



**REQUEST FOR PROPOSAL /  
DEMANDE DE PROPOSITION**

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

MAT.DMarP3BidReceiving-  
DOMar3ReceptiondesSoumissions@forces.gc.ca

Attn: Mia Yoonmi Ko, D Mar P 3-5-2

**Proposal To: National Defence 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 and services listed herein and on any attached sheets at the price(s) set out therefore.

**Proposition à : Défense nationale 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 et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indique(s).

<b>Title / Titre:</b> RCN Audio Visual Professional Services	<b>Solicitation No / No de l'invitation:</b> W8482-206346/A
<b>Date of Solicitation / Date de l'invitation:</b> 25 May 2020	
<b>Address Enquiries to – Adresser toutes questions à:</b> Directorate of Maritime Procurement Mia Yoonmi Ko, D Mar P 3-5-2 <a href="mailto:MAT.DMarP3BidReceiving-DOMar3ReceptiondesSoumissions@forces.gc.ca">MAT.DMarP3BidReceiving-DOMar3ReceptiondesSoumissions@forces.gc.ca</a>	
<b>Telephone No. / N° de téléphone:</b> N/A	<b>FAX No / No de fax:</b> N/A
<b>Destination:</b> Department of National Defence (DND) 101 Colonel By Drive Ottawa, ON, Canada K1A 0K2	

**Instructions:**

Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

**Instructions:**

Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés «rendu droits acquittés», tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente

<b>Solicitation Closes / L'invitation prend fin:</b>  At / à : <b>14:00 (EDT)</b>  On / le : <b>06 July 2020</b>
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<b>Delivery required / Livraison exigée:</b> See Herein	<b>Delivery offered / Livraison proposée:</b>
<b>Vendor Name and Address / Raison sociale et adresse du fournisseur:</b>	
<b>Name and title of person authorized to sign on behalf of vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie):</b>	
<b>Name / Nom:</b> _____	<b>Title / Titre:</b> _____
<b>Signature:</b> _____	<b>Date:</b> _____

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8715100  
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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, Non-Disclosure Agreement, DND 626 Task Authorization Form and any other annexes.

The Appendix include the Technical Specifications for RCN Video Productions.

### **1.2 Summary**

- 1.2.1 The purpose of this requirement is to seek proposals from bidders interested in providing the specific professional digital video assembly and distribution services in support of the Commander Royal Canadian Navy (CRCN) through the Technical Authority (TA) of Broadcast Media Production of Director Naval Strategic Management (DNSM 5-3). The period of this Contract will be for an initial period of three (3) years, with two (2) additional one (1) year option years, for a period of up to five (5) years.
- 1.2.2 The requirement is limited to Canadian goods and/or services.

### **1.3 Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

The [2003](#) (2019-03-04) 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: 60 days

Insert: 80 days

### **2.2 Submission of Bids**

Unless specified otherwise in the bid solicitation or otherwise directed by the Contracting Authority, Bids must be submitted to the Department of National Defence organization by electronic mail by the date and time indicated on page 1 of the solicitation.

**Electronic Submissions:** Individual e-mails that may include certain scripts, formats, embedded macros and/or links, or those that exceed five (5) megabytes may be rejected by Canada's e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority.

Larger bids may be submitted through more than one e-mail. Canada will confirm receipt of documents. It is the Bidder's responsibility to ensure that their entire submission has been received. Bidders should not assume that all documents have been received unless Canada confirms receipt of each document. In order to minimize the potential for technical issues, bidders are requested to allow sufficient time before the closing date and time to confirm receipt. Bid documents submitted after the closing time and date will not be accepted.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

## 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

## **2.4 Enquiries - Bid Solicitation**

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

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

## **2.5 Applicable Laws**

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

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

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Due to the nature of the bid solicitation, bids transmitted by epost Connect service and by facsimile will not be accepted.

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (one (1) soft copy submitted by e-mail)

Section II: Financial Bid (one (1) soft copy submitted by e-mail); and

Section III: Certifications (one (1) soft copy submitted by e-mail).

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 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.

Electronic Submissions: **Individual e-mails exceeding five (5) megabytes, or those including other factors such as embedded macros and/or links, may be rejected by the DND e-mail system and/or firewall(s) without notice to the Bidder or DND Point of Contact.** Larger bids may be submitted through more than one e-mail. The DND point of Contact will confirm receipt of documents. It is the responsibility of the Bidder to ensure that the entire submission has been received. Bidders must not assume that all documents have been received unless the DND Point of Contact confirms receipt of each document. In order to minimize the potential for the technical issues, bidders are requested to allow sufficient time before the closing time and date to confirm receipt. Bid documents received after the closing time and date will not be accepted.

#### Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

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



## Section II: Financial Bid

**3.1.1 Pricing:** Bidders must submit their financial bid in accordance with the Pricing Schedule detailed below Basis of Payment in Annex B. The total amount of Applicable Taxes must be shown separately. Unless otherwise indicated, bidders must include a single, firm, all-inclusive price/rate quoted in Canadian dollars in each cell requiring an entry in the pricing table.

**3.1.2 Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

**3.1.3** The total price for **evaluation purposes only**, will be established in accordance with ANNEX B, Basis of payment. Bidders are responsible to enter their prices on the MS Excel spreadsheet provided to them as **Attachment 1 of Part 3, Financial Bid Excel Spreadsheet**, and return it with the completed Annex B, Basis of Payment with their bid.

