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The Articles contains in this document are mandatory in their entirety, unless otherwise indicated. Acceptance of these Articles, in their entirety, as they appear in this document, is a Mandatory requirement of this RFP. Suppliers submitting a proposal containing statements implying that their proposal is conditional on modification of these clauses or containing terms and conditions that purport to supersede these clauses or derogate from them will be considered non-responsive.

Bidders with concerns regarding the provisions of the Bid Solicitation document (including the Resulting Contract Clauses) should raise such concerns in accordance with the Enquiries provision of this RFP.



## PART 1 – GENERAL INFORMATION

### 1.1 Introduction

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

**Part 1 General Information:** provides a general description of the requirement;

**Part 2 Bidder Instructions:** provides the instructions, clauses and conditions applicable to the bid solicitation;

**Part 3 Bid Preparation Instructions:** provides bidders with instructions on how to prepare their bid;

**Part 4 Evaluation Procedures and Basis of Selection:** indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

**Part 5 Certifications:** includes the certifications to be provided;

**Part 6 Security, Financial and Other Requirements:** includes specific requirements that must be addressed by bidders; and

**Part 7 Resulting Contract Clauses:** includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, any other annexes.

The Appendixes include the Evaluation Criteria and the Financial Proposal Form.

### 1.2 Summary

By means of the RFP, NRCan is seeking proposals from suppliers for Audio Visual Services to support Natural Resource Canada (NRCan) in leading Canada's hosting of the Clean Energy Ministerial (CEM) / Mission Innovation (MI) Ministerial Meetings in Vancouver in May 2019.

There are no security requirements associated with this requirement.

**There is a recommended bidders' conference call associated with this requirement. Consult Part 2 – Bidder Instructions (Section 2.6).**

The requirement is subject to the provisions of the Canada-Chile Free Trade Agreement (CCFTA), the Canadian Free Trade Agreement (CFTA), the Canada-Columbia Free Trade Agreement (CCoIFTA), the Canada-Honduras Free Trade Agreement (CHFTA), and the Canada-Korea Free Trade Agreement (CKFTA).

### 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>) 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 with the modifications to the text below. If there is a conflict between the provisions of 2003 and this document, this document prevails.

#### In the complete text content (except Section 3 – Integrity Provisions – Bid):

DELETE: Public Works and Government Services Canada (PWGSC)

INSERT: Natural Resources Canada (NRCan)

#### In Section 2 – Procurement Business Number:

DELETE: “Suppliers are required to”

INSERT: “It is suggested that suppliers”

#### In Section 5.4 – Submission of Bids:

DELETE: sixty (60) days

INSERT: one hundred and twenty (120) days

#### In Section 8.1 – Transmission by Facsimile:

DELETE: 819-997-9776

INSERT: Bids not accepted by fax

#### In Section 20.2 – Further Information:

DELETE: in its entirety, not applicable

### 2.2 Submission of Bids

It is the Bidders responsibility to ensure that proposals are delivered to the following location, by the time and date indicated on page 1 of this RFP document:

Natural Resources Canada  
Bid Receiving Unit – Loading Dock Access  
588 Booth Street, Room 108  
Ottawa, Ontario K1A 0Y7  
Attention: **Daniel Burley**

It is requested that the Bidder’s name, return address, Request for Proposal Number, and Bid Closing Date appear legibly on the outside of the envelope containing the Bidder’s proposal. Failure to do so may result in bids being misdirected. **NRCan will not assume responsibility for proposals directed to any other location.**

The onus is on the Bidder to ensure that the proposal is delivered to the location above. Not complying with the above instructions may result in NRCan’s inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, NRCan reserves the right to reject any proposal not complying with these instructions.

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

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **Eight (8)** 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.

### 2.4 Applicable Laws

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

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



## 2.5 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least **five (5)** days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 2.6 Bidders Conference call

A bidders' conference call will be held on **Wednesday, February 13/2019**. The conference will begin at **11:00 (PST)**. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid participate.

Bidders are requested to communicate with the Contracting Authority before the conference call to confirm participation. Bidders should provide, in writing, to the Contracting Authority, the name(s) of the person(s) who will be participating and a list of issues/questions they wish to table no later than **Monday, February 08/2019 at 13:00 (PST)**.

Any clarifications or changes to the bid solicitation resulting from the bidders' conference call will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

Note: additional detail information (number to call) will be provided to bidders that confirm their participation.



## PART 3 – BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

NRCan will accept your bids in one of the following formats:

#### HARD COPY:

**Section I:** Technical Bid – 1 copy

**Section II:** Financial Bid - 1 copy, **under separate cover**. Prices related to the current solicitation must appear in the financial bid only and are not to be indicated in any other section of the bid; prices referenced in the financial bid should not to be repeated in any other section of the bid.

**Section III:** Certifications and Insurance - Proof of Availability Prior to Contract Award – 1 copy

Natural Resources Canada encourages the use of recycled paper and **two-sided printing**. Reduction in the size of documents will contribute to Natural Resources Canada's sustainable development initiatives and reduce waste.

OR:

In support of the Policy on Green Procurement, it is requested that bidders provide their bid as follows:

#### ELECTRONIC STORAGE MEDIA:

Since NRCan is working towards a greener environment by eliminating all hard copy file folders, we prefer to have all bids on a CD/DVD or USB. If you wish to submit in this format, please provide the following:

**Section I:** Technical Bid – 1 copy

NOTE: 1 CD/DVD/USB will contain: 1 Technical, sole Financial Bid, Certifications and signed first page (Original)

**Section II:** Financial Bid - 1 copy (included with original Technical Bid – **saved separately**).

**Section III:** Certifications and Insurance - Proof of Availability Prior to Contract Award – 1 copy (included with original Technical Bid and sole Financial Bid – **saved separately**)

**Note: NRCan will accept either Hard copy or Electronic Storage Media submitted bids. However, it is NRCan's preference that you submit using Electronic Storage Media in order to adhere to our green initiative.**

**NOTE: WHEN SUBMITTING A BID TO THIS SOLICITATION AND YOU USE A COURIER SERVICE, YOU ARE ADVISED TO WRITE THE BID SOLICITATION NUMBER, CLOSING DATE AND TIME ON THE FRONT OF THE COURIER PACKAGE; NOT JUST ON THE ENVELOPES WITHIN THE COURIER PACKAGE IN ORDER TO AVOID ANY UNCERTAINTY FROM OUR BID RECEIPT UNIT WHEN RECEIVING BIDS WITHOUT ANY INDICATION WHAT THEY ARE FOR.**

No payment shall be made for costs incurred by the Bidder in the preparation and submission of a proposal in response to this RFP.

To assist Canada in reaching its objectives, bidders are encouraged to:

- i. use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- ii. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.
- iii. use a numbering system that corresponds to the bid solicitation.

#### 1. 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 must demonstrate their capability and describe their approach in a thorough, concise and clear manner for successfully carrying out the work as described in the Annex "A" – Statement of Work".

Bidders must respond to government bid solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements stipulated in the bid or contract documents, and submit bids and enter into contracts only if they will fulfill all obligations of the contract.

