



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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet OGP Audio Visual Services	
Solicitation No. - N° de l'invitation 08A33-180620/A	Date 2019-03-28
Client Reference No. - N° de référence du client 20180620	
GETS Reference No. - N° de référence de SEAG PW-\$\$HN-458-76786	
File No. - N° de dossier hn458.08A33-180620	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-04-15	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Lee, Carlos	Buyer Id - Id de l'acheteur hn458
Telephone No. - N° de téléphone (613) 296-6475 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Foreign Affairs, Trade and Development Canada . 125 SUSSEX DR. OTTAWA Ontario K1A0G2 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Electrical & Electronics Products Division
L'Esplanade Laurier
East Tower, 4th floor,
Ottawa
Ontario
K1A 0S5

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

PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Statement of Work
3. Trade Agreements
4. Debriefs
5. epost Connect service

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

- 5.1 Certifications Required with the Bid
- 5.2 Certifications Precedent to Contract Award and Additional Information

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. Insurance

List of Annex's

- Annex A – Statement of Work
- Annex B – Task Authorization Form
- Annex C – Commercial General Liability Insurance
- Annex D – Mandatory Requirements
- Annex E – Point Rated Requirements



List of Appendices:

Appendix A - Summary of Technical Equipment & Production Labour

PART 1 - GENERAL INFORMATION

1. Security Requirement

There is a security requirement associated with the requirement. Please refer to section 3.2 – Accreditation and Security Clearance of Annex A – Statement of Work for more details.

2. Statement of Work

The contractor must provide the goods/services in accordance with the technical requirements as detailed in the Annex's listed herein.

2.1 Duration of Contract

The Conference will be held on May 28th – 31st, 2019 at the Shaw Centre Ottawa, ON

3. Trade Agreements

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

4. 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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

5. epost Connect service

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2018-05-12) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days
Insert: ninety (90) calendar days

1.1 SACC Manual Clauses

SACC Reference	Section	Date
A9033T	Financial Capability	2012-07-16

2. Submission of Bids

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

3. Enquiries - Bid Solicitation

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

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

4. Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

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

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

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

Section I: Technical Bid (1 hard copy and 1 soft copy on USB key)
Section II: Financial Bid (1 hard copy and 1 soft copy on USB key)
Section III: Certifications (1 hard copy and 1 soft copy on USB key)

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

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

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

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

1.1 Exchange Rate Fluctuation Risk Mitigation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

Section III: Certifications

1.2 Certifications

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information

1.3 Additional Information

1.3.1 Contractor Representatives

Name and telephone number of the person responsible for:

General enquiries

Name:

Telephone:

Facsimile:

E-mail:

Delivery follow-up

Name:

Telephone:

Facsimile:

E-mail:



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will complete as applicable the mandatory and technical evaluations, including those that are point rated, by using the following process;

Evaluation Criteria

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

The following Mandatory requirements **MUST** be submitted with the bid for evaluation

- Please provide all aspects as detailed in Annex D – Mandatory Requirements

1.1.2 Point Rated Technical Criteria

The Technical Offer will be evaluated and scored in accordance with Annex E – Point Rated Requirements.

Documentation must be submitted by the Bidder to demonstrate the applicable point rated technical criteria.

The technical proposals meeting:

- 1) the mandatory technical requirement and
- 2) a minimum of 93 points on the technical point rated criteria;

will then proceed to the Financial Evaluation.

1.2 Financial Evaluation

1.2.1 Mandatory Financial Criteria

The following **Mandatory** factors will be taken into consideration in the evaluation of each offer:

- The supplier must complete Appendix A - Summary of Technical Equipment & Production Labour:

Total Bid Price will be calculated as the sum of Appendix A

The price of the offer will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, DDP destination, Canadian customs duties and excise taxes included.

- Compliance with the pricing requirements below
- Highest Overall Combined Rating Technical Merit (70%) and Bid Price (30%).

Criteria	Weighting	Available Points
Technical Point Rated Score	70%	132
Pricing	30%	30
TOTAL	100%	

Example: The combined rating technical merit (70%) and price (30%) will be calculated as shown. In this example bidder 2 has the highest combined rating.

Highest Overall Combined Rating Technical Merit (70%) and Price (30%)			
	Bidder 1	Bidder 2	Bidder 3
Technical Points (Maximum 132)	100	110	90
Total Bid Price	\$60,000	\$55,000	\$50,000
Result	Technical Points	Price Points	Total Points
Bidder 1	$(100/132) \times 70 = 53.03$	$*50,000/60,000 \times 30 = 25.00$	78.03
Bidder 2	$(110/132) \times 70 = 58.33$	$*50,000/55,000 \times 30 = 27.27$	85.60
Bidder 3	$(90/132) \times 70 = 47.72$	$*50,000/50,000 \times 30 = 30.00$	77.72

*Represents the lowest priced responsive proposal.

2. Basis of Selection

Highest Overall Combined Rating Technical Merit (70%) and Bid Price (30%)

To be declared responsive, a bid must:

- a) comply with all the requirements of the bid solicitation;
- b) meet all mandatory technical evaluation criteria; and
- c) obtain the required minimum points for the technical evaluation criteria which are subject to point rating

Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the highest overall combined rating will be recommended for award of a contract.

In the event that two or more bids attain the same highest overall combined rating, the bid which obtained the highest cumulative points for requirement R.3 - Experience and Expertise of the Bidder/Contractor as detailed in Annex E - Point Rated Requirements will become the top-ranked bidder.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Bid

Bidders must provide a list of their installers for this project and the evidence that they are manufacturer certified and trained equipment operators for turnstile installations.

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 provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 General Environmental Criteria Certification

The Bidder must select and complete one of the following two certification statements.

A) The Bidder certifies that the Bidder is registered or meets ISO 14001.

Bidders' Authorized Representative Signature Date

OR

The Bidder certifies that the Bidder meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below.

The Bidder must indicate which four (4) criteria, as a minimum, are met.

Green Practices within the Bidders' organization	Insert a checkmark for each criterion that is met
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

Bidders' Authorized Representative Signature

Date

5.2.3 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.4 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.

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. Failure to comply with the request may result in the bid being declared non-responsive.

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

All Contractors' personnel must be accredited through the Summit process. The Contractor must accept that RCMP security screenings will be performed to ensure **Reliability Level Status (Level I)**, for all staff scheduled to provide on-site technical support at the Shaw Centre. A link to the Summit's on-line Accreditation portal will be provided upon award of the contract.

2. Statement of Work

The contractor must provide the goods/services in accordance with the technical requirements as detailed in the Annex's listed herein.

2.1 SACC Manual Clauses

SACC Reference	Section	Date
B1501C	Electrical Equipment	2006-06-16
B7500C	Excess Goods	2006-06-16
B9031C	Canada's Obligation – Portion of the Work – Task Authorization	2011-05-16

2.2 Task Authorization

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

2.2.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the "Task Authorization Form" specified in Annex B.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

2.2.2 Reporting Requirement- Details

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

For each authorized task:

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

For all authorized tasks:

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

3. Standard Clauses and Conditions

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

3.1 General Conditions

2010A (2018-06-21), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

4. Term of Contract

4.1 Duration of Contract

The Conference will be held on May 28th – 31st, 2019 at the Shaw Centre Ottawa, ON

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Carlos Lee

Public Services and Procurement Canada
Acquisitions Branch
Logistics, Electrical, Fuel and Transportation Directorate
"HN" Division
L'Esplanade Laurier, 4th Floor, Office 4135
140 O'Connor Street
Ottawa, ON, K1A 0G5

Telephone: (613) 296-6475
E-mail address: Carlos.lee@pwgsc-tpsgc.gc.ca

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

5.2 Departmental Representative

Name: will be inserted at contract
Telephone: will be inserted at contract
Facsimile: will be inserted at contract
E-mail: will be inserted at contract

5.3 Project Authority

Name: will be inserted at contract
Telephone: will be inserted at contract
Facsimile: will be inserted at contract
E-mail: will be inserted at contract

5.4 Contractor's Representative

Name and telephone number of the person responsible for:

General enquiries

Name: will be inserted at contract
Telephone: will be inserted at contract
Facsimile: will be inserted at contract
E-mail: will be inserted at contract

Delivery follow-up

Name: will be inserted at contract
Telephone: will be inserted at contract
Facsimile: will be inserted at contract
E-mail: will be inserted at contract

6. Payment

6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a **firm unit prices**, as specified in the **contract**. 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.

6.2 Limitation of Price

SACC Manual clause C6000C (2017-08-17) Limitation of Price

6.3 Limitation of Expenditure – Cumulative Total of all Task Authorizations

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

6.4 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$40,000.00, Applicable Taxes included, inclusive of any revisions.

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

6.5 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. Invoicing Instructions

- (a) One (1) copy must be forwarded to the consignee.
- (b) The original and one (1) copy must be forwarded to the following address for certification and payment.

Summits Management Office
125 Sussex Drive
Ottawa, ON K1A 0G2
Attention: Jason Tripp

- (c) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
Department of Public Works and Government Services
"HN" Division
L'Esplanade Laurier, 4th Floor, Office 4135
140 O'Connor Street
Ottawa, ON, K1A 0G5
Attention: Carlos Lee

8. Certifications

8.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation 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.

9. Applicable Laws

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

10. 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) 2010A (2018-06-21) **General Conditions – Goods (Medium Complexity)**;
- (c) Annex A – Statement of Work
- (d) Annex C – Commercial General Liability Insurance
- (e) Appendix A - Summary of Technical Equipment & Production Labour
- (f) Task Authorizations
- (g) the Contractor's bid dated _____

11. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "C" of the Contract, Commercial General Liability Insurance. 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 fulfil 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 ten (10) 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. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX B - TASK AUTHORIZATION FORM

See <http://publisservice-app.pwgsc.gc.ca/forms/pdf/572.pdf>



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

Canada

Annex C - Commercial General Liability Insurance

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.

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.

ANNEX 'A' STATEMENT OF WORK

**EVENT TECHNOLOGY SUPPLIER – OPEN GOVERNMENT PROJECT (OGP) GLOBAL SUMMIT
2019, OTTAWA, ON**

FOR THE SHORT-TERM RENTAL OF:

**PRESENTATION MANAGEMENT/DISTRIBUTION SYSTEM (PMDS)
DIGITAL CONFERENCE DISCUSSION SYSTEMS (DCDS)
DIGITAL SIMULTANEOUS INTERPRETATION SYSTEMS (DSIS)
LIGHTING EQUIPMENT (LE)
MEDIA SOUND DISTRIBUTION SYSTEMS (MSDC)
SOUND REINFORCEMENT SYSTEMS (SRS)
VIDEO/DATA PRODUCTION/DISTRIBUTION SYSTEMS (VDS)
LIVE EVENT CAPTURE/ENCODING/STREAMING/ARCHIVING SYSTEMS (LESA)
AND RELATED PRODUCTION LABOUR**

TO BE SUPPLIED, DELIVERED AND OPERATED AT:

**THE SHAW CENTRE
55 COLONEL BY DR.
OTTAWA, ONTARIO**

**DATES:
MAY 28TH – 31ST, 2019**

**PREPARED BY:
JASON TRIPP, CTS
PUBLIC SERVICES AND PROCUREMENT CANADA**

TABLE OF CONTENTS

- 1. BACKGROUND**
- 2. SCOPE**
- 3. GENERAL CONDITIONS**
 - 3.1 LODGING**
 - 3.2 ACCREDITATION AND SECURITY CLEARANCE**
 - 3.3 INSTALLATIONS**
 - 3.4 STATEMENT OF COMPLIANCE**
 - 3.5 SCHEDULING**
 - 3.6 SUMMIT MANAGEMENT OFFICE RESPONSIBILITIES AND ASSISTANCE**
- 4. SPECIAL REQUIREMENTS**
- 5. PRICING**
- 6. FREIGHT HANDLING/TRANSPORTATION**
- 7. REGISTRATION DESK, SHAW CENTRE (OTTAWA, ON)**
- 8. ACCREDITATION/RESOURCE PROTECTION, SHAW CENTRE (OTTAWA, ON)**
 - 9. SECRETARIAT, SHAW CENTRE (OTTAWA, ON)**
 - 10. INTERPRETER'S LOUNGE, SHAW CENTRE (OTTAWA ON)**
 - 11. LIAISON OFFICE, SHAW CENTRE (OTTAWA, ON)**
 - 12. CANDEL OFFICE, SHAW CENTRE (OTTAWA, ON)**
 - 13. OGP BILATERAL MEETING ROOM, SHAW CENTRE (OTTAWA ON)**
 - 14. BILATERAL MEETING ROOM, SHAW CENTRE (OTTAWA, ON)**
 - 15. CIVIL SOCIETY & POC BREAK-OUT ROOM # 1 / MINISTER'S HOLDING ROOM, SHAW CENTRE (OTTAWA ON)**
 - 16. COLLABORATION SPACE, SHAW CENTRE (OTTAWA, ON)**
 - 17. LOGISTICS OFFICE, SHAW CENTRE (OTTAWA, ON)**
 - 18. QUIET ROOM, SHAW CENTRE (OTTAWA ON)**
 - 19. CIVIL SOCIETY & POC BREAK-OUT ROOM # 2 / CONCURRENT SESSION ROOM # 2, SHAW CENTRE (OTTAWA ON)**
 - 20. INDIGENOUS GATHERING / D9 MEETING ROOM, SHAW CENTRE (OTTAWA ON)**
 - 21. SPEAKER READY ROOM, SHAW CENTRE (OTTAWA ON)**
 - 22. MEDIA FILING AREA / CONCURRENT SESSION ROOM # 3, SHAW CENTRE (OTTAWA ON)**
 - 23. POC MEETING ROOM / STEERING COMMITTEE MEETING ROOM / CONCURRENT SESSION ROOMS # 4 & 5, SHAW CENTRE (OTTAWA ON)**

- 24. CIVIL SOCIETY & POC BREAK-OUT ROOM # 3 / MINISTERIAL LUNCH / CONCURRENT SESSION ROOM # 6, SHAW CENTRE (OTTAWA ON)**
- 25. CIVIL SOCIETY & POC BREAK-OUT ROOM # 4 / FOGO EVENT / CONCURRENT SESSION ROOM # 7, SHAW CENTRE (OTTAWA ON)**
- 26. RESERVABLE MEETING ROOM #2, SHAW CENTRE (OTTAWA ON)**
- 27. CONCURRENT SESSION ROOM # 8, SHAW CENTRE (OTTAWA ON)**
- 28. CONCURRENT SESSION ROOM # 9, SHAW CENTRE (OTTAWA ON)**
- 29. CONCURRENT SESSION ROOM # 11, SHAW CENTRE (OTTAWA ON)**
- 30. RESERVABLE MEETING ROOM #3, SHAW CENTRE (OTTAWA ON)**
- 31. CONCURRENT SESSION ROOM # 10, SHAW CENTRE (OTTAWA ON)**
- 32. PSC MEETING ROOM, SHAW CENTRE (OTTAWA ON)**
- 33. PLENARY SESSIONS, SHAW CENTRE (OTTAWA ON)**
- 34. FAMILY PHOTO / CLOSING PRESS CONFERENCE / MEDIA FILING & SCRUM AREAS, SHAW CENTRE (OTTAWA ON)**

1. BACKGROUND

In cooperation with the Open Government Partnership (OGP), the Government of Canada is hosting the 6th Open Government Partnership Global Summit in Ottawa, Canada, from May 29-31st, 2019.

The Summit will bring together the 79 member countries and 20 local governments of the OGP. It will also welcome participants from local and regional governments, civil society groups, academia and beyond, whose goal is to share knowledge and create solutions for more open and transparent governments around the globe.

The Summit's functional program is divided into two distinct tracts: Civil Society & Points-of-Contact (POC) sessions will take place May 28th & 29th; with the Main Plenary/Concurrent sessions to follow on May 30th & 31st.

