



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

SOLICITATION AMENDMENT

MODIFICATION DE L'INVITATION

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

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

Comments - Commentaires

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

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

Title - Sujet Audio Visual Production Services	
Solicitation No. - N° de l'invitation U1400-187221/A	Amendment No. - N° modif. 005
Client Reference No. - N° de référence du client U1400-18-7221	Date 2018-10-25
GETS Reference No. - N° de référence de SEAG PW-\$\$CX-024-75553	
File No. - N° de dossier cx024.U1400-187221	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-11-06	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Lavigne (cx024), Pierre	Buyer Id - Id de l'acheteur cx024
Telephone No. - N° de téléphone (613) 990-3140 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation
U1400-187221/A
Client Ref. No. - N° de réf. du client
U1400-187221

Amd. No. - N° de la modif.
005
File No. - N° du dossier
CX024. U1400-187221

Buyer ID - Id de l'acheteur
CX024
CCC No./N° CCC - FMS No./N° VME

Amendment to solicitation 005

This Amendment to solicitation is to answer questions from bidders and Amend Attachment 1 to the Part 3 – Pricing Schedule

PART A - Questions and Answers

PART B - Attachment 1 to Part 3 – Pricing Schedule

PART A - Questions and Answers

Question 29:

Attachment 1 page 10-14 Pricing Schedule (Item on schedule) Transportation rates – is this mileage or rental. What is the definition of transportation?

Answer 29:

This item has been removed in the current amendment. Refer to amended Attachment 1 to Part 3 - Pricing Schedule

Question 30:

Attachment 1, page 10-14 Pricing Schedule (Item on schedule) Photos (10 per video) – would screen captures from the video be sufficient or are you looking for a photographer? How will you be using these photos? Do we send in rates from attachment 1 or just Annex B?

Answer 30:

This item has been removed in the current amendment. Refer to amended Attachment 1 to Part 3 - Pricing Schedule

Question 31:

We understand that the Contractor must provide animated graphics even before the storyboards, style boards and motion graphics are approved. Is that really the case? If so, will the Client be supplying us with the graphics to be animated? If not, how can we animate without having the approved material?

Answer 31:

No that is not the case. Tasking of motion graphics will include all necessary elements and direction.

Question 32:

Given the numerous approvals that the Contractor must obtain, is delivery within 15 working days realistic?

Answer 32:

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.

Solicitation No. - N° de l'invitation
U1400-187221/A
Client Ref. No. - N° de réf. du client
U1400-187221

Amd. No. - N° de la modif.
005
File No. - N° du dossier
CX024. U1400-187221

Buyer ID - Id de l'acheteur
CX024
CCC No./N° CCC - FMS No./N° VME

Question 33:

For the pricing schedule, do we have to fill out and submit the three tables in Attachment 1 to Part 3 (page 10) or fill out Annex B - Basis of Payment?

Answer 33:

Yes, you must fill out the three tables in Attachment 1 of Part 3 and not Annex B - Basis of Payment, which will be filled out when the contract is awarded.

Question 34:

If we must fill out the tables in Attachment 1, do we need to provide the calculations (rates x # of units)?

Answer 34:

Yes

Question 35:

When calculating the cost point by point, do you use the cumulative total for the 3 years (contract year + 2 option years) or do you only take into account the first year?

Answer 35:

The calculation will use the cumulative total for all three years divided by the number of points obtained in order to get the lowest price per point.

Question 36:

Since the costs can vary widely depending on the desired images, can the Client remove the cost of stock photos and videos (sourced from image banks) and instead specify that stock images be invoiced at cost based on the supporting documents provided by the Contractor and on the prior estimates once each project's requirements are defined?

Answer 36:

We made an amendment and now stock photos, video, and music will be billed at cost based on the supporting documents provided by the contractor and preliminary estimates following the definition of the needs for each project?

Question 37:

It stipulates that the Contractor must supply 10 photos per video. Are you referring to photos to be taken during the shoot or photos to be purchased from image banks? If these are stock photos, can you give us an idea of the images to be purchased, as the costs can vary widely.

Answer 37:

Refer to Q&A 36

Question 38:

Bidders are asked for a per-minute rate for video images sourced from an image bank. Since the rates can vary widely depending on the nature of the images, can you give us an idea of the videos to be purchased and the number of different videos in a given minute?

