



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des soumissions -  
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**11 Laurier St. / 11, rue Laurier**

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**Gatineau**

**Québec**

**K1A 0S5**

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

**SOLICITATION AMENDMENT**

**MODIFICATION DE L'INVITATION**

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

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

<b>Title - Sujet</b> Audio Visual Production Services	
<b>Solicitation No. - N° de l'invitation</b> 0X001-180989/A	<b>Amendment No. - N° modif.</b> 005
<b>Client Reference No. - N° de référence du client</b> 0X001-18-0989	<b>Date</b> 2019-02-19
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CX-031-76021	
<b>File No. - N° de dossier</b> cx031.0X001-180989	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-03-01</b>	<b>Time Zone Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b>	
<b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> St-Clair, Denise (CX031)	<b>Buyer Id - Id de l'acheteur</b> cx031
<b>Telephone No. - N° de téléphone</b> (343) 542-3671 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur</b>	
<b>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)</b>	
<b>Signature</b>	<b>Date</b>

## Amendment 005 to solicitation

The purpose of this amendment number 005 is to revise the solicitation documents and to answer questions from bidders.

### PART A – Modification to the Solicitation

#### A.1 In the ANNEX “A” STATEMENT OF WORK

Under the Article 5. SCOPE insert the following:

**Estimated Budget:**

Canada School of Public Services (CSPS) estimates that up to \$1,000,000.00 will be spent under this contract over a span of six (6) years, which includes taxes and all travel & living expenses. Please note that this amount does not represent a firm commitment on behalf of CSPS and is for informative purposes only.

Under the Article 6 CONTRACTOR RESPONSIBILITY

**Delete**

- f) Coordinate the work of camera and/or audio resource(s).

**Insert**

- f) Coordinate the work of the video camera operator and/or audio technical.

#### A.2 ANNEX “C” TECHNICAL AND FINANCIAL EVALUATION

**Delete**

Evaluation Criteria	Met	Not Met
<p><b>M.3 – VIDEO PRODUCTION SAMPLES</b></p> <p>The Bidder MUST provide a DVD or USB format demo containing three (3) samples from previous productions (demos) 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. The video samples must be submitted in a file format compatible with Windows Media Player.</p> <p>The total running time of the three (3) demo(s) MUST not exceed ten (10) minutes. Ideally they should be between two (2) to three (3) minutes each.</p> <p>At a minimum, one (1) sample must be bilingual (English and French).            At least one (1) of the three (3) samples must be a live action video.            At least one (1) of the three (3) samples must be an animated video.</p> <p>All productions must have been completed by the Bidder in their entirety under a contract with the public sector or private industry, and have been completed and delivered after January 1, 2015.</p>		

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<p><b>Each live action video sample must demonstrate:</b></p> <ol style="list-style-type: none"> <li>1. use of lighting,</li> <li>2. camera angles,</li> <li>3. graphics,</li> <li>4. sound,</li> <li>5. music,</li> <li>6. effective use of treatment,</li> <li>7. script,</li> <li>8. language (both body and spoken), and</li> <li>9. editing techniques.</li> </ol> <p><b>Each animated video sample must demonstrate:</b></p> <ol style="list-style-type: none"> <li>1. use of compositing/digitizing,</li> <li>2. animation effects,</li> <li>3. graphics,</li> <li>4. sound,</li> <li>5. music,</li> <li>6. effective use of treatment,</li> <li>7. script,</li> <li>8. language (spoken and written), and</li> <li>9. editing techniques</li> </ol> <p>The video production samples provided in accordance with M.3 will be used as the basis for evaluation in R.2 Quality of Video Production Sample Provided.</p>		
<b>COMMENTS</b>		

**Insert:**

**TECHNICAL EVALUATION**

Evaluation Criteria	Met	Not Met
<b>M.3 – VIDEO PRODUCTION SAMPLES</b>		
<p>The Bidder MUST provide a DVD or USB format demo containing three (3) samples from previous productions (demos) 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. The video samples must be submitted in a file format compatible with Windows Media Player.</p> <p>The total running time of the three (3) demo(s) MUST not exceed ten (10) minutes. Ideally they should be between two (2) to three (3) minutes each.</p> <p>Sample can be submitted in the language of your choice either in English or French or bilingual (English and French).</p> <p>At least one (1) of the three (3) samples must be a live action video.</p> <p>At least one (1) of the three (3) samples must be an animated video.</p>		

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All productions must have been completed by the Bidder in their entirety under a contract with the public sector or private industry, and have been completed and delivered after January 1, 2015.