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



It is the responsibility of the Bidder to obtain clarification of the requirements contained in the RFP, if necessary, prior to submitting a proposal. The Bidder must provide sufficient details in its proposal to substantiate compliance with what is required; all professional experience must be fully documented and substantiated in the proposal(s).

In the event of a proposal submitted through contractual joint venture, the proposal shall either be signed by all members of the joint venture or a statement shall be provided to the effect that the signatory represents all parties of the joint venture. (All members of the joint venture shall be jointly and severally or solidarily liable for the performance of any resulting contract awarded as a result of a joint venture.)

## **2. Page 1 of the RFP Document**

It is mandatory that all bidders sign their submitted proposal. It is requested that all bidders complete, sign and date Page 1 of this RFP (including the name of the submitting organization, the name of the authorized signing person, appropriate addresses, telephone and facsimile numbers and business contact) when submitting their proposal. As the signature indicates a clear acceptance of the terms and conditions set out in the RFP, it is the Bidder's responsibility to ensure that the signatory has the authority within its organization to commit the Bidder by making such a contractual offer.

As per article 1 of Part 2, the Bidder hereby agrees, by submitting his/her proposal in response to this RFP, to all the instructions, terms, conditions and clauses detailed herein.

## **3. Section II: Financial Bid**

Bidders must submit their financial bid in accordance with Annex "B"- Basis of Payment at the pre-determined rates provided. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

All bids are evaluated in Canadian currency. Therefore, for evaluation purposes, the noon rate quoted by the Bank of Canada as being in effect on date of bid closing will be applied as the initial conversion factor for the specified currency.

Canada will pay the exchange rate adjustment amount in Canadian currency using the prevailing noon rate on the date of payment by Canada.

## **4. Section III: Certifications**

Bidders must submit the certifications as per Part 5.

### **Insurance - Proof of Availability Prior to Contract Award:**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in **Annex C**.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

### **3.2 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation





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

#### 4.1.1 Technical Evaluation

Mandatory and Point Rated Technical evaluation criteria included in Appendix “A” to Part 4 – Technical Evaluation Criteria.

### 4.2 Basis of Selection

#### 4.2.1 Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
2. Bids not meeting (a) and (b) 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 60 % for the technical merit and 40 % 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 60 %
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %
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 evaluated price 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 60/40 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

<b>Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)</b>				
		<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$



	<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined Rating</b>		83.84	75.56	80.89
<b>Overall Rating</b>		1st	3rd	2nd



## APPENDIX “A” TO PART 4 – TECHNICAL EVALUATION CRITERIA

### EVALUATION CRITERIA

#### 1. MANDATORY REQUIREMENTS

The Mandatory Requirements listed below will be evaluated on a simple pass/fail (i.e. compliant/non-compliant) basis. Proposals which fail to meet the Mandatory Requirements will be deemed non-responsive and given no further consideration.

Proposals **MUST** demonstrate compliance with all of the following Mandatory Requirements and **MUST** provide the necessary documentation to support compliance.

Req. ID	Mandatory Requirements	Pass / Fail
1	<p>The Bidder <b>MUST</b> demonstrate clearly that their organization will be able to provide essential AV services to/for:</p> <ol style="list-style-type: none"> <li>1. Six to seven simultaneous interpretation booths meeting ISO criteria</li> <li>2. IMAG Video (live-to-screen) in high ambient light conditions</li> <li>3. Standard presentation-based video (PowerPoints, Keynote, etc.)</li> <li>4. Lighting/LX (overhead lighting working in tandem with in-house rigging supplier, and ground-based lighting for stage/effect)</li> <li>5. Curtains and backdrops</li> <li>6. Speaker ready services</li> </ol>	
2	<p>The Bidder <b>MUST</b> outline the technical and resource ability to deliver A/V projects over and above the essential services detailed in 1, considered “supplementary” services:</p> <ol style="list-style-type: none"> <li>1. Virtual/Augmented reality installation</li> <li>2. Livestreaming</li> <li>3. Other Modern Event Technology suggestions</li> </ol>	
3	<p>The Bidder <b>MUST</b> have extensive experience (a minimum of five (5) years) with delivery of audio-visual services to conferences of up to 1,800 people</p> <ul style="list-style-type: none"> <li>- Description of functions requiring concurrent delivery of A/V</li> <li>- Examples of other international events with high-level government protocols and security requirements</li> </ul>	
4	<p>The Bidder <b>MUST</b> demonstrate the experience of technical leads, A/V Project Manager, and other supervisors who will be involved in the form of written Project Summaries (up to a maximum of three) that include:</p> <ul style="list-style-type: none"> <li>- Description/biography of A/V Project Manager</li> <li>- Event resume of Technical Leads: Audio, Video, Simultaneous Interpretation</li> </ul>	
5	<p>In the Project Summaries, the Bidder <b>MUST</b> provide at least <b>three (3)</b> references from past clients, on how they have delivered A/V Conferences of up to 1,500 people</p> <p>The examples should include:</p> <ul style="list-style-type: none"> <li>• Demonstration of experience with, and understanding of NRCan’s desired outcomes for the CEM10/MI-4 events as defined within the Statement of Work;</li> <li>• Similarity of cited projects to NRCan’s requirements;</li> <li>• Evidence that the services were provided on time, on budget and in accordance with the established project goals. Such as post-event reports and budget actual/vs projected analyses</li> </ul>	



Req. ID	Rated Requirement	Evaluation Criteria Scoring Method	Maximum Points Available
RC1	Bidder's response to M1: <ol style="list-style-type: none"> <li>1. Six simultaneous interpretation booths meeting ISO 20109, 4043 criteria</li> <li>2. IMAG Video (live-to-screen) in high ambient light conditions</li> <li>3. Standard presentation-based video (PowerPoints, Keynote, etc.)</li> <li>4. Lighting/LX (overhead lighting working in tandem with in-house rigging supplier, and ground-based lighting for stage/effect)</li> <li>5. Curtains and backdrops</li> <li>6. Speaker ready services</li> </ol>	2 point for every point they are able to demonstrate the ability to support.	12
RC2	The Bidder outlined technical and resource ability to deliver "Modern Event Technologies": <ol style="list-style-type: none"> <li>1. Virtual/Augmented reality installation</li> <li>2. Livestreaming</li> <li>3. Other suggestions</li> </ol>	1 point for each Modern Event Technology they demonstrate the ability to deliver. To a total of 3 points.	3
RC3	<b>The Bidder's experience in providing AV services for large scale events:</b> The bidder should demonstrate its experience in providing audio visual services for large scale events.  Large scale event = function greater than 1,000 people and/or international in nature.	2 points per event.	10
RC4	<b>Experience of AV technical staff and other supervisors:</b> The bidder should demonstrate the experience of its technical professionals and supervisors during events similar in nature.	2 points for each function executed of 1,800 or more participants	10
RC5	<b>Three (3)</b> examples provided in Mandatory Requirement 5 above.  The Project Summaries will be evaluated against the following factors: <ol style="list-style-type: none"> <li>1. Demonstration of experience with and understanding of NRCan's desired outcomes for the CEM10/MI-4 events</li> </ol>	The Project Summaries will be evaluated against the following factors: <ol style="list-style-type: none"> <li>a) Demonstration of experience with and understanding of NRCan's desired outcomes for the CEM10/MI-4 events as defined within the Statement of Work; (4 – 6 points)</li> <li>b) Similarity of cited projects to NRCan's</li> </ol>	20



