



**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

Title - Sujet Audio Visual Production Services	
Solicitation No. - N° de l'invitation 0X001-180989/A	Date 2018-12-12
Client Reference No. - N° de référence du client 0X001-18-0989	
GETS Reference No. - N° de référence de SEAG PW-\$\$CX-031-76021	
File No. - N° de dossier cx031.0X001-180989	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-01-22	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: St-Clair, Denise (CX031)	Buyer Id - Id de l'acheteur cx031
Telephone No. - N° de téléphone (613) 993-7846 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CANADA SCHOOL OF PUBLIC SERVICE 241 Cité-des-jeunes Blvd., Asticou Attn: Nadine Lacelle Gatineau Québec K1N6Z2 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	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

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Buyer ID - Id de l'acheteur
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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into six 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 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

1.2 Summary

The Canada School of Public Service is seeking the services of a Contractor to provide management, administrative and technical services related to video pre-production, production and post-production for the Learning Programs Branch (LPB) primarily.

These services will be required for a period of 2 years, with the irrevocable option of allowing the School to extend the term of the Contract for up to 2 additional 2-year periods under the same terms and conditions.

To support the School in the evolution of its learning products, the services of a private-sector video Contractor, as described in this SOW, are required

1.2.1 Trade Agreements

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

The requirement is not subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA).

1.2.2 Canadian Content

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

1.2.3 Comprehensive Land Claims Agreement(s)

This procurement is not subject to the Comprehensive Land Claims Agreements.

1.2.4 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.

1.3 Debriefings

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

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.

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 in 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.

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2.6 Basis for Canada's Ownership of Intellectual Property

The Canadian School of Public Service as 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.

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 08 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 paper format, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (1 paper copy) and 1 electronic copy on a CD, DVD or USB key.

Section II: Financial Bid (1 paper copy) and 1 electronic copy on a CD, DVD or USB key.

Section III: Certifications (1 paper copy) and 1 electronic copy on a CD, DVD or USB key.

The same CD, DVD or USB key can hold all 3 sections.

If there is a discrepancy between the wording of the soft copy on electronic media 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 paper copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) format;
- (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 fiber 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 color printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs 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 in a thorough, concise and clear manner for carrying out the work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment Annex "B".

3.1.1 Electronic Payment of Invoices – Bid

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

If Annex "F" 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.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The Mandatory technical evaluation criteria are fully described in Annex "C".

4.1.1.2 Point Rated Technical Criteria

The Point Rated technical evaluation criteria are fully described in Annex "C".

4.1.2 Financial Evaluation

SACC *Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price

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

The total price for **evaluation purposes only**, will be established in accordance with the Annex "B" Basis of Payment.

4.2 Basis of Selection

4.2.1 Basis of Selection – Highest Combined Rating Technical Merit and Price

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 400 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 600 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.

5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%. The Estimated Blended Hourly Rate (EBHR) will be multiplied by 50 hours and will be used as the evaluated price for the evaluation weighting combined rating of technical merit and price.

Table B.1.1 - Video types (As per SOW – ANNEX “A”)	Estimated Blended Hourly Rate (EBHR)	Option Period 1 (EBHR)	Option Period 2 (EBHR)
Type 1 - Animation			
Type 2 - Live action scripted			
Type 3 - Motion graphic			
Type 4 - Interactive			
Type 5 - Transcript/Sub-titles/CC			
Estimated Blended Hourly Rate*			
Evaluation Price**			
* The Estimated Blended Hourly Rate will be calculated as follows: Adding type 1 to 6 ÷ 6 = EBHR ** The evaluation price will be derived by multiplying the EBHR by 50 hours.			

6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest blended hourly rate will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 100 and the lowest evaluated price is \$12,500.

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		510/600	420/600	400/600
EBHR for Evaluation		\$17,500	\$16,500	\$12,500
Calculations	Technical Merit Score	$510/600 \times 70 = 59.50$	$420/600 \times 70 = 49.00$	$400/600 \times 70 = 46.66$
	Pricing Score	$12,500/17,500 \times 30 = 21.43$	$12,500/16,500 \times 30 = 22.73$	$12,500/12,500 \times 30 = 30.00$
Combined Rating		80.93	71.73	76.66
Overall Rating		1 st	3 rd	2 nd

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 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

5.2.1 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)" list during the period of the Contract.