### 3.1.4 Electronic Payment of Invoices – Bid

Canada requests that Bidders complete option 1 or 2 below:

1.  Electronic Payment Instruments will be accepted for payment of invoices.

The following Electronic Payment Instrument(s) are accepted:

- Direct Deposit (Domestic and International); or
- Electronic Data Interchange (EDI);

2.  Electronic Payment Instruments will not be accepted for payment of invoices.

The Bidder is not obligated to accept payment by Electronic Payment Instruments.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### 3.1.5 Exchange Rate Fluctuation

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

### 3.1.6 SACC Manual Clauses

## Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

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Buyer ID - Id de l'acheteur  
8715100  
CCC No./N° CCC - FMS No./N° VME

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## **ATTACHMENT 1 TO PART 3, FINANCIAL BID**

**(Please find attached to the Solicitation Package)**

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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Refer to Attachment 1 to Part 4.

##### **4.1.1.2 Point Rated Technical Criteria**

Refer to Attachment 1 to Part 4.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Mandatory Financial Criteria**

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

### **4.2 Basis of Selection**

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

- 4.2.1.1 To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of 20 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 30 points.
- 4.2.1.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive.
- 4.2.1.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
- 4.2.1.4 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.

- 4.2.1.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
- 4.2.1.6 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 4.2.1.7 Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equal 30 and the lowest evaluated price is \$45,000 (45).

**Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)**

		<i>Bidder 1</i>	<i>Bidder 2</i>	<i>Bidder 3</i>
<b>Overall Technical Score</b>		20/30	20/30	30/30
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical merit Score</b>	20/30 x 60=40.00	20/30 x 60=40.00	30/30 x 60 =60.00
	<b>Pricing Score</b>	45/55 x 40 = 32.72	45/50 x 40 = 36.00	45/45 x 40 = 40.00
<b>Combined Rating</b>		72.72	76.00	100.00
<b>Overall Rating</b>		3 <sup>rd</sup>	2 <sup>nd</sup>	1 <sup>st</sup>

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## ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA

### 1.1 TECHNICAL EVALUATION

#### 1.1.1 MANDATORY REQUIREMENTS

The Bidder must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement, and address each requirement clearly and in sufficient detail to permit a complete analysis and assessment by the evaluation team. **Failure to provide sufficient detail could result in a bid being evaluated as technically NON-RESPONSIVE.**

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Only those bids meeting all of the Mandatory Technical Criteria will be considered further. It is imperative that all indicated qualifications and experience are fully demonstrated and supported in the bid to be declared responsive. Each mandatory technical criterion should be addressed separately.

**BIDS THAT DO NOT MEET ALL OF THE MANDATORY REQUIREMENTS WILL BE GIVEN NO FURTHER CONSIDERATION.**

NO.	MANDATORY TECHNICAL CRITERIA (MT) : DESCRIPTION OF CRITERION
<b>MT.1</b>	<b>PRODUCTION FACILITY</b>
<b>MT.1.1</b>	The Bidder must possess a state of the art “broadcast standard” HD/4K UHD digital video production/post-production facility located in the “National Capital Region” (NCR) as defined by the <a href="#">National Capital Act</a> . The studio must be equipped with an Avid Media Composer First digital editing system (or equivalent) running on Avid-qualified Windows or Apple-based computers with manufacturer-recommended memory capacity, as well as related ancillary sub-systems.
<b>MT.2</b>	<b>PROPOSED PRODUCTION PERSONNEL</b>
<b>MT.2.1</b>	<b><u>Production Manager/Supervisor</u></b> The Bidder must demonstrate that the proposed <b>Production Manager/Supervisor</b> has a minimum of ten (10) years of demonstrated experience in managing and overseeing professional digital video assembly and distribution services. This experience must include the relevant skills and expertise in processes and procedures, scheduling tools, cost controls and workflow techniques that will be used to plan, organize, administer, source, schedule, coordinate and/or sub-contract professional digital video assembly and distribution services.

<b>MT.2.2</b>	<p><b><u>Video Editor</u></b>  The Bidder must demonstrate that the proposed <b>Video Editor</b> has a minimum of five (5) years of demonstrated experience in professional digital video assembly including editing subject matter within the naval and/or maritime realms in the following areas of expertise:</p> <ul style="list-style-type: none"> <li>a) the use of Avid Media Composer digital editing system, or equivalent;</li> <li>b) the use of Adobe After Effects digital visual effects, motion graphics, and compositing, or equivalent;</li> <li>c) in processing current raw video formats, media encoders and colour correction toolsets; and</li> <li>d) in sourcing and selecting musical soundtracks, stings, background/incidental and special sound effects.</li> </ul>
<b>MT.3</b>	<b>SAMPLE PROJECTS</b>
	<p>The Bidder must demonstrate its experience by submitting media or link containing <u>at least</u> three (3) independent sample digital video assemblies or excerpts.  The running time of each assembly or excerpt must <u>not exceed</u> five (5) minutes.</p> <p><b>* Videos submitted by the Bidder from a sub-contractor will be accepted so that the Bidder is able to propose the work of a video editor who may have assembled finished productions in a capacity independent of the Bidder's previous production activity.</b></p>
<b>MT.3.1</b>	<p>The three (3) sample digital video assemblies must have been completed by the Bidder or its sub-contractor after <b>31 December, 2016</b>.  The Bidder must provide the following information for <u>each</u> of the submitted digital video assemblies:</p> <ul style="list-style-type: none"> <li>• Name of the project;</li> <li>• Client;</li> <li>• Project start date; (Month and Year);</li> <li>• Value/Budget (excluding taxes);</li> <li>• Target audience ;</li> <li>• Communication objectives; and</li> <li>• List of professional digital video assembly and distribution services provided by the Bidder.</li> </ul>
<b>MT.3.2</b>	<p>One (1) or more <u>of the submitted three (3) sample digital video assemblies</u> must contain naval/maritime content as a principal theme or subject matter of the production.</p>
<b>MT.3.3</b>	<p>One (1) or more <u>of the submitted three (3) sample digital video assemblies</u> must demonstrate use of 2D/3D animation and/or motion graphics to illustrate the theme, subject matter or concept the production seeks to communicate.</p>

