

PROJECT TITLE:		Boardroom 324 AV Update
RETURN BID BY EMAIL TO: Paper copy and faxes are no longer accepted. All bids must be forwarded to this email address only. Non-compliance with this requirement will result in disqualification of your tender.	Send to: Bids-Soumissions@ncc-ccn.ca	Contract Number
	Email subject line must read : NCC Boardroom AV Update RFP Note: the email attachment size is set at a maximum of 30 MB.	
SOLICITATION CLOSING DATE AND TIME:		April 22, 2021 at 3:00PM, Ottawa time
		Bids received after this closing date and time will not be accepted and will be returned unopened.

This title page must be dated, signed and returned with your Bid, thereby you acknowledge having read, understood and accepted this Bid Solicitation which includes Appendix “A”- Statement of Work and any/all other Attachments, Appendices and Annexes referred to herein and all Addenda issued.

I / We acknowledge receipt of the following addenda _____ and have included for the requirement of it/them in my/our Technical Bid and Financial Bid (Bidder to enter number of addendums issued, if any).

BUSINESS NAME AND ADDRESS OF BIDDER (Please print or type)	
Name:	_____
Address:	_____
Telephone No.:	_____ Fax No.: _____
Email:	_____

I / We hereby offer to supply to the NCC in accordance with the terms and conditions set out herein, the Goods outlined as per Appendix “A” - Statement of Work; Attachments; Appendix “D” - Financial Bid; my /our Bid and all Addenda issued.		
_____	_____	_____
Name and title of person authorized to sign on behalf of Bidder (please print or type)	Signature	Date
Your Bid is accepted to supply to the NCC, in accordance with the terms and conditions set out herein, the Goods outlined per Appendix “A” - Statement of Work; Attachments; Appendix “D” - Financial Bid; your Bid and all Addenda issued.		
_____	_____	_____
Name and title of the person authorized to sign on behalf of the NCC (please print or type)	Signature	Date

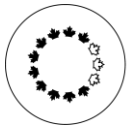


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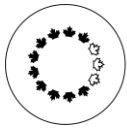
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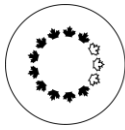
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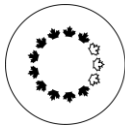


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DEFINITIONS AND TERMINOLOGY

The following Abbreviations / Definition as may be used within this Bid Solicitation	NCC Definitions as it applies to this Bid Solicitation
Bidder	The Person submitting a Bid in response to a Bid Solicitation
Calendar Days	All days of the week Monday through Friday, including weekends and Statutory Holidays.
Contract	Means the contract documents referred to in Part 5 and every other document specified or referred to in any of them as forming part of the Contract, all as amended by agreement of the parties.
Contract Price	The amount stated in the Contract to be payable to the Contractor for the Services including all applicable taxes.
Contractor	Means the person contracting with the NCC to provide or furnish all requirements for the provision of the Goods as outlined in the Appendix “A” – Statement of Requirement under the Contract.
Good	Unless otherwise expressed in the contract, means everything that is necessary to be, furnished or delivered by the Contractor as outlined in Appendix “A” - Statement of Requirement to perform the Contractor’s obligations in accordance with the Contract.
NCC	National Capital Commission
NCC Client Representative	Means the person designated in the Contract, or by written notice to the Contractor, to act as the Client Representative of the NCC for the purposes of the Contract and includes a person, designated and authorized in writing by the NCC Senior Contract Officer to the Contractor.
Person	Includes, unless there is an express stipulation in the Contract to the contrary, any partnership, proprietorship, firm, joint venture, consortium or corporation.
Senior Contract Officer (Contracting Authority)	The person designated by the title in the Contract or by notice to the Contractor, to act as NCC’s representative to administer the Contract.
SOR	Statement of Requirement
Technical Documentation	Means designs, reports, photographs, drawings, plans, specifications, computer software, surveys, calculations and other data, information and material collected, computed, drawn or produced, including computer print-outs.



PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation and resulting contract document is divided into five parts plus Appendices and Annexes, as follows:

Part 1 - General Information: provides a general explanation of this Bid Solicitation and provides additional General Information.

Part 2 - Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of 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 of bids received will be conducted, the evaluation criteria that must be addressed in the Bid and the basis of selection.

Part 5 - Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

Part 6 - Appendices

List of Appendices include:

- Appendix “A” – Statement of Work
- Appendix “B” – Minimum Equipment Requirements
- Appendix “C” – AV Design Diagram for Boardroom 324
- Appendix “D” – Financial Bid
- Appendix “E” – Vendor’s Approach and Workplan

1.2 Summary

1.2.1 The NCC is seeking to establish a contract as defined in Appendices "A, B and C".

1.3 Debriefings

1.3.1 A debriefing of a Bidders’ Technical Bid will be provided, if requested to the NCC Client Representative identified in the letter identifying the successful bidder, within fifteen (15) calendar days of receipt of the notice. The debriefing request must be provided in writing via email directly to the NCC Contracting Authority.

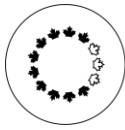
1.4 Bid Validity Period

1.4.1 All Bids received shall not be withdrawn for a period of **90 calendar days** following the date and time of the Bid solicitation closing.

1.4.2 The NCC reserves the right to seek an extension to the Bid validity period. Upon notification in writing from the NCC, Bidders shall have the option to either accept or reject the proposed extension.

1.4.3 If the extension is accepted, in writing, by all those who submitted Bids, then the NCC shall continue immediately with the evaluation of the Bids and its approval processes.

1.4.4 If the extension is not accepted in writing by all those who submitted Bids then the NCC shall, at its sole discretion, either:



- (a) continue to evaluate the Bids of those who have accepted the proposed extension and seek the necessary approvals; or
- (b) cancel the Bid Solicitation.

1.4.5 The provisions expressed herein do not in any manner limit the NCC's rights in law or under 2.15 – Acceptance of Bid.

1.5 Language of Bid Submissions

1.5.1 Bid documents and supporting information may be submitted in either English or French.

PART 2 – BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in this bid solicitation by number, date and title are set out by the NCC.

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.

By submitting a Bid, the Bidder and its affiliates agree to abide by the NCC Code of Conduct, see 5.10 - Code of Conduct.

The NCC shall not be obligated to reimburse or compensate any Bidder, its sub-contractors or manufacturers for their Bid submission for any costs incurred in connection with the preparation of a response to this Bid solicitation. All copies of Bids submitted in response to this Bid solicitation shall become the property of the NCC and will not be returned.

2.2 Submission of Bids

Bids must be submitted by email **ONLY** to the NCC by the date and time and at the location indicated on the title page (page 1) of this bid solicitation.

Bid solicitation transmitted by facsimile WILL NOT be accepted.

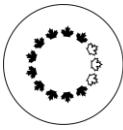
The bid must be signed by a duly authorized signing officer of the company in his/her normal signature designating against his/her signature the official capacity in which the signing officer acts.