Req. ID	Rated Requirement	Evaluation Criteria Scoring Method	Maximum Points Available
	as defined within the Statement of Work; 2. Similarity of cited projects to NRCan's requirement; 3. Evidence that the services were provided on time, on budget and in accordance with the established project goals.	requirement; (4 – 6 points) c) Evidence that the services were provided on time, on budget and in accordance with the established project goals. (8 – 10 points)	
<b>RC6</b>	Bonus points for reducing GHG footprint	If A/V company travel is Distance 25 KM or less 3 points, if 80 – 26 KM, 2 Points, if 150 – 81 KM 1 point, >151 KM, no points	3
<b>Total:</b>			/58



## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

#### 5.1.1 Declaration of Convicted Offences

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

**Note: Bidders are only required to fill out this form if they have been convicted of a criminal offence.**

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

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

#### 5.2.1 Integrity Provisions – List of Names

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

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder or, in the case of a private company, the owners of the company.
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).
- Bidders bidding as partnerships do not need to provide lists of names.  
Name of Bidder: \_\_\_\_\_

OR

Name of each member of the joint venture:

Member 1: \_\_\_\_\_

Member 2: \_\_\_\_\_



Member 3: \_\_\_\_\_  
Member 4: \_\_\_\_\_

Identification of the administrators/owners:

SURNAME	NAME	TITLE

**5.2.2 Federal Contractors Program for Employment Equity – Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

**5.3 Additional Certifications Precedent to Contract Award**

**5.3.1 Status and Availability of Resources**

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

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

**5.3.2 Rate or Price Certification**

The Bidder certifies that the price proposed is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both.



### 5.3.3 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

### 5.3.4 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**" means a 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 and includes:

- (a) An individual;
- (b) An individual who has incorporated;
- (c) A partnership made up of former public servants; or
- (d) 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 Public Service.

"**Pension**" means, in the context of the fee abatement formula, 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 (FPS) in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? YES ( ) NO ( )

If so, the Bidder must provide the following information:

- (a) Name of former public servant: \_\_\_\_\_
- (b) Date of termination of employment or retirement from the Public Service. \_\_\_\_\_

#### Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?  
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: \_\_\_\_\_
  - Number of weeks: \_\_\_\_\_
- (g) Number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

Contract Number:

Contract Amount:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

### 5.3.5 Aboriginal Designation

Who is eligible?

a) An Aboriginal business, which can be:

- i. a band as defined by the Indian Act
- ii. a sole proprietorship
- iii. a limited company
- iv. a co-operative
- v. a partnership
- vi. a not-for-profit organization

in which Aboriginal persons have at least 51 percent ownership and control,

OR

b. A joint venture consisting of two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business(es), provided that the Aboriginal business(es) has at least 51 percent ownership and control of the joint venture.

When an Aboriginal business has six or more full-time employees at the date of submitting the bid, at least thirty-three percent of them must be Aboriginal persons, and this ratio must be maintained throughout the duration of the contract.

The bidder must certify in its submitted bid that it is an Aboriginal business or a joint venture constituted as described above.

- Our Company is NOT an Aboriginal Firm, as identified above.
- Our Company is an Aboriginal Firm, as identified above. The supplier must complete the certificate in the appropriate clause below.



SACC Manual clauses [A3000T](#), [A3001T](#), [M3030T](#), [M9030T](#), [S3035T](#) and [S3036T](#) contain a certification that suppliers must complete and submit with their bid/offer/arrangement. Failure by suppliers to submit this completed certification form with their bids/offers/arrangements may render the bid/offer/arrangement non-responsive.

---

Signature of Authorized Representative

---

Date



## **PART 6 – SECURITY REQUIREMENTS**

### **6.1 Security Requirements**

There is no security requirement associated with this requirement or any resulting contract.



## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid dated \_\_\_\_\_. (*to be completed at contract award*)

### 7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

#### 7.2.1 General Conditions

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

As applicable, replace references to Public Works and Government Services Canada (PWGSC) with Natural Resources Canada (NRCan).

### 7.3 Dispute Resolution

#### *Mediation*

If a dispute arising from this contract cannot be settled amicably through negotiation, then the parties agree in good faith to submit the dispute to mediation as administered by the Arbitration and Mediation Institute of Canada Inc. (AMIC). The parties acknowledge receipt of the rules of AMIC. The cost of mediation shall be borne equally by the parties.

#### *Arbitration*

If the parties cannot resolve the dispute through mediation within sixty (60) days, the parties agree to submit the dispute to arbitration pursuant to the Commercial Arbitration Act (Canada). The party requesting such arbitration shall do so by written notice to the other party/parties. The cost of the arbitration and fees of the arbitrator shall be borne equally by the parties. The arbitration shall take place in the city where the contractor carries on business before a single arbitrator to be chosen jointly by the parties. If the parties cannot agree on the choice of arbitrator within thirty (30) days of written notice to submit the dispute to arbitration, each party will choose a representative who will select the arbitrator.

The parties may determine the procedure to be followed by the arbitrator in conducting the proceedings, or may ask the arbitrator to do so. The arbitrator shall issue a written award within thirty (30) days of hearing the parties. The award may be entered in any court having jurisdiction and enforced as a judgment of that court.

#### *Meaning of "Dispute"*

The parties agree that the word "dispute" in this clause refers to a dispute of fact or of law, other than a dispute of public law.

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request or consent of the parties to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the



Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

#### **7.4 Security Requirements**

There is no security requirement associated with this contract.

#### **7.5 Term of Contract**

##### **7.5.1 Period of the Contract**

The period of the contract shall be from **date of award** to **May 30, 2019** inclusive.

#### **7.6 Authorities**

##### **7.6.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: **Daniel Burley**  
Title: Procurement Specialist  
Organization: Natural Resources Canada  
Address: 580 Booth Street, 5<sup>th</sup> Floor, Room 5-D4-2  
Ottawa, Ontario, K1A 0E4  
Telephone: (343) 292-6432  
Facsimile: (613) 947-5477  
E-mail address: [Daniel.Burley@canada.ca](mailto:Daniel.Burley@canada.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.

##### **7.6.2 Project Authority (to be provided at contract award)**

The Project Authority for the Contract is:

Name:  
Title:  
Organization:  
Address:  
Telephone:  
Facsimile:  
E-mail address:

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



### 7.6.3 Contractor's Representative

Name:  
Title:  
Tel:  
Fax:  
Email:

### 7.7 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.8 Payment

#### 7.8.1 Basis of Payment – Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of \$\_\_\_\_\_ (to be completed at contract award). Customs duties are included and Applicable Taxes are extra.