<b>MT.3.4</b>	One (1) or more <u>of the submitted three (3) sample digital video assemblies</u> must demonstrate the Bidder's ability to work in both English and French (original, subtitled or closed captioned).
<b>MT.4</b>	<b>QUALITY OF VIDEO SAMPLE</b>
<b>MT.4.1</b>	<p>The submitted three (3) sample digital video assemblies provided by the Bidder in response to MT.3 will be assessed in accordance with the editing skillset demonstrated within them.</p> <p>The three (3) sample video digital assemblies, <b>taken as a whole</b>, must contain sufficient technical and creative content to assess at least ten (10) of the following fifteen (15) aural and visual elements.</p> <p><b>Duplicated elements in each sample will not count toward the aggregate. The Bidder must achieve at least ten (10) independent elements from the aggregate of the three (3) samples.</b></p> <ol style="list-style-type: none"><li>1. quality of original photography (interior and exterior, framing, angles, exposure, etc);</li><li>2. special photographic effects (i.e. time-lapse, hyper-lapse);</li><li>3. colour (and colour correction) and contrast;</li><li>4. lighting (interior and exterior);</li><li>5. edit quality (i.e. continuity, technique, pacing, visual impact, sound/picture synergy);</li><li>6. special effects;</li><li>7. text graphics, supers and titling;</li><li>8. motion graphics;</li><li>9. 2D/3D animation ;</li><li>10. still imagery (as imaginatively incorporated into a video production);</li><li>11. stock film footage;</li><li>12. on-camera narration;</li><li>13. studio narration ;</li><li>14. musical soundtracks; and</li><li>15. ambient sound, audio special effects.</li></ol>

### 1.1.2 RATED TECHNICAL CRITERIA

Bids which meet all the mandatory technical criteria will be evaluated and scored in accordance with specific evaluation criteria as detailed in the table below. Bids which fail to obtain the required minimum points will be deemed **NON-RESPONSIVE**.

To be compliant, the Bidder must obtain a minimum overall passing mark of **20 points** out of a maximum of **30 points**.

NO.	RATED TECHNICAL CRITERIA (RT) :	
	DESCRIPTION OF CRITERION	
RT.1	QUALITY OF VIDEO SAMPLES	SCALE
	<p>The submitted three (3) sample digital video assemblies in response to MT.3 will be assessed in accordance with the editing skillset demonstrated within them.</p> <p>The three (3) video samples, <b>taken as a whole</b>, must contain sufficient technical and creative content to assess the following fifteen (15) aural and visual elements. <b>Duplicated elements in each sample will not count toward the aggregate.</b></p> <p>The Bidder must possess a minimum of ten (10) elements in order to pass the Point rated criteria.</p> <ol style="list-style-type: none"> <li>1. quality of original photography (interior and exterior, framing, angles, exposure, etc);</li> <li>2. special photographic effects (i.e. time-lapse, hyper-lapse);</li> <li>3. colour (and colour correction) and contrast;</li> <li>4. lighting (interior and exterior);</li> <li>5. edit quality (i.e. continuity, technique, pacing, visual impact, sound/picture synergy);</li> <li>6. special effects;</li> <li>7. text graphics, supers and titling;</li> <li>8. motion graphics;</li> <li>9. 2D/3D animation ;</li> <li>10. still imagery (as imaginatively incorporated into a video production);</li> <li>11. stock film footage;</li> <li>12. on-camera narration;</li> <li>13. studio narration ;</li> <li>14. musical soundtracks; and</li> <li>15. ambient sound, audio special effects.</li> </ol>	<p>&lt; 10 elements = 0 point</p> <p>Over 10 under 12 elements = 20 points</p> <p>Over 12 to 15 elements = 30 points</p>
	<b>Minimum Required Point</b>	<b>20</b>
	<b>Maximum Potential Point</b>	<b>30</b>



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## **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 Integrity 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**

##### **5.1.2.1 Canadian Content Certification**

This procurement is limited to Canadian goods and/or services.

The Bidder certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

**5.1.2.1.1** *SACC Manual* clause [A3050T](#) (2018-12-06) Canadian Content Definition

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

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

#### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property 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 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.

## **5.2.3 Additional Certifications Precedent to Contract Award**

### **5.2.3.1 Status and Availability of Resources**

**5.2.3.1.1** SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

### **5.2.3.2 Education and Experience**

**5.2.3.2.1** SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

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Solicitation No. - N° de l'invitation  
W8482-206346/A  
Client Ref. No. - N° de réf. du client  
W8482-206346

Amd. No. - N° de la modif.  
File No. - N° du dossier  
2183A-01190-05-W8482206346

Buyer ID - Id de l'acheteur  
8715100  
CCC No./N° CCC - FMS No./N° VME

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## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

There is no security requirement applicable to this Contract.