5.2.2 Additional Certifications Required with the Bid

5.2.2.1 Canadian Content Certification

This procurement is limited to Canadian services.

5.2.2.1.1 SACC *Manual* clause

[A3050T](#) (2014-11-27) Canadian Content Definition

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

6.2.1 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.

6.2.1.1 Task Authorization Process

1. The Procurement Authority will provide the Contractor with a description of the task using the, Task Authorization Form specified in Annex "E".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.
3. The Contractor must provide the Procurement Authority, 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 Procurement Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.2.1.2 Task Authorization Limit

The Procurement Authority may authorize individual task authorizations up to a limit of **\$50,000.00**, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

6.2.1.3 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
2. "Minimum Contract Value" means 10% of the Maximum Contract Value.
3. 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.
4. 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.

5. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

6.2.1.4 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 and the Procurement 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 and the Procurement 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,

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.3.2 Supplemental General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from April 01, 2019 to March 31, 2021 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional 2 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 60 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced through a contract amendment.

6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified on TA.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Public Works and Government Services Canada
Acquisitions Branch
Communication Procurement Directorate
Constitution Square, 12th Floor
360 Albert Street
Ottawa, Ontario
K1A 0S5

Attn: Denise St-Clair
Tel: (613) 993-7846

E-Mail address: TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is:

The name and contact information is to be provided 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.

6.5.3 Contractor's Representative

The Contractor Contacts for the Contract is:

The name and contact information is to be provided in the resulting contract.

6.6 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.

6.7 Payment

6.7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in **Annex "B"**, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs 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 TA 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.

6.7.2 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 \$_____. 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.

6.7.3 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 specified upon contract award.

6.8 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 the release document and any other documents as specified in the Contract;
 - b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - c. 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) electronic copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications and Additional Information

6.9.1 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.

6.9.2 SACC Manual Clauses

A3060C (2008-05-12) Canadian Content Certification

1. The Contractor warrants that the certification of Canadian Content submitted by the Contractor is accurate and complete, and that the goods, services or both to be provided under the Contract are in accordance with the definition contained in clause A3050T.
2. The Contractor must keep proper records and documentation relating to the origin of the goods, services or both provided to Canada. The Contractor must not, without obtaining before the written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of six (6) years after final payment under the Contract, or until settlement of all outstanding claims and disputes under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.
3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

6.10 Applicable Laws

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

6.11 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) - Higher Complexity - Services;
- (d) Annex "A", Statement of Work;
- (e) Annex "B", Basis of Payment;
- (f) the signed Task Authorizations (including all of its annexes, if any);
- (g) the Contractor's bid dated _____ .

ANNEX "A"

STATEMENT OF WORK

1. TITLE

Audio Visual Production of Digital Learning Products for the Canada School of Public Service (CSPS or the School).

2. BACKGROUND

The **Canada School of Public Service's** primary responsibility is to provide a broad range of learning opportunities and to establish a culture of learning to meet the common learning and development needs of approximately 250,000 public service employees across Canada. Video production is a key priority of the Canada School of Public Service, and video production services are required to help meet the growing demand for learning products in video format for inclusion in online courses, classroom courses, or to be posted on the School's learning platform.

The School delivers learning through its learning platform, GCcampus, an enterprise-wide approach to learning and performance support. GCcampus was developed with the goal of making learning more accessible, shifting the focus from the classroom to online, developing new types of learning products, and moving learning closer to workflow and just-in-time learning approaches.

The School offers a wide array of topics that videos could be based on, including GBA+, communications, finance, security, IM/IT, leadership, human resources, labour relations, values and ethics, official languages, Indigenous Peoples, and so much more.

3. OBJECTIVE

The Canada School of Public Service is seeking the services of a Contractor to provide management, administrative and technical services related to learning video pre-production, production and post-production for the Learning Programs Branch (LPB) primarily.