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

#### 7.8.2 Basis of Payment – Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. (amount inserted at time of award of contract) Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work 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 approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. 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 contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.



### 7.8.3 Method of Payment

#### Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

### 7.9 Invoicing Instructions

Invoices shall be submitted using **one of the following methods:**

<p><u>E-mail:</u></p> <p><a href="mailto:NRCan.invoice_imaging-service_dimagerie_des_factures.RNCan@canada.ca">NRCan.invoice_imaging-service_dimagerie_des_factures.RNCan@canada.ca</a></p> <p><b>Note:</b> Attach "PDF" file. No other formats will be accepted</p>
<b>OR</b>
<p><u>Fax:</u></p> <p>Local NCR region: <b>613-947-0987</b> Toll-free: <b>1-877-947-0987</b></p> <p><b>Note:</b> Use highest quality settings available.</p>

Please do not submit invoices using more than one method as this will not expedite payment.

Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the following reference numbers: Contract number: **To be Inserted at Contract Award**

**Invoicing Instructions to suppliers:** <http://www.nrcan.gc.ca/procurement/3485>

### 7.10 Certifications

#### 7.10.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.



### 7.11 Applicable Laws

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

### 7.12 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 general conditions [2035](#) (2018-06-21), Higher Complexity – Services
- c) Annex “A”, Statement of Work;
- d) Annex “B”, Basis of Payment;
- e) Annex “C”, Insurance Requirements;
- f) the Contractor's bid dated \_\_\_\_\_

### 7.13 Foreign Nationals (Canadian Contractor OR Foreign Contractor)

SACC Manual clause [A2000C](#) (2006-06-16) - Foreign Nationals (Canadian Contractor)

### 7.14 Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within **five (5) days** after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than “A-”. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### 7.15 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).





## ANNEX “A” – STATEMENT OF WORK

### Statement of Work (SOW)

#### SW.1.0 TITLE

Audio Visual Services CEM10/MI-4

#### SW.2.0 BACKGROUND & OBJECTIVES

The Clean Energy Ministerial (CEM) is an initiative shared by 25 countries and the European Commission to facilitate international collaboration, promote policies and programs that advance clean energy, and to accelerate the transition to a global clean energy economy.

The partnership holds an annual ministerial meeting, rotating among members. CEM member countries account for ~90 percent of global clean energy investments and 75 percent of global greenhouse gas emissions. Canada has been a member of the CEM since its inauguration in 2010.

Natural Resources Canada (NRCan) leads the Government of Canada’s participation in the CEM. NRCan sees CEM as a major opportunity for Canada to showcase our domestic progress and show we have what it takes to be a leader in the low carbon transition, and also to continue to strengthen our multilateral collaboration on clean energy.

Canada will host CEM (10) and Mission Innovation (MI) 4 in Vancouver in May 2019. Since the inauguration of MI in 2016, MI and CEM Ministerials have been co-hosted together. While MI focuses on breakthrough R&D for the new technologies of tomorrow, the CEM focuses on scaling the deployment of technologies and solutions that are available today. This dual platform helps to provide a robust platform to accelerate clean energy innovation and facilitate its global adoption. The abbreviated name of the event is CEM10/MI-4. (Note the front slash and dash between MI and 4 must be used for all references.)

Up to **1,800** in total number of attendees:

- 250 – 300 Ministerial participants including 100+ VVIPs
- 250 – 300 Innovation Showcase participants (exhibitors, staff, showcase presenters etc.)
- 1000+ General Public visiting the Innovation Showcase
- 200 – Assorted staff, volunteers, talent/entertainment, personal security detail, etc.

Selecting the appropriate A/V partner for this event will be based on the following criteria (not listed in any particular order):

- ✓ Price (estimated costs clearly delineated between equipment and labour; unit costs listed as specified)
- ✓ Company experience, status as government supplier, and proven experience working with top level government officials
- ✓ Comprehensiveness of quote
- ✓ Information about company policies and practices around sustainability, efficiency, and waste minimization
- ✓ Experience of technical staff, A/V PM, and other supervisors who will be involved
- ✓ Variety and options of equipment
- ✓ Demonstrated grasp of the scope of the event
- ✓ Recommendations from previous and/or existing clients
- ✓ Ideas, proposals, and suggestions

Novelty of interesting, cutting edge technologies



## SW.4.0 PROJECT REQUIREMENTS

### SW.4.1 Tasks, Deliverables, Milestones and Schedule

#### Simultaneous Interpretation

Although English is the prevalent language of the function, Simultaneous Interpretation will be needed for the Closed-Door sessions. The Contractor is to provide:

- Isolation booths x 6
  - Temporary booths must adhere to ISO 4043:2016 and equipment in the booths to ISO 20109:2016
  - Booths must be able to “Relay” (where, for example, the Chinese interpreter turns the Chinese speaker’s content to English, then the other interpreters turn that English content into Russian, French, Korean, Spanish, and Japanese)
- Cabling, switching network enabling translated content to go to various media drops
- Up to 250 headsets with six channels
- Signage on isolation booths indicating language and associated channel #

#### Simultaneous Interpretation Booth Allocation/Set-up

Booth 1	French/ English	3 Interpreters working from English into French, and French into English	For all French-speaking delegates
Booth 2	Chinese/English	3 Interpreters working from English into Chinese, and Chinese into English	For all Chinese-speaking delegates
Booth 3	Korean/English	3 Interpreters working from English into Korean, and Korean into English	For all Korean-speaking delegates
Booth 4	Russian/English	3 Interpreters working from English into Russian, and Russian into English	For all Russian-speaking delegates
Booth 5	Japanese/English	3 Interpreters working from English into Japanese, and Japanese into English	For all Japanese-speaking delegates
Booth 6	Spanish/English	3 Interpreters working from English into Spanish, and Spanish into English	For all Spanish-speaking delegates

Each booth should be able to house two interpreters working at two consoles, as well as a third interpreter sitting in the same booth. They rotate to keep fresh.

The Government of Canada, through Public Works, will supply the actual interpreters/translators; the Contractor is to supply all of the aforementioned equipment (as well as any other equipment deemed necessary) and must assign a lead audio technician specifically to Simultaneous Interpretation to ensure perfectly seamless operation.

Simultaneous Interpretation will also be required for at least two smaller rooms for two specific functions, however full booth installations would be cost, time, and equipment prohibitive. Please provide options for delivery of SI under



these conditions. (i.e. Video/audio feed to Ballroom AB for SI interpreters and subsequent transmitter relay, single person kiosks for in-room installation, etc.), on a per-booth, per day cost basis.

### **Incorporation of Modern Event Technologies**

CEM10/MI-4 intends to be a conference with a high degree of interactivity and modern technical installations. These would be considered as 'features' over and above the core technical needs. A/V suppliers are invited to propose a variety of options and price points for these features.

Examples of two such "modern event technologies" are:

#### **Virtual Whiteboard**

This technology has become more affordable and more accessible than ever before; it is feasible to assume some A/V companies have purchased their own interactive/collaboration equipment and/or platforms or have reliable suppliers of same.