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## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

#### **7.1.1 Task Authorization**

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

##### **7.1.1.1 Task Authorization Process**

- 7.1.1.1.1 The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex D.
- 7.1.1.1.2 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.
- 7.1.1.1.3 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.
- 7.1.1.1.4 The Contractor must not commence work until a TA authorized by the Technical 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.

##### **7.1.1.2 Task Authorization Limit**

Any task authorization to be issued must be authorized by the Contracting Authority before issuance.

##### **7.1.1.3 Minimum Work Guarantee - All the Work - Task Authorizations**

- 7.1.1.3.1 In this clause,
  - "Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and
  - "Minimum Contract Value" means \$25,000.00.
- 7.1.1.3.2 Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

7.1.1.3.3 In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

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

#### **7.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority and the Procurement Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority and the Procurement Authority no later than 10 calendar days after the end of the reporting period.

#### **Reporting Requirement- Details**

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

##### **For each authorized task:**

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

##### **For all authorized tasks:**

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

### 7.1.1.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by D MAR P 3-5-2. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

## 7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](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.

### 7.2.1 General Conditions

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

Section 2035-01, Interpretation, "Canada", "Crown", "Her Majesty" or "the Government", is amended as follows:

Delete: Minister of Public Works and Government Services  
Insert: Minister of National Defence

Section 2035-20, Copyright is amended by deleting and replacing the second paragraph with:

Copyright in the Material belongs to Canada and the Contractor must include the copyright symbol and either of the following notice on the Material: © Her Majesty the Queen in Right of Canada, as represented by the Minister of the Department of National Defence, (year), or © Sa Majesté la Reine du chef du Canada, représentée par le ministre de la Défense nationale, (année). The notice must be on a line by itself and of such a size and duration of time as to be easily read.

### 7.2.2 Supplemental General Conditions

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

Section 4007-03 (2) is deleted in its entirety and replaced with:

- a. The Contractor must incorporate the copyright symbol and one of the following notices, as appropriate into all Foreground Information that is subject to copyright regardless of the form or medium upon which it is recorded: © Her Majesty the Queen in Right of Canada, as represented by the Minister of the Department of National Defence, (year), or © Sa Majesté la Reine du chef du Canada, représentée par le ministre de la Défense nationale, (année). The notice must be on a line by itself and of such a size and duration of time as to be easily read.
- b. Canada's official mark, trademark application number *0902330*, must be incorporated into each video program and into the final shot of each production forming part of the Work, appearing by itself and of such a size and duration of time as to be easily read.

## 7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

## **7.4 Term of Contract**

### **7.4.1 Period of the Contract**

The period of the Contract is from Contract award date for three (3) years.

### **7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) -year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department of National Defence  
Assistant Deputy Minister (Materiel)

Directorate: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_ - \_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

### **7.5.2 Technical Authority**

The Technical Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_ - \_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

### 7.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

E-mail address: \_\_\_\_\_

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

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

### 7.7 Payment

#### 7.7.1 Basis of Payment

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex B.

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are excluded and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

#### 7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

7.7.2.1 Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$\_\_\_\_\_. Customs duties are excluded and Applicable Taxes are extra.

7.7.2.2 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.



7.7.2.3 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.

7.7.2.4 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.

### 7.7.3 Multiple Payments

*SACC Manual* clause [H1001C](#) (2008-05-12) Multiple Payments

### 7.7.4 T1204 - Direct Request by Customer Department

*SACC Manual* clause [A9117C](#) (2007-11-30) T1204 - Direct Request by Customer Department

### 7.7.5 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic and International); or
- b. Electronic Data Interchange (EDI)

### 7.7.6 Discretionary Audit

*SACC Manual* clause [C0705C](#) (2010-01-11) Discretionary Audit

## 7.8 Invoicing Instructions

7.8.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract.

7.8.2 Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 7.9 Certifications and Additional Information

### 7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

### 7.9.2 SACC Manual Clauses

SACC *Manual* clause [A3060C](#) (2008-05-12) Canadian Content Certification

### 7.10 Applicable Laws

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

### 7.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the supplemental general conditions [4007](#) (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions [2035](#) (2018-06-21) General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Non-Disclosure Agreement;
- (g) Annex D, DND 626 TASK AUTHORIZATION FORM;
- (h) the signed Task Authorizations (including all of its annexes, if any); and
- (i) the Contractor's bid dated \_\_\_\_\_.

### 7.12 Defence Contract

SACC *Manual* clause [A9006C](#) (2012-07-16) Defence Contract

### 7.13 Insurance Requirements

SACC *Manual* clause [G1005C](#) (2016-01-28) Insurance - No Specific Requirement

### 7.14 Non-Disclosure Agreement

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex C, and provide it to the Contracting Authority before they are given access to information by or on behalf of Canada in connection with the Work.

## 7.15 Underlying Rights Requirements

The Contractor is required to obtain underlying rights to material written, filmed, photographed, drawn, animated, or designed and acquired including talent, music, effects, as well as authoring software license rights for the following items and provide documented proof thereof (releases) and to exhibit the said production by any medium in existence or to be invented including necessary transfers and duplication, for the following:

**Utilizations:** Educational /informational use, non-commercial\*, non-theatrical rights to be distributed by sale, loan and free give-away of copies in any format of any medium invented or to be invented and not limited to public performance, exhibit and public display;

**Format:** All digital encoded media including hard disk, floppy disk, compact disk (including CD-ROM, CD-ROM-XA, CDI, DVD, DVD-R, ID-ROM, WEB etc.) Compact devices, and any digital or analog audio visual format analogous to the foregoing;

**Territory addressed by underlying rights:** Canada; and World

**Duration:** In perpetuity.

\* Non-commercial right to distribute the CD-ROM by sale is defined as the free distribution of the product and/or distribution of the product where the following costs are recovered by the distributor (user of the rights): replication, packaging, mailing and shipping.