2. SCOPE

Global Affairs Canada via its Summit Management Office (SMO) requires a world-class event technology Contractor to supply and operate on a short-term rental basis, the following equipment as outlined in this Statement of Work (SOW):

- presentation management/distribution system (PMDS);
- digital conference microphone systems (DCMS);
- digital simultaneous interpretation systems (DSIS);
- sound reinforcement systems (SRS);
- broadcast lighting systems (LS);
- video/data production/distribution systems (VDPS);
- live event capture/encoding/streaming/archiving (LESA);
- media sound distribution centres (MSDC)

Additionally, it will be the Contractor's responsibility to ensure that all the necessary qualified technical personnel are on-site to meet the installation schedule that will commence on **May 25th, 2019 and conclude at the close of the final meetings scheduled for May 31st, 2019**. An installation and event schedule shall be supplied to the Contractor upon award of the contract.

The Contractor will identify and appoint a bilingual (English/French) Project Manager who will serve as the primary liaison with the SMO and oversee all installations mentioned herein. The named individual must be available to participate in pre-production meetings either in-person or via audio, video or web conferencing platforms.

Additionally, a bilingual (English/French) Technical Production Manager needs to be identified as the main, on-site point-of-contact at the Shaw Centre location.

It is the intent of this Statement of Work and accompanying drawings, to provide for completely and properly working, PMDS, DCMS, DSIS, SRS, MSDC, LS, VDPS, MSDC and LESA in all areas covered by this Statement of Work, as specified herein and as shown on the drawings.

3. GENERAL CONDITIONS

3.1 Lodging/Per Diems/Incidental Expenses

Expenses accrued for travel, lodging, per diems, or incidentals (parking, taxi fares, fuel, etc.) by any member of the Contractor's workforce are the sole responsibility of the Contractor. Any such claims submitted for reimbursement, will be rejected. The SMO is able to assist with identifying suitable accommodation in the Ottawa-Gatineau region if required.

3.2 Accreditation and Security Clearance

All Contractors' personnel must be accredited through the Summit process. The Contractor must accept that RCMP security screenings will be performed to ensure **Reliability Level Status (Level I)**, for all staff scheduled to provide on-site technical support at the Shaw Centre. A link to the Summit's on-line Accreditation portal will be provided upon award of the contract.

3.3 Installations

All equipment installations will be coordinated with the Technical Authority identified in the contract document.

It will be the Contractor's responsibility to ensure that qualified technical personnel is assigned to perform the installation/operation of the above systems and/or other duties that will be required during the event.

The Contractor and his employees must respect the routine internal policies and any union jurisdictions that exist at all Summit venues while performing their duties. Additionally, all employees and representatives of the Contractor shall abide by all rules and regulations of the facility and of all security agencies and forces associated with the Summit Management Office.

The Contractor will be responsible for the handling and transportation of materials between the loading areas and the designated Summit spaces, with the exception of heavy or motorized equipment belonging to the Shaw Centre. This equipment will be operated by employees of the facility.

Unless otherwise noted, the Contractor will be responsible for the provision and installation of all AC electrical power extension cords/feeder cables (Cam-lok, u-ground, TL-3/4, Socapex, etc.) and distribution boxes, at all Summit sites. The Contractor will also be responsible for ensuring that appropriate cable management peripherals (cable mats, adhesive cord cover strips (e.g.: SafCord), cloth tape, etc.) are installed.

3.3.1 Mains Power and Power Distribution

Existing shore power (U-ground, 15A/110V typical) will be utilized in all event spaces at the Shaw Centre. In the event that supplemental or 3-phase connectivity is required, the Contractor shall make arrangements directly with Freeman Electrical Services (Jamie Holland at 613-748-7180 ext. 243, or Jamie.holland@freemanco.com). Applicable service fees must be identified and included in the Contractor's bid submission.

3.3.2 Rigging

All rigging installations at the Shaw Centre must be approved/performed by representatives from Freeman Electrical Services, the venue's exclusive contractor. The Contractor shall make arrangements directly with Freeman's on-site representative, Jamie Holland at 613-748-7180 ext. 243, or Jamie.holland@freemanco.com. Applicable service fees must be identified and included in the Contractor's bid submission.

3.4 Statement of Compliance

The Contractor's equipment inventory must comply with the following performance standards where applicable:

ISO 4043:2016 PORTABLE BOOTHS FOR SIMULTANEOUS INTERPRETATION (PHYSICAL FACILITIES)

ISO 20109:2016 ELECTRO ACOUSTIC PERFORMANCE OF SIMULTANEOUS INTERPRETATION SYSTEMS

In keeping with the Government of Canada's 'Green Initiatives and Energy Conservation Programs', every effort by the Contractor should be made to utilize technical production equipment which minimizes electrical consumption. Energy Star compliant peripherals or lighting, projection and display equipment which operates using fluorescent, LED (light emitting diode), OLED (organic light emitting diode), LCD (liquid crystal display), and 3-DLP Laser technologies are preferred.

A common inventory (identical makes/models) of digital simultaneous interpretation/language distribution equipment, must be installed in all meeting spaces where these peripherals are required.

3.5 Scheduling

The Contractor will make every effort to ensure that all production equipment is installed, tested and operational at least one-hour prior to the start of each session as per the installation schedule outlined in this Statement of Work. It is understood that allowances may need to be made to accommodate last minute additions or other unforeseen circumstances.

3.6 Summit Management Office Responsibilities and Assistance

The Summit Management Office (SMO) will provide the following:

- a) Site Access
 - Staggered access to the various conference spaces within the venue will begin as of 7:00 on Saturday, May 25th. A detailed calendar of installations and operations will be provided to the reserved Contractor. All equipment must be removed from the venue no later than 23:59 on Friday, May 31st.
- b) Telecommunications
 - The Contractor must provide wireless communication devices as required for its own operations. The SMO will provide at least one (1) two-way radio to be used by the Technical Production Manager at the Shaw Centre, for direct communication with the SMO's on-site technical representative;
 - The SMO will provide telephone, Internet and cablevision connectivity as required;
 - The SMO will make available to the Contractor any presentation or audio/video material that needs to be integrated into the Contractor's installations.
- c) Office Furniture and Supplies
 - The SMO will arrange for the provision of standard conference furniture (banquet tables, linens/skirting and chairs) according to a list of requirements provided by the Contractor and approved by the Technical Authority.
- d) Security Services
 - The venue's on-site security personnel are present 24-hours a day, 7 days a week. All meeting space will be secured after-hours. To discourage theft, it is recommended that visible physical deterrents (i.e. cable locks) be installed on all high-value equipment.

4. SPECIAL REQUIREMENTS

The Contractor acknowledges and accepts that due to the nature of the event, all equipment requirements, event locations, and hours of work, are subject to change. In an effort to ensure seamless delivery of service, the Technical Authority will ensure that any amendments to the equipment inventory and/or calendar of installations, are clearly communicated to the Contractor within a reasonable timeframe.

The Contractor must have the consent of the Technical Authority before any alterations/amendments are made to either the equipment inventory and/or the configuration of the installations.

The Contractor will provide separate tracking numbers for each work order; organized by each functional space identified in the attached 'Appendix A – List of Production Equipment and Personnel'. Each work order will provide an itemized breakdown of the technical production equipment installed in each meeting space, as well as the total labour hours incurred for the installation, operation and dismantling of the equipment, and any associated freight handling/transportation fees incurred for the movement of equipment between the Contractor's warehouse facilities and the Shaw Centre.

All audio/video recording equipment will be digital format. Capture rates, resolutions and file formats to be determined and agreed upon by all relevant stakeholders.

5. PRICING

As per the table below, per unit pricing must be used in preparation of the cost estimate accompanying a Contractor's bid submission. Figures must be clearly identified and remain consistent for the duration of the contract, including any and all additions to the original agreement. Deviations from original price points quoted in the RFP will not be accepted.

ITEM DESCRIPTION:	DAILY RENTAL RATE:
Wired Microphone	
Digital UHF Wireless Microphone Kit	
Computer Audio Adapter	
32-Channel Digital Audio Console	
16-Channel Digital Audio Console	
12-Channel Digital Audio Console	
8-Channel Audio Console	
Powered Speaker	
Digital Audio Recorder	
Digital Push-to-Talk (PTT) Microphone	
PTT Microphone CCU	
Clearcom Base Station w. Headset	
Clearcom Beltpack w. Headset	
16-Channel Media Feed Box	
9 x 16 Fast-fold Screen	
9 x 16 Fast-fold Screen Dress Kit	
7.5 x 13 Fast-fold Screen	
7.5 x 13 Fast-fold Screen Dress Kit	
Large Venue HD Video/Data Projector (20,000 ANSI)	
Large Venue HD Video/Data Projector (10,000 ANSI)	
Medium Venue HD Video/Data Projector (8,000 ANSI)	
Medium Venue HD Video/Data Projector (6,000 ANSI)	
80" HD LED Flat-panel Display w. Floor Stand	
65" HD LED Flat-panel Display w. Floor Stand	
55" HD LED Flat-panel Display w. Floor Stand	
50" HD LED Flat-panel Display w. Wedge	
42" HD LED Flat-panel Display w. Wedge	
21" HD LED Desktop Monitor	

HD Multi-format Image Processor/Switcher w. Logo Store	
HD Multi-format Image Processor/Matrix Switcher w. Logo Store	
HD SSD Video Recorder	
HD Camera w. Studio Conversion Kit	
30:1 Extended Zoom Lens	
HD PTZ Camera w. Ground Support	
PTZ Camera Controller	
HD Production Switcher	
1:4 HD-SDI Distribution Amplifier	
HD-SDI – HDMI Converter	
Windows 10 Notebook Computer w. MS Office Suite	
Perfect Cue Wireless Presentation Remote	
Sound Isolating Interpretation Booth (Conforms to ISO 4043:2016)	
Digital Interpretation Console w. Microphone/Headset	
Infra-red Transmitter	
Infra-red Radiator	
Multi-channel Infra-red Receiver w. Headset	
13 x 16 Velour Staging Drape (Panel)	
Velour Drapery Surround Kit (Tech Surround)	
3-Lamp LED Lighting Kit	
Compact Variable Colour LED Wall-Wash Fixture	
Livestreaming Capture/Encoding Appliance	
Install/Dismantle Labour (Hourly Rate – Reg. Time)	
Install/Dismantle Labour (Hourly Rate – OT)	
Operate Labour (Hourly Rate – Reg. Time)	
Operate Labour (Hourly Rate – OT)	

****To ensure parity amongst bidders, pricing must be included for all items listed in Appendix ‘A’ Summary of Technical Equipment and Production Labour. Failure to provide a complete estimate for service, may result in the Contractor’s submission being ruled non-compliant. If no fee is applicable to a specific item/service, kindly ensure that this is clearly indicated by either entering N/C or a \$0 amount, in lieu of simply leaving the area blank. To assist with labour costing, descriptions of the physical room installations have been included for each meeting space.****

6. FREIGHT HANDLING/TRANSPORTATION

Freight handling/delivery fees should reflect the movement of equipment from a central location within the Ottawa-Gatineau region to/from the host venue. Costs incurred for the transportation of inventory between a vendor’s regional offices to the central location, or the movement of sub-rented equipment from another supplier to fulfill the contract requirements, are the responsibility of the Contractor. Expenses accrued for the use of rental vehicles for local material handling, will only be reimbursed to cover the actual costs incurred – a copy of the rental contract, and any receipts for related expenses (fuel, parking, etc.) must be submitted with the Contractor’s final invoice.

SUMMARY OF FUNCTIONAL EVENT SPACE / EVENT TECHNOLOGY REQUIREMENTS:

7. REGISTRATION DESK - COLONEL BY FOYER/COAT ROOM 1A (SHAW CENTRE, OTTAWA, ON)

Load-In/Install: May 26th, 2019 (Time TBC)

Operational: May 27th, 2019 (Start Time TBC)

Dismantle: May 31st, 2019 (17:00)

NOTES: Add power distribution peripherals. See Appendix 'A' for a proposed list of materials.

8. ACCREDITATION/RESOURCE PROTECTION - ROOM 101 (SHAW CENTRE, OTTAWA, ON)

Load-In/Install: May 26th, 2019 (Time TBC) – Boardroom Style for 30 People

Operational: May 27th, 2019 (Start Time TBC)

Dismantle: May 31st, 2019 (17:00)

NOTES: Add power distribution peripherals. See Appendix 'A' for proposed list of materials.

9. SECRETARIAT - ROOM 102 (SHAW CENTRE, OTTAWA, ON)

Load-In/Install: May 26th, 2019 (Time TBC) – Boardroom Style for 12 People + Computer

Workstations for 22 People.

Operational: May 27th, 2019 (Start Time TBC)

Dismantle: May 31st, 2019 (17:00)

NOTES: Add power distribution peripherals. See Appendix 'A' for proposed list of materials.

10. INTERPRETER'S LOUNGE - ROOM 103 (SHAW CENTRE, OTTAWA ON)

Load-In/Install: May 27th, 2018 (7:00) – Round Tables of 8 for 32 People

Operational: May 28th, 2019 (8:00)

Dismantle: Dismantle May 31st (17:00)

NOTES: Add power distribution peripherals. See Appendix 'A' for a proposed list of materials.

11. LIAISON OFFICE - ROOM 104 (SHAW CENTRE, OTTAWA, ON)

Load-In/Install: May 26th, 2019 (Time TBC) – Hollow Square for 30 People + Computer

Workstations for 10 People

Operational: May 26th, 2019 (Start Time TBC)

Dismantle: May 31st, 2019 (17:00)

NOTES: Add power distribution peripherals. See Appendix 'A' for a proposed list of materials.

12. CANDEL OFFICE - ROOM 105 (SHAW CENTRE, OTTAWA, ON)

Load-In/Install: May 26th, 2019 (Time TBC) – Boardroom Table for 18 People + Round Tables of 8 for 16 People + Computer Workstations for 8 People.

Operational: May 26th, 2019 (Start Time TBC)

Dismantle: May 31st, 2019 (17:00)

NOTES: Add power distribution peripherals. See Appendix 'A' for a proposed list of materials.

13. OGP BILATERAL MEETING ROOM (MAY 28TH - 31ST) - ROOM 106 (SHAW CENTRE, OTTAWA ON)

Load-In/Install: May 27th, 2019 (7:00) – Fireside Chat (2 Soft-Sided Seats) + 10 Observer Chairs

Operational: May 28th, 2019 (8:00)

Dismantle: Dismantle May 31st, 2019 (17:00)

13.1 Lighting System (LS)

The Contractor must supply, and install during the scheduled event, the appropriate lighting equipment necessary to support the video/photography coverage requirements of the session in this space. Illuminants in this space will be ground-supported. The physical installation must be visually unobtrusive, provide a minimum of 75fc/750lux of illumination and offer an even coverage throughout the work area.

NOTES: See Appendix 'A' for a proposed list of materials.

14. BILATERAL MEETING ROOM - ROOM 107 (SHAW CENTRE, OTTAWA, ON)

Load-In/Install: May 27th, 2019 (7:00) – Fireside Chat (2 Soft-Sided Seats) + 10 Observer Chairs

Operational: May 28th, 2019 (8:00)

Dismantle: May 31st, 2019 (17:00)

14.1 Lighting System (LS)

The Contractor must supply, and install during the scheduled event, the appropriate lighting equipment necessary to support the video/photography coverage requirements of the session in this space. Illuminants in this space will be ground-supported. The physical installation must be visually unobtrusive, provide a minimum of 75fc/750lux of illumination and offer an even coverage throughout the work area.

NOTES: See Appendix 'A' for a proposed list of materials.

15. CIVIL SOCIETY & POC BREAK-OUT ROOM # 1 (MAY 28TH) / MINISTER'S HOLDING ROOM (MAY 29TH - 31ST) - ROOM 108 (SHAW CENTRE, OTTAWA ON)

Load-In/Install: May 27th, 2019 (7:00) – Theatre Style for 70 People (See 'Dismantle' Section Below for Reset Information)

Operational: May 28th, 2019 (8:00)

Dismantle: Room reset on May 28th, 2019 (17:00) – Fireside Chat (2 Soft-Sided Seats) + 10 Observer Chairs. Dismantle May 31st, 2019 (17:00)

15.1 Video/Data Production/Distribution System (VDPS) **May 28th Only**

The Contractor will supply and install the following VDPS components:

- One (1) ground-supported, 65", high-definition (HD) LED flat-panel display;
- One (1) high-definition (HD), multi-format image processing/switching system with logo store/recall capability. Input sources may include peripherals with a variety of audiovisual connector types (HD-15, DisplayPort, HDMI, HD-SDI, etc.) and
- One (1), 42" high-definition (HD) LED flat-panel display with accompanying angled floor wedge (presenter reference monitor).