The ideal space for a virtual whiteboard is a low-ceiling room with low ambient light and bare walls to receive the projection. None of the rooms at the VCC have such conditions, therefore the AV company would be required to provide a structure for a Virtual Whiteboard installation which would entail building a small enclosure with octoform or other such temporary installation systems (10' deep x 15' wide or so), and draping/shrouding the enclosure to significantly decrease ambient light. This would be installed in one of the larger function rooms in alignment with other Live Streaming and remote participation objectives.

#### **Virtual / Augmented Reality Installation**

This technology has become more affordable and more accessible than ever before; it is feasible to assume some A/V companies have purchased their own VR/AR equipment/platforms or have reliable suppliers of same.

The Virtual Reality installation should include a minimum of two units for simultaneous dual-experience, as well as individually for solo experiences. A/V companies are encouraged to propose multi-player options, and video monitors should be included so views can see what the person inside the Virtual Reality experience is seeing and doing. A/V companies are encouraged to provide suggestions for a number of games/experiences. The client is interested in games/experiences that evoke creativity, collaboration, and teamwork; experiences founded on shooting, combat, and/or violence are not acceptable.

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A/V companies are invited to propose other types of technologies, applications, or installations under the theme of "Modern Event Technologies." These may be placed in various locations over the course of the function (if easily mobilized) otherwise a suitable permanent location will be allocated. To enhance understanding of any Modern Event Technology, pictures would be of tremendous value.

#### **Additional Capabilities in Other Contractor Areas**

Due to mergers, growth, and dozens of other factors, some A/V companies have business divisions over-and-above Audio Visual which can supply events the size of CEM10/MI-4 additional services. For instance, graphic design and branding packages (in advance of functions as well as on-site brand activations), or contractor areas of significant size and value such as Display & General Contracting, Logistics/Warehousing/Customs & Brokerage Services, Signage and Set Fabrication, and so on.



Rolling A/V into multifaceted service packages may result in proposals of significant financial value and may help alleviate multiple vendor RFP processes. Please describe any capabilities over-and-above Audio Visual you are able to offer in your response to this RFP:

- specific contractor area(s) offered/supplied
- recent examples of A/V integration with additional contractor area(s)
- brief explanation of the relationship between the Contractor and any other third party ‘alliance’
- outline of billing pathway

The following is a list of technical needs per room. As with any event of the size and complexity of CEM10/MI-4, there may be additions and/or modifications between the time of contracting the A/V supplier and the actual function. This is why some areas are asked to be quoted at a “Per Room / Per Day” rate, so the cost of incremental add-ons or changes can be established from the outset, preventing the need for numerous quotations going forward.

Audio/Visual Equipment by Function/Room

CEM10/MI-4 gains access to all of the following rooms at 08:00 on Sunday, May 26. Some rooms will require priority build-out in order to be ready for programming first thing Monday, May 27.

- Function Names: Closed-Door Mission Innovation Sessions (May 28)  
Plenary Clean Energy Ministerial Sessions (May 29)
- Key Equipment: - 40+ table top microphones, SI, full production package from audio to IMAG video to lighting, etc.
- Concurrent to other functions: No
- Simultaneous Interpretation: Yes – the focal point of all SI
- Location: Ballrooms C&D (actual stage location is TBD based on video)
- Schedule: Sunday AM move-in, PM build. Monday AM finish build, PM last move-in.

Closed-door Ministerials and Plenary Sessions are of prime importance to the CEM10/MI-4 event and comprise the majority of the rationale for holding the function.

See Appendix A for the official seating chart for CEM as well as a picture from CEM10/MI-4 2018. We are NOT looking to duplicate this room – the picture is for context only.

Cut-off Curtain

The Contractor will be required to work with Riggitt to mount a floor-to-ceiling curtain (hung off a truss line) to cut off part of Ballroom C in order to tighten the footprint of the remaining space. The truss line will be approximately 140’ in length at roughly 30’ tall, spanning most of Ballroom C, ensuring the curtain touches the floor. The curtain should not obscure the Ballroom C doors and must not interfere with chandeliers. It will remain closed for the duration. “Tech Land” is to be installed behind this curtain and the remaining area created by the drape will serve as the primary location for the A/V company storage.

The stage itself will be fairly small (12’ x 16’) and NOT positioned against the curtain line; it will be placed close to the Ministerial Table. The Contractor will be asked to work in tandem with Riggitt to prepare a lighting plan for both the stage and the entire function space to impart the feeling of ‘intimacy’ in such a large room, accounting for a very high amount of natural light. Ballroom D will be wide open.

Audio

- PA system for stage presentations/announcements, and to amplify the sessions for delegates attending



(observing)

- table-top microphones for up to 40 speakers (see seating diagram) with “push to talk” button
- up to four wireless lapel mics for stage presenters
- one wired podium mic
- integration with Simultaneous Interpretation

#### Simultaneous Interpretation

- Please see Page 5 for complete list of equipment
  - isolation booths, mixing/control equipment
  - up to 250 headsets
  - A/V company to manage the check-in/out of headsets
  - minimum of six discrete channels
  - cabling and switching networks
- Public Works Canada will supply the human interpreters (and/or stenographers as needed)

#### Video

With Ballroom D in full light projection-based video display will not be effective. LED walls are the most likely application however A/V companies are invited to propose other options for video display in a very high ambient light environment.

- LED screens, if used, should be ground-stacked to be at 'human scale' as the entire audience will be seated tightly to the main table. In other words, a natural size screen in landscape orientation and relative to the size of the audience, stage, and space in use.
- It is understood that this aspect of production has many, many potential options
- confidence monitor at stage for notes, etc.
- presentation laptop with multiple format options (i.e. PowerPoint, Keynote, etc.)
- back-up laptop for assurance
- confidence monitors in proximity to the podium
- option to start/display a count-down clock
- wireless slide advancer
- teleprompters may or may not be required - please include the pricing in your quote
- recording of all sessions (line out recording will be sufficient)
- Live streaming feed may be required for very specific times of very specific sessions

#### Key Objectives for Video

- IMAG of person currently speaking
- speakers will be at the podium on the stage conducting presentations and speeches
- seated at the main table during official discussions and negotiations (two camera positions required to capture either side)
- IMAG allows interpreters to both see and hear the person speaking, required for accurate translation

Unlike a presenter on stage as the obvious focal point for cameras, during the official discussions people will speak in random order and with random duration. It will be essential to have a system in place to allow camera operators to very quickly focus on the current speaker while preventing showing the zoom/pan on screen. For example, a seat numbering system for the Video Production Manager to call, a light attached to the mic that illuminates when in use, or robotic or automated cameras that snap to the current speaker.

Please outline the system your company uses and/or former video production models that meet this need.

#### Lighting



With Ballroom D windows in full exposure, A/V lighting will be required to balance levels for optimal video. A/V companies are invited to propose various lighting packages and equipment for overhead/stage lighting. House lighting is anticipated to be at 100% for Ballroom D and 80% for Ballroom C.