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## ANNEX A

### STATEMENT OF WORK

#### PROFESSIONAL DIGITAL VIDEO ASSEMBLY AND DISTRIBUTION SERVICES OF MULTI-PLATFORM IMAGERY/VIDEO FILES IN SUPPORT OF ROYAL CANADIAN NAVY PUBLIC AFFAIRS

#### 1.0 SCOPE

#### 1.1 Objective

1.1.1 To describe the specific professional digital video assembly and distribution services required by Commander Royal Canadian Navy (CRCN). These services will include project management, financial management and administration, and technical resources, supplied to CRCN through the Manager, Broadcast Media Production of Director Naval Strategic Management (DNSM 5-3), the Technical Authority (TA).

1.1.2 The requirement of this Contract will be for an initial period of three (3) years, with two (2) additional one (1) year option years, for a total contract period of up to five (5) years.

#### 1.2 Background

1.2.1 The Royal Canadian Navy's (RCN) Communications Strategy, approved by CRCN, supports the production and distribution of multi-platform imagery that raises the profile of the RCN in the public eye and fulfills important internal communications aims. CRCN possesses an internal creative production capability which requires technical support from a professional digital video assembly and distribution services company, located within the National Capital Region (NCR), and which has experience working in the maritime environment.

#### 1.3 List of Acronyms and Abbreviations

1.3.1 The following abbreviations and acronyms are used in this SOW:

Abbreviation	Description
CRCN	Commander Royal Canadian Navy
DNSM	Director Naval Strategic Management
FTP	File Transfer Protocol
HMCS	Her Majesty's Canadian Ship
NCR	National Capital Region
RCN	Royal Canadian Navy
SATA	Serial Advanced Technology Attachment
SOW	Statement of Work
SxS	Sony memory card
TA	Technical Authority

## 2.0 REFERENCE DOCUMENTS

2.1 Technical Specifications for RCN Video Productions (*see Appendix 1 to Annex A*).

2.2 DND Publication:

**Note:** Reference will be provided upon request to the Contractor.

Reference	Reference Title
A-PH-007-000/AG-001	CANADIAN ARMED FORCES UNCLASSIFIED IMAGERY INSTRUCTIONS

## 3.0 REQUIREMENTS

### 3.1 Scope of Work

#### 3.1.1 General

The Contractor must provide professional services in the form of digital video assembly and distribution services sufficient to sustain a steady output of imagery to Broadcast Quality HD and/or 4K UHD standard and distribute these electronically to a variety of platforms such as Facebook, Instagram, YouTube and Twitter as well as conventional playback media. Both long-form (documentary-style) and short-form (social media) productions on the activities, units and personnel of the RCN will be assembled using footage depicting exercises, operations and training involving RCN and, at times, other navies' units and personnel.

#### 3.1.2 Specific Services Required

The Contractor must have the capability of providing professional digital video assembly and distribution services, in-house or sub-contracted, on an "as and when requested" basis via individual Task Authorizations. These services include, but are not limited to, the following areas, (tasks may be added or deleted at the discretion of the TA):

- a) Canadian English/French adaptation ;
- b) Scheduling;
- c) Budgeting;
- d) Location, aerial and studio shooting:
  - i. HD/4K Broadcast Quality Video Camera Packages (including operators)
  - ii. Supplemental HD field cameras (GoPro, etc)
  - iii. Rotary-wing aircraft, piloted and non-piloted, with appropriate camera mounts
  - iv. Digital sound equipment
  - v. Lighting kits
  - vi. Teleprompter
- e) Supplies (SxS and SxS PRO cards);
- f) HD and/or 4K UHD standard digital video assembly to broadcast standard;

- g) Animation, digital and visual special effects;
  - i. Motion graphics artist (2D/3D)
  - ii. Image Scanning
  - iii. Digitizing
  - iv. Compositing
  - v. Animation
- h) Film/Video Archiving/Storage;
  - i. Captioning, logging, organizing and filing
  - ii. Search techniques/technology to locate and reuse archived media
- i) Digital Storage Media;
  - i. Stock & Data Transfers to LTO-7 Data Tape via SATA interface
  - ii. Authoring/programming
  - iii. Mastering
- j) Audio Post;
  - i. Original music composition
  - ii. Sound and music recording
  - iii. Soundtrack edit and audio mixing
  - iv. Lay-up
  - v. Archiving
  - vi. Restoring
- k) File Transfer Protocol (FTP) Distribution ;
- l) Duplication and labeling; and
- m) Shipping.

### 3.1.3 Technical Standards

The Work must conform to the highest professional and technical standards of the audio-visual industry in accordance with the state of the art utilized therein. Quality control on all Work must be done by the Contractor notwithstanding the fact that the Technical Authority will be reviewing the Work.

### 3.1.4 Storage

The Contractor must ensure that all products resulting from the work and all materials supplied, including archival, legacy and current media, which are in its possession, are stored in a secure, lockable room with adequate shelving, industry-recommended temperature and humidity conditions, and at no additional cost to Canada.