NOTES: See Appendix 'A' for a proposed list of materials.

15.2 Sound Reinforcement System (SRS) **May 28th Only**

The sound coverage area in each space is approximately 12 metres long by 9 metres wide with a ceiling height of approximately 3 metres. The Contractor will supply, install, and operate during the scheduled events, a ground-supported SRS. The physical installation must be visually unobtrusive and the sound coverage must be of equal distribution throughout the assigned zone (15db above ambient room noise +/- 3db).

NOTES: See Appendix 'A' for a proposed list of materials.

15.3 Lighting System (LS) **May 29th – 31st**

The Contractor must supply, and install during the scheduled event, the appropriate lighting equipment necessary to support the video/photography coverage requirements of the session in this space. Illuminants in this space will be ground-supported. The physical installation must be visually unobtrusive, provide a minimum of 75fc/750lux of illumination and offer an even coverage throughout the work area.

NOTES: See Appendix 'A' for a proposed list of materials.

16. COLLABORATION SPACE - COLONEL BY FOYER SOUTH (SHAW CENTRE, OTTAWA, ON)

Load-In/Install: May 27th, 2019 (TBC)

Operational: May 28th, 2019 (8:00)

Dismantle: May 31st, 2019 (17:00)

16.1 Video/Data Production/Distribution System (VDPS)

The Contractor will supply and install the following VDPS components:

- Four (4), ground-supported, 65", high-definition (HD) LED flat-panel displays. The supplied equipment must be capable of supporting a variety of audiovisual connections (HD15, DisplayPort, HDMI, HD-SDI, etc.).

NOTES: See Appendix 'A' for a proposed list of materials

16.2 Lighting System (LS)

The Contractor will supply and install the following lighting components:

- Compliment of variable colour LED wall washing fixtures

NOTES: See Appendix 'A' for a proposed list of materials.

17. LOGISTICS OFFICE – JIM DURRELL BOARDROOM (SHAW CENTRE, OTTAWA, ON)

Load-In/Install: May 25th, 2019 (8:00) – Existing Installation (Boardroom Table for 22 People)

Operational: May 26th, 2019 (8:00)

Dismantle: June 1st, 2019 (17:00)

17.1 Video/Data Production/Distribution System (VDPS)

The Contractor will supply and install the following VDPS components:

- Three (3), ground-supported 55" high-definition (HD) LED flat-panel displays. Input sources may include; notebook PCs, HD digital media players, CATV programming, and a HD CCTV feed from the Plenary Session room. The supplied equipment must be capable of supporting a variety of audiovisual connections (HD15, DisplayPort, HDMI, HD-SDI, etc.).

NOTES: Add power distribution peripherals. As indicated, a Program Output feed from the production switcher installed in Canada Hall 3, needs to be distributed to this location. The Contractor will supply and install all video distribution hardware necessary to fulfill this requirement. See Appendix 'A' for a proposed list of materials.

18. QUIET ROOM (MAY 28TH – 31ST) – CREATE KITCHEN STUDIO (SHAW CENTRE, OTTAWA ON)

Load-In/Install: May 27th, 2019 (7:00)

Operational: May 28th, 2019 (8:00)

Dismantle: May 31st, 2019 (17:00)

NOTES: See Appendix 'A' for a proposed list of materials.

19. CIVIL SOCIETY & POC BREAK-OUT ROOM # 2 (MAY 28TH & 29TH) / CONCURRENT SESSION ROOM # 2 (MAY 30TH & 31ST) - ROOM 201 (SHAW CENTRE, OTTAWA ON)

Load-In/Install: May 27th, 2019 (7:00) – Theatre Style Seating for 168 People

Operational: May 28th, 2019 (8:00)

Dismantle: May 31st, 2019 (17:00)

19.1 Video/Data Production/Distribution System (VDPS)

The Contractor will supply and install the following VDPS components:

- One (1) ground-supported 16:9 format projection screen with dress kit (front projection);
- One (1) ground-supported, high-definition (HD) video/data projector;
- One (1) high-definition (HD), multi-format image processing/switching system with logo store/recall capability. Input sources may include peripherals with a variety of audiovisual connector types (HD-15, DisplayPort, HDMI, HD-SDI, etc.) and
- One (1), 50" high-definition (HD) LED flat-panel display with accompanying angled floor wedge (presenter reference monitor).

NOTES: See Appendix 'A' for a proposed list of materials.

19.2 Sound Reinforcement System (SRS)

The sound coverage area in each space is approximately 18 metres long by 11 metres wide with a ceiling height of approximately 5 metres. The Contractor will supply, install, and operate during the scheduled events, a ground-supported SRS. The physical installation must be visually unobtrusive and the sound coverage must be of equal distribution throughout the assigned zone (15db above ambient room noise +/- 3db).

NOTES: See Appendix 'A' for a proposed list of materials.

20. INDIGENOUS GATHERING (MAY 28TH) / D9 MEETING ROOM (MAY 29TH - 31ST) - ROOM 202 (SHAW CENTRE, OTTAWA ON)

Load-In/Install: May 27th, 2019 (7:00) – Theatre Style Seating in a Circle for 80 People. (See 'Dismantle' Section Below for Reset Information).

Operational: May 28th, 2019 (8:00)

Dismantle: Room reset on May 28th (17:00) – Hollow Square for 50 People + 12 Observers.

Dismantle May 31st, 2019 (17:00)

20.1 Sound Reinforcement System (SRS)

The sound coverage area in each space is approximately 18 metres long by 11 metres wide with a ceiling height of approximately 5 metres. The Contractor will supply, install, and operate during the scheduled events, a ground-supported SRS. The physical installation must be visually unobtrusive and the sound coverage must be of equal distribution throughout the assigned zone (15db above ambient room noise +/- 3db).

NOTES: See Appendix 'A' for a proposed list of materials.

20.2 Digital Conference Microphone System (DCMS) **May 29th – 31st**

The Contractor will supply, install and operate during the scheduled events a Digital Conference Microphone System (DCMS) consisting of single-cable technology programmable delegate microphones, a central processor for the microphones, and a central control interface for the operator. The DCMS must support connectivity with an external Sound Reinforcement System (SRS) and a Digital Simultaneous Interpretation System (DSIS).

NOTES: See Appendix 'A' for a proposed list of materials.

21. SPEAKER READY ROOM - ROOM 203 (SHAW CENTRE, OTTAWA ON)

Load-In/Install: May 27th, 2019 (7:00)

Operational: May 28th, 2019 (8:00)

Dismantle: May 31st, 2019 (17:00)

21.1 Presentation Management/Distribution System (PMDS)

The Contractor will supply, install and operate during the scheduled events, a Presentation Management/Distribution System which includes:

- A presentation management server;
- Six (6) Windows 10 workstations with MS Office 2013, Adobe Acrobat Pro and VLC Player for previewing/editing of uploaded content;
- Ethernet switch(es) and/or router(s) as required;
- One (1) networked, colour, multi-function printer with supplementary toner cartridge(s) and paper inventory (Letter and Legal dimensions);
- A managed, dedicated VPN which allows for content stored on the server to be distributed ("pushed") in real time, to the presentation computer(s) installed in the Plenary Session and Concurrent Session rooms.

NOTES: In addition to the on-site requirements, the Contractor will be responsible for the creation/management of a secure website, which provides speakers with the opportunity to submit/edit their respective presentations in advance of the actual Summit. The timeline for the establishment of the site will be determined upon award of the contract. See Appendix 'A' for a proposed list of materials.

22. MEDIA FILING AREA (MAY 28TH & 29TH) / CONCURRENT SESSION ROOM # 3 (MAY 30TH - 31ST) - ROOM 204 (SHAW CENTRE, OTTAWA ON)

Load-In/Install: May 27th, 2019 (7:00) – Classroom Style for 60 People (2 Chairs per Table). (See 'Dismantle' Section Below for Reset Information).

Operational: May 28th, 2019 (8:00)

Dismantle: Room resets May 29th (17:00) – Theatre Style for 125 People. Dismantle May 31st, 2019 (17:00)

22.1 Video/Data Production/Distribution System (VDPS)

The Contractor will supply and install the following VDPS components:

- Two (2), ground-supported, 80", high-definition (HD) LED flat-panel displays. The supplied equipment must be capable of supporting a variety of audiovisual connections (HD15, DisplayPort, HDMI, HD-SDI, etc.);
- One (1) high-definition (HD), multi-format image processing/switching system with logo store/recall capability. Input sources may include peripherals with a variety of audiovisual connector types (HD-15, DisplayPort, HDMI, HD-SDI, etc.) and
- One (1), 50" high-definition (HD) LED flat-panel display with accompanying angled floor wedge (presenter reference monitor).

NOTES: Add power distribution peripherals. See Appendix 'A' for a proposed list of materials.

22.2 Sound Reinforcement System (SRS) **May 30th & 31st**

The sound coverage area in each space is approximately 18 metres long by 11 metres wide with a ceiling height of approximately 5 metres. The Contractor will supply, install, and operate during the scheduled events, a ground-supported SRS. The physical installation must be visually unobtrusive and the sound coverage must be of equal distribution throughout the assigned zone (15db above ambient room noise +/- 3db).

NOTES: See Appendix 'A' for a proposed list of materials.

23. POC MEETING ROOM (MAY 28TH) / STEERING COMMITTEE MEETING ROOM (MAY 29TH) / CONCURRENT SESSION ROOMS #4 & 5 (MAY 30TH & 31ST) - ROOM 205/207 (SHAW CENTRE, OTTAWA ON)

Load-In/Install: May 27th, 2019 (7:00) – Theatre Style for 250 People. (See ‘Dismantle’ Section Below for Reset Information).

Operational: May 28th, 2019 (8:00)

Dismantle: Room resets May 28th (17:00) – Hollow Square for 50 People + 52 Observers. May 29th 2019 (17:00) – Theatre Style for 196 People (Room 205) + Theatre Style for 192 People (Room 207). Dismantle May 31st, 2019 (17:00)

23.1 Video/Data Production/Distribution System (VDPS)

The Contractor will supply and install the following VDPS components:

- Two (2) ground-supported 16:9 format projection screens with dress kits (front projection);
- Two (2) ground-supported, high-definition (HD) video/data projectors;
- Four (4) ground-supported 80” high-definition (HD) LED flat-panel displays. The supplied equipment must be capable of supporting a variety of audiovisual connections (HD15, DisplayPort, HDMI, HD-SDI, etc.) **May 30th & 31st**;
- One (1) high-definition (HD), multi-format image processing/switching system with logo store/recall and the capability of routing program outputs to three (3) different displays simultaneously. Input sources may include peripherals with a variety of audiovisual connector types (HD-15, DisplayPort, HDMI, HD-SDI, etc.) **2nd unit required for May 30th & 31st** and
- One (1), 50” high-definition (HD) LED flat-panel display with accompanying angled floor wedge (presenter reference monitor) **2nd unit required for May 30th & 31st**
- Four (4) high definition (HD – 1080i) PTZ cameras with controller and ground-supports (Room 205 – May 28th & May 30th – 31st);
- A high-definition (HD) video production switcher which allows for seamless shot transition between cameras (Room 205 – May 28th & May 30th – 31st) and
- All associated reference monitors required to ensure consistent image quality (preview/program displays, waveform/vector scope, etc.) (Room 205 – May 28th & May 30th – 31st)

NOTES: The display/projection components will need to be re-configured May 28th & 29th to accommodate the changes to the physical room installations. See Appendix ‘A’ for a proposed list of materials.

23.2 Sound Reinforcement System (SRS)

The sound coverage area in this space is approximately 31 metres long by 18 metres wide with a ceiling height of approximately 5 metres. The Contractor will supply, install, and operate during the scheduled events, a ground-supported SRS. The physical installation must be visually unobtrusive and the sound coverage must be of equal distribution throughout the assigned zone (15db above ambient room noise +/- 3db).

NOTES: See Appendix ‘A’ for a proposed list of materials.

23.3 Digital Simultaneous Interpretation System (DSIS) **May 28TH & May 30th - 31ST**

The Contractor will supply, install, and operate during the scheduled events, a Digital Simultaneous Interpretation System which conforms to ISO standards 4043, 2603 & 20109:2016, and includes:

- Three (3) rigid panel, sound isolating interpretation booths measuring no less than 1.8 metres x 1.8 metres. Each booth must be equipped with two (2) interpreter's desks with headsets, one (1) multi-outlet, surge protected power strip, and two (2) dimmable desk lamps. A minimum space of 2.5-cm between each booth is required for acoustic separation. Appropriate signage which clearly identifies the outgoing interpreted language of each booth must be affixed to the exterior of each structure;
- A multi-channel infra-red transmitter which supports a minimum of five (5) interpreted language channels. The outgoing channels will consist of two (3) interpreted languages, one (1) original (floor) channel, and one spare channel;
- At least 1 (one) ground-supported, infra-red distribution device (radiator). Exact quantity to ensure uniform coverage of the meeting space, as determined by the Contractor and,
- Two hundred (200) multi-channel, infra-red pocket receivers with headsets.

NOTES: The DSIS software must support remote monitoring and ancillary control of each interpreter desk installed in this location. The system operator must have the capacity to enable/disable the microphones and adjust the outgoing language channels, if required. The SI components will need to be re-configured on May 29th to accommodate changes to the physical room installations.

23.4 Lighting System (LS) **May 28th & May 30th - 31st**

The Contractor must supply, and install during the scheduled event, the appropriate lighting equipment necessary to support the video/photography coverage requirements of the session in this space. Illuminants in this space will be ground-supported. The physical installation must be visually unobtrusive, provide a minimum of 75fc/750lux of illumination and offer an even coverage throughout the work area.

NOTES: See Appendix 'A' for a proposed list of materials.

23.5 Digital Conference Microphone System (DCMS) **May 29th Only**

The Contractor will supply, install and operate during the scheduled events a Digital Conference Microphone System (DCMS) consisting of single-cable technology programmable delegate microphones, a central processor for the microphones, and a central control interface for the operator. The DCMS must support connectivity with an external Sound Reinforcement System (SRS) and a Digital Simultaneous Interpretation System (DSIS).

NOTES: See Appendix 'A' for a proposed list of materials.

23.6 Live Event Capture/Encoding/Streaming & Archiving (LESA) **May 28th & May 30th – 31st**

The Contractor will supply, install and operate the following LESA components:

- A high definition (HD) video capture/encoding/streaming system capable of supporting the real-time distribution of a common video source and four (4) separate audio channels;
- Hosting/real-time monitoring of each of the four streams, as well as the collection of statistics/analytics related to the audience (i.e. number of unique IP addresses, average viewing time, geographic location of viewers, etc.);
- The capacity to stream to multiple platforms simultaneously (RTMP, YouTube, Facebook Live, etc.);
- Server-side recording of the floor (original) audio stream and archiving of the footage for a period of 12-months following the original broadcast and
- The creation of a unique web link (URL) which allows for future video-on-demand (VOD) viewing of the session(s).

NOTES: See Appendix 'A' for a proposed list of materials.

24. CIVIL SOCIETY & POC BREAK-OUT ROOM # 3 (MAY 28TH) / MINISTERIAL LUNCH (MAY 29TH) / CONCURRENT SESSION ROOM # 6 (MAY 30TH & 31ST) - ROOM 206 (SHAW CENTRE, OTTAWA ON)
Load-In/Install: May 27th, 2019 (7:00) – Theatre Style for 180 People. (See 'Dismantle' Section Below for Reset Information).