#### Labour

- Lead Video technician
- Lead Audio technician
- Supporting technicians/camera operators
- A/V Project Manager (if different than Run of Show Supervisor)

In addition to the labour listed above, the Contractor is to provide two dedicated Production Supervisors in the Ballroom to ensure perfectly seamless, smooth operation of sessions.

- Stage Manager: this person will be based “backstage” and will work closely with the Show Caller to ensure speakers, presenters, and other guests appearing on stage are in place at the correct time, to ensure they have the proper equipment either attached to them or that it is on stage as per the Show Run-Down, and to be the calm, cool, and collected person in an otherwise hectic environment.
- Show Caller: this person will be based at “Tech City” and be the voice on radio to the rest of the production team calling the session increments: house lights, video cue, Stage Manger prompt for MC, screen/video transitions, lighting sequences, and so on (and on and on and on). The Show Caller will be expected to participate in pre-event Operations meetings to gain familiarity with the function and with the GLOBE and CEM10/MI-4 teams.

Neither of these roles are to be filled by the Run of Show Supervisor as that person must be available to supervise, oversee, or otherwise manage A/V installations in other parts of the VCC thus not committed to one room for any length of time.

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Function Name: Opening Ceremony & Welcome Reception (15:00 – 19:00, Monday May 27)

Locations: Foyer outside Ballrooms A&B  
West Terrace\*  
Ballroom Lobby, Burrard Foyer

\*The location of these functions is adjacent to the VCC West Terrace and the client will want to take advantage of the outdoor area. A/V companies must plan for wireless operation of “satellite” speakers on the Terrace.

Stage – North End of the Ballroom Foyer

- 16’ wide by 12’ deep
- ‘fireside chat’ format between two VVIPs flowing into a pair of Awards Ceremonies (TBC)

#### Audio

- PA system for audio reinforcement of Fireside Chat participants and subsequent Awards Ceremonies
- Two wireless lapel mics for VVIPs
- One wireless mic on podium
- Single stage monitor for audio awareness
- Enabled for background/playback audio for dancers, singers, drummers, and for general music for the duration of the function
- Satellite speakers on Terrace
- All ground stacked

#### Video

- Full IMAG



- 1 locked camera, 1 rover
- Switching, processing, etc
- LED screens (way too much ambient light for projection)
- Ground stacked
- live stream enabled
- presentation laptop with multiple format options (PowerPoint, Showtime, etc) including options for playback of DVD and other physical media
- laptop with various video apps installed/enabled: Skype, Hangouts, YouTube, etc.
- wireless slide advancer

So as to optimize equipment expenses, the most ideal situation would be to use one LED screen for this function which would then be installed in Ballroom CD for the following two days of use.

Lighting

- sufficient lighting to enhance the stage, backdrop, and any signage
- multi-phase stands for maximum height
- spotlights on Grand Staircase to showcase singers, drummers, etc.
- stands to be placed in discrete and safe location
- may require long-throw lenses
- proximity to sufficient power

Labour

- Audio tech
- Lighting tech
- Camera/Livestream tech
- Run of Show Supervisor

This stage will be struck upon conclusion of the Welcome Reception.

The location of these functions is adjacent to the VCC West Terrace and the client will want to take advantage of the outdoor area. A/V companies must plan for wireless operation of “satellite” speakers on the Terrace.

Function Name: EMMC DMC Face-to-Face meeting, Monday, May 27 13:00 – 17:00  
 Attendees: 30 at table, 10 observers  
 Room Name: MR120/119

This one-time meeting MIGHT require simultaneous translation; in-room amplification will be minimal but necessary for the observers. There isn't enough space or time to install SI booths in the room, so SI will require video & audio relay from MR119 to Ballroom CD and the SI booths. A transmitter booster, DA or other such enhancement will be required for the headsets.

Function Name: Various Sessions, Tuesday & Wednesday, May 27/28  
 Concurrent to: Side events  
 Room Name: 109/110

Several functions will take place on Tuesday and Wednesday in this room configured for dining; production elements are to include a full audio package with wireless lapel mics, and a video system primarily for presentations.



Audio

- Powered speaker package sufficient for core audience of 80, scaled up to accommodate 200 if required
- Front fill/monitors
- Mixing board with various input options (i.e. minijack) and line outputs for media
- Stage mics: up to six wireless lapel mics, one wired podium mic

Video

- Dual front projection 9' x 12' screens with dress kits
- Presentation laptop with wireless advancer
- Confidence monitor downstage centre (mirrored)

Lighting

- simple wash lighting for stage
- house lighting at 80%
- LED uplighting on backdrop

Labour

- Audio tech
- 

Function Name: Various sessions, Tuesday/Wednesday, May 28/29  
Concurrent to: Side events  
Attendees:  
Room Name: MR118-120

Upon conclusion of the EMMC DMC meeting, MR 120 and 119 will be blended with MR 118 to create one function space. Stage will be located on the south wall MR118. The AV Company should install all equipment into 118 on Monday, May 27 in preparation of programming starting at 07:00 the next day.

Audio

- Powered speaker package sufficient for audience up to 250
- Front fill/stage monitors
- Mixing board with various input options (i.e. mini jack) and line outputs for media
- Stage mics: up to six wireless lapel mics, one wired podium mic

Video

- Dual front projection 9' x 12' screens with dress kits
- Presentation laptop with wireless advancer
- Confidence monitor downstage centre (mirrored)

Lighting

- simple wash lighting for stage
- house lighting settings at optimal levels (technicians can decide)
- LED uplighting for room effect

Labour

- Audio tech
  - Video tech
-





Function Name:	Side Event Type 1
Key Equipment:	Baseline production package with optional upgrades
Concurrent:	Yes
Number of Functions:	To be determined based on stakeholder uptake
Attendees:	25 – 100
Simultaneous Translation:	No
Rooms:	MR 206/207, 208/209, 211

Type 1 events are not included in the official CEM10/MI-4 program and are typically less formal in nature with formats such as TED Talks, Power Pitches, entertainment-based presentations, and so on. For quoting purposes, Type 1 Side Events should be priced at a baseline “Per Room” rate, inclusive of equipment and labour.

Some stakeholders may want higher production values, so A/V companies are to provide both Baseline and Upgraded options. Upgraded examples below are illustrative only.

#### Audio Baseline

- Powered speaker package for audiences of up to 150, small monitors and/or front fill
- Wired lapel mics x 4, wired podium mic
- Mixing board with line outputs and various input options (i.e. mini jack)
- Audio drop for laptop

#### Audio Upgrades

- Wireless microphones
- Additional mic packages for performances
- Subwoofers

#### Video Baseline

- Single 9' x 12' front projection screen with dress kit
- Presentation laptop and wireless advancer
- Confidence monitor at podium (mirrored monitor from the laptop)
- Ability for Skype/Google Hangout participants

#### Video Upgrades

- Dual rear projection screens with dress kits
- Confidence monitor with 'notes' enabled (split)
- IMAG for small room (i.e. one camera)
- Livestream capability

#### Lighting Baseline

- General wash to ensure adequate light levels for video capture/IMAG
- Lighting Upgrades
- Moving head fixtures
- Full-room LED effects/fixtures

#### Labour Baseline

- Audio tech
- Video tech

#### Labour Upgrades

- Additional video technicians (i.e. camera or switcher operators)
- Lighting tech (program or run movers)
- Livestream interface operator/troubleshooting

To be quoted on a “Per Room / Per Day” basis.