2.3 Site Visit

The NCC will make it possible for vendors to schedule a virtual or optional, limited, in-person Site Visit for the Boardroom and Urbanism Lab, April 8-9th, 2021, depending on Health and Safety Guidelines in force at the time. Please register by **4:00 PM** Ottawa Time, **April 6th, 2021**, by emailing: **shawn.jansen@ncc-ccn.ca**. Details of the virtual or optional limited in-person Site Visit will be provided upon registration.

2.4 Enquiries - Bid Solicitation

2.4.1 All enquiries must be submitted in writing to the Senior Contract Officer, identified at article 5.14 of this bid solicitation as early as possible within the solicitation period and no later than seven (7) calendar days prior to the date set for this bid solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may result in an answer not being provided.



- 2.4.2 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 the NCC 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 the NCC determines that the enquiry is not of a proprietary nature. The NCC 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 by addenda to all bidders.
- 2.4.3 To ensure consistency and quality of the information provided to all Bidders, the Senior Contract Officer shall examine the content of the enquiry and shall decide whether or not to issue an addendum. All enquiries and other communications related to this Bid solicitation sent throughout the solicitation period are to be directed ONLY to the Senior Contract Officer.

2.5 Financial Bid Inclusions

Bidders should include the following information in their Financial Bid:

- 2.5.1 Their legal name;
- 2.5.2 The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with the NCC with regards to:
- a) their Bid; and
 - b) any contract that may result from their Bid.

Bidders must also sign their Financial Bid and provide a price breakdown (if applicable) as per the Appendix "B" - Financial Bid herein.

2.6 Security Requirement

NCC Corporate Security reserves the right to not award the Contract until such time as the contractor's personnel core employees, **as well as any recurring subcontractors**, have obtained the required level of security screening as identified by NCC Corporate Security. In this case the level of security required will be **RELIABILITY**.

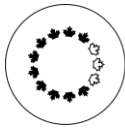
NCC Corporate Security reserves the right to refuse access to personnel who fail to obtain the required level of security screening. NCC Corporate Security shall instruct the Contractor to remove from the Site of the Work any person employed by the Contractor for purposes of the Contract who, in the opinion of the Contracting Authority, is guilty of improper conduct, and the Contractor shall not permit a person who has been removed to return to the Site of the Work.

Security screening of individual

NCC Corporate Security is ensuring that the proponent meets the appropriate security requirements and that all functions pertaining to NCC ops are addressed by conducting security screening. If proponent is accredited through Public Services and Procurement Canada (PSPC)/Canadian Industrial Security Directorate (CISD), or any other Federal entity or Crown Corporation, NCC Corporate Security may validate the security clearance of the proponent Team. NCC Corporate Security is an approved Federal Government source that may sponsor companies into the Industrial Security Program (ISP).

Fingerprinting

The screening process includes fingerprinting for identification purposes. NCC Corporate Security can process fingerprints as forms are provided. Since July 1st 2015, the RCMP (Royal Canadian Mounted Police) replaced the name-based criminal record checks for the mandatory electronic fingerprinting for criminal record checks for federal government employment security screening.



The RCMP does not retain civil fingerprint submissions. Once the submission is completed it is deleted from the RCMP system. At no time are civil fingerprints populated in a database where they could be subject to further search.

Company Security Officer

The contractor shall appoint a Company Security Officer (CSO)

Selection criteria for the CSO are the following:

- They must be employees of the contractor’s firm;

Responsibilities of the Company Security Representative

The CSO responsibilities are the following:

- Act as liaison between the NCC’s Corporate Security and the contractor to ensure coordination;
- In collaboration with the NCC Corporate Security, identify the contractor’s personnel who will require access to NCC information/assets/sites **as well as any recurring subcontractors** (and their employees) who will require similar access and may not be supervised by the contractor at all times during such access. Ensure that accurate and complete Personnel Security Screening documentation is submitted to the NCC’s Corporate Security for the employees/subcontractors who have been identified;
- Ensure that only persons who have been security screened to the appropriate level and who are on a “need-to-know basis” will have access to information and assets;
 - The Contractor shall ensure that only authorized and security screened employees are given access to documents or records for which they have obtained the appropriate level of security clearance and that these employees treat these documents, records, and the information contained therein, on a need-to-know basis and in accordance with their security classification or designation.
- Ensure proper safeguard of all information and assets, including any information/assets entrusted to subcontractors;
 - Utmost care must be exercised by the Contractor to ensure the safeguarding of any material prepared or received in handling for the duration of this project.
 - When the Contract, the Work, or any information referred pertaining to project, the Contractor shall, at all times, treat and safeguard the information as per their security classification or designation, in accordance with the Government Security Policy.
- If a Security incident or suspected breach of security occurs, prepare and submit to NCC Corporate Security an occurrence report as soon as possible.

Security of Information

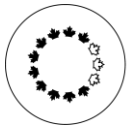
The Contractor shall take all necessary steps to ensure that documents and records, or any information, are not copied, provided to, discussed, or disclosed in any manner whatsoever, to any person or entity, other than NCC personnel possessing the appropriate security level and authorization.

Confidentiality and Safeguarding

Any employee contracted by or employed by the contractor are forbidden to discuss issues pertaining to the project, including, but not limited to, to project’s layout, design, content and security provisions, except as they relate to the direct provisions of services and Work under this Contract.

The contractor shall not publish or display any documents, photographs, site plans, maps or information related to the project (or collected during the project), in any medium (including the internet) unless authorized by the NCC. The contractor shall not disclose such material or information to third parties unless authorized by the NCC.

The contractor shall return to the NCC all copies of all site photographs and construction documents, site plans and maps related to the project, including those distributed to anyone associated to this contract.



2.7 Applicable Laws

This Bid and any resulting contract therefrom is to be interpreted, construed and governed by, and the relations between the parties is to be determined in accordance with the laws of the Province of Ontario and such Federal laws applicable therein. The relationship between the parties must also be conducted in accordance with these laws.

2.8 Improvement of Requirement during Solicitation Period

Should Bidders consider that the Statement of Requirement contained in this bid solicitation could be improved technically or technologically, Bidders are invited to make suggestions, in writing, to the Senior Contract Officer. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favor a particular Bidder will be given consideration provided they are submitted to the Senior Contract Officer at least seven (7) calendar days before the bid closing date. The NCC reserves the right to accept or reject any or all suggestions.

2.9 Minor Aberrations

The NCC may waive informalities and minor irregularities in Bids received, if the NCC determines that the variation of the Bid from the exact requirements set out in the Bid solicitation documents can be corrected or waived without being prejudicial to other Bidders.

2.10 Only one Bid Submission from an Entity will be accepted

To ensure equal opportunities for all Bidders, and to eliminate risk of conflict of interest, all Bidders are advised that the NCC will not accept more than one bid per company, whether the company applies as a single entity, part of a joint venture, or as a sub-consulting member of a team.