In addition, on a regular basis (depending on volume), the Contractor must ensure that select, original RCN imagery “ *shall be transferred ... to the National Defense Imagery Library (NDIL)*” in accordance with standards set out in publication *A-PH-007-000\_AG-001 [ADM (PA)] and the Imagery Manual, Chapter 2, section 8.*

## 3.2 Essential Categories of Personnel

3.2.1 The Contractor must provide the following resources under each category:

### 3.2.1.1 **Production Manager/Supervisor (On staff)**

#### **Tasks:**

- a) The Production Manager/Supervisor must manage and oversee all aspects of professional digital video assembly and distribution services, including but not limited to:
- i) Client liaison;
  - ii) Talent sourcing and scheduling (including studio bookings, equipment rentals and skilled personnel);
  - iii) Finance and administration (including the Task Authorization process, billing and invoicing); and
  - iv) Progress reporting.

When the Production Manager/Supervisor delegates a Production Assistant to perform tasks, this activity will be invoiced according to the rates as per Annex B, Basis of Payment.

#### 3.2.1.1.1 **Production Assistant (On staff)**

#### **Tasks:**

- a) The Production Assistant must fulfil various support functions relating to professional digital video assembly and distribution services, including but not limited to:
- i) Client liaison to arrange and confirm studio bookings, crew calls and similar services ;
  - ii) Liaison with stock footage providers, musical rights holders and talent agencies;
  - iii) General "office" duties such as text and graphics input, printing, collating, etc;
  - iv) Filing and labelling hard drives and other storage media for ready accessibility; and
  - v) Studio time-sheet tracking and consolidation.

### 3.2.1.2 **Video Editor (On staff or sub-contracted freelance)**

#### **Tasks:**

- a) The Video Editor must conduct every aspect of professional digital video assembly and distribution on a digital non-linear editing system using original and stock imagery through all phases from formatting to rough and fine assembly, including but not limited to :
- i) Expert level use of Avid Media Composer digital non-linear editing system, or equivalent ;
  - ii) Expert level use of Adobe After Effects digital visual effects, motion graphics, and compositing, or equivalent;
  - iii) Processing current raw video formats, media encoders and colour correction toolsets;
  - iv) Audio engineering including sourcing and selecting musical soundtracks, stings, background/incidental and special effects; and
  - v) Digital media storage and cataloguing.

## **4.0 REPLACEMENT PERSONNEL**

Should the essential categories of personnel listed above in article 3.2 of SOW need to be replaced during the duration of the Contract, the minimum required qualifications must be met by the replacement resources.

## 5.0 ESTIMATED LEVEL OF EFFORT

5.1 The Contractor must provide the systems, equipment and personnel (as per article 3.0 above) to ensure efficient and timely output and distribution of digital video assemblies of RCN imagery in the appropriate formats in accordance with requirements and specifications received from the TA. The output is estimated to be typically in the range of 200 full edit days per year, but may be substantially more or substantially less.

**Note:** This does not constitute a commitment for any level of work by Canada but is merely an anticipated range of effort calculated on current and historical workflow.

5.2 When occasional specialised services are required in addition, these will be reflected within individual, ongoing SOWs and Confirming Estimates, which are pre-requisites for each Task Authorisation.

## 6.0 Support Provided by RCN

### 6.1 General

6.1.1 The Technical Authority will provide:

- a) Scripts;
- b) Creative direction;
- c) Production design;
- d) Original video photography; and
- e) Edit oversight.

### 6.2 Specific

6.2.1 The Technical Authority will oversee and/or conduct the following tasks:

- a) Assembly of imagery;
- b) Interviewing personnel (in studio or on location);
- c) Screening of raw (camera) footage;
- d) Screening of archival and/or stock footage;
- e) Selection of footage;
- f) Interview audio edit;
- g) Sequencing of selected interview audio;
- h) Audio timeline;
- i) Edit decisions on covering footage;
- j) Edit decision on transitions;
- k) Edit decisions on intro and extro sequences;
- l) 2D/3D animation design, production and insertion point(s);
- m) Motion graphics design, production and insertion point(s);
- n) Design, production and insertion points of slates, captions and supers;
- o) Canadian English narration;
- p) Music search;
- q) Screening of rough assemblies; and
- r) Screening and approval of final assemblies.



6.2.2 To facilitate the delivery by the Contractor of professional digital video assembly and distribution services as specified above in article 6.2.1, the Contractor must be able to deliver these services within the NCR, and facilities with systems, equipment and personnel must be available on an "on-call" basis within the NCR.

## **7.0 DELIVERABLES**

7.1 The deliverables must be in the form of services provided to the Technical Authority in accordance with the Scope of Work described in article 3.1. Actual studio output will conform to technical specifications contained in Appendix 1 to Annex A, TECHNICAL SPECIFICATIONS FOR RCN VIDEO PRODUCTIONS, and will be further specified within each Task Authorization.

## **7.2 Progress Reports**

The Contractor must provide the Technical Authority with monthly reports detailing the status of each digital video assembly and distribution activity, and the financial status of each Task Authorization, and relative to total accumulated expenditures under the Contract.

## **8.0 CONSTRAINTS**

### **8.1 Service Delivery Timeframes**

8.1.1 The Contractor must provide the following Service Delivery Timeframes upon receipt of an approved Task Authorization from the DND Contracting Authority:

- a) In-person meeting requests within 24 hours;
- b) On-location Shoots within 24 hours (local), 48 hours (national) and 72 hours (international);
- c) Studio bookings within one hour;
- d) Duplication/posting orders within one hour; and
- e) Audio studio bookings within 24 hours.