These services will be required for a period of 2 years, with the irrevocable option of allowing the School to extend the term of the Contract for up to 2 additional 2-year periods under the same terms and conditions.

To support the School in the evolution of its learning products, the services of a private-sector video Contractor, as described in this SOW, are required.

4. TARGET AUDIENCE

The target audiences for these varied videos are intended for all Canadian Public Servants across Canada. Some of the videos will have a more specific targeted audience in mind depending on their specialty and area of work, but most will be generic for all Public Servants.

5. SCOPE

The Contractor must produce a minimum of approximately 60 learning videos in Canadian English and Canadian French. The videos are to be posted on the Canada School's GCcampus learning platform, an internal platform for Canadian Government employees only. Types of videos could be some of the following: interactive presentations, motion graphics, talking-head, and/or animation and compliance work for transcription, sub-titles and closed captioning.

All videos must be produced in Canadian English and French (or bilingual) and must meet WCAG 2.0 AA Accessibility standards (with closed captions, transcripts and visual descriptions). The School also requires the Contractor to provide intelligent verbatim transcripts of audio and video productions. Videos may be stand-alone products, or embedded in a packaged learning products.

Types of videos could be:

- interactive presentations
- motion graphics
- scripted action
- talking-head
- animation

The Contractor must provide management, coordination, administrative and consulting services including, as applicable:

- A. Management and coordination of the technical and professional service requirements outlined in this Statement of Work.
- B. Recommendations regarding technical specifications and performance standards on all aspects of the technical and professional service requirements outlined in this Statement of Work.
- C. Management and coordination of professional talent when required.

The Contractor must supply technical and professional services relating to video pre-production, production and post-production, as required on a task basis, including as applicable, but not limited to:

VIDEO PRODUCTION PHASES

1) Pre-production:

- a. Research;
- b. Scripting: may include concepts, treatments, drafts, shooting and/or narration scripts, dialogue;
- c. Script creation and/or review;
- d. Storyboarding (design concept) creation and/or review;
- e. Second language adaptation;
- f. Location scouting;
- g. Scheduling and budgeting of filming shoots;
- h. Location and personnel and services for studio shooting across Canada:
 - i. video camera, tripod, monitor, etc.
 - ii. sound
 - iii. lighting
 - iv. grip and dolly
 - v. teleprompter
 - vi. sets, props
 - vii. hair, makeup, wardrobe
 - viii. location services (i.e., transportation, craft, etc.)
- i. Rights and releases

2) Production:

- a. On Location and studio shooting;
- b. Casting of talent as required;
- c. Video production personnel and equipment;
- d. Supplies and stock (props);

3) Post-production:

- a. Transcripts, closed captioning, subtitling and described video
- b. Off-line editing (Alpha – rough cut)
- c. Online editing (Beta – final draft for review)
- d. Time coding

- e. Animation, digital and visual special effects:
- i. digitizing
 - ii. compositing
 - iii. animation
- f. Audio management :
- i. sound and music recording
 - ii. soundtrack editing and audio mixing
 - iii. lay-up
 - iv. restoring
 - v. mastering
 - vi. Digital files on a portable device
 - vii. Duplication and labelling
 - viii. All raw assets and project files in original digital source format on a portable device

ESTIMATED NUMBER OF VIDEO TYPES PER CONTRACT PERIOD

Initial Contract Period (April 01, 2019 to March 31, 2021)

Product by Type	Estimated Number* of Products in Initial Contract Period
Type 1 - Animation	5
Type 2 - Live action scripted	5
Type 3 - Motion graphic	5
Type 4 - Interactive	5
Type 5 - Transcript/Sub-titles/CC	40
Total	60

Option Period 1 (April 2021 to March 31, 2023)

Product by Type	Estimated Number* of Products in Option Period 1
Type 1 - Animation	5
Type 2 - Live action scripted	5
Type 3 - Motion graphic	5
Type 4 - Interactive	5
Type 5 - Transcript/Sub-titles/CC	40
Total	60

Option Period 2 (April 2023 to March 31, 2025)

Product by Type	Estimated Number* of Products in Option- Period 2
Type 1 - Animation	5
Type 2 - Live action scripted	5
Type 3 - Motion graphic	5
Type 4 - Interactive	5
Type 5 - Transcript/Sub-titles/CC	40
Total	60

***Note:** The estimated quantities shown in the tables above are estimated numbers only. They do not constitute a Contractor guarantee and may underestimate or overestimate actual numbers.