2.11 Bid Proprietary and Confidentiality

This Bid Solicitation and all supporting documentation have been prepared by the NCC and remain the sole property of the NCC, Ottawa, Canada. The information is provided to the Bidders solely for its use in connection with the preparation of a response to this Bid Solicitation and shall be considered to be the property of the NCC.

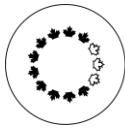
Bids will be held in strict confidence until opening.

2.12 Unacceptable Bids

- Faxed bids and bids by e-mail unless otherwise stated
- Bids received after the bid closing date and time
- Incomplete bids may be rejected
- Unsigned bid shall be disqualified

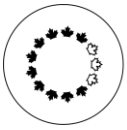
2.13 Access to Information

Bidders are advised that as a Crown Corporation, the NCC is subject to the provisions of the **Access to Information Act (ATI Act)**. Information submitted by third parties will only be exempted from disclosure if the records or part of them qualify for an exemption under the ATI Act.

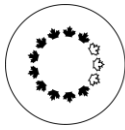


2.14 Acceptance of Bid

- 2.14.1 The NCC may accept any bids, whether it is the lowest or not, or may reject any or all bids.
- 2.14.2 Without limiting the generality of item 2.14.1, the NCC may reject a bid if any of the following circumstances are present:
- (a) the Bidder, or any employee or subcontractor included as part of the bid, have been convicted under section 121 ("Frauds on the government" & "Contractor subscribing to election fund"), 124 ("Selling or purchasing office"), 380 (Fraud committed against Her Majesty) or 418 ("Selling defective stores to Her Majesty") of the Criminal Code of Canada, or under paragraph 80(1)(d) (False entry, certificate or return), subsection 80(2) (Fraud against her Majesty) or Section 154.01 (Fraud against her Majesty) of the *Financial Administration Act*;
 - (b) the Bidder's bidding privileges are suspended or are in the process of being suspended;
 - (c) the bidding privileges of any employee or subcontractor included as part of the bid are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or subcontractor ineligible to bid on the provision of the Goods, or the portion of the Goods the employee or subcontractor is to perform;
 - (d) with respect to current or prior transactions with the NCC
 - (i) the Bidder is bankrupt or if, for whatever reason, its activities are rendered inoperable for an extended period;
 - (ii) evidence, satisfactory to the NCC, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Bidder, any of its employees or any subcontractor included as part of its bid;
 - (iii) the NCC has exercised, or intends to exercise, the contractual remedy of taking the supply of goods out of the contractor's hands with respect to a contract with the Bidder, any of its employees or any subcontractor included as part of its bid; or
 - (iv) the NCC determines that the Bidder's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement being bid on.
- 2.14.3 In assessing the Bidder's performance on other contracts pursuant to item 2.15.2(d)(iv), the NCC may consider, but not be limited to, such matters as:
- (a) the quality of workmanship in providing the Goods;
 - (b) the timeliness of delivery of the Goods
 - (c) the overall management of the supply of the Goods and its effect on the level of effort demanded of the NCC and its representative; and
 - (d) the completeness and effectiveness of the Contractor's safety program during the performance of the supply of the Goods.



- 2.14.4 Without limiting the generality of items 2.14.1, 2.14.2 and 2.14.3 the NCC may reject any bid based on an unfavourable assessment of the:
- (a) adequacy of the bid price to permit the Goods to be delivered and, in the case of a bid providing prices per unit, whether each such price reasonably reflects the cost of supplying the Goods to which that price applies;
 - (b) Bidder’s ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work associated with the required Goods under the Contract; and
 - (c) Bidder’s performance on other contracts.
- 2.14.5 If the NCC intends to reject a bid pursuant to a provision of items 2.14.1, 2.14.2, 2.14.3 or 2.14.4 other than item 2.15.2(b), the NCC shall so inform the Bidder and provide the Bidder ten (10) calendar days within which to make representation, prior to making a final decision on the bid rejection.



PART 3 – BID PREPARATION INSTRUCTIONS

3.1 The NCC requests that Bidders provide their bid in separate files as follows:

- (a) Section I: Technical Bid
- (b) Section II: Financial Bid

Note: With the current situation with COVID-19, paper copies of the bid documents will not be accepted. Submit all documents to Bids-Soumissions@ncc-ccn.ca.

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

3.2 Technical Bid

In their Technical Bid, Bidders must demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders must demonstrate their capability and describe their approach and workplan in a thorough, concise and clear manner.

In Appendix B, the Technical Bid must address the Equipment Requirements, where the vendors must address each of the 16 Equipment categories. Appendix C is used as a reference to indicate a conceptual design of the solution.

In Appendix E, Vendor's Approach and Workplan, Bidders must address clearly, and in sufficient depth, the approach they would take to meet the NCC's needs and present a work plan showing how this work would be completed.

Unless specified otherwise in the bid solicitation, the NCC will evaluate only the documentation provided with a Bidder's bid.

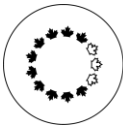
3.3 Financial Bid

Bidders must submit their Financial Bid in **Canadian funds** and in accordance with the pricing schedule detailed in Appendix "D" – Financial Bid. The total amount of Goods and Services Tax (GST), Harmonized Sales Tax (HST) or QST (Quebec Sales Tax) is to be shown separately, as applicable.

When preparing their Financial Bid, Bidders should review Part 5, item 17 – Basis of Payment of this Bid Solicitation.

The total price specified in Appendix "D" – Financial Bid, when quoted by the Bidder, is an all-inclusive price. The unit and extended price specified in Appendix "D" – Financial Bid, when quoted by the Bidder are all inclusive prices.

The NCC is a Federal Crown Corporation subject to the Federal Goods and Services Tax (GST) the Harmonized Sales Tax (HST) and the Quebec Sales Tax (QST). The successful Bidder will be required to indicate separately, with the request for payment, the amount of GST, HST and QST, to the extent applicable, that the NCC will pay. These amounts will be paid to the Contractor who is required to make the appropriate remittance to Revenue Canada and the respective provincial governments.



PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- 4.1.1 Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- 4.1.2 An evaluation team composed of representatives of the NCC will evaluate the Bid submissions. From time to time, the evaluation team could include individuals from outside the NCC.

4.2 Mandatory Requirements

- 4.2.1 Please reference Appendix “B” – Minimum Equipment Requirements attached herein. Bidders who do not address and meet all the Equipment Requirements indicated in Appendix “B” will be deemed non-compliant and given no further consideration.

4.3 Technical Evaluation

- 4.3.1 Please reference Appendix “E” – Vendor Background, Approach and Workplan- Rated Criteria attached herein. Rated criteria not addressed will be given a score of zero.

