐ ( ) Electronic Data Interchange (EDI);

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CX024  
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**ANNEX "D"**

**TASK AUTHORIZATION FORM**

*See attached PDF PWGSC 572*

## Task Authorization Autorisation de tâche

**Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization**  
(Use form DND 626 for contracts for the Department of National Defence)

**Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche**  
(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)

**Contract Number**

Enter the PWGSC contract number.

**Numéro du contrat**

Inscrire le numéro du contrat de TPSGC.

**Contractor's Name and Address**

Enter the applicable information

**Nom et adresse de l'entrepreneur**

Inscrire les informations pertinentes

**Security Requirements**

Enter the applicable requirements

**Exigences relatives à la sécurité**

Inscrire les exigences pertinentes

**Total estimated cost of Task (Applicable taxes extra)**

Enter the amount

**Coût total estimatif de la tâche (Taxes applicables en sus)**

Inscrire le montant

**For revision only**

**Aux fins de révision seulement**

**TA Revision Number**

Enter the revision number to the task, if applicable.

**Numéro de la révision de l'AT**

Inscrire le numéro de révision de la tâche, s'il y a lieu.

**Total Estimated Cost of Task (Applicable taxes extra) before the revision**

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

**Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision**

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

**Increase or Decrease (Applicable taxes extra), as applicable**

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.

**Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu**

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

**1. Required Work: Complete sections A, B, C, and D, as required.**

**A. Task Description of the Work required:**

Complete the following paragraphs, if applicable.  
Paragraph (a) applies only if there is a revision to an authorized task.

(a) Reason for revision of TA, if applicable:  
Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

**1. Travaux requis : Remplir les sections A, B, C et D, au besoin.**

**A. Description de tâche des travaux requis :**

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

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**B. Basis of Payment:**

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

**C. Cost of Task:****Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (Applicable taxes extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

**Option 2:**

Total cost of Task (Applicable taxes extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

**D. Method of Payment**

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

**B. Base de paiement :**

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

**C. Coût de la tâche :****Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (Taxes applicables en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

**Option 2 :**

Coût total de la tâche (Taxes applicables en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

**D. Méthode de paiement**

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

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**2. Authorization(s):**

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

**3. Contractor's Signature**

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

**2. Autorisation(s) :**

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat. Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

**3. Signature de l'entrepreneur**

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.

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## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$

Security Requirements: This task includes security requirements  
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

☐

No - Non

☐

Yes - Oui

If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract  
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat



### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
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**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

### 1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>



Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

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

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

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date