6. CONTRACTOR RESPONSIBILITIES

The Contractor must:

- a) Identify a project manager who will manage the project and work with the School's Project Authority;
- b) Identify other critical resources such as multimedia director, video producer, audio producer and animator as required;
- c) Develop a deliverable-based project work plan, including a schedule and resource budget with the Project Authority;
- d) Take complete responsibility for the pre-production, production, and post-production of the video series;
- e) Determine the best way to achieve the desired video, animation, audio, sound bites, music, sound effects, and/or audio clips, either through the use of existing stock, the development of new material, or a combination of both.
- f) Coordinate the work of camera and/or audio resource(s).
- g) Coordinate activities with video and/or audio producers during the post-production process;
- h) Plan details such as framing, composition, camera movement, sound, and actor movement for each shot or scene.
- i) Establish pace of programs and sequences of scenes according to time requirements and cast and set accessibility.
- j) Select settings and locations for video and determines how scenes will be shot in those settings.
- k) Cut shot sequences to different angles at specific points in scenes in order to make individual cuts fluid and seamless.
- l) Edit video to insert music, dialogue, and/or sound effects.
- m) Select and combine scenes to form a logical and smoothly running story.
- n) Determine the specific audio and visual effects and/or music necessary to complete the video.
- o) Collaborate extensively with the Project Authority for approvals on final scripts and production schedules;
- p) Respond to the Project Authority's questions in a timely manner; defined as same day or within 24 hours; and
- q) Review the presentation design document and/or the scripted storyboards and make recommendations to the instructional designer(s) and/or clients, including consulting the clients regarding associated costs and validating that the design is engaging and meets the client requirements.

In addition, the Contractor must provide:

- a) storyboards and scripts, motion graphics, videos to the CSPS Project Authority as specified on each TA;
- b) high quality – web ready video & audio;
- c) sample voice tapes of the narrators for all Canadian French and Canadian English voiceovers as specified in each TA;
- d) appropriate music, sound effects and sound mixing, and all necessary personnel for post-production;
- e) up to five waves of each rough cut for the Project Authority's feedback and make changes as requested; and
- f) a weekly progress report.

The final product must be delivered to the Canada School of Public Service to be reviewed and accepted/approved by the Project Authority as specified on each TA.

7. DEPARTMENT RESPONSIBILITIES / CLIENT SUPPORT

The Canada School of Public Service (CSPS) will be responsible for the following:

- a) The Project Authority will respond to the Contractor's questions in a timely manner. Timely is defined as same day or within 24 hours.
- b) The Project Authority will arrange for the review, provide input, and final approval on scripts, storyboards, production schedule, rough cuts and final cuts, to respond to the Contractor or provide approval within 3 working days of receipt.
- c) Coordinate advance notice and permissions or escort to access government properties prior to the film crew's arrival;
- d) Access to CSPS personnel as required by the Contractor for matters not within the Contractors responsibilities, such as the provision of subject matter experts; and

- e) Obtain consent forms from any government employee appearing in videos.

The Canada School of Public Service (CSPS) will provide the Contractor with the following:

- a) written scripts;
- b) design concepts or storyboards;
- c) translation & accessible adaptation;
- d) the School's branding graphics for integration into the video;
- e) props as appropriate and available;
- f) any relevant templates and reports;
- g) content and any other reference material needed ;
- h) target audience profiles;
- i) creative direction (video and audio) regarding learning objectives, context, etc.; and
- j) any available documentation, including technical specifications and testing checklists that must be adhered to.