Operational: May 28th, 2019 (8:00)

Dismantle: Room resets May 28th (17:00) – Round Tables of 8 for 40 People. May 29th (14:00) – Theatre Style for 180 People. Dismantle May 31st, 2019 (17:00)

24.1 Video/Data Production/Distribution System (VDPS)

The Contractor will supply and install the following VDPS components:

- Two (2), ground-supported, 80", high-definition (HD) LED flat-panel displays. The supplied equipment must be capable of supporting a variety of audiovisual connections (HD15, DisplayPort, HDMI, HD-SDI, etc.);
- One (1) high-definition (HD), multi-format image processing/switching system with logo store/recall capability. Input sources may include peripherals with a variety of audiovisual connector types (HD-15, DisplayPort, HDMI, HD-SDI, etc.) and
- One (1), 50" high-definition (HD) LED flat-panel display with accompanying angled floor wedge (presenter reference monitor).

NOTES: See Appendix 'A' for a proposed list of materials.

24.2 Sound Reinforcement System (SRS)

The sound coverage area in each space is approximately 16 metres long by 15 metres wide with a ceiling height of approximately 5 metres. The Contractor will supply, install, and operate during the scheduled events, a ground-supported SRS. The physical installation must be visually unobtrusive and the sound coverage must be of equal distribution throughout the assigned zone (15db above ambient room noise +/- 3db).

NOTES: See Appendix 'A' for a proposed list of materials.

25. CIVIL SOCIETY & POC BREAK-OUT ROOM # 4 (MAY 28TH) / FOGO EVENT (MAY 29TH) / CONCURRENT SESSION ROOM # 7 (MAY 30TH & 31ST) - ROOM 208 (SHAW CENTRE, OTTAWA ON)
Load-In/Install: May 27th, 2019 (7:00) – Theatre Style for 235 People. (See ‘Dismantle’ Section Below for Reset Information)

Operational: May 28th, 2019 (8:00)

Dismantle: Room resets May 29th (17:00) – Classroom Style for 96 People (2 Chairs per Table).

Dismantle May 31st, 2019 (17:00)

25.1 Video/Data Production/Distribution System (VDPS)

The Contractor will supply and install the following VDPS components:

- Two (2), ground-supported, 80", high-definition (HD) LED flat-panel displays. The supplied equipment must be capable of supporting a variety of audiovisual connections (HD15, DisplayPort, HDMI, HD-SDI, etc.);
- One (1) high-definition (HD), multi-format image processing/switching system with logo store/recall capability. Input sources may include peripherals with a variety of audiovisual connector types (HD-15, DisplayPort, HDMI, HD-SDI, etc.) and
- One (1), 50" high-definition (HD) LED flat-panel display with accompanying angled floor wedge (presenter reference monitor).

NOTES: See Appendix ‘A’ for a proposed list of materials.

25.2 Sound Reinforcement System (SRS)

The sound coverage area in each space is approximately 14 metres long by 11 metres wide with a ceiling height of approximately 5 metres. The Contractor will supply, install, and operate during the scheduled events, a ground-supported SRS. The physical installation must be visually unobtrusive and the sound coverage must be of equal distribution throughout the assigned zone (15db above ambient room noise +/- 3db).

NOTES: See Appendix ‘A’ for a proposed list of materials.

25.3 Lighting System (LS)

The Contractor must supply, and install during the scheduled event, the appropriate lighting equipment necessary to support the video/photography coverage requirements of the session in this space. Illuminants in this space will be ground-supported. The physical installation must be visually unobtrusive, provide a minimum of 75fc/750lux of illumination and offer an even coverage throughout the work area.

NOTES: May 29th - Add power distribution peripherals. The inventory of illuminants should include fixtures for a general stage wash & podium specials. See Appendix ‘A’ for a proposed list of materials.

26. RESERVABLE MEETING ROOM #2 (MAY 30TH & 31ST) - ROOM 209 (SHAW CENTRE, OTTAWA ON)

Load-In/Install: May 29th, 2019 (18:00) – Boardroom Style for 20 People + 28 Observers.

Operational: May 30th, 2019 (8:00)

Dismantle: May 31st, 2019 (17:00)

NOTES: Add power distribution peripherals. See Appendix ‘A’ for a proposed list of materials.

27. CONCURRENT SESSION ROOM # 8 (MAY 30TH & 31ST) - ROOM 210 (SHAW CENTRE, OTTAWA ON)

Load-In/Install: May 29th, 2019 (18:00) – Classroom Style for 48 People (2 Chairs per Table).

Operational: May 30th, 2019 (8:00)

Dismantle: May 31st, 2019 (17:00)

27.1 Video/Data Production/Distribution System (VDPS)

The Contractor will supply and install the following VDPS components:

- Two (2), ground-supported, 80", high-definition (HD) LED flat-panel displays. The supplied equipment must be capable of supporting a variety of audiovisual connections (HD15, DisplayPort, HDMI, HD-SDI, etc.);
- One (1) high-definition (HD), multi-format image processing/switching system with logo store/recall and the capacity to route program outputs to three (3) different displays simultaneously. Input sources may include peripherals with a variety of audiovisual connector types (HD-15, DisplayPort, HDMI, HD-SDI, etc.);
- One (1), 50" high-definition (HD) LED flat-panel display with accompanying angled floor wedge (presenter reference monitor);
- Two (2) high definition (HD – 1080i) PTZ cameras with controller and ground-supports;
- A high-definition (HD) video production switcher which allows for seamless shot transition between cameras and
- All associated reference monitors required to ensure consistent image quality (preview/program displays, waveform/vector scope, etc.)

NOTES: See Appendix 'A' for a proposed list of materials.

27.2 Sound Reinforcement System (SRS)

The sound coverage area in this space is approximately 19 metres long by 11 metres wide with a ceiling height of approximately 5 metres. The Contractor will supply, install, and operate during the scheduled events, a ground-supported SRS. The physical installation must be visually unobtrusive and the sound coverage must be of equal distribution throughout the assigned zone (15db above ambient room noise +/- 3db).

NOTES: See Appendix 'A' for a proposed list of materials.

27.3 Digital Simultaneous Interpretation System (DSIS)

The Contractor will supply, install, and operate during the scheduled events, a Digital Simultaneous Interpretation System which conforms to ISO standards 4043, 2603 & 20109:2016, and includes:

- Three (3) rigid panel, sound isolating interpretation booths measuring no less than 1.8 metres x 1.8 metres. Each booth must be equipped with two (2) interpreter's desks with headsets, one (1) multi-outlet, surge protected power strip, and two (2) dimmable desk lamps. A minimum space of 2.5-cm between each booth is required for acoustic separation. Appropriate signage which clearly identifies the outgoing interpreted language of each booth must be affixed to the exterior of each structure;
- A multi-channel infra-red transmitter which supports a minimum of five (5) interpreted language channels. The outgoing channels will consist of three (3) interpreted languages, one (1) original (floor) channel, and one spare channel;
- At least 1 (one) ground-supported, infra-red distribution device (radiator). Exact quantity to ensure uniform coverage of the meeting space, as determined by the Contractor and,
- Fifty (50) multi-channel, infra-red pocket receivers with headsets.

NOTES: The DSIS software must support remote monitoring and ancillary control of each interpreter desk installed in this location. The system operator must have the capacity to enable/disable the microphones and adjust the outgoing language channels, if required.

27.4 Lighting System (LS)

The Contractor must supply, and install during the scheduled event, the appropriate lighting equipment necessary to support the video/photography coverage requirements of the session in this space. Illuminants in this space will be ground-supported. The physical installation must be visually unobtrusive, provide a minimum of 75fc/750lux of illumination and offer an even coverage throughout the work area.

NOTES: The inventory of illuminants should include fixtures for a general stage wash. See Appendix 'A' for a proposed list of materials.

23.6 Live Event Capture/Encoding/Streaming & Archiving (LESA)

The Contractor will supply, install and operate the following LESA components:

- A high definition (HD) video capture/encoding/streaming system capable of supporting the real-time distribution of a common video source and four (4) separate audio channels;
- Hosting/real-time monitoring of each of the four streams, as well as the collection of statistics/analytics related to the audience (i.e. number of unique IP addresses, average viewing time, geographic location of viewers, etc.);
- The capacity to stream to multiple platforms simultaneously (RTMP, YouTube, Facebook Live, etc.);
- Server-side recording of the floor (original) audio stream and archiving of the footage for a period of 12-months following the original broadcast and
- The creation of a unique web link (URL) which allows for future video-on-demand (VOD) viewing of the session(s).

NOTES: See Appendix 'A' for a proposed list of materials.

28. CONCURRENT SESSION ROOM # 9 (MAY 30TH & 31ST) - ROOM 211 (SHAW CENTRE, OTTAWA ON)

Load-In/Install: May 29th, 2019 (18:00) – Theatre Style for 104 People.

Operational: May 30th, 2019 (8:00)

Dismantle: May 31st, 2019 (17:00)

28.1 Video/Data Production/Distribution System (VDPS)

The Contractor will supply and install the following VDPS components:

- One (1) ground-supported 16:9 format projection screen with dress kit (front projection);
- One (1) ground-supported, high-definition (HD) video/data projector;
- One (1) high-definition (HD), multi-format image processing/switching system with logo store/recall capability. Input sources may include peripherals with a variety of audiovisual connector types (HD-15, DisplayPort, HDMI, HD-SDI, etc.) and
- One (1), 50" high-definition (HD) LED flat-panel display with accompanying angled floor wedge (presenter reference monitor).

NOTES: See Appendix 'A' for a proposed list of materials.

28.2 Sound Reinforcement System (SRS)

The sound coverage area in this space is approximately 13 metres long by 11 metres wide with a ceiling height of approximately 5 metres. The Contractor will supply, install, and operate during the scheduled events, a ground-supported SRS. The physical installation must be visually unobtrusive and the sound coverage must be of equal distribution throughout the assigned zone (15db above ambient room noise +/- 3db).

NOTES: See Appendix 'A' for a proposed list of materials.

29. CONCURRENT SESSION ROOM # 11 (MAY 30TH & 31ST) - ROOM 212 (SHAW CENTRE, OTTAWA ON)

Load-In/Install: May 29th, 2019 (18:00) – Classroom Style for 44 People (2 Chairs per Table).

Operational: May 30th, 2019 (8:00)

Dismantle: May 31st, 2019 (17:00)

29.1 Video/Data Production/Distribution System (VDPS)

The Contractor will supply and install the following VDPS components:

- Two (2), ground-supported, 80", high-definition (HD) LED flat-panel displays. The supplied equipment must be capable of supporting a variety of audiovisual connections (HD15, DisplayPort, HDMI, HD-SDI, etc.);
- One (1) high-definition (HD), multi-format image processing/switching system with logo store/recall and the capacity to route program outputs to three (3) different displays simultaneously. Input sources may include peripherals with a variety of audiovisual connector types (HD-15, DisplayPort, HDMI, HD-SDI, etc.) and
- One (1), 50" high-definition (HD) LED flat-panel display with accompanying angled floor wedge (presenter reference monitor).

NOTES: Add power distribution peripherals. See Appendix 'A' for a proposed list of materials.

29.2 Sound Reinforcement System (SRS)

The sound coverage area in this space is approximately 17 metres long by 11 metres wide with a ceiling height of approximately 5 metres. The Contractor will supply, install, and operate during the scheduled events, a ground-supported SRS. The physical installation must be visually unobtrusive and the sound coverage must be of equal distribution throughout the assigned zone (15db above ambient room noise +/- 3db).

NOTES: See Appendix 'A' for a proposed list of materials.

29.3 Digital Simultaneous Interpretation System (DSIS)

The Contractor will supply, install, and operate during the scheduled events, a Digital Simultaneous Interpretation System which conforms to ISO standards 4043, 2603 & 20109:2016, and includes:

- One (1) rigid panel, sound isolating interpretation booth measuring no less than 1.8 metres x 1.8 metres. The booth must be equipped with two (2) interpreter's desks with headsets, one (1) multi-outlet, surge protected power strip, and two (2) dimmable desk lamps. Appropriate signage which clearly identifies the outgoing interpreted language of the booth must be affixed to the exterior of the structure;
- A multi-channel infra-red transmitter which supports a minimum of four (4) interpreted language channels. The outgoing channels will consist of two (2) interpreted languages, one (1) original (floor) channel, and one spare channel;
- At least 1 (one) ground-supported, infra-red distribution device (radiator). Exact quantity to ensure uniform coverage of the meeting space, as determined by the Contractor and,
- Fifty (50) multi-channel, infra-red pocket receivers with headsets.

NOTES: The DSIS software must support remote monitoring and ancillary control of each interpreter desk installed in this location. The system operator must have the capacity to enable/disable the microphones and adjust the outgoing language channels, if required.

30. RESERVABLE MEETING ROOM #3 (MAY 30TH & 31ST) - ROOM 213 (SHAW CENTRE, OTTAWA ON)

Load-In/Install: May 29th, 2019 (18:00) - Boardroom Style for 20 People + 28 Observers.

Operational: May 30th, 2019 (8:00)

Dismantle: May 31st, 2019 (17:00)

NOTES: Add power distribution peripherals. See Appendix 'A' for a proposed list of materials.

31. CONCURRENT SESSION ROOM # 10 (MAY 30TH & 31ST) - ROOM 214 (SHAW CENTRE, OTTAWA ON)

Load-In/Install: May 29th, 2019 (18:00) – Theatre Style for 350 People.

Operational: May 30th, 2019 (8:00)

Dismantle: May 31st, 2019 (17:00)

31.1 Video/Data Production/Distribution System (VDPS)

The Contractor will supply, install and operate the following VDPS components:

- Two (2) ground-supported 16:9 format projection screens with dress kits (front projection);
- Two (2) ground-supported, high-definition (HD) video/data projectors;
- One (1) high-definition (HD), multi-format image processing/switching system with logo store/recall and the capacity to route program outputs to four (4) different displays simultaneously. Input sources may include peripherals with a variety of audiovisual connector types (HD-15, DisplayPort, HDMI, HD-SDI, etc.);
- One (1), 50" high-definition (HD) LED flat-panel display with accompanying angled floor wedge (presenter reference monitor);
- Four (4) high definition (HD – 1080i) PTZ cameras with controller and ground-supports;
- A high-definition (HD) video production switcher which allows for seamless shot transition between cameras and
- All associated reference monitors required to ensure consistent image quality (preview/program displays, waveform/vector scope, etc.)

NOTES: See Appendix 'A' for a proposed list of materials.

31.2 Sound Reinforcement System (SRS)

The sound coverage area in this space is approximately 31 metres long by 19 metres wide with a ceiling height of approximately 5 metres. The Contractor will supply, install, and operate during the scheduled events, a ground-supported SRS. The physical installation must be visually unobtrusive and the sound coverage must be of equal distribution throughout the assigned zone (15db above ambient room noise +/- 3db).

NOTES: See Appendix 'A' for a proposed list of materials.

31.3 Digital Simultaneous Interpretation System (DSIS)

The Contractor will supply, install, and operate during the scheduled events, a Digital Simultaneous Interpretation System which conforms to ISO standards 4043, 2603 & 20109:2016, and includes:

- Three (3) rigid panel, sound isolating interpretation booths measuring no less than 1.8 metres x 1.8 metres. Each booth must be equipped with two (2) interpreter's desks with headsets, one (1) multi-outlet, surge protected power strip, and two (2) dimmable desk lamps. A minimum space of 2.5-cm between each booth is required for acoustic separation. Appropriate signage which clearly identifies the outgoing interpreted language of each booth must be affixed to the exterior of each structure;
- A multi-channel infra-red transmitter which supports a minimum of five (5) interpreted language channels. The outgoing channels will consist of three (3) interpreted languages, one (1) original (floor) channel, and one spare channel;
- At least 1 (one) ground-supported, infra-red distribution device (radiator). Exact quantity to ensure uniform coverage of the meeting space, as determined by the Contractor and,
- Three hundred and fifty (350) multi-channel, infra-red pocket receivers with headsets.

NOTES: The DSIS software must support remote monitoring and ancillary control of each interpreter desk installed in this location. The system operator must have the capacity to enable/disable the microphones and adjust the outgoing language channels, if required.

31.4 Lighting System (LS)

The Contractor will supply, install, and operate during the scheduled events, the appropriate lighting equipment necessary to support the video coverage requirements of the session(s) in this room. A ceiling-mounted truss structure will be used to support the lighting rig in this space. The physical installation must be visually unobtrusive, provide a minimum of 75fc/750lux of illumination and offer an even coverage throughout the work area.