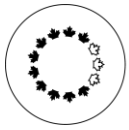
4.4 Financial Evaluation

- 4.4.1 Please reference Appendix “D” - Financial Bid attached herein. For bid evaluation purposes, the total cost, including costs associated with delivery, unloading of goods and any custom charges, inclusive of all applicable taxes, will be the evaluated price.
- 4.4.2 To establish the pricing score, each responsive bid will be prorated against the lowest priced responsive bid. The lowest priced responsive bid will receive full price points (50 points).

4.5 Basis of Selection

Contract award for the products and services in this RFP will be based on the evaluation criteria set out below.

I. Technical Evaluation		
i. Minimum Equipment Requirements: Vendor’s bid must comply with the 16 Equipment Requirements outlined in Appendix B.	Y/N	
ii. Vendor Approach / Work Plan: Calculated based on the NCC’s evaluation of how the vendor approaches the project and their included workplan, based on the included evaluation grid. (Appendix E) Background and Experience with Similar Projects: 10% Approach: 20% Work Plan: 20%		
Subtotal – Technical Evaluation		50%
II. Financial Bid (Appendix D)		50%
Total		100%



4.6 Bid Compliancy

4.6.1 To be declared compliant a bid must:

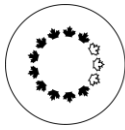
- (a) meet the Minimum Equipment Requirements outlined in Appendix “B”: and
- (b) comply with all the requirements of the bid solicitation.

4.6.2 Bids not meeting the criteria in item 4.6.1 will be declared non-compliant. The NCC reserves the right to not accept the successful Bid or any of the Bids received, to cancel this bid solicitation and/or re-issue this bid solicitation in its original or revised form. The NCC also reserves the right to negotiate with the successful bidders and/or all bidders.

4.7 Assessing a Bid

4.7.1 When assessing a bid the following will apply:

- (a) if there are errors in the mathematical extension of unit price items, the unit prices prevail and the mathematical extension is adjusted accordingly;
- (b) if there are errors in the addition of lump sum prices or unit price extensions, the bid is not rejected but the total is corrected, and the correct amount reflected in the total bid price;
- (c)** if there is an error in the calculation of applicable taxes, the bid is not rejected but the total is corrected, and the correct amount reflected in the total bid price.



PART 5 - RESULTING CONTRACT CLAUSES

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

5.1 Equipment Requirement

The Contractor shall provide the goods in accordance with Appendix “A” - Statement of Work, Appendix “B” – Equipment Requirements, Appendix “C” – AV Design, and Appendix “D” – Financial Bid, dated [REDACTED].

5.2 Priority of Documents

If there is a discrepancy between or conflict in the contents of the following documents, such documents shall take precedence and govern in the following order:

- (1) Any amendment or variation to the contract documents;
- (2) This Bid Solicitation
- (3) Appendix “A” – Statement of Work
- (4) Appendix “B” – Minimum Equipment Requirements;
- (5) Appendix “D” – Financial Bid;

5.3 Security Requirement

The NCC complies with [Treasury Board’s Policy on Government Security](#) and consequently, it will require that the contractor’s personnel submit to a personal security screening process (Security Clearance Form TBS/SCT 330-60E). The NCC may also perform a credit check when the duties or tasks to be performed require it or in the event of a criminal record containing a charge/offence of a financial nature.

Personal information associated with these clearances is retained in the following information bank: Personnel Security Screening - PSU 917.

The NCC reserves the right to not award the Contract until such time as the contractor’s personnel core employees have obtained the required level of security screening as identified by the NCC’s Corporate Security. In this case the level of security required will be **(Reliability)***.

****For operation needs, with advice or assistance from NCC Corporate Security, the security level can be upgraded (Confidential, Secret or Top Secret) on the basis of the sensitivity of the information and assets that need to be accessed.***

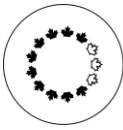
As part of their personal screening, individuals may be required to provide evidence of their status as a Canadian citizen or permanent resident as well as any other information/documentation requested by the NCC’s Corporate Security in order to complete the screening.

The NCC reserves the right to refuse access to personnel who fail to obtain the required level of security screening.

The NCC reserves the right to impose additional security measures with respect to this contract as the need arises.

When warranted by a Security threat and risk assessment (TRA) or any type of Security Assessment, physical security safeguards can be recommended by NCC Corporate Security to reflect changes in the threat environment or for operational purposes.

The NCC also reserves the right to request that the Contractor submit to a *Designated Organization Screening* and/or *Facility Security Clearance* – depending on the nature of the information it will be entrusted with.



5.3.1 Company Security Representative

The contractor shall appoint one Company Security Representative (CSR) as well as one alternate (for companies who have more than five employees).

Selection criteria for the CSR and the alternate are the following:

- They must be employees of the contractor’s firm;
- They must have a security clearance (the NCC will process the clearances once the individuals have been identified).

5.3.2 Responsibilities of the Company Security Representative

The CSR’s responsibilities are the following:

- Act as liaison between the NCC’s Corporate Security and the contractor to ensure coordination;
- In collaboration with the NCC’s Corporate Security, identify the contractor’s personnel who will require access to NCC information/assets/sites **as well as any recurring subcontractors** (and their employees) who will require similar access and may not be supervised by the contractor at all times during such access. Ensure that accurate and complete Personnel Security Screening documentation is submitted to the NCC’s Corporate Security for the employees/subcontractors who have been identified;
- Ensure that employees/subcontractors, upon notification of having been granted a Security status (**Reliability-Site Access-Secret**), sign the *Security Screening Certificate and Briefing Form* and return to the NCC’s Corporate Security;
- Ensure that only persons who have been security screened to the appropriate level and who are on a “need-to-know basis” will have access to information and assets;
- Maintain a current list of security screened employees/subcontractors;
- Ensure proper safeguard of all information and assets, including any information/assets entrusted to subcontractors;
- If a Security incident or suspected breach of security occurs, prepare and submit to the NCC an occurrence report as soon as possible.

5.3.3 Access to site

Unless otherwise indicated, all visits to “secure” sites shall be coordinated with and approved through NCC Corporate Security.

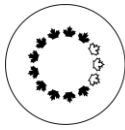
5.3.4 References

[Security of Information Act](#)
[Access to Information Act](#)
[Privacy Act](#)
[Policy on Government Security](#)

The Contractor’s personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC and/or the NCC.

The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the NCC.



5.4 Successors and Assigns

- 5.4.1 The contract shall ensure to the benefit of and be binding upon the parties hereto and their lawful heirs, executors, administrators, successors and assigns.

5.5 Assignment

- 5.5.1 The contract shall not be assigned in whole or in part by the Contractor without the prior written consent of the NCC. Any assignment made without that consent is void and of no effect.
- 5.5.2 No assignment of the contract shall relieve the Contractor from any obligation under the contract or impose any liability upon the NCC.

5.6 Condition of Material

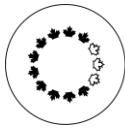
- 5.6.1 Unless provided otherwise in the Statement of Work, material supplied must be new and conform to the latest issue of the applicable drawing, specification and part number this is in effect on the bid closing date.