8. PROJECT SCHEDULE

Action	Date
1. Kick off Meeting	5 days post contract award
2. Project Plan	2 days after receiving individual TA's
3. Project Timeline	As specified in each individual TA
4. Story Boards / Style Graphics	As specified in each individual TA
5. Sample voice Tapes / draft script	As specified in each individual TA
6. Rough Cuts	As specified in each individual TA
7. Final Product / Dub Master	As specified in each individual TA

9. CONSTRAINTS AND/OR SPECIAL REQUIREMENTS

- a) content must be in line with policies, directives, guidelines etc. such as:
 - a. WCAG Accessible - Web Content Accessibility Guidelines 2.0 – Level AA
 - b. GBA+ - Gender-Based Analysis
 - c. Diversity and Inclusion
 - d. Canadian French and Canadian English – Official Languages Act
- b) filming occurring in extreme conditions;
- c) words not to be used; or
- d) items, places or persons not to be filmed.
- e) when developing materials, the Contractor must ensure that materials are Federal Identity Program (FIP) compliant, culturally appropriate and subject-related and incorporate CSPS's corporate identity as needed; provide separate source files for images and content.
- f) the work will be considered complete when it has been accepted and approved by the Project Authority.
- g) separate source files for images and content are provided;
- h) all products are licensed and/or talent/agency fee-included, and that copies of the model releases are provided to CSPS in paper, PDF, and /or Word format;
- i) All materials delivered by the Contractor shall become the property of the School. The School shall have full rights to duplicate, use and disclose such materials in any manner for the purposes of the Government of Canada. All online products must be built with open-source coding that is not proprietary and easily updated in the future without the involvement of the Contractor. [As per Subsection 5.K of the SACC Manual.](#)
- j) All talent rights, from 5 years up to a maximum of 15 years (by 5 year increment)

10. LOCATION/TRAVEL

All travel and living costs should be calculated according to National Joint Council Travel Rates and Policies which can be found at the following web link: <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php> as specified in each project TA.

11. MEETINGS

A kick-off meeting between the Contractor and their multimedia specialists and the School's Project Authority, and technical specialists will take place within 5 working days after contract award, to confirm the schedule, tasks, and responsibilities including theme, based on the scope of work.

The Contractor must participate in weekly status meetings in person or virtually with the Project Authority.

12. REPORTS

The Contractor must assign a single point-of-contact for addressing any inquiries from the School and must provide the contact information for the assigned person.

The Contractor must provide progress reports by email to the Project Authority on a weekly basis which will identify the work that has been performed, by whom and the total amount of hours worked.

The Contractor must provide a project plan by email to the Project Authority within 2 working days of receiving each individual TA.

The Contractor must provide project timeline by email to the Project Authority within 2 working days of receiving the TA.

13. DELIVERABLES & TECHNICAL SPECIFICATIONS

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 (*titles to be specified in each individual TA*) videos in the following formats:
 - i. ProRes 422 (.mov), full quality
 - ii. MP4 (H.264, AAC), full quality
 - iii. closed-caption file (SML, XML, SRT)
 - iv. text transcript, including description of actions and
 - v. MPEG;
- b) One (1) HD DVD Master copy with a full-length English and French version with menu, containing all video products in the following formats;
 - i. ProRes 422 (.mov), full quality
 - ii. MP4 (H.264, AAC), full quality
 - iii. closed-caption file (SML, XML, SRT)
 - iv. text transcript, including description of actions and
 - v. MPEG;
- c) All video footage as specified in each individual TA must be provided on a portable USB, hard drive, along with all high-definition SLR camera (stills) original field photographs in JPG format (high definition, minimum 4000x6000 pixels);
- d) All products must be provided in 1080p, 29.97fps, unless otherwise specified
- e) Detailed transcripts for all video version(s);
- f) All working files, source files or graphics produced and purchased during the production of the video, including all rights to voice-overs or footage;
- g) All materials required to edit the video and/or produce additional in-house videos using the supplied footage and source material;

- h) All project and element files including camera originals, program masters, and original project files (i.e., video, photo, graphic files, etc.)
- i) Detailed stock shot list including copyright information
- j) Time transcripts for all language versions;
- k) An USB drive containing all files;
- l) All raw footage (including b-rolls); and,
- m) All rights and releases.
- n) Ensure the products function on the following web browsers:
 - i. Internet Explorer 11, Chrome, and Firefox.