NOTES: The inventory of illuminants should include fixtures for a general stage wash & podium specials. All rigging installations at the SHAW Centre must be approved/performed by technical representatives from Freeman Electrical Services, the venue's exclusive contractor. See Appendix 'A' for a proposed list of materials.

31.5 Live Event Capture/Encoding/Streaming & Archiving (LESA)

The Contractor will supply, install and operate the following LESA components:

- A high definition (HD) video capture/encoding/streaming system capable of supporting the real-time distribution of a common video source and four (4) separate audio channels;
- Hosting/real-time monitoring of each of the four streams, as well as the collection of statistics/analytics related to the audience (i.e. number of unique IP addresses, average viewing time, geographic location of viewers, etc.);
- The capacity to stream to multiple platforms simultaneously (RTMP, YouTube, Facebook Live, etc.);
- Server-side recording of the floor (original) audio stream and archiving of the footage for a period of 12-months following the original broadcast and
- The creation of a unique web link (URL) which allows for future video-on-demand (VOD) viewing of the session(s).

NOTES: See Appendix 'A' for a proposed list of materials.

32. PSC MEETING ROOM (MAY 30TH & 31ST) - ROOM 215 (SHAW CENTRE, OTTAWA ON)

Load-In/Install: May 29th, 2019 (18:00) – Theatre Style for 155 People

Operational: May 30th, 2019 (8:00)

Dismantle: May 31st, 2019 (17:00)

32.1 Video/Data Production/Distribution System (VDPS)

The Contractor will supply and install the following VDPS components:

- Two (2) ground-supported 16:9 format projection screens with dress kits (front projection);
- Two (2) ground-supported, high-definition (HD) video/data projectors;
- One (1) high-definition (HD), multi-format image processing/switching system capable of routing program outputs to three (3) different displays simultaneously. Input sources may include; notebook PCs, HD cameras, HD digital media players, etc. with various audiovisual connections (HD-15, DisplayPort, HDMI, HD-SDI, etc.);
- One (1), 50" high-definition (HD) LED flat-panel display with accompanying angled floor wedge (presenter reference monitor);
- Three (3) high definition (HD – 1080i) PTZ cameras with controller and ground-supports;
- A high-definition (HD) video production switcher which allows for seamless shot transition between cameras and
- All associated reference monitors required to ensure consistent image quality (preview/program displays, waveform/vector scope, etc.)

NOTES: See Appendix 'A' for a proposed list of materials.

32.2 Sound Reinforcement System (SRS)

The sound coverage area in this space is approximately 15 metres long by 19 metres wide with a ceiling height of approximately 5 metres. The Contractor will supply, install, and operate during the scheduled events, a ground-supported SRS. The physical installation must be visually unobtrusive and the sound coverage must be of equal distribution throughout the assigned zone (15db above ambient room noise +/- 3db).

NOTES: See Appendix 'A' for a proposed list of materials.

32.3 Digital Simultaneous Interpretation System (DSIS)

The Contractor will supply, install, and operate during the scheduled events, a Digital Simultaneous Interpretation System which conforms to ISO standards 4043, 2603 & 20109:2016, and includes:

- One (1) rigid panel, sound isolating interpretation booth measuring no less than 1.8 metres x 1.8 metres. The booth must be equipped with two (2) interpreter's desks with headsets, one (1) multi-outlet, surge protected power strip, and two (2) dimmable desk lamps. Appropriate signage which clearly identifies the outgoing interpreted language(s) of the booth must be affixed to the exterior of the structure;
- A multi-channel infra-red transmitter which supports a minimum of four (4) interpreted language channels. The outgoing channels will consist of two (2) interpreted languages, one (1) original (floor) channel, and one spare channel;
- At least 1 (one) ground-supported, infra-red distribution device (radiator). Exact quantity to ensure uniform coverage of the meeting space, as determined by the Contractor and,
- Fifty (50) multi-channel, infra-red pocket receivers with headsets.

NOTES: The DSIS software must support remote monitoring and ancillary control of each interpreter desk installed in this location. The system operator must have the capacity to enable/disable the microphones and adjust the outgoing language channels, if required.

32.4 Lighting System (LS)

The Contractor must supply, and install during the scheduled event, the appropriate lighting equipment necessary to support the video/photography coverage requirements of the session in this space. Illuminants in this space will be ground-supported. The physical installation must be visually unobtrusive, provide a minimum of 75fc/750lux of illumination and offer an even coverage throughout the work area.

NOTES: The inventory of illuminants should include fixtures for a general stage wash & podium specials. See Appendix 'A' for a proposed list of materials.

32.5 Live Event Capture/Encoding/Streaming & Archiving (LESA)

The Contractor will supply, install and operate the following LESA components:

- A high definition (HD) video capture/encoding/streaming system capable of supporting the real-time distribution of a common video source and three (3) separate audio channels;
- Hosting/real-time monitoring of each of the four streams, as well as the collection of statistics/analytics related to the audience (i.e. number of unique IP addresses, average viewing time, geographic location of viewers, etc.);
- The capacity to stream to multiple platforms simultaneously (RTMP, YouTube, Facebook Live, etc.);
- Server-side recording of the floor (original) audio stream and archiving of the footage for a period of 12-months following the original broadcast and
- The creation of a unique web link (URL) which allows for future video-on-demand (VOD) viewing of the session(s).

NOTES: See Appendix 'A' for a proposed list of materials.

33. PLENARY SESSIONS (MAY 28TH - 31ST) – CANADA HALL 2 & 3 (SHAW CENTRE, OTTAWA ON)
Load-In/Install: May 26th, 2019 (7:00) – Theatre Style for 750 People (May 28th). Theatre Style for 2000 People (May 29th – 31st)
Operational: May 28th, 2019 (8:00)
Dismantle: May 31st, 2019 (17:00)

33.1 Video/Data Production/Distribution System (VDPS)

The Contractor will supply and install the following VDPS components:

- One (1) suspended 21:9 format fat-fold projection screen with rigging hardware – front projection;
- Two (2) suspended 16:9 format fast-fold projection screens with rigging hardware – front projection;
- Two (2) suspended 16:9 format fast-fold projection screens with rigging hardware – rear projection;
- Six (6) suspended high-definition (HD) video/data projectors with rigging hardware;
- One (1) high-definition (HD), multi-format image processing/switching system with logo store/recall and the capacity to route program outputs to four (4) different displays simultaneously. Input sources may include peripherals with a variety of audiovisual connector types (HD-15, DisplayPort, HDMI, HD-SDI, etc.);
- Two (2), 50" high-definition (HD) LED flat-panel displays with accompanying angled floor wedges (presenter reference monitors);
- Four (4) high definition (HD – 1080i) cameras with CCUs and studio configuration kits (tripods, zoom/focus controllers & external viewfinders);
- A high-definition (HD) video production switcher which allows for seamless shot transition between cameras and
- All associated reference monitors required to ensure consistent image quality (preview/program displays, waveform/vector scope, etc.)

NOTES: All rigging installations at the Shaw Centre must be approved/performed by technical representatives from Freeman Electrical Services, the venue's in-house contractor. See Appendix 'A' for a proposed list of materials.

33.2 Sound Reinforcement System (SRS)

The sound coverage area is approximately 65 metres long by 60 metres wide with a ceiling height of approximately 8 metres. The Contractor will supply, install, and operate during the scheduled events, a ceiling-mounted SRS. Should ceiling-mounted installation prove unfeasible, ground-supported installation is a viable alternative. In either case, the physical installation must be visually unobtrusive and allow for the even distribution of the amplified sound throughout the assigned zone (15db above ambient room noise +/- 3db). A fold back system consisting of at least two (2) powered, wedge-style floor monitors must also be installed to amplify presentation audio and in-room questions from audience members.

NOTES: All rigging installations at the Shaw Centre must be approved/performed by technical representatives from Freeman Electrical Services, the venue's in-house contractor. See Appendix 'A' for a proposed list of materials.

33.3 Media Sound Distribution Centres (MSDC)

The Contractor will supply/install at least one Media Sound Distribution Centre (MSDC) for each of the three (3) interpreted language channels, plus one (1) floor (original) channel (exact quantities and source audio allocations TBC). Each MSDC unit must be capable of distributing a balanced "Unity Level" (0db) audio feed to a minimum of sixteen (16) connected recording devices. The equipment must support active mic/line level outputs, and a variety of professional audio connector requirements (XLR 3-pin, 3.5 mm jack, binding post, etc.).

33.4 Digital Simultaneous Interpretation System (DSIS)

The Contractor will supply, install, and operate during the scheduled events, a Digital Simultaneous Interpretation System which conforms to ISO standards 4043, 2603 & 20109:2016, and includes:

- Three (3) rigid panel, sound isolating interpretation booths measuring no less than 1.8 metres x 1.8 metres. Each booth must be equipped with two (2) interpreter's desks with headsets, one (1) multi-outlet, surge protected power strip, and two (2) dimmable desk lamps. Appropriate signage which clearly identifies the outgoing, interpreted language of each booth must be affixed to the exterior of each structure.
- A multi-channel infra-red transmitter which supports a minimum of five (5) interpreted language channels. The outgoing channels will consist of three (3) interpreted languages, one (1) original (floor) channel, and one spare channel;
- At least 1 (one) ceiling-mounted, infra-red distribution device (radiator). Exact quantity to ensure uniform coverage of the meeting space, as determined by the Contractor and,
- Two-thousand (2000) multi-channel, infra-red pocket receivers with headsets.

NOTES: The DSIS software must support remote monitoring and ancillary control of each interpreter desk installed in this location. The system operator must have the capacity to enable/disable the microphones and adjust the outgoing language channels, if required.

33.5 Lighting System (LS)

The Contractor will supply, install, and operate during the scheduled events, the appropriate lighting equipment necessary to support the video coverage requirements of the session(s) in this room. Ceiling-mounted truss structures will be used to support the lighting rig in this space. The physical installation must be visually unobtrusive, provide a minimum of 75fc/750lux of illumination and offer an even coverage throughout the work area.

NOTES: The inventory of illuminants should include fixtures for a general stage wash, podium/set piece specials & supplemental lighting for six (6) Q & A microphone positions. All rigging installations at the Shaw Centre must be approved/performed by technical representatives from Freeman Electrical Services, the venue's in-house contractor. See Appendix 'A' for a proposed list of materials.

33.6 Live Event Capture/Encoding/Streaming & Archiving (LESA)

The Contractor will supply, install and operate the following LESA components:

- A high definition (HD) video capture/encoding/streaming system capable of supporting the real-time distribution of a common video source and four (4) separate audio channels;
- Hosting/real-time monitoring of each of the four streams, as well as the collection of statistics/analytics related to the audience (i.e. number of unique IP addresses, average viewing time, geographic location of viewers, etc.);
- The capacity to stream to multiple platforms simultaneously (RTMP, YouTube, Facebook Live, etc.);
- Server-side recording of the floor (original) audio stream and archiving of the footage for a period of 12-months following the original broadcast and
- The creation of a unique web link (URL) which allows for future video-on-demand (VOD) viewing of the session(s).

NOTES: See Appendix 'A' for a proposed list of materials.

34. FAMILY PHOTO / CLOSING PRESS CONFERENCE / MEDIA FILING & SCRUM AREAS (MAY 30TH & 31ST) – TRILLIUM BALLROOM (SHAW CENTRE, OTTAWA ON)

Load-In/Install: May 29th, 2019 (22:00) – Classroom Style for 60 People (2 Chairs per Table) + Theatre Style for 60 People.

Operational: May 30th, 2019 (8:00)

Dismantle: May 31st, 2019 (19:00)

34.1 Sound Reinforcement System (SRS)

The sound coverage area is approximately 12 metres long by 10 metres wide with a ceiling height of approximately 5 metres. The Contractor will supply, install, and operate during the scheduled events, a ground-supported SRS. The physical installation must be visually unobtrusive and allow for the even distribution of the amplified sound throughout the assigned zone (15db above ambient room noise +/- 3db).

NOTES: See Appendix 'A' for a proposed list of materials.

34.2 Media Sound Distribution Centres (MSDC)

The Contractor will supply/install at least one Media Sound Distribution Centre (MSDC) capable of distributing a balanced "Unity Level" (0db) audio feed to a minimum of sixteen (16) connected recording devices. The equipment must support active mic/line level outputs, and a variety of professional audio connector requirements (XLR 3-pin, 3.5 mm jack, binding post, etc.).

34.3 Lighting System (LS)

The Contractor must supply, and install during the scheduled event, the appropriate lighting equipment necessary to support the video/photography coverage requirements of the session in this space. Illuminants in this space will be ground-supported. The physical installation must be visually unobtrusive, provide a minimum of 75fc/750lux of illumination and offer an even coverage throughout the work area.

NOTES: Add power distribution peripherals. The inventory of illuminants should include fixtures for a general stage wash & podium specials. See Appendix 'A' for a proposed list of materials.

It will be the Contractor's responsibility to ensure that all the necessary qualified technical personnel are on-site to meet the installation, operation and dismantling schedule. The Contractor must allow for all wiring and auxiliary equipment required for the smooth operation of the systems.

Always refer to the Statement of Work for additional information.

NON-DISCLOSURE CERTIFICATION

Please complete and return to sender at your earliest opportunity.

The Contract Long Term Accommodation on behalf of the Summits Management Office (SMO) of Global Affairs Canada (GAC) will follow receipt of the completed non-disclosure certification.

I hereby agree and understand that I shall keep confidential any information regarding this contract agreement.

I acknowledge that to breach this non-disclosure agreement, without the written consent of the SMO - GAC may result in immediate termination of any contractual agreement.

Signed this _____ day of _____, 2019 by _____

Signature

Annex D - Mandatory Requirements

The described information must validate all of the stated requirements of the mandatory criteria (M.1; M.2 and M.3) to be considered compliant with the mandatory requirements. No further consideration will be given to Bidders who do not meet all the mandatory requirements.

The Mandatory Requirements are:

M.1 EXPERIENCE OF THE BIDDER/CONTRACTOR

The Bidder must demonstrate that its primary area of business is the provision of professional-quality audiovisual equipment and highly skilled production labour. To validate this requirement, the Bidder must clearly show using a maximum of 2 examples, how they were responsible for successfully planning & implementing a complete show production solution for a project of a similar scope, within the past five (5) years. The mandatory technical criteria are:

- the use of a presentation management/distribution system – at least one of the cited projects must satisfy this criteria;
- multiple (3 or more) meeting locations within a single venue (i.e. plenary with concurrent sessions) – each sample project must satisfy this criteria;
- the use of large-format (220" diagonal or more) high definition (HD) projection/display equipment – each sample project must satisfy this criteria;
- the use of large-venue (audience of more than 500 delegates) audio reinforcement equipment – each sample project must satisfy this criteria;
- the use of large-venue (rigged installation) / broadcast lighting equipment – each sample project must satisfy this criteria;
- the use of multi-language (minimum of 3 interpreted channels) simultaneous interpretation systems – at least one of the cited projects must satisfy this criteria and
- the provision of live event capture/encoding/streaming/archiving equipment/services - at least one of the cited projects must satisfy this criteria.

Pictures and a letter of reference from each of the sample project's clients must also be included.

M.1.1 For the project(s) described in M.1, the Bidder must provide a detailed description of the project(s) and the services that they were responsible for providing; including but not limited to:	Compliant:	Compliant:
	YES	NO
M.1.1.1 The type of event(s) – client name and scope of the project(s);		
M.1.1.2 Project start and end dates;		
M.1.1.3 A description of the technical solutions implemented to accommodate the following requirements: the use of a presentation management system; large-format HD projection/display; large-venue audio reinforcement; large-venue/broadcast lighting, multi-language (minimum of 3 interpreted channels) simultaneous interpretation systems, and live event capture/encoding/streaming and		
M.1.1.4 Multiple meeting locations (minimum of 3) within a single venue; where they were situated and a brief description of the technical solutions provided in each location.		

	Compliant YES:	Compliant NO:
M.1.2 Pictures and a letter of reference from the sample project's client(s) are included with the Bidder's submission.		