### **8.2 Storage Requirements and Logging of Original Camera Material**

8.2.1 The Contractor must maintain industry-recommended temperature-controlled secure storage facilities as a repository for hard-drive masters or sub-masters, as well as legacy formats, for each linguistic version of finished assemblies and stock imagery (original camera material), along with a comprehensive cataloguing system, at no cost to Canada.

## **9.0 MUSIC RIGHTS AND CLEARANCES**

9.1 The Contractor will provide a report containing the following information when stock music is used:

- a) Music title;
- b) Composer;
- c) Publisher;
- d) Recording number;
- e) Duration used; and
- f) Rights obtained.

**9.2** The Contractor must provide a report containing the following information when original compositions and/or effects are used:

- a) Music title;
- b) Composer;
- c) Duration ;and
- d) Rights obtained.

**10.0 TRAVEL AND LIVING EXPENSES**

No travel on the part of the Contractor will be required.

**11.0 LOCATION FOR PROVISION OF REQUIRED SERVICES**

- 11.1** All services must be performed at a studio of the Contractor's own place of business in the NCR, and the Contractor must provide adequate work space and office equipment to ensure the uninterrupted flow of contracted services at no additional cost to Canada.
- 11.2** The Contractor is responsible for all IT requirements at no additional cost to Canada, and for the costs of upgrades, repairs, insurance, and maintenance to the systems and equipment.
- 11.3** After Contract award, Canada will not consider any requests to amend the Contract basis of payment to allow the Contractor to recover any costs associated with a change in the location where the required services are provided.

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## APPENDIX 1 TO ANNEX A

### TECHNICAL SEPCIFICATIONS FOR RCN VIDEO PRODUCTIONS

#### **DELIVERABLE MATERIALS (AS APPLICABLE)**

The Contractor must provide the following deliverables:

#### **A. Program Masters (Electronic Files)**

1. MASTER File 2160p quicktime.mov file and/or h.264 .mp4 file exported directly from Avid Media Composer, Adobe Premiere/Encoder/After Effects or Final Cut Pro in ProRes codec (best quality) encoded for YouTube, Vimeo & Facebook.
2. MASTER File 1080p quicktime.mov file and/or h.264 .mp4 file exported directly from Avid Media Composer, Adobe Premiere/Encoder/After Effects or Final Cut Pro in ProRes codec (best quality) encoded for YouTube, Vimeo, Facebook, Twitter and Instagram.
3. MASTER File 720p quicktime.mov file and/or h.264 .mp4 file exported directly from Avid Media Composer, Premiere/Encoder/After Effects or Final Cut Pro in ProRes codec (best quality) encoded for YouTube, Vimeo, Facebook, Twitter and Instagram.

And all of the following re-encodes;

4. 1080p .mp4 using standard preset compression (for YouTube, Vimeo and other DND/RCN use)
5. 720p .mp4 using standard preset compression. (for YouTube, Vimeo and other DND/RCN use)
6. 700x394 .mp4 using compression at 1000kbps bitrate (for DND website embedding)
7. 460x258 .mp4 using compression at 1000kbps bitrate (for DND website embedding).

Master re-encoded formats are delivered via an FTP site or uploaded directly to a video streaming platform as requested by RCN.

#### **B. Rights for Performances, Stock Shots, Music and Effects**

Rights to all performances, stock footage, music and effects purchased on behalf of the Minister including releases and rights obtained with their sources and rights expiration dates will be recorded and kept as a permanent record.

**ANNEX B**

**BASIS OF PAYMENT**

**BIDDERS ARE RESPONSIBLE TO ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET PROVIDED TO THEM AS ATTACHMENT 1 OF PART 3 AND RETURN IT WITH THE COMPLETED ANNEX B, BASIS OF PAYMENT WITH THEIR BID.**

**B.1 Firm Hourly/Daily Rates**

“Basis of Payment” refers to the firm, all-inclusive rates and unit prices include the cost of labour, fringe benefits, general and administrative expenses, overhead, profit and the like, excepting only GST and HST if applicable.

All expenses normally incurred in providing the services (i.e. project office/studio space including Contractor's hardware and software, word processing, work estimates, photocopying, equipment, materials, courier and telephone charges and the like) are included in the firm rates identified herein, and will not be permitted as direct charges under the Contract.

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

PERIOD OF THE CONTRACT		INITIAL CONTRACT PERIOD	EXTENDED CONTRACT PERIOD #1	EXTENDED CONTRACT PERIOD #2
		<i>Date of Contract to three (3) years later</i>	<i>Date of extended Contract to one (1) year later</i>	<i>Date of extended Contract to one (1) year later</i>
CATEGORY OF PERSONNEL	Estimated Level of Efforts	All Inclusive Fixed Daily Rate (Can \$)		
Production Manager/Supervisor	24 days/year			
Production Assistant	24 days/year			
CATEGORY OF SERVICE	Estimated Level of Efforts	All Inclusive Fixed Daily Rate (Can \$)		
Production Services				
Broadcast Quality HD Camera Package (incl. Audio & Lighting packages) with Camera Operator	4 days/year			
4K UHD Camera Package (incl Audio & Lighting packages) with Camera Operator	4 days/year			
Teleprompter with Operator	4 days/year			