14. FORMATTING AND CLOSED CAPTIONING SPECIFICATIONS

1) File/Portable Hard Drive Specifications:

i. MP4

- 1. Video codec: H264-MPEG-4 AVC (part10) (avc1)
- 2. Audio codec: MPEG AAC Audio (mp4a)

ii. WMV

- 1. Video codec: Windows Media Video VC1 (WVC1)
- 2. Audio codec: Windows Media Audio 2 (WMA2)

iii. FLV

- 1. Video codec: On2's Vp6.2 Video (Flash) (VP6F)
- 2. Audio codec: MPEG Audio layer 1/2/3 (mpga)

iv. Raw footage (format native to the camera used and compatible with Adobe Premier or FCP 7.0)

v. High-definition camera stills in JPG format (minimum 4000x6000 pixels).

2) Closed Captioning:

Timing in the XML file, requires timing in seconds (of 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".
```

3) Presentation Rate:

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

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

APPENDIX A

RELEVANT TERMS AND ACRONYMS OR ABBREVIATIONS	
HTML	Hypertext Markup Language
WCAG	Web Content Accessibility Guidelines
IQA	Integration Quality Assurance: A QA process where all assets are tested against the school learning platform to ensure seamless integration.
FQA	Functional Quality Assurance
CSPS/PA	Canada School of Public Service/Project Authority
SME	Subject Matter Expert
FIP	Federal Identity Program
GCcampus	<p>The School's learning platform: an integrated technology solution made up of various functionalities and technologies to deliver and track learning delivery. It comprises a collection of rich, interactive, and open online resources, videos, courses, seminars, and events. The current GCcampus infrastructure includes:</p> <ul style="list-style-type: none">• Saba version 7.3, a commercial off-the-shelf (COTS) learning management system (LMS) that houses all Shareable Content Object Reference Model (SCORM) content and all learner records• Moodle version 2.9 (currently being upgraded), an open-source learning management/course management system, used as GCcampus's course management system and for social/distance course delivery• Drupal version 7, an open-source content management system, which is the web portal and front-end interface for the learning portal• Kaltura Community Edition version 9.1, which houses and streams all video content and other products, along with internally developed custom software

ANNEX "B"

BASIS OF PAYMENT

B.1 FIRM HOURLY RATES

The firm, all-inclusive hourly rates include the cost of labour, fringe benefits, general and administrative expenses, overhead, profit and the like, excepting only GST and HST if applicable. All expenses normally incurred in providing the services (i.e. project office space (including Contractor's hardware and software), word processing, work estimates, photocopying, courier and telephone charges, local travel* and the like) are included in the firm hourly rates identified herein, and will not be permitted as direct charges under the Contract.

The firm, all-inclusive hourly rates includes all required personnel, equipment operators, equipment, materials and applicable charges in the hourly rates submitted as no other fees or hourly rates for services will be payable above these rates**.

*Local travel is defined as within 100km of the place of business of the Bidder.

** The firm, all-inclusive hourly rates do not include the cost of travel, camera rental or other direct and sub-contracted costs as specified in B.2 (B.2.1 and B.2.2) and B.3 of this Annex "B" Basis of Payment.

The Contractor is not permitted to charge hourly rates to prepare work estimates for Task Authorizations.

The rates must be in Canadian currency, Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

BLENDED HOURLY RATE:

The firm all-inclusive blended hourly rate includes provision of all of the following services as maybe required by the contract to complete the work:

- Coordination Services and Project Management
- Storyboard and Scripting Services
- Production and post-production services
- Lighting technician services
- Sound technician services
- Services of a Camera Assistant
- Research
- Translation and Adaptation
- Proofreading (English and French)
- Transcription, Closed-Captioning, Subtitling and described video
- Services of a Make-up Artist
- Set Staging / Set Decoration / Production of props<
- Teleprompting
- Video Duplication including delivery on digital media including DVD, USB key, external hard drive etc... as specified.

Table B.1.1 - Video types (As per SOW – ANNEX “A”)	Estimated Blended Hourly Rate (EBHR)	Option Period 1 (EBHR)	Option Period 2 (EBHR)
Type 1 - Animation			
Type 2 - Live action scripted			
Type 3 - Motion graphic			
Type 4 – Interactive			
Type 5 - Transcript/Sub-titles/CC			
Estimated Blended Hourly Rate			

B.2 PRODUCTION COSTS

Production costs are costs associated with video production, excluding the services/professional fees billed as hourly rates in B.1.

Production costs applicable under B.1.1 and B.1.2 do not include the personnel, equipment operators, equipment (other than camera rental), materials or any applicable charges required for the provision of the services billed as hourly rates in B.1.

Production costs include but are not limited to:

- Camera rental