5.7 Insurance

- 5.7.1 The Contractor must have and maintain in effect throughout the duration of this Contract a commercial general liability policy that provides a minimum coverage of \$2,000,000.00 per occurrence and Professional Errors and Omissions Liability Insurance in the amount of \$250,000.00 and that is otherwise satisfactory to the NCC. Certificates of such insurance, see Annex “B” shall be submitted to the NCC prior to award of contract.
- 5.7.2 The NCC reserves the right to cancel this Contract at any time if the NCC has not received copies of the certificates of insurance as required above, with the NCC being named as additional insured on the commercial general liability policy, prior to the performance of any other obligation under this contract, in which event the contract shall be null and void.

5.8 Time of the Essence

- 5.8.1 Time is of the essence of the contract. It is essential that the goods be provided within or at the time stated in the Contract.
- 5.8.2 Any delay by the Contractor in performing the Contractor’s obligations under the contract which is caused by an event beyond the control of the Contractor, and which could not have been avoided by the Contractor without incurring unreasonable cost through the use of work-around plans including alternative sources or other means, constitutes an excusable delay. Events may include, but are not restricted to: acts of God, acts of local or provincial governments, fires, floods, epidemics, quarantine restrictions, strikes or labour unrest, freight embargoes and exceptional weather conditions of extreme violence or intensity.
- 5.8.3 The Contractor shall give notice to the NCC immediately after the occurrence of the event that causes the excusable delay. The notice shall state the cause and circumstances of the delay and indicate the portion of the goods affected by the delay. When requested to do so by the NCC Client Representative, the Contractor shall deliver a description, which is satisfactory to the NCC Client Representative of work-around plans including alternative sources and any other means that the Contractor will utilize to overcome the delay and endeavor to prevent any further delay. Upon approval in writing by the NCC Client Representative of the work-around plans, the Contractor shall implement the work-around plans and use all reasonable means to recover any time lost as a result of the excusable delay.



- 5.8.4 Unless the Contractor complies with the notice requirements set forth in the contract, any delay that would constitute an excusable delay shall be deemed not to be an excusable delay.

5.9 Term of Contract

The goods must be delivered and installed within **150** days from the date of signature of the Contract.

5.10 Code of Conduct

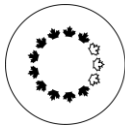
The Contractor must comply with the [NCC Code of Conduct](#) which is available on the NCC website.

5.11 Termination or Suspension not due to Default of the Contractor

- 5.11.1 The NCC may, by giving written notice to the Contractor, terminate or suspend the provision of the goods with respect to all or any part of the contract.
- 5.11.2 All goods delivered by the Contractor to the satisfaction of the NCC before the giving of such notice shall be paid for by the NCC in accordance with the provisions of the contract.
- 5.11.3 The Contractor shall have no claim for damages, compensation, loss of profit, allowance or otherwise by reason of or directly or indirectly arising out of any action taken or notice given by the NCC except as expressly provided therein.

5.12 Default by the Contractor and Termination due to Default of Contractor

- 5.12.1 If the Contractor is in default in carrying out any of its obligations under the Contract, the NCC may, by giving written notice to the Contractor, terminate for default the Contract or part of the Contract. The termination will take effect immediately or at the expiration of a cure period specified in the notice, if the Contractor has not cured the default to the satisfaction of the NCC within that cure period.
- 5.12.2 If the Contractor becomes bankrupt or insolvent, makes an assignment for the benefit of creditors, or takes the benefit of any statute relating to bankrupt or insolvent debtors, or if a receiver is appointed under a debt instrument or a receiving order is made against the Contractor, or an order is made or a resolution passed for the winding down of the Contractor, the NCC may, to the extent permitted by the laws of Canada, by giving written notice to the Contractor, immediately terminate for default the Contract or part of the Contract.
- 5.12.3 If the NCC gives notice under Item 5.11.1 or 5.11.2, the Contractor will have no claim for further payment except as provided in this section. The Contractor will be liable to the NCC for all losses and damages suffered by the NCC because of the default or occurrence upon which the notice was based, including any increase in the cost incurred by the NCC in procuring the Work from another source. The Contractor agrees to repay immediately to the NCC the portion of any advance payment that is liquidated at the date of the termination.
- 5.12.4 Subject to the deduction of any claim that the NCC may have against the Contractor arising under the Contract or out of the termination, the NCC will pay the Contractor the value, determined on the basis of the Contract Price, including the proportionate part of the Contractor's profit or fee included in the Contract Price, of all completed parts of the Goods and the Cost to the Contractor that the NCC considers reasonable in respect of all materials, parts, plant, equipment or work-in-process delivered to the NCC pursuant to such direction and accepted by the NCC.
- 5.12.5 If, after the NCC issues a notice of termination under item 5.11.1 or 5.11.2, it is determined by the NCC that the default of the Contractor is due to causes beyond the control of the Contractor, such notice of termination shall be deemed to have been issued pursuant to Part 5, item 10 and the rights and obligations of the parties hereto shall be governed by Part 5 item 10, Termination or Suspension not due to Default of the Contractor above.



5.13 Delivery and Unloading

- 5.13.1 Delivery trucks must be equipped with an unloading device which will permit unloading at delivery site.
- 5.13.2 When making deliveries, sufficient personnel must be provided to permit unloading of any type of vehicle without the assistance of federal government personnel.
- 5.13.3 At some sites, the delivery truck must be unloaded while parked at the curb. When material is placed on the sidewalk, it must be placed in proximity to the designated entrance so as to be readily accessible to transport by mechanical handling equipment utilized by site personnel. It should also be already on a dolly for easy rolling abilities to the intended location of delivery.
- 5.13.4 All charges are F.O.B. destination and include all charges for packing, loading, unloading and transportation unless otherwise specified herein.
- 5.13.5 The goods shall be at the risk of the Contractor who shall bear all loss or damage, from whatsoever cause arising which may occur to the goods, or any part thereof, until delivered to the NCC. The NCC reserves the right to change the place of delivery at any time prior to the actual shipment provided that the Contractor shall be entitled to be reimbursed for any actual increased cost, or shall reduce the prices to the extent of any decrease cost arising out of such change.

5.14 Authorities

- 5.14.1 NCC Senior Contract Officer is:

Shawn Jansen
National Capital Commission
40 Elgin Street, Suite 202
Ottawa, ON K1P 1C7
Mobile: 343-553-5682
Email: shawn.jansen@ncc-ccn.ca

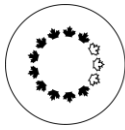
The Senior Contract Officer is responsible for the management of the Contract. Any changes to the Contract must be authorized in writing by the appropriate NCC delegated Contracting Authority. The Contractor must not provide goods in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Senior Contract Officer.