Answer 38:

Refer to Q&A 36

Solicitation No. - N° de l'invitation
U1400-187221/A
Client Ref. No. - N° de réf. du client
U1400-187221

Amd. No. - N° de la modif.
005
File No. - N° du dossier
CX024. U1400-187221

Buyer ID - Id de l'acheteur
CX024
CCC No./N° CCC - FMS No./N° VME

Question 39:

Drone operator and drone material: do you want video to be shot in populated urban areas?

Answer 39:

Locations may vary, and will only include area where drone flying is permitted

Question 40:

Can you specify the difference between "Senior Video Editor" and "Offline Video Editor/with edit suite" as we have never used these two categories.

Answer 40:

Senior Video Editor for the final online cut and the Offline Video Editor/with edit suite for the off-line / rough cut.

Question 41:

Lighting package: Are you looking for a lighting package for interviews or to light the location? If you are talking about the location, can you provide us with information on the size of the location to be lit, as equipment requirements and costs will vary a great deal?

Answer 41:

This refers to a regular lighting package for subjects during interviews and a small background decor if necessary.

Question 42:

By "Graphic Designer/with edit suite," do you mean a motion designer (2D/3D animation) in charge of animating graphics and tables? If so, do you expect there will be other types of animations to do?

Answer 42:

The contractor would most likely bill under "Motion graphics designer (intermediate)" in this scenario. Animations will vary by project.

Question 43:

REF: (0.2) 1. What format must be used to submit the video excerpts? Would links that redirect to Vimeo be accepted?

Answer 43:

MP4 or other format for viewing on a laptop. As stipulated in Section 5, point 7 of the 2003 Standardized Instructions, "Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the arrangement."

Question 44:

REF: (3.1) 2. Can we send the electronic bid through an email address instead of the epost Connect service?

If we send it in hard copy format, can we send a single large document that is divided into sections?

Answer 44:

Solicitation No. - N° de l'invitation
U1400-187221/A
Client Ref. No. - N° de réf. du client
U1400-187221

Amd. No. - N° de la modif.
005
File No. - N° du dossier
CX024. U1400-187221

Buyer ID - Id de l'acheteur
CX024
CCC No./N° CCC - FMS No./N° VME

You must follow the instruction in Part 2 and in Part 3 of the bid solicitation. Refer to the 2003 Standardized Instructions - Goods or Services - Competitive Requirements in the section titled "08 (2018-05-22) Transmission by facsimile or by epost Connect," under paragraph 2. "epost Connect" for all details and the email address for opening a conversation with the Receipt of Bids Unit.

Question 45:

REF: (8) 3. It says we have 15 working days after the Task Authorization. We find this a bit short. Do you mean 15 days after the shoot?

Answer 45:

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.

Question 46:

Must we handle casting for the actors? Will they have to speak on-camera, or will it only be voice-over? Do you wish to pay actors based on UDA and ACTRA fees?

Answer 46:

The following is the only talent service that would be required by the contractor: "Narration / voice over talent (including all fees and Internet buyout) per video in both languages". Other talent may be required on a case-by-case basis and will be coordinated at that time, but is not a requirement of this contract.

Question 47:

REF: (7.13.1) 5. Do you really want talent rights for 10 years? Must we include these expenses in our bid?

Answer 47:

Yes

Question 48:

REF (0.2) 6. For the section on video production and the firm's experience, what do you want, exactly? 5 video descriptions and another 3 different videos but as excerpts?

It seems to us that we could provide five excerpts instead of three and describe these for you along with their associated tasks.

Answer 48:

Videos mentioned in M.1 can be submitted as excerpts for M.2. Only the first 3 excerpts will be evaluated if you submit more than three.

Question 49:

Must we fill out Annex D: Task Authorization Form? It seems to be a form that will be used once the contract is awarded.

Answer 49:

No, the Task Authorization Form will be used after contract award to assign work.

Question 50:

Solicitation No. - N° de l'invitation
U1400-187221/A
Client Ref. No. - N° de réf. du client
U1400-187221

Amd. No. - N° de la modif.
005
File No. - N° du dossier
CX024. U1400-187221

Buyer ID - Id de l'acheteur
CX024
CCC No./N° CCC - FMS No./N° VME

To accompany the list of 5 videos produced between April 2014 and September 2018, we must produce a list of the tasks performed: do we only provide a list of the tasks or must we describe them in detail (with the documents).

e.g.: For the shot list, do we only mention that we carried out this task, or do you want the detailed shot list?