- Talent
- Studio rental
- Music (stock music and/or original composition)
- Props not constructed/fabricated/supplied by the Contractor

Production costs will be reimbursed at cost, as subcontracted services and direct expenses.

B.2.1 SUBCONTRACTED SERVICES

The Contractor will be reimbursed at cost for any actual expenditure reasonably and properly incurred to acquire goods and services from outside suppliers at the supplier's price, net of any trade or prompt payment discounts.

FOR EACH SUBCONTRACTED SERVICE OVER \$25,000.00 (GST/HST INCLUDED)

The Contractor must obtain competitive bids from no less than three (3) outside suppliers. The Contractor must provide to the Contracting Authority and the Project Authority, the names of the suppliers who submitted bids, the total amount of each bid obtained, the selection criteria and results. A subcontracted service over \$25,000 (GST/HST included) applies to the total aggregate of the dollar value of each subcontracted service per resulting Task Authorization against the Contract.

B.2.2 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, given the service(s) is/are documented in the approved Task Authorization against the Contract. All such direct expenses must have prior authorization of the Project Authority.

Solicitation No. - N° de l'invitation
0X001-180989/A
Client Ref. No. - N° de réf. du client
0X001-180989

Amd. No. - N° de la modif.
File No. - N° du dossier
CX031.0X001-180989

Buyer ID - Id de l'acheteur
CX031
CCC No./N° CCC - FMS No./N° VME

B.3 TRAVEL AND LIVING EXPENSES

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 <http://www.njc-cnm.gc.ca/directive/travelvoyage/index-eng.php>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All payments are subject to audit by Canada.

All travel must have prior authorization of the Project Authority.

ANNEX "C"

TECHNICAL AND FINANCIAL EVALUATION

TECHNICAL EVALUATION

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.

"Series": Means a group of videos that have a common theme or treatment.

"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.

Evaluation Criteria	Met	Not Met
M.1 – FINANCIAL OFFER		
The Bidder MUST provide costing information strictly in accordance with the Basis of Payment in ANNEX "B". Any deviation from the pricing schedule will render your offer non-responsive.		
COMMENTS		

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Evaluation Criteria	Met	Not Met
M.2 – EXPERIENCE OF THE FIRM		
<p>The Bidder must demonstrate that they have at least produced five (5) videos in the last four (4) years (between April 2014 and November 2018) with experience filming and producing professional videos for external clients.</p> <p>To demonstrate its experience, the Bidder must provide the following:</p> <ul style="list-style-type: none">a) List of five (5) video projects for external clients produced in the last four (4) years (between April 2014 and November 2018)b) a description of each video for external clients:<ul style="list-style-type: none">a. dateb. project titlec. name of client organizationd. tasks performed that must include<ul style="list-style-type: none">• shooting script,• shot list,• pre-production storyboards,• shooting,• editing,• final product		
COMMENTS		

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Evaluation Criteria	Met	Not Met
M.3 – VIDEO PRODUCTION SAMPLES		
<p>The Bidder MUST provide a DVD format demo containing five (5) samples from previous productions to demonstrate the bidder's experience and ability to produce quality videos that are similar in nature and complexity to the requirements as described in the RFP.</p> <p>The total running time of the 5 demo(s) MUST not exceed five (5) minutes each. Ideally they should be between 2 to 3 mins each.</p> <p>At a minimum, one (1) sample must be bilingual (English and French).</p> <p>At least one (1) of the five (5) samples must contain creative and compelling content.</p> <p>All productions must have been completed entirety by the Bidder under a contract with the public sector or private industry, and have been completed and delivered after January.</p> <p>Each video sample must demonstrate:</p> <ol style="list-style-type: none">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), and9. editing techniques.		
COMMENTS		

BIDS NOT MEETING THE ALL THE MANDATORY REQUIREMENTS WILL BE GIVEN NO FURTHER CONSIDERATIONÉ

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 400 overall for the point rated criteria of the Technical Evaluation. The rating is performed on a scale of **600 points**. Proposals scoring less than 400 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	Minimum Points	Maximum Points
R.1 Project Management Approach	50	100
R.2 Quality of Video Production Sample Provided	350	500
TOTAL:	400	600

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 (0): The information provided was unsuitable or insufficient. Criterion may be addressed, but not enough information provided and/or technically not acceptable.

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 and proposes 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 established 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 addressed but not fully elaborated on.