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Function Name:	Side Event Type 2
Key Equipment:	Standard production package
Concurrent:	Only concurrent to Roundtable functions
Number of Functions:	Maximum of 8, one-hour time slots
Attendees:	100
Rooms:	TBD
Simultaneous Interpretation:	No

Type 2 Side Events are included in the official CEM10/MI-4 program and follow more standard 'conference' formats, such as panel discussions, fireside chats, and solo presentations. There could be single to multiple presenters on a stage at a podium, speaking from lounge chairs, or sitting at tables. The audience is almost always theater or classroom configuration.

#### Audio

- Powered speaker package sufficient for audiences up to 100
- Front fill/stage monitors
- Mixing board with various input options (i.e. mini jack) and line outputs for media
- Stage mics: up to six wired tabletop mics, wired lapel mics, wired podium mic
  - Optional upgrade for wireless mics

#### Video

- Dual front projection 9' x 12' screens with dress kits
- Presentation laptop with wireless advancer
- Confidence monitor downstage centre (mirrored)

#### Lighting

- simple wash lighting for stage
- house lighting at 80%
  - Optional upgrade LED uplighting for room effect

#### Labour

- Audio tech
- Support tech

To be quoted on a "Per Room / Per Day" basis.

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Function Name:	Roundtable Meetings
Key Equipment:	Projector/screen combo
Concurrent:	Only concurrent to Type 1 Side Events
Number of Functions:	Minimum four up to eight
Duration:	Maximum of one hour
Attendees:	5 – 20 people
Simultaneous Interpretation:	No
Rooms:	MR 114, 115, 116, 117

These functions will be one-hour meetings between Ministers, Heads of Delegations, VVIPs and other special guests.

#### Video

- Presentation laptop with multiple format options (PowerPoint, Keynote, etc.)
- Front projection screen (i.e. 6' x 8' or 8' x 8') appropriate to size of room with dress kit
- Digital projector
- A/V cart and sufficient cable to place laptop on meeting table as needed



To be quoted on a “Per Room / Per Day” basis.

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Room Name: MR201  
Function Names: Various B2B pitch sessions, multipurpose room, Sessions TBD  
Attendees: 100 audience, up to 5 stage presenters

Audio

- Powered speaker package sufficient for audiences up to 100
- Mixing board with various input options (i.e. mini jack) and line outputs for media
- Stage mics: up to six wired tabletop mics, wired lapel mics, wired podium mic

Video

- Single projection 9' x 12' screen with dress kit
- Presentation laptop with wireless advancer
- Confidence monitor downstage centre (mirrored)

Labour

- Audio tech
- Support tech

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Room Name: MR111 – 113 (scaled as needed)  
Uses: Youth Program  
Attendees: 80 – 200

Audio

- Powered speaker package sufficient for core audience of 80, scaled up to accommodate 200 if required
- Mixing board with various input options (i.e. mini jack) and line outputs for media
- Stage mics: up to six wired lapel mics, wired podium mic

Video

- Single front projection 9' x 12' screen with dress kit
- Presentation laptop with wireless advancer
- Confidence monitor downstage centre (mirrored)

Labour

- Audio tech

**Non-Session Rooms Requiring Technical Requirements**

Room Name: Presenter Check-in Room  
Room Intention: Location for checking in A/V presentations, editing, conforming, transferring to rooms (internet-based i.e. Dropbox, Google Drive etc)  
Room: MR105/106

Equipment

- presentation laptop identical to the other laptops in function rooms (i.e. same font families, same graphics cards, etc)
- dual monitor for checking files with presenters able to watch



Labour

- A/V technician present at all times to accept presentations, deal with issues (i.e. missing fonts), communicate with Ballroom and Side Event Room technicians
- Multiple technicians may be required depending on number of Side Events confirmed

Room Name: Press Conference Room  
Room Intention: Key announcements, event outcomes, special appearances  
Room#: MR 212 (TBC)

Equipment

- Small PA system with mixing board enabled for multiple media drops
- Wired podium mic
- lighting to optimize video
- Dual 85" video monitors
- Presentation laptop on stage/beside podium with slide advancer, including audio drop in case videos are used
- Live Streaming may be required, in which case a full video package would be added

Labour

- Scheduling is TBD based on numerous factors. A technician should be present at all times.

Element Name: Roving Media Package (RMP)  
Intention: Mobile, rapidly deployable A/V system for spontaneous announcements, special appearances, VIP statements, (all live streaming enabled)  
Location: to be deployed as-needed  
Concurrent: Yes  
Quantity: Two

Equipment

- two powered speakers with stands and cables
- three wireless microphones with both lapel and handheld options
- boom stands for HH
- mixing board with multiple output capabilities (media drops)
- option to use a sub-mixer to enable 12 - 15 drops
- A/V cart or other wheeled device to enable rapid, efficient transportation as it may travel to different floors or to private meeting locations within the VCC

Video

- Portable HD digital camera with tripod and/or steady cam frame
- Matrix or switcher to sync with audio output
- Lights with diffusers
- Live streaming encoder and API

Labour

- One lead technician who will move, operate, and store the system under the direction of the A/V Production Manager / Run of Show Supervisor as needs arise
- 80% of the functions will be known; 20% of functions will be spontaneously decided on-site



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### Power

- self-contained battery pack and/or electric power supply
- to maximize flexibility of deployment the entire system must **NOT** be dependent on wall/plug power
- understanding that Live Streaming will require hardline internet connection therefore there will be some constraints in location

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Element Name: Innovation Showcase Presentation Theatre  
Intention: To provide a platform for Innovation Showcase participants for public announcements, presentations, or other activations  
Room: Stage size at 24' wide by 12' deep, located in one of the corners of Ballrooms A/B  
Audience: Seating for up to 60 people

### Equipment

- Small PA system with mixing board enabled for various inputs (i.e. mini jack) as well as media drop outputs
  - It is important to keep audio levels low to prevent disturbing exhibitors in close proximity
- One wired podium mic, up to six table top mics, or six wired lapel mics
- Pipe and drape backdrop with LED uplighting
- Dual 85" video monitors
- Presentation laptop on stage/beside podium with slide advancer
  - Include an audio drop for the laptop in case videos are used
- Ability to incorporate Skype or Google Hangouts

### Labour

- One technician at all times to facilitate stage transitions, configure seating, run video presentations, etc.
  - As programming develops it will become clear if more technicians are required.

The A/V company supplying the Innovation Showcase Presentation Theatre will also be asked to provide rentals and technical service to exhibitors and/or special installations.

### Live Streaming

As mentioned numerous times above, Live Streaming is going to be required for a number of sessions, as well as for key announcements, special appearances, and other one-offs.