- 5.14.2 NCC Client Representative

The NCC Client Representative for the Contract is:

(To be entered at contract award)
National Capital Commission
40 Elgin Street, Suite 202
Ottawa, ON K1P 1C7
Telephone: 613-239-5678 ext.
Fax: 613-239-5007
Email:

The NCC Client Representative is the representative of the NCC for whom the goods are being purchased under the Contract and is responsible for all matters concerning the technical content of the Goods under the Contract. Technical matters may be discussed with the Client Representative; however, the NCC Client Representative has no authority to authorize changes to the scope of the Goods required. Changes to the scope of the Goods can only be made through a contract amendment issued by the Senior Contract Officer.



5.14.3 Contractor's Representative

(Name of person)
(Title)
(Name of contractor)
(Address)
City (), Postal code:
Telephone no.:
Fax no.:
Email address:

5.15 Inspection and Acceptance of the Goods

5.15.1 All the Goods are subject to inspection and acceptance by the NCC. Inspection and acceptance of the Goods by the NCC does not relieve the Contractor of its responsibility for defects or other failures to meet the requirements of the Contract. The NCC will have the right to reject any goods that is not in accordance with Appendix “A” - Statement of Work of the Contract and require its correction or replacement at the Contractor’s expense.

5.16 Warranty

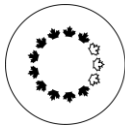
5.16.1 Despite inspection and acceptance of the Goods by or on behalf of the NCC and without restricting any provisions of the contract or any condition, warranty or provision imposed by law, the Contractor, if requested by the NCC to do so, must replace, repair or correct, at its own option and expense any goods that become defective or fails to conform to the requirements of the contract where applicable. The warranty period will be three (3) years after delivery and acceptance of the goods or the length of the Contractor’s or manufacturer’s standard warranty period, whichever is longer.

Installation labour and associated wiring, set-up and configuration by the Contractor is included in the first year of the warranty period, with additional yearly warranty plans available for purchase. Please include the cost of the additional support years (up to 4 years) in your financial proposal as optional items. Also include your performance measures for the support years in your proposal, in Appendix B.

5.16.2 The Contractor will be responsible to pay the transportation costs associated with the NCC returning the Goods or any part of the Goods to the Contractor’s plant for replacement, repair or making good, and will also be responsible for the transportation cost associated with forwarding the replacement or returning the Goods or part of the Goods when rectified to the delivery point specified in the contract or to another location as directed by the NCC. If, in the opinion of the NCC, it is not expedient to remove the Goods from its location, the Contractor must carry out any necessary repair or making good of the Goods at that location and its own cost.

5.16.3 The warranty period is automatically extended by the duration of any period or periods where the Goods are unavailable for use or cannot be used because of defect or non-conformance during the original warranty period. The warranty applies to any part of the Goods replaced, repaired or corrected pursuant to 5.16.1, for the greater of:

- (a) The warranty period remaining, including the extension, or
- (b) Ninety (90) days or such other period as may be specified for that purpose by agreement between the parties.



5.17 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid in Canadian dollars the firm contract price stipulated Appendix D. This price includes the delivery, loading, unloading any custom charges and applicable taxes. The applicable Goods and Services Tax (GST), Harmonized Sales Tax (HST) or Quebec Sales Tax (QST) is to be indicated separately.

The NCC will not pay the Contractor for any design changes, modifications or interpretations of the Goods or any substitution of the Goods unless they have been approved, in writing, by the Senior Contract Officer before their incorporation into the Contract.

It is a term of every contract providing for the payment of any money by the NCC that payment thereunder is subject to there being an appropriation for the particular service for the fiscal year in which any commitment thereunder would come in course of payment Section 40, *Financial Administration Act*.

5.20 Records to be kept by Contractor

- 5.20.1 The Contractor shall keep proper accounts and records of the cost of the goods and of all expenditures or commitments made by the Contractor including the invoices, receipts and vouchers, which shall at reasonable times be open to audit and inspection by the NCC who may make copies and take extracts therefrom.
- 5.20.2 The Contractor shall afford facilities for audit and inspection and shall furnish the NCC with such information it may from time to time require with reference to the documents referred to herein.
- 5.20.3 The Contractor shall not dispose of the documents referred to herein without the written consent of the NCC, but shall preserve and keep them available for audit and inspection for such period of time as may be specified elsewhere in the contract, in the absence of such specification, for a period of six (6) years following completion of the work.

5.21 Invoicing Instructions

The Contractor shall submit invoices in accordance with the goods provided in accordance with the SOW. Invoices cannot be submitted until all goods identified in the invoice are delivered and accepted by the NCC.

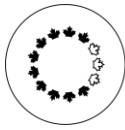
Send the original invoice and one (1) copy to:

Accounts Payable
National Capital Commission
40 Elgin Street, Suite 202
Ottawa, ON K1P 1C7

Or by email at the following address: payables@ncc-ccn.ca

To ensure prompt payment, please prepare your invoice in accordance with the prices quoted. Errors in invoicing can cause delay of payment and may cause your invoice to be returned. Submit your invoice to the address shown above and clearly indicate the Purchase Order number.

All payments will be NET thirty (30) days.



5.22 Conflict of Interest - Other Work

The Contractor, during and after the period of performance of the Contract agrees that:

- 5.22.1 If its work under the subject Contract involved access to information that would for any reason create a real or apparent conflict of interest or unfair advantage over other potential suppliers for any resulting contract(s), for the Work performed under its Contract, the Contractor must not bid for any of that resulting contract(s); and
- 5.22.2 The NCC will disqualify any bid from the Contractor (or any entity that either controls or is controlled by the Contractor or, together with the Contractor, is under the common control of a third party, as well as such third party) for contracts, on any other work of this project for the Work performed under its Contract, as described in this clause, in respect to which the NCC determines, at its sole discretion, that the Bidder’s involvement in this Contract, whether direct or indirect, has resulted in a real or apparent conflict of interest or unfair advantage over other suppliers for the work subject to the solicitation.

5.23 Limitation of Liability

- 5.23.1 The Contractor is liable for any damage caused by the Contractor, its employees, sub-contractors, or agents to the NCC or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract.

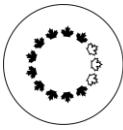
Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

5.24 Indemnification

- 5.24.1 The Contractor shall indemnify and save harmless the NCC from and against all claims, losses, damages, costs, expenses, actions and other proceedings, made, sustained brought, prosecuted, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury to or death of a person or damage to or loss of property arising from any act, omission or delay on the part of the Contractor, the Contractor’s servants or agents in providing the goods or as a result of the goods.
- 5.24.2 The Contractor shall indemnify the NCC from all costs, charges and expenses whatsoever that the NCC sustains or incurs in or about all claims, actions, suits and proceedings for the use of the invention claimed in a patent, or infringement or alleged infringement of any patent or any registered industrial design or any copyright resulting from the performance of the Contractor’s obligations under the contract, and in respect of the use of or disposal by the NCC of anything furnished pursuant to the contract.
- 5.24.3 The Contractor’s liability to indemnify or reimburse the NCC under the contract shall not affect or prejudice the NCC from exercising any other rights under law.