Answer 50:

A detailed shot list is not necessary, a description of tasks as stated in the criterion.

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

Question 51:

For Part II: Financial Bid

- a. In the video equipment section, it is impossible to provide a per-hour price, as rental is on a daily basis. Can this be adjusted?
- b. What does the client want as equipment in the grip/lighting package: lighting varies widely based on the value of the shot and the location?
- c. What length are your videos? This affects the price of the .srt subtitle files.
- d. In the Offline Video Editor/with edit suite section: is it just the suite or the editor and the suite?

Answer 51:

- a- We consider a work day equals to 8 hours of work.
- b- A fill light package for interviews and a simple decor.
- c- The duration of a video will vary depending on the project, but usually it lasts between 30 seconds and five minutes.
- d- Senior Video Editor for the final online cut and the Offline Video Editor/with edit suite for the off-line / rough cut.

Question 52:

To whom must I send a message request via the epost Connect service in order to send our bid?

Answer 52:

Refer to the 2003 Standardized Instructions - Goods or Services - Competitive Requirements in the section titled "08 (2018-05-22) Transmission by facsimile or by epost Connect," under paragraph 2. "epost Connect" for all details and the email address for opening a conversation with the Receipt of Bids Unit.

Solicitation No. - N° de l'invitation
U1400-187221/A
Client Ref. No. - N° de réf. du client
U1400-187221

Amd. No. - N° de la modif.
005
File No. - N° du dossier
CX024. U1400-187221

Buyer ID - Id de l'acheteur
CX024
CCC No./N° CCC - FMS No./N° VME

Question 53:

In Annex B, row 20 of the table on page 40, as well as in Annex C, row 11 of the table on page 11 and row 19 of table on page 12, it says "Narration / voice over non-union talent (including all fees and Internet buyout) per video in both languages".

However, as a member of a producers' association, we are bound by an agreement with the Union des artistes du Québec (UDA) and are required to hire artists from this union. If we are awarded the contract, could we hire unionized narrators anyway? What impact would this have? Can you tell us why you prefer to hire non-union narrators?

Answer 53

An amendment has been made to remove the requirement to hire non-union talent. Refer to amended Attachment 1 to Part 3 - Pricing Schedule

Solicitation No. - N° de l'invitation
U1400-187221/A
Client Ref. No. - N° de réf. du client
U1400-187221

Amd. No. - N° de la modif.
005
File No. - N° du dossier
CX024. U1400-187221

Buyer ID - Id de l'acheteur
CX024
CCC No./N° CCC - FMS No./N° VME

PART B - Attachment 1 to Part 3 – Pricing Schedule

1. DELETE in its entirety Attachment 1 to Part 3 – Pricing Schedule and REPLACE WITH:

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.

For evaluation purposes a work day equals to 8 hours of work.

INITIAL CONTRACT PERIOD - Contract Award to December 31, 2019

Table 1 : Firm fixed all-inclusive rates – Video Production Services for Initial Contract Period			
<i>The Bidder must quote firm fixed all-inclusive rates for <u>Video Production Services</u>. These firm fixed all-inclusive rates will form part of any resulting Contract and subsequent Task Authorization.</i>			
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	\$ _____

Solicitation No. - N° de l'invitation
U1400-187221/A
Client Ref. No. - N° de réf. du client
U1400-187221

Amd. No. - N° de la modif.
005
File No. - N° du dossier
CX024. U1400-187221

Buyer ID - Id de l'acheteur
CX024
CCC No./N° CCC - FMS No./N° VME

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 talent (including all fees and Internet buyout) per video in both languages.	\$ _____	5 videos	\$ _____
Transcription and preparation of accessibility files (.SRT closed captions and descriptive text) per video	\$ _____	5 videos	\$ _____
Media & backup / File Transfer to FTP Site (flat rate) per video	\$ _____	10 transfers	\$ _____

Solicitation No. - N° de l'invitation
U1400-187221/A
Client Ref. No. - N° de réf. du client
U1400-187221