Due to the need to integrate video and audio with Live Stream platforms, A/V companies are strongly encouraged to provide cost and technical estimates for supplying onsite encoding and webcast services, ideally using 'regular' wired internet.

The Roving Media Kit will 100% require live streaming capabilities.

### Optional Upgrades: Increments of Value

As mentioned numerous times above, A/V companies are invited to suggest the availability and applicability of "optional upgrades" in their bids. This means outlining the incremental benefits of upgraded equipment as well as the incremental costs. For example, wireless microphones are better suited for audience Q&A and cost roughly X% more than a wired mic on a stand." In general, providing a variety of options and price points is a good idea.



**Timeline**

Tasks	Date	Comments
Load-in & Set up day	Sunday, May 26, 2019 from 06:00	Ballroom CD priority, MR 119/120 priority, Ballroom Lobby for Monday reception 2 <sup>nd</sup> priority, all other rooms 3 (new priorities will emerge)
Event Day	Monday, May 27, 2019 from 07:00 to 20:00	MR 119/120 session top priority, Ballroom Lobby functions 2 <sup>nd</sup> , finish BR CD and all other rooms 3 <sup>rd</sup> .
Event Day	Tuesday, May 28, 2019 from 06:00 to 20:00	Operation
Event Day	Wednesday, May 29 from 06:00 to 17:00	Operation then extraction
Strike and load-out	Wednesday, May 29, 2019 from 17:00 to 23:59	All equipment must be extracted by the end of the 29 <sup>th</sup> .

\*\* A detailed Production Schedule will be forthcoming after supplier selection

**SW.4.2 Reporting Requirements**

The project authority will set up bi-weekly meetings with the contracted company to ensure the contract will be completed on time and on budget for the CEM10/MI-4 event. Skype or other web-based meetings are the preferred method.

**SW.4.3 Method and Source of Acceptance**

All deliverables and services rendered under any contract are subject to inspection by the Project Authority. The Project Authority shall have the right to reject any deliverables that are not considered satisfactory, or require their correction before payment will be authorized.

**SW.5.0 OTHER TERMS AND CONDITIONS OF THE SOW**

**SW.5.1 Contractor's Obligations**

1. In addition to the obligations outlined in Section 2 of this Statement of Work, the Contractor shall:
2. keep all documents and proprietary information confidential;
3. return all materials belonging to NRCan upon completion of the Contract;
4. submit all written reports in hard copy and electronic Microsoft Office Word or Corel WordPerfect format;
5. attend meeting with stakeholders, if necessary;
6. participate in teleconferences, as needed;
7. attend meeting at NRCan sites, if required; and/or,
8. maintain all documentation in a secure area.



### **SW.5.2 NRCan's Obligations**

- The contracted company will have access to 1 of the CEM10/MI-4 task team, and 1 of the GLOBE Operations Team
- These employees will be able to provide comment on reports and provide any other support needed,

### **SW.5.3 Estimated Period of the Contract**

The estimated period of the contract is from the date of Contract Award to May 30<sup>th</sup> 2019.

### **SW.5.4 Location of Work, Work Site and Delivery Point**

The work will take place at the Vancouver Convention Centre in Vancouver, BC.

### **SW.5.5 Insurance Requirements**

The Contractor shall ensure that all personnel engaged by or on behalf of the Licensee are covered by Workers' Compensation insurance, or equivalent, where required by law.

The Supplier acknowledges that NRCan does not insure the Supplier's property and that the Supplier has been advised to insure its property whilst such property is on or about the various facilities during CEM10/MI-4 and that if the Supplier omits to so insure its property, it shall do so at its own risk and NRCan shall not be liable for any loss or damage to the Supplier's property no matter how or by whom caused.

## **SW.6.0 APPLICABLE DOCUMENTS AND GLOSSARY**

### **SW.6.1 Applicable Documents**

Appendix A: Closed Door Session Seating Diagram and Sample Picture

### **SW.6.2 Relevant Terms, Acronyms and Glossaries**

Clean Energy Ministerial 10 / Mission Innovation 4: CEM10/MI-4  
Natural Resources Canada: NRCan



## ANNEX “B” – BASIS OF PAYMENT

*(to be completed at contract award)*





## ANNEX "C" - INSURANCE REQUIREMENTS

### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.



- n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.



## APPENDIX “B” – FINANCIAL PROPOSAL FORM

### 1. Taxes as Related to Bids Received

For Canadian-based bidders, prices/rates, as applicable, are requested to be firm (in Canadian funds) with Canadian customs duties and excise taxes as applicable **included**, and Goods and Services Tax (GST) or Harmonized Sales Tax (HST) as applicable, **excluded**;

For foreign-based bidders, prices/rates, as applicable, are requested to be firm (in Canadian funds) and **exclude** Canadian customs duties, excise taxes and GST or HST, as applicable. Canadian customs duties and excise taxes payable by the consignee will be added, for evaluation purposes only, to the prices submitted by foreign-based bidders. If the prices submitted in the financial proposal are not in Canadian Funds the exchange rate in effect on the date of bid closing will be applied for evaluation purposes only.

### 2. Financial Proposal:

The bidder must complete the following table. This is a common format for all bidders to follow (table based on the aggregate totals for each billing area/production element).

Billing Area by Production Element	Production Element Aggregate price	Quantity	Total Cost (C) AxB=C	GST	PST	Combined Total
Audio Equipment – Ballroom CD	\$		\$			\$
Video Equipment – Ballroom CD	\$		\$			\$
Audio Technician Labour – Ballroom CD	\$		\$			\$
Video Technician Labour – Ballroom CD	\$		\$			\$
Simultaneous Interpretation Equipment – Ballroom CD	\$		\$			\$
Audio & Video Equipment - Welcome Reception & Opening Ceremony Equipment	\$		\$			\$
Technical Operation Labour - Welcome Reception & Opening Ceremony	\$		\$			\$
Audio & Video Equipment – Innovation Showcase Theatre	\$		\$			\$
Technical Operation Labour – Innovation Showcase Theatre	\$		\$			\$
Audio Equipment - MR 100 Level Rooms	\$		\$			\$



Billing Area by Production Element	Production Element Aggregate price	Quantity	Total Cost (C) Ax B=C	GST	PST	Combined Total
Video Equipment - MR 100 Level Rooms	\$		\$			\$
Technical Operation Labour - MR 100 Level	\$		\$			\$
Audio Equipment - MR 200 Level	\$		\$			\$
Video Equipment – MR 200 Level	\$		\$			\$
Technical Operation Labour – MR 200 Level	\$		\$			\$
Modern Event Technology Feature - Equipment	\$		\$			\$
Modern Event Technology Feature – Technical Operation Labour	\$		\$			\$
Load-in & set up / strike & load-out labour	\$		\$			\$
Deliver/freight	\$		\$			\$
Grand total			\$			\$

**\*\* FOR ANY ERRORS IN THE CALCULATION, THE UNIT PRICE and QUANTITIES WILL BE UPHELD.**

**NOTE:** The details provided in the table above will be considered as a commitment by the Bidder and therefore the table will be part of the basis of payment in the resulting contract.