<b>Graphic/Animation Services</b>				
Digital computer-based motion graphics studio with Motion Graphics Artist (2D/3D)	12 days/year			
<b>Post-Production Services</b>				
Digital computer based HD/UHD editing equipment/editing suite with Video Editor (rough/fine assembly)	120 days/year			
Digital computer based HD/UHD editing equipment/editing suite with Video Editor (raw video screening, digitizing, conversion, cataloguing & archival storage and retrieval)	20 days/year			
Digital audio recording/mixing package with Audio Engineer	12 days/year			
Stock Music Search with Audio Engineer or Video Editor	4 days/year			
<b>CATEGORY OF SERVICE</b>	<b>Estimated No. of Unit per Year</b>	<b>Firm Price per Unit of Measure (CAD\$)</b>		
<b>Voice-over, Transcription and Translation</b>				
Voiceover - French - UDA	60 minutes/year			
Transcription	5,000 words/year			
Translation	5,000 words/year			

**B.1.1 Definition of a Day**

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\frac{\text{Hours worked} \times \text{applicable firm per diem rate}}{7.5 \text{ Hours}}$$

- (i) All propose personnel must be available to work outside normal office hours during the duration of the Contract
- (ii) No overtime charges will be authorized under the Contract. All time worked will be compensated according to the paragraph above.

## **B.2 Subcontracted Services**

The Contractor will be reimbursed at cost for any actual expenditure reasonably and properly incurred to acquire goods and services from outside suppliers at the supplier's price, net of any trade or prompt payment discounts. For each sub-contracted service over \$25,000.00 (GST/HST included), the Contractor must obtain competitive bids from no less than three (3) outside suppliers. The Contractor must provide to the Contracting Authority and the Technical Authority, the names of the suppliers who submitted bids, the total amount of each bid obtained, the selection criteria and results. A sub-contracted service over \$25,000 (GST/HST included) applies to the total aggregate of the dollar value of each sub-contracted service per resulting Task Authorization against the Contract.

## **B.3 Direct Expenses**

The Contractor will be reimbursed for the direct expenses and cost of supplies, reasonably and properly incurred, in the performance of the Work. These will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers, given the service(s) is/are documented in the approved Task Authorization against the Contract. All such direct expenses must have prior authorization of the Technical Authority.

**Estimated cost: \$(Nil) per year**

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## ANNEX C

### NON-DISCLOSURE AGREEMENT

I, \_\_\_\_\_, recognize that in the course of my work as an employee or subcontractor of \_\_\_\_\_, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. \_\_\_\_\_ between Her Majesty the Queen in right of Canada, represented by the Department of National Defence and \_\_\_\_\_, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of

the Contract Serial No.: \_\_\_\_\_

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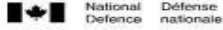
Signature

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Date

## ANNEX D

### DND 626 TASK AUTHORIZATION FORM



#### TASK AUTHORIZATION AUTORISATION DES TÂCHES

<b>All invoices/progress claims must show the reference Contract and Task numbers.  Toutes les factures doivent indiquer les numéros du contrat et de la tâche.</b>			Contract no. - N° du contrat
			Task no. - N° de la tâche
Amendment no. - N° de la modification	Increase/Decrease - Augmentation/Réduction	Previous value - Valeur précédente	
To - À	<b>TO THE CONTRACTOR</b> You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.  <b>À L'ENTREPRENEUR</b> Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.		
Delivery location - Expédié à	Date _____ for the Department of National Defence pour le ministère de la Défense nationale		
Delivery/Completion date - Date de livraison/d'achèvement			
Contract item no. N° d'article du contrat	Services	Cost Prix	
		GST/HST TPS/TVH	
		Total	
<b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. <b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.			
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux			



**Instructions for completing  
DND 626 - Task Authorization**

**Contract no.**

Enter the PWGSC contract number in full.

**Task no.**

Enter the sequential Task number.

**Amendment no.**

Enter the amendment number when the original Task is amended to change the scope or the value.

**Increase/Decrease**

Enter the Increase or decrease total dollar amount including taxes.

**Previous value**

Enter the previous total dollar amount including taxes.

**To**

Name of the contractor.

**Delivery location**

Location where the work will be completed, if other than the contractor's location.

**Delivery/Completion date**

Completion date for the task.

**for the Department of National Defense**

Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the FAM 1.4). Note: the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

**Services**

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

**Cost**

The cost of the Task broken out into the individual costed items in **Services**.

**G&HST**

The G&HST cost as appropriate.

**Total**

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

**Applicable only to PWGSC contracts**

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

**Note:**

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

**Instructions pour compléter le formulaire  
DND 626 - Autorisation des tâches**

**N° du contrat**

Inscrivez le numéro du contrat de TPSGC en entier.

**N° de la tâche**

Inscrivez le numéro de tâche séquentiel.

**N° de la modification**

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

**Augmentation/Réduction**

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

**Valeur précédente**

Inscrivez le montant total précédent, y compris les taxes.

**A**

Nom de l'entrepreneur.

**Expédiez à**

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

**Date de livraison/d'achèvement**

Date d'achèvement de la tâche.

**pour le ministère de la Défense nationale**

Signature du représentant du MDN auquel on a délégué le pouvoir d'approbation en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). Note : la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

**Services**

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celles/ceux qui s'appliqueront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond, etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

**Prix**

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

**TPS/TVH**

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

**Total**

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

**Ne s'applique qu'aux contrats de TPSGC**

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

**Note :**

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.