**Each live action video sample must demonstrate:**

10. use of lighting,
11. camera angles,
12. graphics,
13. sound,
14. music,
15. effective use of treatment,
16. script,
17. language (both body and spoken), and
18. editing techniques.

**Each animated video sample must demonstrate:**

10. use of compositing/digitizing,
11. animation effects,
12. graphics,
13. sound,
14. music,
15. effective use of treatment,
16. script,
17. language (spoken and written), and
18. editing techniques

The video production samples provided in accordance with M.3 will be used as the basis for evaluation in R.2 Quality of Video Production Sample Provided.

**COMMENTS**

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

## **PART B – Questions and Answers**

### **Question 74:**

You have asked that of the 5 sample videos, one of them must be bilingual. Would a video in English with French subtitles pass as part of the bilingual sample?

### **Response 74:**

Refer to the answer provided in response to Question 16 of amendment 003.

### **Question 75:**

The project is asking for about 60 learning video to be produced. Is this 60 unique videos in both official languages or will it be 30 videos recorded in one language and dubbed or subtitled in the other?

### **Response 75:**

Refer to the answer provided in response to Question 47 of amendment 003.

### **Question 76:**

Can you let me know what is your budget range is for this project is?

### **Response 76:**

Refer to the revision to Section 5. Scope of the Annex "A" Statement of Work in PART "A", section A.1 of this amendment.

### **Question 77:**

We are a full-service production company and do everything in house. However, at times, depending on the job, we subcontract our Canadian French versioning and dubbing services to an outside company. For this RFP, are we permitted to use an outside company for this portion of the job? If so, can we submit some of their work in our video submission?

### **Response 77:**

No, please refer to the Refer to the revised Annex C – Technical and Financial Evaluation - Evaluation Criteria M.2 Experience of the Firm of amendment 003.

### **Question 78:**

Page 19 of 39 under heading ESTIMATED NUMBER OF VIDEO TYPES PER CONTRACT PERIOD, there are Type 1-4 with appear to have estimates of 5 unique video assets per category. For Type 5, there are 40, but it confuses us that those are labelled as "Transcript/Sub-Titles/CC". This leads us to wonder if those are just deliverables for the 20 video assets of Type1-4, so that the asset as built will also have these layers/elements instead of being 40 more unique videos or similar. Can you clarify?

### **Response 78:**

Refer to the answer provided in response to Question 5 of amendment 003.

### **Question 79:**

Page 30 of 39 under heading of M.3 - VIDEO PRODUCTION SAMPLES is that "All productions must have been completed entirely by the Bidder under a contract with the public sector or private industry, and have been completed after January." Is this "January" of "no more than 4 years ago" as referenced in M.2 and would amend the "(between April 2014 and November 2018)" to "(between April 2014 and January 2019)" or is it a different January that we need to be aware of?

**Response 79:**

Refer to the revision to mandatory criterion M.3 in PART "A", section A.5 of amendment 003.

**Question 80:**

The amended section "M.2 experience of the firm" now stipulates at least 3 video samples at a total length no longer than 10 minutes must be submitted for consideration. We have already prepared 5 videos and secured 5 letters stating client satisfaction from the respective clients. If desired, is it possible to still provide 5 video samples if we edit the samples to total less than 10 minutes? In this case would we be able to submit 5 video demo fact sheets as seen in *Appendix 1 to Annex "C"*?

**Response 80:**

The examples provided in the mandatory technical evaluation criteria will be further evaluated under the Point-Rated Technical Criteria. If more than three (3) examples are submitted, the Bidder must clearly identify which examples are to be considered for evaluation purposes. If the Bidder does not clearly identify which examples are to be evaluated, the first three examples listed sequentially in the bid will be evaluated. No more than three (3) examples will be considered for evaluation.

**Question 81:**

In the **Estimated Number of Videos**, can you clarify if type 5 "Transcript/Sub-titles?CC" is just a service we would provide on videos previously made by CSPS, or something else?

**Response 81:**

Refer to the answer provided in response to Question 5 of amendment 003.

**Question 82:**

Could you clarify what is included in the hourly rates because there seems to be contradictory elements in the sections B.1 and B.2?

**Response 82:**

Refer to the revised Annex "B" – Basis of payment B.1 FIRM HOURLY RATES and B.2 PRODUCTION COSTS of amendment 003.