5.25 Notices

- 5.25.1 Subject to item 5.25.3 below, any notice, order or other communication may be given in any manner, and if required to be in writing, shall be addressed to the party to whom it is intended at the address in the Contract or at the last address of which the sender has received written notice in accordance with this section.
- 5.25.2 Any notice, order or other communication given in writing in accordance with item 5.25.1 above shall be deemed to have been received by either party:
 - (a) if delivered personally, on the day that it was delivered;



- (b) if forwarded by mail, on the earlier of the day it was received or the sixth (6th) day after it was mailed; and
- (c) if forwarded by facsimile or electronic mail, 24 hours after it was transmitted.

5.25.3 A notice given under item 5.11 - Termination or Suspension not due to Default of the Contractor of this bid solicitation or item 5.12 - Default by the Contractor and Termination due to Default of Contractor of this bid solicitation shall be given in writing and, if delivered personally, shall be delivered, if the Contractor is a sole proprietor, to the Contractor or, if the Contractor is a partnership or corporation, to an officer thereof.

5.26 Canadian Labour and Materials

The Contractor shall use Canadian labour and material in the performance of the work to the full extent to which they are procurable, consistent with proper economy and the expeditious carrying out of the work.

5.27 Conflict of Interest

The Contractor declares that the Contractor has no pecuniary interest in the business of any third party that would cause a conflict of interest or seem to cause a conflict of interest in providing the goods. Should such an interest be acquired during the life of the contract, the Contractor shall declare it immediately to the NCC Senior Contract Officer.

5.28 Contractor Status

This is a contract for the delivery of a goods and the Contractor is engaged under the contract as an independent contractor for the sole purpose of providing the goods. Neither the Contractor nor any of the Contractor's personnel is engaged by the contract as an employee, servant or agent of the NCC. The Contractor agrees to be solely responsible for any and all payments and/or deductions required to be made including those required for Canada or Quebec Pension Plans, Unemployment Insurance, Worker's Compensation, or Income Tax.

5.29 Warranty by Contractor

The Contractor warrants that the Contractor is competent to provide the goods required under the contract and that the Contractor has the necessary qualifications including the knowledge, skill and ability to provide the goods.

The Contractor warrants that the Contractor shall provide a quality of service at least equal to that which generally would be expected of a competent contractor in a like situation.

5.30 Amendments

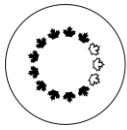
No amendment of the contract or waiver of any of the terms and provisions shall be deemed valid unless effected by a written amendment.

5.31 NCC Hours and Place of Work

The goods are to be delivered within the delivery hours outlined in the Appendix “A” – Statement of Work. The Contractor must confirm delivery with the NCC Client Representative at least 24 hours prior to the delivery.

5.32 No Additional Remuneration

It is understood and agreed that the Contractor shall act as an independent Contractor and that he shall not be entitled to any payment or remuneration other than that provided for in Appendix “D” - Financial Bid of the contract and set out in greater detail in item 5.18 - Basis of Payment and 5.19 – Method of Payment of the present contract.



5.33 Compliance with Legal Requirements

The Contractor himself shall be solely responsible for complying with all federal and provincial laws and municipal by-laws applicable within the context of the goods being provided by him under the present contract.

5.34 Responsibility of the NCC

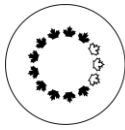
The NCC Client Representative shall provide the support, counsel, directives, instructions, acceptances, decisions and information that he shall consider necessary or appropriate in connection with this contract.

5.35 Managers, Employees, Agents and Sub-contractors

The Contractor shall take all reasonable measures and precautions to ensure that his managers, employees, agents and sub-contractors comply with the terms of the present Contract. Without limiting the general nature of the above, contractors shall include in all subcontracts arising from this contract, clauses which are similar to these conditions, such clauses to be formulated in terms that are not less favourable to the NCC than their counterparts in the said conditions. The Contractor shall comply with these conditions and take any other actions required by the NCC in order to fulfil the terms of the present clause.

5.36 Entire Agreement

The contract constitutes the entire agreement between the parties with respect to the subject matter of the contract and supersedes all previous negotiations, communications and other agreements relating to it unless they are incorporated by reference in the contract.



PART 6 - APPENDIX A

Statement of Work

The National Capital Commission operates a Corporate Boardroom as well as an Urbanism Lab that both need upgrades to their Audio-Visual set-up to meet the needs of the organization for the future.

For the past 11 years, the NCC Boardroom (324) has been operated as an advanced presentation, communication, translation and broadcasting hub for the National Capital Commission’s Board of Directors, and various other Committees. The room functions as the main meeting space for the groups that have a mandate to translate, document and record meetings for broadcast on behalf of the NCC. Over the last couple years, the technology behind the room’s main functions, has been reaching or past the end of its usable lifetime, and this project serves to address the parts of the system that need replacing.

In addition to the Boardroom, the NCC’s Urbanism Lab (2nd Floor), also requires upgrades to its audio-visual set-up, to improve the guest experience, and ability for the NCC to stage, record, and display content to and from other locations at the NCC.

Beyond the equipment needs outlined above for this project, the goal of the NCC would also be to make the Boardroom and the Urbanism Lab more flexible and easier to accommodate an expanded number of use cases. The NCC also wishes to connect the two spaces to share equipment and expand the capacity of each as needed. By addressing several infrastructure related problems, this project as well as the current Workplace Modernization project could coordinate efforts to maximize benefit to the NCC.

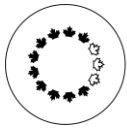
Goal

The goal of the Boardroom Update project is to transform the current Boardroom and Urbanism Lab into high functioning, reliable, and accessible broadcast boardrooms for the National Capital Commission Board and associated Committees and the Urbanism Lab that can adapt to the changing needs of the associated parties and in response to business continuity and environmental conditions.

Objectives

The key objectives of this project, from an organizational perspective, include:

- i. Modernize the current infrastructure to ensure the NCC has a reliably functioning broadcast boardroom for the NCC Board and associated Committees that meets the following standards:
 - a. 98.9% Uptime Reliability
 - b. Full English – French participant and content management, distribution and broadcast
 - c. AODA Compliant Accessibility and Access
- ii. Ensure that meetings can seamlessly be held in person, virtually, or in some combination of these two forms.
- iii. Provide the NCC with a flexible Boardroom that can both adapt to the needs of its users, but also work in conjunction with other spaces at the NCC, such as the Urbanism Lab.



Scope of Work

The following scope of work is presented as a high-level overview of the work to be completed under this RFP. This scope, in conjunction with the provided Design and Concept of Operations, represents the core requirements for this contract.