M.2 EXPERIENCE OF THE PROPOSED PERSONNEL (This requirement is subject to the R.2 point-rated criteria).

The Bidder must provide a career summaries for the proposed **Project Manager, Technical Production Manager** and Lead Technical Services representatives for the following departments: **Projection/Presentations, Video, Audio, SI, and Lighting**. The overviews must clearly show that all personnel have a minimum of five (5) years demonstrated experience providing support in their area of specialization, to projects of similar complexity. To ensure seamless continuity of service, backup resources must also be identified for the proposed Project Manager and Technical Production Manager. Copies of the replacement’s curriculum vitae must also be included.

In the event that the proposed Project Manager and Technical Production Manager are unable to perform the tasks described above, the Bidder shall provide an alternate with an equivalent level of experience.

M.2 EXPERIENCE OF THE PROPOSED PERSONNEL	Compliant YES:	Compliant NO:
M.2.1 The Bidder has provided a list of the 7 identified resources identified above; their roles for the OGP Summit, and the languages that they speak & comprehend.		
M.2.2 The Bidder has provided an overview for each of the personnel listed in M.2.1 (including the Project Manager, Technical Production Manager, Lead Projection/Presentation Technician, Lead Video Technician, Lead Audio Technician, Lead SI Technician, and Lead Lighting Technician.		
M.2.3 The Bidder has provided a copy of the curriculum vitae (CV) for the proposed alternate Project Manager and Technical Production Manager.		

M.3 CORPORATE RESOURCES

The Bidder must show a measure of financial stability to demonstrate that the company is sound, reliable and capable of fulfilling all requirements outlined in the Annex ‘A’ Statement of Work.

M.3 CORPORATE RESOURCES	Compliant YES:	Compliant NO:
M.3.1 The Bidder must demonstrate that they have access to an inventory of modern, technical production equipment and a roster of qualified personnel to satisfy the base numbers outlined in the Annex ‘A’ Statement of Work. A summary of the Bidder’s total Canadian assets (equipment inventory and human resource figures) must be included.		

Annex E - Point Rated Requirements

Proposals will be evaluated and scored in accordance with specific evaluation criteria as detailed in this section. To be considered compliant, Bidders must obtain the required minimum noted pass mark of the points for rated criteria R1 to R3 inclusively.

Rated requirements:
R.1 Approach and Methodology
R.2 Proposed Personnel
R.3 Experience and Expertise of the Bidder/Contractor

R.1 Approach and Methodology (27 points; minimum pass mark of 20 points)

The Bidder is required to submit a detailed work plan which describes the approach and methodology they would use to accommodate the list of technical requirements for the **Plenary Sessions**, as outlined in Section 33 of the Statement of Work. Sufficient information must be provided to allow for a complete understanding of the production methodology and technical components, as well as how the work is to be carried out.

The following items will be rated:

R.1.1 Effectiveness, clarity and completeness of the approach; methodology and technology in relation to the requirements outlined in Section 33 of the Annex 'A' Statement of Work.

R.1.1 Effectiveness, clarity and completeness				
<p>The Bidder must submit a detailed approach, methodology and technology overview to be followed in accommodating all technical requirements outlined in Section 33 of the Annex 'A' Statement of Work.</p> <p>This description must include details of what type of approach the Bidder will use to ensure that all technical requirements outlined in Section 33 of the Statement of Work are accommodated.</p> <p>Sufficient detail must be provided to allow a complete understanding as to the production methodology, technical details, and how the work is to be carried out.</p>	<p>Information not provided OR description does not demonstrate the Bidder's capability to complete the requirements as per Section 33 of the Annex 'A' Statement of Work.</p>	<p>The approach described by the Bidder lacks sufficient detail to determine if the Bidder has addressed all technical requirements outlined in Section 33 – Plenary Sessions of the Annex A – SOW.</p> <p>The Methodology is not sufficiently detailed in order to determine if the Bidder has a complete understanding as to how the work is to be carried out, as identified in Section 33 – Plenary Sessions of the Annex A – SOW. Many risks remain unmitigated.</p> <p>The technology described addresses less than 80% of the requirement.</p>	<p>The approach described by the Bidder provides sufficient detail to determine that the Bidder has addressed all technical requirements outlined in Section 33 – Plenary Sessions of the Annex 'A' Statement of Work.</p> <p>The Methodology is complete and appropriate and includes all requirements outlined in Section 33 – Plenary Sessions of the Annex A – SOW. All risks have been mitigated.</p> <p>The Technology described addresses 80 -99% of the requirements</p>	<p>The approach described by the Bidder provides sufficient detail to determine that the Bidder has addressed all technical requirements outlined in Section 33 of the Annex 'A' Statement of Work.</p> <p>The Methodology is complete and appropriate and includes all requirements outlined in Section 33 – Plenary Sessions of the Annex A – SOW. All risks have been mitigated.</p> <p>The Technology described addresses 100% of the requirements.</p>
	0 Points	1 Point	2 Points	3 Points
Approach				
Methodology				
Technology				
R.1.1 Sub-total				/9
Weighting factor of 3			R.1.1 Total	/27

R.2 Proposed Personnel (63 points: Minimum pass mark of 42 points)

For each member proposed the following criteria will be evaluated:

R.2.1 The Bidder must provide information to demonstrate the management and technical team’s qualifications to meet the requirements of the OGP Summit Event Technology Supplier. The information must include each team member’s relevant experience to the position for which they are being considered, as outlined under Heading M.2

R.2.1 Management/Technical Team				
The Bidder must provide their proposed personnel's qualifications relevant* to their specific role during the OGP Summit	The named individual's relevant experience has not been demonstrated OR the named individual does not have 5 years' experience serving in the specific role for which they've been identified.	The named individual's relevant experience is similar in scope and complexity for the position identified in the submission. The named individual has 5 years of experience in the specific role for which they've been identified.	The named individual's relevant experience is similar in scope and complexity for the position identified in the submission. The named individual has 5-10 years of experience in the specific role for which they've been identified.	The named individual's relevant experience is similar in scope and complexity for the position identified in the submission. The named individual has 10+ years of experience in the specific role for which they've been identified.
		*Relevant is taken to mean, a minimum of five (5) years' experience performing the same type of work, with the same "title/position", on projects of a similar scope and complexity.		
R.2.2a Operational Team Members	0 Points	1 Point	2 Points	3 Points
Project Manager				
Technical Production Manager				
R.2.2a Sub-total				/6
Weighting factor of 3 =				R.2.2a /18
R.2.2b Technical Team Members	0 Points	1 Point	2 Points	3 Points
Lead Video/Data				
Lead Audio				
Lead Lighting				
Lead Projection/Presentations				
Lead SI				
R.2.2b Sub-total:				/15
Weighting factor of 3 =				R.2.2b /45
R.2.2 total (R.2.2a + R.2.2b)				Total /63

R.3 Experience and Expertise of the Bidder/Contractor (42 points: minimum pass mark of 31 points)

The Bidder must provide a recent (within the past two (2) years) sample of previous project similar in scope and complexity to the work described in the Annex 'A' Statement of Work. The sample cannot include the project(s) cited in Section M.1 and must reference the technical solutions implemented, which are comparable to the Event Technology requirements described in the Annex 'A' Statement of Work.

For the project cited, the following information should be included:

- R.3.1 a brief description of the project, highlighting the technical solutions that were rendered and the relevance of the services provided to the requirements outlined in the Annex 'A' Statement of Work;
- R.3.2 when the work was carried out;
- R.3.3 the client's information (for whom the work was performed);
- R.3.4 the total value of the contract and,
- R.3.5 a picture or pictures of the sample project

R.3 Experience and expertise of the Bidder/Contractor			
<p>The Bidder must provide an example of a previous project of a similar scope and complexity to the work described in the Annex 'A' Statement of Work. In order to demonstrate this requirement the example cited must reference the technical solutions implemented which are similar in scope to the Event Technology requirements described in the Annex 'A' Statement of Work.</p> <p>The Bidder must provide the following information on the previous project:</p>	<p>Information was not provided OR description does not demonstrate the Bidder's ability to successfully accommodate all of the Event Technology requirements of the OGP Summit.</p>	<p>Information is not well-defined, incomplete OR does not clearly demonstrate the Bidder's capability to successfully accommodate all of the Event Technology requirements of the OGP Summit.</p> <p style="text-align: center;">OR</p> <p>The information provided demonstrates the Bidder's experience with a project of a similar scope and complexity, but does not include images or clearly describe the Bidder's involvement in accommodating all the Event Technology requirements of the OGP Summit, as outlined in the Annex 'A' Statement of Work.</p>	<p>Information is well-defined and complete. Clearly demonstrates the Bidder's capability to successfully accommodate all of the Event Technology requirements of the OGP Summit.</p> <p>The project example cited is of a similar scope and complexity. A detailed description of the project has been included, and images have been provided,</p>
For the previous project cited, the following information is required:	0 Points	1 Point	2 Points
R.3.1 a brief description of the project highlighting the technical solutions that were rendered and the relevance of these services vis-à-vis the requirements outlined in the Annex 'A' Statement of Work;			
Weighting factor of 3 = R.3.1 Sub-Total /6			
R3.2 when the work was carried out; R.3.3 the client's information (for whom the work was performed); R.3.4 the total value of the contract; and R.3.5 images of the sample project (1 point per image up to a total of 5 points)	<p>One point awarded for each of the criteria listed in this section. Referenced images are worth 1 point each, up to a maximum of 5 points.</p>		
R.3.2, R.3.3, R.3.4 & R.3.5 Sub-total			/8
R.3.1 + R.3.2, R.3.3, R.3.4 & R.3.5		R.4 Sub-total	/14
Weighting factor of 3		R.3 Total out of	/42

APPENDIX A - Summary of Technical Equipment & Production Labour

Qty:	Description:	# of Days:	Unit Price:	Extended Price:
	Registration Area - COAT ROOM 1A (May 26th - 29th):			
	STAGING/LIGHTING:			
2	Electrical Extension Cables w/ 6-Outlet Power Strips	3		
	Accreditation/Resource Protection - ROOM 101 (May 26th - 31st):			

STAGING/LIGHTING:			
4	Electrical Extension Cables w. 6-Outlet Power Strips		3
Secretariat - ROOM 102 (May 26th - 31st):			
STAGING/LIGHTING:			
9	Electrical Extension Cables w. 6-Outlet Power Strips		3
ESTIMATED LABOUR:			
1	Project Manager (Pre-Event Coordination) **Daily Rate x 14 Days**		14
1	Project Manager (May 26th - 31st) **Daily Rate**		6
1	Project Manager (Post Event Coordination) **Daily Rate x 7 Days**		7
1	Technical Coordinator (Pre-Event Coordination) **Daily Rate**		6
1	Technical Coordinator (All Rooms - May 26th - 31st) **Daily Rate**		30
1	Technical Coordinator (All Rooms - May 26th-31st) OT **Please Include Cost for 30 Hrs. @ Current OT Rate**		
	Load-In/Install (Level 1 - Rooms 1A, 101, 102, 103, 104, 105, Colonel By Foyer, Jim Durrell Boardroom & CREATE Studio Kitchen)		
	Dismantle/Load Out (Level 1 - Rooms 1A, 101, 102, 103, 104, 105, Colonel By Foyer, Jim Durrell Boardroom & CREATE Studio Kitchen)		
1	Delivery/Transportation - All Level 1 Meeting Space (Round-Trip)		
Speaker Ready Room - ROOM 203 (May 28th - 31st):			
IT/NETWORK:			
1	Content Management Server		3
6	Windows 10 Notebook Computer w. MS Office Suite/Adobe Acrobat Pro/VLC Media Player		3
1	1:8 Ethernet Switch (As Required)		3
1	1:4 Ethernet Router (As Required)		3
1	Colour Multi-function (Scan, Print, Copy) Printer		3
6	Paper (Legal - Box/1000 Sheets)		
2	Colour Toner Cartridge		
ESTIMATED LABOUR:			
1	Creation/Management - Advanced Submission Website		
	Install (May 27th)		
	Install/Aim-Focus/Technical Systems Verification OT (May 27th)		
1	Operate - Content Server (May 28th - 31st)		
2	Operate - Systems Support Technicians (May 28th - 31st)		
	Dismantle/Load Out (May 31st)		
	Dismantle/Load Out OT (May 31st)		
Interpreter's Lounge - ROOM 103 (May 28th - 31st):			
STAGING/LIGHTING:			
6	Electrical Extension Cables w. 6-Outlet Power Strips		3
Liaison Office - ROOM 104 (May 26th - 31st):			
STAGING/LIGHTING:			
10	Electrical Extension Cables w. 6-Outlet Power Strips		3
CANDEL Office - ROOM 105 (May 26th - 31st):			
STAGING/LIGHTING:			
5	Electrical Extension Cables w. 6-Outlet Power Strips		3
OGP Bilateral Meeting Room - ROOM 106 (May 28th - 31st):			
STAGING/LIGHTING:			
2	13 x 16 Black Velour Staging Drape w. Hardware (20')		3
1	2-Lamp LED Lighting Kit w. Ground Supports (See Note in SOW Regarding Lighting Requirements)		3
2	Compact Variable Colour LED Wall-Wash Fixtures w. Controller (Backdrop Uplighting - Flicker Free)		3
1	Lot - Cables, Extensions, Consumables		
ESTIMATED LABOUR:			

Install (May 27th)			
Install/Aim-Focus/Technical Systems Verification OT (May 27th)			
Dismantle (May 31st)			
Dismantle OT (May 31st)			
Bilateral Meeting Room - ROOM 107 (May 28th - 31st);			
STAGING/LIGHTING:			
2 13 x 16 Black Velour Staging Drape w. Hardware (20')		3	
1 2-Lamp LED Lighting Kit w. Ground Supports (See Note in SOW Regarding Lighting Requirements)		3	
2 Compact Variable Colour LED Wall-Wash Fixtures w. Controller (Backdrop Uplighting - Flicker Free)		3	
1 Lot - Cables, Extensions, Consumables			
ESTIMATED LABOUR:			
Install (May 27th)			
Install/Aim-Focus/Technical Systems Verification OT (May 27th)			
Dismantle (May 31st)			
Dismantle OT (May 31st)			
Meeting Room (May 28th) / Bilat Room (May 29th - 31st) - ROOM 108;			
VIDEO/DATA: **May 28th Only**			
1 65" LED Flat-Panel Display w. Ground Support		1	
1 Windows 10 Notebook Computer w. MS Office Suite/VLC Media Player		1	
1 HD Multi-Format Image Processor/Switcher (See Note in SOW Regarding Imaging Requirements)		1	
1 42" LED Flat-Panel Display w. Angled Ground Support (Speaker Reference Monitor)		1	
1 Perfect Cue Wireless Presentation Remote		1	
1 1:4 HD-SDI Distribution Amplifier		1	
2 SDI-HDMI Converters		1	
1 Lot - Cables, Extensions, Consumables			
AUDIO: **May 28th Only**			
1 Wired Podium Microphone		1	
2 Digital UHF Wireless Microphone Kits (Handheld or Beltpack Transmitters w. Lapel Capsules)		1	
2 Microphone Floor Stands		1	
1 PC Audio Adapter		1	
1 12-Channel Digital Audio Console		1	
2 Powered PA w. Ground Supports		1	
1 Lot - Cables, Extensions, Consumables			
STAGING/LIGHTING: **May 29th - 31st**			
2 13 x 16 Black Velour Staging Drape w. Hardware (20')		3	
1 2-Lamp LED Lighting Kit w. Ground Supports (See Note in SOW Regarding Lighting Requirements)		3	
2 Compact Variable Colour LED Wall-Wash Fixtures w. Controller (Backdrop Uplighting - Flicker Free)		3	
1 Lot - Cables, Extensions, Consumables			
ESTIMATED LABOUR:			
Install (May 27th)			
Install/Aim-Focus/Technical Systems Verification OT (May 27th)			
1 Operate (May 28th)			
Dismantle/Reset (May 28th)			
Dismantle/Reset OT (May 28th)			
Dismantle (May 31st)			
Dismantle OT (May 31st)			
Collaboration Space - COLONEL BY FOYER SOUTH (May 28th - 31st);			
VIDEO/DATA:			
4 65" LED Flat-Panel Displays w. Ground Supports & Accessory Shelves		3	
1 Lot - Cables, Extensions, Consumables			
STAGING/LIGHTING:			
12 Variable Colour LED Wall-Wash Fixtures w. Controller (Wireless DMX Preferred)		3	