**Question 83:**

In table B.1.1 it says that "the Estimated Blended Hourly Rate will be calculated as follows: Adding type 1 to 6 " but there are 5 types in the table. What is Type 6?

**Response 83:**

Refer to the revision to the table in PART "A", section A.1 of amendment 003.

**Question 84:**

Faut-il vous fournir un budget pour les frais de production directs à ce stade-ci ?  
(La location de caméra•Les comédiens•La location du studio•La musique (pièces musicales et/ou compositions originales)•Les accessoires ne sont ni construits, ni fabriqués, ni fournis par l'entrepreneur.)

**Response 84:**

Refer to the revised Annex "B" – Basis of payment B.2.2 DIRECT EXPENSES of amendment 003.

**Question 85:**

a) Production costs (rental, camera, actors, etc.) In a budget, usually, an administrative margin of 10% is applied to these costs. In your call for tenders, these do not seem to be able to be included. Why? When you talk about reimbursement at cost price, does that mean that we are not allowed to charge for our administrative margins? Should we send you our suppliers' invoices?

**Response 85:**

Refer to the revised Annex "B" – Basis of payment B.2 PRODUCTION COSTS of amendment 003.

**Question 86:**

When you talk about travel and transportation costs within a 100-km perimeter, does that include the cost of renting production vehicles carrying crew and equipment? When we work in the city, even nearby, there are always transportation costs (vehicles, parking, gas, etc.).

**Response 86:**

Refer to the revised Annex "B" – Basis of payment B.1 FIRM HOURLY RATES of amendment 003.

**Question 87:**

(P28, weighted hourly rate) According to union rules, we cannot hire technicians and labour on a shoot for less than four hours. Knowing this, it seems impossible to set an hourly rate since it is per block of hours and not per individual hour. Could you be more specific? How do you see that?

**Response 87:**

Refer to the revised Annex "B" – Basis of payment B.1 FIRM HOURLY RATES of amendment 003.

**Question 88:**

I know we are inside the 10 day window but we have just received the responses and I am hoping to clarify for certain on the samples. The answer 35 is still stating one sample must be bilingual but answer 16 & 48 say can be English or French, our choice. Just to be sure we hit the mandate can you please clarify, can we submit 3 English only videos or do we submit 1 French and 2 English. I am not sure if the criteria means the original client request had to be in both languages.

**Response 88:**

Mandatory criterion M.3 has been revised. Please refer to section Part A, section A.3 of this amendment.

**Question 89:**

a) Should we be adding the hourly rate for each of these services and then dividing the total by the number of services to arrive at an average hourly rate for each of the services or is the blended hourly rate the total of all the hourly rates for all the services listed or required for a particular video type? Please provide an example of how we are supposed to calculate these blended rates.

b) Also, we have been asked for blended hourly rates for 7 different types of videos but this section of the RFP states: The Bidder must provide firm all-inclusive blended hourly rates for the provision of all of the following services as may be required by the Contractor to complete the work for all video types. That seems to be a contradiction. Please clarify. Are we supposed to only include the specific services we deem necessary for each type of video in the blended hourly rate for that type of video? Or do we need to include all of the services for every video type?

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**Answer 89:**

a) Refer to the revision to the table in PART "A", section A.1 of amendment 003. The Total Estimated Blended Hourly Rate will be calculated as follows: Adding the Total EBHR for **each** of the video types (1 to 7) and then  $\div 7 =$  **Total Estimated Blended Hourly Rate**. This would be the total of all the hourly rates for all the services listed that is required for the particular video type.

b) As per the revision to the table in PART "A", section A.1 of amendment 003, the Bidder must provide firm all-inclusive blended hourly rates for the provision of all of the following services **as may be required** by the Contractor to complete the work for all video types. The contractor would include **all of the services** required to complete the work for each video type.

**PART C – Amendment Number 003**

Due to a discrepancy in the RFP documents between the English and French, the response to question 68 under amendment 003 was incorrect please see updated response below and the applicable changes to the RFP documents can be found under Part A Article 6 of this amendment.

**Question 68 :**

Point 6f) (p.20 of 39) In the French, it states "Coordonner le travail du personnel de **photos** et audio. [Coordinate the work of photo and/or audio resources]" What do you mean by "photo"?

**Answer 68:**

You are required to coordinator the work of all the resources hired to complete the video such as the video camera operator and/or audio technical if it is live-action scripted.

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