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 well defined and includes all aspects, appropriate and flexible.

R.2 Quality of Video Production Sample Provided **(Maximum: 500 points – Minimum: 350 points)**

The Bidder will be assessed against the video production samples provided in accordance with M.3 and the Video Demo Fact Sheet at Appendix 1.

Should the total combined running time of the five (5) submitted samples exceed fifteen (15) minutes in length, only the first fifteen (15) 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.3:

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.

Point factors utilized for each video production sample:

Not Acceptable (0): 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 was of poor quality or detracted from the video objective or the message was not 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 addressed well.

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 creativity. A minimum of 6 criteria are addressed well.

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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 creativity and innovation. All the criteria have been addressed well and fully.

APPENDIX 1 TO ANNEX "C"
EVALUATION GRID VIDEO DEMO FACT SHEET
(Will be evaluated in accordance with R.2)

VIDEO NO. ____ 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, 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) Creative approach: Describe the creative approach developed by your firm to meet the Client's objectives for the purpose of the production:

The description should provide details to describe how the quality of images and the quality of the cinematography were used to meet the Client's objectives for the purpose of the production;

The description should also provide details to describe how the following elements were used by your firm to meet the Client's objectives for the purpose of the production:

- 1. The use of graphics/typography/on-screen text and still imagery (excluding option captions);
- 2. The use of graphic animation sequences and/or motion graphics and/or animations;
- 3. The use of camera angles
- 4. The use of lighting
- 5. The use of music and/or the use of sound

- h) Description of the techniques used in the video production to communicate the theme and the message:

The description should provide details to describe how the treatment (storyline), script and language (both body 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 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. visual techniques
- 2. the use of actors to communicate the themes and messages
- 3. use of other techniques to convey the message such as closed captioning, voice-overs, etc.
- 4. typography/on-screen text (excluding option captions);
- 5. off-camera and on-camera narration

- i) Results: Summarize the results. Describe the outcome of the project. The description should provide details to describe the audience response to the video (if applicable) and the level of client satisfaction. The Bidder should also include a written confirmation from the Client confirming the level Client satisfaction with the video.

ANNEX "D" to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. the Bidder certifies having no work force in Canada.
 - ☐ A2. the Bidder certifies being a public sector employer.
 - ☐ A3. the Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
 - ☐ A4. the Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
- ☐ A5.1. the Bidder certifies already having a valid and current [Agreement to Implement Employment Equity \(AIEE\)](#) in place with ESDC-Labour.

OR

- ☐ A5.2. the Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

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.

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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:

- h. name of former public servant;
- i. conditions of the lump sum payment incentive;
- j. date of termination of employment;
- k. amount of lump sum payment;
- l. rate of pay on which lump sum payment is based;
- m. period of lump sum payment including start date, end date and number of weeks;
- n. 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.

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](#).

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ANNEX "E"

TASK AUTHORIZATION FORM



Public Works and Government
Services Canada

Travaux publics et Services
gouvernementaux Canada

Annex
Annexe _____

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 <input type="checkbox"/> No - Non <input type="checkbox"/> 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 \$
--	--	---

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"/>

PWGC - TPSGC 572 (2014-04)

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Annex
Annexe _____

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

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ANNEX “F” to PART 3 OF THE BID SOLICITATION ELECTRONIC PAYMENT INSTRUMENTS

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

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