ESTIMATED LABOUR:			
Install (May 27th)			
Install/Aim-Focus/Technical Systems Verification OT (May 27th)			
Dismantle (May 31st)			
Dismantle OT (May 31st)			
Logistics Office - JIM DURRELL BOARDROOM (May 25th - June 1st):			
VIDEO/DATA:			
3 55" LED Flat-Panel Displays w. Ground Supports			3
1 HD Video Distribution Pkg. (TX/RX via Fibre or Network Cross-Connect)			3
1 Lot - Cables, Extensions, Consumables			
STAGING/LIGHTING:			
4 6-Outlet Power Strips			3
ESTIMATED LABOUR:			
2 Install (May 25th)			
2 Dismantle (June 1st)			
Quiet Room - CREATE KITCHEN STUDIO (May 28th - 31st):			
STAGING/LIGHTING:			
6 13 x 16 Black Velour Staging Drape w. Hardware (60')			3
ESTIMATED LABOUR:			
Install (May 27th)			
Dismantle/Load Out (May 31st)			
Concurrent Sessions - ROOM 201 (May 28th - 31st):			
VIDEO/DATA:			
1 7.5 x 13 Fast-Fold Screen w. Dress Kit (Front Projection)			3
1 HD Video/Data Projector (6000 ANSI) w. Skirted Projection Stand			3
1 Windows 10 Notebook Computer w. MS Office Suite/VLC Media Player			3
1 HD Multi-Format Image Processor/Switcher (See Note in SOW Regarding Imaging Requirements)			3
1 50" LED Flat-Panel Display w. Angled Ground Support (Speaker Reference Monitor)			3
1 Perfect Cue Wireless Presentation Remote			3
1 1:4 HD-SDI Distribution Amplifier			3
2 SDI-HDMI Converters			3
1 Lot - Cables, Extensions, Consumables			
AUDIO:			
1 Wired Podium Microphone			3
3 Digital UHF Wireless Microphone Kits (Handheld or Backpack Transmitters w. Lapel Capsules)			3
2 Microphone Floor Stands			3
1 PC Audio Adapter			3
1 12-Channel Digital Audio Console			3
4 Powered PA w. Ground Supports			3
1 Lot - Cables, Extensions, Consumables			
STAGING/LIGHTING:			
4 Whiteboard w. Dry Erase Markers **May 29th Only**			1
ESTIMATED LABOUR:			
Load-In/Install (May 27th)			
Install/Aim-Focus/Technical Systems Verification OT (May 27th)			
1 Operate (May 28th - 31st)			
Dismantle/Load Out (May 31st)			
Dismantle/Load Out OT (May 31st)			
1 Delivery/Transportation - All Level 2 Meeting Space (Round-Trip)			
Concurrent Sessions - ROOM 202 (May 28th - 31st):			
AUDIO:			

1	1:4 HD-SDI Distribution Amplifier		1	
3	SDI-HDMI Converters		1	
4	HD_PTZ Cameras w. Ground Supports		1	
1	PTZ Camera Controller		1	
1	HD Production Switcher Pkg.		1	
1	HD SSD Video Recorder (Program Out from Production Switcher w. Floor Audio) **Video Format/Codec TBC**		1	
1	Lot - Cables, Extensions, Consumables			
	STAGING/LIGHTING (May 28th):			
4	13 x 16 Black Velour Staging Drape w. Hardware (40')		1	
1	Ground-Supported Stage/General Session Lighting Pkg.		1	
6	Compact Variable Colour LED Wall-Wash Fixtures w. Controller (Backdrop Uplighting - Flicker Free)		1	
1	Dimmer		1	
1	Console		1	
1	3-Phase Distro (As Required)		1	
1	3-Phase Tie-In (If Applicable) **Service Provided by Freeman Electrical Services**		1	
1	Lot - Cables, Extensions, Consumables			
	VIDEO/DATA (May 29th):			
1	19 x 16 Fast-fold Screen w. Dress Kit (Front Projection)		1	
1	HD Video/Data Projector (7500 ANSI) w. Skirted Projection Stand		1	
1	Windows 10 Notebook Computer w. MS Office Suite/VLC Media Player		1	
1	HD Multi-Format Image Processor/Matrix Switcher (See Note in SOW Regarding Imaging Requirements)		1	
1	150" LED Flat-Panel Display w. Angled Ground Support (Speaker Reference Monitor)		1	
1	Perfect Cue Wireless Presentation Remote		1	
1	1:4 HD-SDI Distribution Amplifier		1	
2	SDI-HDMI Converters		1	
	AUDIO (May 28th):			
1	Wired Podium Microphone		1	
3	Digital UHF Wireless Microphone Kits (Handheld or Beltpack Transmitters w. Lapel Capsules)		1	
3	Microphone Floor Stands		1	
1	PC Audio Adapter		1	
1	12-Channel Digital Audio Console		1	
4	Powered PA w. Ground Supports		1	
1	Lot - Cables, Extensions, Consumables			
	AUDIO (May 29th):			
50	Digital Push-to-Talk Delegate Microphones		1	
1	Digital Microphone CCU		1	
1	PC Audio Adapter		1	
1	12-Channel Digital Audio Console		1	
4	Powered PA w. Ground Supports		1	
1	Lot - Cables, Extensions, Consumables			
	SIMULTANEOUS INTERPRETATION: **May 28th & May 30th - 31st**			
3	Sound Isolating Interpretation Booths (See Note in SOW Regarding ISO Requirements)		3	
6	Digital Interpreters Consoles w. Microphones & Headsets		3	
1	Digital Interpretation CCU & Infra-Red Transmitter		3	
	Infra-Red Radiators w. Ground Supports (Qty. As Determined By Vendor)		3	
200	Multi-Channel Infra-Red Receivers w. Headsets		3	
1	Lot - Cables, Extensions, Consumables			
	EVENT CAPTURE/LIVESTREAMING: **May 28th & May 30th - 31st**			
4	Webcasting Encoder Packages - 4 Live Streams (Floor, English, French & Spanish) (See SOW Section 23.6 for Specific Requirements)		3	
1	Lot - Cables, Extensions, Consumables			
	ESTIMATED LABOUR:			
	Install (May 27th)			
	Install/Aim-Focus/Technical Systems Verification OT (May 27th)			
1	Operate - Audio - Room 205 (May 28th - 31st)			
1	Operate - Video/Presentations - Room 205 (May 28th - 31st)			

1	Operate - Cameras - Room 205 (May 28th & May 30th - 31st)		
1	Operate - Webcast - Room 205 (May 28th - May 30th - 31st)		
1	Operate - Room 207 (May 30th & 31st)		
	Dismantle/Reset (May 28th)		
	Dismantle/Reset OT (May 28th)		
	Dismantle/Reset (May 29th)		
	Dismantle/Reset OT (May 29th)		
	Dismantle - Rooms 205/207 (May 31st)		
	Dismantle OT - Rooms 205/207 (May 31st)		
Concurrent Sessions - ROOM 205 (May 30th & 31st):			
VIDEO/DATA:			
2	80" LED Flat-panel Displays w. Ground Supports	2	
2	Windows 10 Notebook Computer w. MS Office Suite/VLC Media Player (From Previous Sessions - May 28th & 29th)	1	
1	HD Multi-Format Image Processor/Matrix Switcher (See Note in SOW Regarding Imaging Requirements) (From Previous Sessions - May 28th & 29th)	1	
1	50" LED Flat-Panel Display w. Angled Ground Support (Speaker Reference Monitor) (From Previous Sessions - May 28th & 29th)	1	
1	Perfect Cue Wireless Presentation Remote (From Previous Sessions - May 28th & 29th)	1	
1	1:4 HD-SDI Distribution Amplifier (From Previous Sessions - May 28th & 29th)	1	
3	SDI-HDMI Converters (From Previous Sessions - May 28th & 29th)	1	
4	HD PTZ Cameras w. Ground Supports	2	
1	PTZ Camera Controller	2	
1	HD Production Switcher Pkg.	2	
1	HD SSD Video Recorder (Program Out from Production Switcher w. Floor Audio) **Video Format/Codec TBC**	2	
CABLES/CONSUMABLES INCLUDED AS PART OF ORIGINAL INSTALLATION			
AUDIO:			
5	Digital UHF Wireless Microphone Kits (Handheld or Beltpack Transmitters w. Lapel Capsules)	2	
2	Microphone Floor Stands	2	
1	PC Audio Adapter (From Previous Sessions - May 28th & 29th)	1	
1	12-Channel Digital Audio Console (From Previous Sessions - May 28th & 29th)	1	
2	Powered PA w. Ground Supports (From Previous Sessions - May 28th & 29th)	1	
CABLES/CONSUMABLES INCLUDED AS PART OF ORIGINAL INSTALLATION			
STAGING/LIGHTING:			
4	13 x 16 Black Velour Staging Drape w. Hardware (40')	2	
1	Ground-Supported Stage/General Session Lighting Pkg.	2	
6	Compact Variable Colour LED Wall-Wash Fixtures w. Controller (Backdrop Uplighting - Flicker Free)	2	
1	Dimmer	2	
1	Console	2	
1	3-Phase Distro (As Required)	2	
CABLES/CONSUMABLES INCLUDED AS PART OF ORIGINAL INSTALLATION			
Concurrent Sessions - ROOM 207 (May 30th & 31st):			
VIDEO/DATA:			
2	80" LED Flat-Panel Display w. Ground Supports	2	
1	Windows 10 Notebook Computer w. MS Office Suite/VLC Media Player	2	
1	HD Multi-Format Image Processor/Switcher (See Note in SOW Regarding Imaging Requirements)	2	
1	50" LED Flat-Panel Display w. Angled Ground Support (Speaker Reference Monitor)	2	
1	Perfect Cue Wireless Presentation Remote	2	
1	1:4 HD-SDI Distribution Amplifier	2	
3	SDI-HDMI Converters	2	
1	Lot - Cables, Extensions, Consumables		
AUDIO:			
1	Wired Podium Microphone	2	
2	Digital UHF Wireless Microphone Kits (Handheld or Beltpack Transmitters w. Lapel Capsules)	2	
2	Microphone Floor Stands	2	
1	PC Audio Adapter	2	

1	12-Channel Digital Audio Console			2	
2	Powered PA w. Ground Supports (From Previous Session - May 28th & 29th)			1	
1	Lot - Cables, Extensions, Consumables				
Concurrent Sessions - ROOM 206 (May 28th & May 30th & May 31st);					
VIDEO/DATA:					
2	80" LED Flat-Panel Displays w. Ground Supports			3	
1	Windows 10 Notebook Computer w. MS Office Suite/VLC Media Player			3	
1	HD Multi-Format Image Processor/Switcher (See Note in SOW Regarding Imaging Requirements)			3	
1	50" LED Flat-Panel Display w. Angled Ground Support (Speaker Reference Monitor)			3	
1	Perfect Cue Wireless Presentation Remote			3	
1	1:4 HD-SDI Distribution Amplifier			3	
3	SDI-HDMI Converters			3	
1	Lot - Cables, Extensions, Consumables				
AUDIO:					
1	Wired Podium Microphone **May 28th Only**			1	
4	Digital UHF Wireless Microphone Kits (Handheld or Backpack Transmitters w. Lapel Capsules)			3	
2	Microphone Floor Stands			3	
1	PC Audio Adapter			3	
1	12-Channel Digital Audio Console			3	
4	Powered PA w. Ground Supports			3	
1	Lot - Cables, Extensions, Consumables			3	
STAGING/LIGHTING: **May 29th Only**					
5	13 x 16 Black Velour Staging Drape w. Hardware (50')			1	
ESTIMATED LABOUR:					
	Install (May 27th)				
	Install/Aim-Focus/Technical Systems Verification OT (May 27th)				
1	Operate (May 28th & May 30th - 31st)				
	Dismantle/Reset (May 28th)				
	Dismantle/Reset OT (May 28th)				
	Dismantle/Reset (May 29th - 14:00)				
	Dismantle (May 31st)				
	Dismantle OT (May 31st)				
Concurrent Sessions - ROOM 208 (May 28th - 31st);					
VIDEO/DATA:					
2	80" LED Flat-Panel Displays w. Ground Supports			3	
1	Windows 10 Notebook Computer w. MS Office Suite/VLC Media Player			3	
1	HD Multi-Format Image Processor/Switcher (See Note in SOW Regarding Imaging Requirements)			3	
1	50" LED Flat-Panel Display w. Angled Ground Support (Speaker Reference Monitor)			3	
1	Perfect Cue Wireless Presentation Remote			3	
1	1:4 HD-SDI Distribution Amplifier			3	
3	SDI-HDMI Converters			3	
1	Lot - Cables, Extensions, Consumables				
AUDIO:					
1	Wired Podium Microphone			3	
4	Digital UHF Wireless Microphone Kits (Handheld or Backpack Transmitters w. Lapel Capsules)			3	
2	Microphone Floor Stands			3	
1	PC Audio Adapter			3	
1	12-Channel Digital Audio Console			3	
4	Powered PA w. Ground Supports			3	
1	Lot - Cables, Extensions, Consumables			3	
STAGING/LIGHTING:					
4	13' x 16' Black Velour Staging Drape w. Hardware (40')			3	
1	Ground-Supported Stage/General Session Lighting Pkg.			3	

4	Compact Variable Colour LED Wall-Wash Fixtures w. Controller (Backdrop Uplighting - Flicker Free)		
1	Dimmer	3	
1	Console	3	
1	3-Phase Distro (As Required)	3	
1	3-Phase Tie-in (If Applicable) **Service Provided by Freeman Electrical Services**	3	
1	Lot - Cables, Extensions, Consumables	1	
24	Electrical Extension Cables w. 6-Outlet Power Strips **May 30th & 31st Only**	2	
ESTIMATED LABOUR:			
	Install (May 27th)		
	Install/Aim-Focus/Technical Systems Verification OT (May 27th)		
1	Operate (May 28th - 31st)		
	Dismantle/Reset (May 29th)		
	Dismantle/Reset OT (May 29th)		
	Dismantle (May 31st)		
	Dismantle OT (May 31st)		
Reservable Meeting Room - ROOM 209 (May 30th & 31st):			
STAGING/LIGHTING:			
4	Electrical Extension Cables w. 6-Outlet Power Strips	2	
ESTIMATED LABOUR:			
	Install (May 29th)		
	Dismantle/Load Out (May 31st)		
Concurrent Sessions - ROOM 210 (May 30th & 31st):			
VIDEO/DATA:			
2	80" LED Flat-Panel Displays w. Ground Supports	2	
2	Windows 10 Notebook Computers w. MS Office Suite/VLC Media Player	2	
1	HD Multi-Format Image Processor/Matrix Switcher (See Note in SOW Regarding Imaging Requirements)	2	
1	50" LED Flat-Panel Display w. Angled Ground Support (Speaker Reference Monitor)	2	
1	Perfect Cue Wireless Presentation Remote	2	
1	1:4 HD-SDI Distribution Amplifier	2	
3	SDI-HDMI Converters	2	
2	HD PTZ Cameras w. Ground Supports	2	
1	PTZ Camera Controller	2	
1	HD Production Switcher Pkg.	2	
1	HD SSD Video Recorder (Program Out from Production Switcher w. Floor Audio) **Video Format/Codec TBC**	2	
1	Lot - Cables, Extensions, Consumables		
AUDIO:			
1	Wired Podium Microphone	2	
2	Digital UHF Wireless Microphone Kits (Handheld or Backpack Transmitters w. Lapel Capsules)	2	
2	Microphone Floor Stands	2	
1	PC Audio Adapter	2	
1	12-Channel Digital Audio Console	2	
2	Powered PA w. Ground Supports	2	
1	Lot - Cables, Extensions, Consumables		
SIMULTANEOUS INTERPRETATION:			
3	Sound Isolating Interpretation Booths (See Note in SOW Regarding ISO Requirements)	2	
6	Digital Interpreters Consoles w. Microphones & Headsets	2	
1	Digital Interpretation CCU & Infra-Red Transmitter	2	
	Infra-Red Radiators w. Ground Supports (Qty. As Determined By Vendor)	2	
50	Multi-Channel Infra-Red Receivers w. Headsets	2	
1	Lot - Cables, Extensions, Consumables		
STAGING/LIGHTING:			
1	Ground-Supported Stage/General Session Lighting Pkg.	2	
4	Compact Variable Colour LED Wall-Wash Fixtures w. Controller (Backdrop Uplighting - Flicker Free)	2	