Amd. No. - N° de la modif.
005
File No. - N° du dossier
CX024. U1400-187221

Buyer ID - Id de l'acheteur
CX024
CCC No./N° CCC - FMS No./N° VME

Blended Hourly Rate (A)**	\$ _____	75 Hours	\$ _____
----------------------------------	-----------------	-----------------	-----------------

TOTAL ALL-INCLUSIVE BID EVALUATION VALUE (BEV) FOR EVALUATION PURPOSES* (TOTAL FROM TABLE 1)	\$ _____
---	-----------------

Solicitation No. - N° de l'invitation
U1400-187221/A
Client Ref. No. - N° de réf. du client
U1400-187221

Amd. No. - N° de la modif.
005
File No. - N° du dossier
CX024. U1400-187221

Buyer ID - Id de l'acheteur
CX024
CCC No./N° CCC - FMS No./N° VME

OPTIONAL PERIOD 1 - January 1, 2020 to December 31, 2020

Table 2 : Firm fixed all-inclusive rates – Video Production Services for Optional Period 1			
<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>			
Category of Service	Firm fixed all-inclusive rates OPTIONAL PERIOD 1 January 1, 2020 to December 31, 2020	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	\$_____

Solicitation No. - N° de l'invitation
U1400-187221/A
Client Ref. No. - N° de réf. du client
U1400-187221

Amd. No. - N° de la modif.
005
File No. - N° du dossier
CX024. U1400-187221

Buyer ID - Id de l'acheteur
CX024
CCC No./N° CCC - FMS No./N° VME

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 talent (including all fees and Internet buyout) per video in both languages.	\$ _____	5 videos	\$ _____
Transcription and preparation of accessibility files (.SRT closed captions and descriptive text) per video	\$ _____	5 videos	\$ _____
Media & backup / File Transfer to FTP Site (flat rate) per video	\$ _____	10 transfers	\$ _____
Blended Hourly Rate (A)**	\$ _____	75 Hours	\$ _____

TOTAL ALL-INCLUSIVE BID EVALUATION VALUE (BEV) FOR EVALUATION PURPOSES* (TOTAL FROM TABLE 2)	\$ _____
---	-----------------

Solicitation No. - N° de l'invitation
U1400-187221/A
Client Ref. No. - N° de réf. du client
U1400-187221

Amd. No. - N° de la modif.
005
File No. - N° du dossier
CX024. U1400-187221

Buyer ID - Id de l'acheteur
CX024
CCC No./N° CCC - FMS No./N° VME

OPTIONAL PERIOD 2 - January 1, 2021 to December 31, 2021

Table 3 : Firm fixed all-inclusive rates – Video Production Services for Optional Period 2			
<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>			
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	\$_____

Solicitation No. - N° de l'invitation
U1400-187221/A
Client Ref. No. - N° de réf. du client
U1400-187221

Amd. No. - N° de la modif.
005
File No. - N° du dossier
CX024. U1400-187221

Buyer ID - Id de l'acheteur
CX024
CCC No./N° CCC - FMS No./N° VME

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 talent (including all fees and Internet buyout) per video in both languages.	\$ _____	5 videos	\$ _____
Transcription and preparation of accessibility files (.SRT closed captions and descriptive text) per video	\$ _____	5 videos	\$ _____
Media & backup / File Transfer to FTP Site (flat rate) per video	\$ _____	10 transfers	\$ _____
Blended Hourly Rate (A)**	\$ _____	75 Hours	\$ _____

TOTAL ALL-INCLUSIVE BID EVALUATION VALUE (BEV) FOR EVALUATION PURPOSES* (TOTAL FROM TABLE 3)	\$ _____
---	-----------------

Solicitation No. - N° de l'invitation
U1400-187221/A
Client Ref. No. - N° de réf. du client
U1400-187221

Amd. No. - N° de la modif.
005
File No. - N° du dossier
CX024. U1400-187221

Buyer ID - Id de l'acheteur
CX024
CCC No./N° CCC - FMS No./N° VME

**** 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.

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.

Solicitation No. - N° de l'invitation
U1400-187221/A
Client Ref. No. - N° de réf. du client
U1400-187221

Amd. No. - N° de la modif.
005
File No. - N° du dossier
CX024. U1400-187221

Buyer ID - Id de l'acheteur
CX024
CCC No./N° CCC - FMS No./N° VME

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.

**** ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION REMAIN UNCHANGED ****