1	Dimmer				
1	Console			2	
1	3-Phase Distro (As Required)			2	
1	3-Phase Tie-In (If Applicable) **Service Provided by Freeman Electrical Services**			2	
1	Lot - Cables, Extensions, Consumables			1	
EVENT CAPTURE/LIVESTREAMING:					
4	Webcasting Encoder Packages - 4 Live Streams (Floor, English, French & Spanish) (See SOW Section 27.5 for Specific Requirements)			2	
1	Lot - Cables, Extensions, Consumables				
ESTIMATED LABOUR:					
	Install (May 29th)				
	Install/Aim-Focus/Technical Systems Verification OT (May 29th)				
1	Operate Audio/Presentations (May 30th & 31st)				
1	Operate - Cameras (May 30th & 31st)				
1	Operate - Webcast (May 30th & 31st)				
	Dismantle/Load Out (May 31st)				
	Dismantle/Load Out OT (May 31st)				
Concurrent Sessions - ROOM 211 (May 30th & 31st):					
VIDEO/DATA:					
1	16 x 10 Fast-fold Screen w. Dress Kit (Front Projection)			2	
1	HD Video/Data Projector (6000 ANSI) w. Skirted Projection Stand			2	
1	Windows 10 Notebook Computer w. MS Office Suite/VLC Media Player			2	
1	HD Multi-Format Image Processor/Switcher (See Note in SOW Regarding Imaging Requirements)			2	
1	150" LED Flat-Panel Display w. Angled Ground Support (Speaker Reference Monitor)			2	
1	Perfect Cue Wireless Presentation Remote			2	
1	1:4 HD-SDI Distribution Amplifier			2	
2	SDI-HDMI Converters			2	
1	Lot - Cables, Extensions, Consumables				
AUDIO:					
1	Wired Podium Microphone			2	
2	Digital UHF Wireless Microphone Kits (Handheld or Backpack Transmitters w. Lapel Capsules)			2	
2	Microphone Floor Stands			2	
1	PC Audio Adapter			2	
1	12-Channel Digital Audio Console			2	
2	Powered PA w. Ground Supports			2	
1	Lot - Cables, Extensions, Consumables				
ESTIMATED LABOUR:					
	Install (May 29th)				
	Install/Aim-Focus/Technical Systems Verification OT (May 29th)				
1	Operate (May 30th & 31st)				
	Dismantle/Load Out (May 31st)				
	Dismantle/Load Out OT (May 31st)				
Concurrent Sessions - ROOM 212 (May 30th & 31st):					
VIDEO/DATA:					
2	80" LED Flat-Panel Displays w. Ground Supports			2	
2	Windows 10 Notebook Computers w. MS Office Suite/VLC Media Player			2	
1	HD Multi-Format Image Processor/Matrix Switcher (See Note in SOW Regarding Imaging Requirements)			2	
1	150" LED Flat-Panel Display w. Angled Ground Support (Speaker Reference Monitor)			2	
1	Perfect Cue Wireless Presentation Remote			2	
1	1:4 HD-SDI Distribution Amplifier			2	
3	SDI-HDMI Converters			2	
1	Lot - Cables, Extensions, Consumables				
AUDIO:					
1	Wired Podium Microphone			2	

2	Digital UHF Wireless Microphone Kits (Handheld or Beltpack Transmitters w. Lapel Capsules)		2	
2	Microphone Floor Stands		2	
1	PC Audio Adapter		2	
1	12-Channel Digital Audio Console		2	
2	Powered PA w. Ground Supports		2	
1	Lot - Cables, Extensions, Consumables		2	
	SIMULTANEOUS INTERPRETATION:			
1	Sound Isolating Interpretation Booth (See Note in SOW Regarding ISO Requirements)		2	
2	Digital Interpreter's Consoles w. Microphones & Headsets		2	
1	Digital Interpretation CCU & Infra-Red Transmitter		2	
1	Infra-Red Radiators w. Ground Supports (Qty. As Determined By Vendor)		2	
50	Multi-Channel Infra-Red Receivers w. Headsets		2	
1	Lot - Cables, Extensions, Consumables		2	
	STAGING/LIGHTING:			
12	Electrical Extension Cables w. 6-Outlet Power Strips		2	
	ESTIMATED LABOUR:			
	Install (May 29th)			
	Install/Aim-Focus/Technical Systems Verification OT (May 29th)			
1	Operate (May 30th & 31st)			
	Dismantle/Load Out (May 31st)			
	Dismantle/Load Out OT (May 31st)			
	Reservable Meeting Space - ROOM 213 (May 30th & 31st):			
	STAGING/LIGHTING:			
4	Electrical Extension Cables w. 6-Outlet Power Strips		2	
	ESTIMATED LABOUR:			
	Install (May 29th)			
	Dismantle/Load Out (May 31st)			
	Concurrent Sessions - ROOM 214 (May 30th & 31st):			
	VIDEO/DATA:			
2	9 x 16 Fast-fold Screens w. Dress Kits (Front Projection)		2	
2	HD Video/Data Projectors (7500 ANSI) w. Skirted Ground Supports		2	
3	Windows 10 Notebook Computers w. MS Office Suite/VLC Media Player		2	
1	HD Multi-Format Image Processor/Matrix Switcher (See Note in SOW Regarding Imaging Requirements)		2	
1	50" LED Flat-Panel Display w. Angled Ground Support (Speaker Reference Monitor)		2	
2	Perfect Cue Wireless Presentation Remotes (Master/Slave Configuration)		2	
1	1:4 HD-SDI Distribution Amplifier		2	
3	SDI-HDMI Converters		2	
4	HD PTZ Cameras w. Ground Supports		2	
1	PTZ Camera Controller		2	
1	HD Production Switcher Pkg.		2	
1	HD SSD Video Recorder (Program Out from Production Switcher w. Floor Audio) **Video Format/Codec TBC**		2	
1	Lot - Cables, Extensions, Consumables		2	
	AUDIO:			
1	Wired Podium Microphone		2	
4	Digital UHF Wireless Microphone Kits (Handheld or Beltpack Transmitters w. Lapel Capsules)		2	
4	Microphone Floor Stands		2	
1	PC Audio Adapter		2	
1	12-Channel Digital Audio Console		2	
1	Digital Audio Recorder (Floor Audio)		2	
6	Powered PA w. Ground Supports		2	
2	Powered Wedge PA (Stage Monitors)		2	
1	Lot - Cables, Extensions, Consumables		2	
	SIMULTANEOUS INTERPRETATION:			

3	Sound Isolating Interpretation Booths (See Note in SOW Regarding ISO Requirements)		2	
6	Digital Interpreters Consoles w. Microphones & Headsets		2	
1	Digital Interpretation CCU & Infra-Red Transmitter		2	
	Infra-Red Radiators w. Ground Supports (Qty. As Determined By Vendor)		2	
350	Multi-Channel Infra-Red Receivers w. Headsets		2	
1	Lot - Cables, Extensions, Consumables			
STAGING/LIGHTING:				
1	FOH Truss Pkg. w. Skirting (32')		2	
3	1-Ton Chain Motors		2	
1	Motor Controller		2	
1	Stage Lighting Pkg. (See Note in SOW Regarding Lighting Requirements) **Stage Dimensions = 30' x 8' x 16'***		2	
6	Compact Variable Colour LED Wall-Wash Fixtures w. Controller (Backdrop Uplighting - Flicker Free)		2	
1	Dimmer		2	
1	Console		2	
1	3-Phase Distro (As Required)		2	
1	3-Phase Tie-In (If Applicable) **Service Provided by Freeman Electrical Services**		1	
1	Lot - Cables, Extensions, Consumables			
EVENT CAPTURE/LIVESTREAMING:				
4	Webcasting Encoder Packages - 4 Live Streams (Floor, English, French & Spanish) (See SOW Section 31.5 for Specific Requirements)		2	
1	Lot - Cables, Extensions, Consumables			
ESTIMATED LABOUR:				
	Install (May 29th)			
	Install/Aim-Focus/Technical Systems Verification OT (May 29th)			
1	Install - Lead Rigger (May 29th)			
2	Install - Rigger (May 29th)			
1	Operate - Audio (May 30th & 31st)			
1	Operate - SI (May 30th & 31st)			
1	Operate - PTZ Cameras/Video Switcher (May 30th & 31st)			
1	Operate - Webcast (May 30th & 31st)			
	Dismantle/Load Out (May 31st)			
	Dismantle/Load Out OT (May 31st)			
PSC Meeting Room - ROOM 215 (May 30th & 31st):				
VIDEO/DATA:				
2	6 x 10 Fast-fold Screens w. Dress Kits (Front Projection)		2	
2	HD Video/Data Projectors (6000 ANSI) w. Skirted Projection Stands		2	
2	Windows 10 Notebook Computers w. MS Office Suite/VLC Media Player		2	
1	HD Multi-Format Image Processor/Matrix Switcher (See Note in SOW Regarding Imaging Requirements)		2	
1	50" LED Flat-Panel Display w. Angled Ground Support (Speaker Reference Monitor)		2	
1	Perfect Cue Wireless Presentation Remote		2	
1	1:4 HD-SDI Distribution Amplifier		2	
3	SDI-HDMI Converters		2	
3	HD PTZ Cameras w. Ground Supports		2	
1	PTZ Camera Controller		2	
1	HD Production Switcher Pkg.		2	
1	HD SSD Video Recorder (Program Out from Production Switcher w. Floor Audio) **Video Format/Codec TBC**		2	
1	Lot - Cables, Extensions, Consumables			
AUDIO:				
1	Wired Podium Microphone		2	
4	Digital UHF Wireless Microphone Kits (Handheld or Backpack Transmitters w. Lapel Capsules)		2	
2	Microphone Floor Stands		2	
1	PC Audio Adapter		2	
1	12-Channel Digital Audio Console		2	
4	Powered PA w. Ground Supports		2	

1	32-Channel Digital Audio Console		3	
1	Digital Audio Recorder (Floor Audio)		3	
1	Large Venue PA System w. Rigging Hardware (Primary) **HALL 3**		3	
1	Large Venue PA System w. Rigging Hardware (Delay) **HALL 2**		3	
4	Powered Wedge PA (Stage Monitors)		3	
4	16-Channel Media Feed Boxes		3	
1	Clearcom Base Station w. Headset		3	
8	Clearcom Belt Packs w. Headsets		3	
1	Lot - Cables, Extensions, Consumables			
	SIMULTANEOUS INTERPRETATION:			
3	Sound Isolating Interpretation Booths (See Note in SOW Regarding ISO Requirements)		3	
6	Digital Interpreter's Consoles w. Microphones & Headsets		3	
3	21" LED Flat-Panel Displays (1 Unit per Booth)		3	
1	Digital Interpretation CCU & Infra-Red Transmitter		3	
	Infra-Red Radiators w. Rigging Hardware (Qty. As Determined By Vendor)		3	
2000	Multi-Channel Infra-Red Receivers w. Headsets		3	
1	Lot - Cables, Extensions, Consumables		3	
	STAGING/LIGHTING:			
28	6 x 8 x 24" Modular Staging Sections w. Skirting		3	
6	4 x 8 x 24" Modular Staging Sections w. Skirting (Camera Risers)		3	
4	4 x 8 x 36" Modular Staging Sections w. Skirting (Camera Risers)		3	
3	24" Modular Staging Stairs		3	
1	36" Modular Staging Stairs w. Handrail		3	
1	Backline Truss Pkg. w. Skirting (100')		3	
1	24 x 40 Black Velour Staging Drape (Backline - 100')		3	
80	13 x 16 Black Velour Staging Drape w. Hardware (80' Run-off)		3	
1	FOH Truss Pkg. w. Skirting (Lighting/Projection - 120')		3	
12	1-Ton Chain Motors		3	
1	Motor Controller		3	
1	Stage Lighting Package (See Note in SOW Regarding Lighting Requirements) **Stage Dimensions = 24 x 56 x 24**		3	
16	Compact Variable Colour LED Wall-Wash Fixtures w. Controller (Backdrop Uplighting - Flicker Free)		3	
1	Dimmer		3	
1	Console		3	
1	3-Phase Distro (As Required)		3	
1	3-Phase Tie-In (If Applicable) **Service Provided by Freeman Electrical Services**		1	
1	Lot - Cables, Extensions, Consumables			
	EVENT CAPTURE/LIVESTREAMING:			
4	Webcasting Encoder Packages - 4 Live Streams (Floor, English, French & Spanish) (See SOW Section 33.6 for Specific Requirements)		2	
1	Lot - Cables, Extensions, Consumables			
	ESTIMATED LABOUR:			
	Load-In/Install (May 26th)			
	Install (May 27th)			
	Install/Aim-Focus/Technical Systems Verification OT (May 27th)			
1	Install - Lead Rigger (May 26th)			
4	Install - Riggers (May 26th)			
1	Operate - Lead Audio (May 28th - 31st)			
1	Operate - Lead SI (May 28th - 31st)			
1	Operate - Lead Projection/Presentations (May 28th - 31st)			
1	Operate - Lead Lighting (May 28th - 31st)			
1	Operate - Lead Video (May 29th - 31st)			
4	Operate - Cameras (May 29th - 31st)			
1	Operate - Webcam (May 29th - 31st)			
2	Operate - Receiver Attendants (May 28th - 31st)			
	Dismantle/Load Out (May 31st)			
	Dismantle/Load Out OT (May 31st)			

Delivery/Transportation - All Level 3 Meeting Space (Round-Trip)			
Family Photo / Closing Press Conference / Scrum Areas - TRILLIUM BALLROOM (May 30th & 31st);			
AUDIO: Press Conference			
2	Wired Podium Microphones	2	
2	Digital UHF Wireless Microphone Kits (Handheld or Beltpack Transmitters w. Lapel Capsules)	2	
2	Microphone Floor Stands	2	
1	12-Channel Digital Audio Console	2	
2	Powered PA w. Ground Supports	2	
2	16-Channel Media Feed Boxes	2	
1	Lot - Cables, Extensions, Consumables	2	
STAGING/LIGHTING: Press Conference / Family Photo			
8	13 x 16 Black Velour Staging Drape w. Hardware (80')	2	
2	Ground-Supported Stage/General Session Lighting Pkgs. (See Notes in SOW Regarding Lighting Requirements)	2	
10	Compact Variable Colour LED Wall-Wash Fixtures w. Controller (Backdrop Uplighting - Flicker Free)	2	
2	Dimmers	2	
2	Consoles	2	
15	Electrical Extension Cables w. 6-Outlet Power Strips		
1	Lot - Cables, Extensions, Consumables		
AUDIO: Scrum Areas (4) - Locations TBD			
4	Wired Standing Microphones	2	
4	8-Channel Audio Consoles	2	
4	Powered PA w. Ground Supports	2	
4	16-Channel Media Feed Boxes	2	
1	Lot - Cables, Extensions, Consumables		
STAGING/LIGHTING: Scrum Areas (4) - Locations TBD			
4	2-Lamp LED Lighting Kits w. Ground Supports	2	
1	Lot - Cables, Extensions, Consumables		
ESTIMATED LABOUR:			
	Load-In/Install (May 29th)		
	Install/Aim-Focus/Technical Systems Verification OT (May 29th)		
4	Operate - Stand-By/Audio (May 30th & 31st)		
	Dismantle/Load Out (May 31st)		
	Dismantle/Load Out OT (May 31st)		
1	Delivery/Transportation - All Level 4 Meeting Space (Round-Trip)		
Total Cost:			