- i. Remove all audio-visual infrastructure components currently in place in the Boardroom and the Urbanism Lab, that are to be replaced, and dispose of in a safe and environmentally respectful manner.
- ii. Remove all existing cables and dispose of in a safe and environmentally respectful manner.
- iii. Remove displays, microphones, speakers, radiators, cameras, and all other unnecessary technologies.
- iv. Supply and install required equipment as outlined in Appendix B.
- v. Provide the necessary programming for the touch panels.
- vi. Provide 2 copies of the uncompiled code on USB drive.
- vii. Provide an updated schematic (Native file format and PDF) of the boardroom setup/connectivity as built.
- viii. Provide test plan for testing of the new system for approval.
- ix. Carry out and report Test Plan results on the completed system to ensure the system works according to NCC requirements.
- x. Provide minimum of 3 days of in-person, technical and end-user training including documentation.
- xi. Provide up to date equipment documentation/manuals in electronic and printed format for all equipment installed. Language of documentation should be in English and French whenever possible.

Concept of Operations

Video (Input)

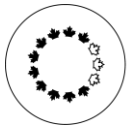
Video feeds are provided through a set of 5 cameras in room 324, as well as 2 cameras in the Urbanism lab, all of which are collected through an Audio-video bridge. A monitor provides the technician(s) with the ability to select a camera, pan/zoom/tilt, preview, and select the shot to be used as output. A camera controller is required along with a touch screen monitor to help facilitate the technician’s ability to manage the meeting.

All inputs from the 7 cameras may be carried over the same type of connection (i.e. HDBaseT). The two cameras in the urbanism lab need to be controlled from the 324 tech booth, as well as independently using other means (i.e. IR) than what is used in 324. The signals from the same two cameras would also need to be captured and sent to another switcher in the urbanism lab.

In addition to the 7 cameras, inputs (2) from the matrix switcher to AV bridge would enable the technician to create composite pictures (i.e. Presentation and presenter) before being fed to the Web Broadcast boxes.

Additional video inputs are provided through the use of the following inputs:

- 2 HDMI inputs through the use of a presenter cable cubby. This enables the presenter to use 2 laptops simultaneously to present.
- 2 HDMI inputs through the use of a secretariat cable cubby. This also enables the secretariat to use laptops simultaneously to present, or even provide a different input to selected screens.
- 2 wireless inputs through the use of wireless presentation system. This allows anyone with access to the USB-presenter hardware to connect to the wireless video network and presenting to any output.
- 2 HDMI inputs through the use of 2 fixed computers in room 324. This allows the presenter to use existing infrastructure to present, without the need for laptops.
- 2 HDMI inputs through the use of 2 fixed computers in the Urbanism Lab. This allows the presenter to use existing infrastructure to present, without the need for laptops. These PCs will also be able to suplicate the signal and send the signals to the projectors in the Urbanism Lab simultaneously.
- 1 dedicated PC for use with the Digital Signage monitor.



All video inputs will be available to any outputs, including the AV Bridge for the ability to produce composite video output.

Video (Output)

Any of the video feeds should be selectable to any of the displays using one of the two touch panels (See Boardroom Control).

Primary Participant Displays shall enable participants to select their language of choice and switch from English to French and vice versa at any time during the presentation. These displays should also enable participants to show their intention to speak by “Raising their hand”. This request is queued for the tech booth or secretariat to address.

Boardroom Control

The boardroom (324) will be controlled through the use of two touch panels (15” located in the tech booth and 10” located at the table).

Audio (Input)

All microphones’ must be provided based on their resistance to feed back to ensure safety.

Audio is captured from any of the following sources

- 324 Tech Booth (1) – Push/hold to talk
- 324 Table participants (20) – Push to talk table microphones (Goosenecks).
- 324 Wireless microphones
 - 2 handheld microphones (cardioid or super cardioid)
 - 1 lapel microphone (cardioid or super cardioid)
 - 1 headset microphone (Sennheiser HSP-4 or similar, the microphone must meet or exceed resistance to feedback)
- Wireless lapel microphone (1)
- Urbanism Lab Wireless microphones
 - 2 handheld microphones (cardioid or super cardioid)
 - 1 lapel microphone (cardioid or super cardioid)
 - 1 headset microphone (Sennheiser HSP-4 or similar, the microphone must meet or exceed resistance to feedback)

For all wireless microphones (324 and UL), if the wireless frequencies are manually set, a **group scan and channel scan** must be available (Digital microphone with a minimum 180 MHz tuning range). If an automated wireless system is used, the system must meet or exceed the specification of the Sennheiser Speechline system.

Audio inputs need to be zoned so that audio from the Urbanism lab is fed to 324 when specifically required and requested by the technicians using the control panel in the tech booth.

A DSP is required to handle the current amount of audio inputs, including the options specified above.

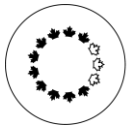
Audio (Output)

Audio is broadcast over ceiling speakers in room 324 and the Urbanism Lab (Ceiling speakers and current audio system are provided by the client). Sounds re-enforcement is required to allow the furthest person from the speaker to hear the loudest.

Audio outputs need to be zoned so that audio to the Urbanism lab is fed from 324 when specifically required and requested by the technicians using the control panel in the tech booth.

The floor audio is also required to be fed into the SI system. The SI output is then fed through the proper channels for participants to hear the conversation in Original, English or French.

Audio from the floor, and as output from the SI system should be made available to all output channels including web broadcasts.



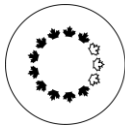
3 audio outputs (Original, English, French) must be made available for the media to connect their devices to as is currently available in room 324.

Simultaneous Interpretation:

Five SI stations are required in total (3 in room 324 and 2 in the Urbanism Lab) using the following scenarios:

- When a conference requiring SI is being held in room 324 where none is required in UL, then SI will only be open to room 324, and only participants in room 324 will hear SI.
- When a conference requiring SI is being held in UL where none is required in room 324, then SI will only be open to UL, and only participants in UL will hear SI.
- When the same conference is taking place using room 324 and UL, then SI will be open to both rooms, with interpreters handling audio input from their individual rooms. SI is then sent to participants in both rooms.
- When separate conferences are being held in room 324 and UL, then each room will be responsible for their own interpreters. SI will remain localized to each room using the common distribution unit.
- SI audio from room 324 is required to conduct Zoom meetings (or on any other platform) whereby participants can participate in an English or French Videoconference.
- The SI audio from room 324 is also fed into the web broadcasting system (such as the Web Presenters boxes currently used).
- 50 receivers/headsets are required for room 324.

All Audio-Visual items must meet or exceed ISO 20109:2016 standard.



PART 6 - APPENDIX B

Minimum Equipment Requirements:

The following specified equipment is based on the design as outlined in Appendix C. Confirm your bid contains each of the required equivalent or better equipment outlined below.

1.0 Camera Requirements:

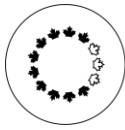
Item	Value (Mandatory / Preference)	Comments	Included in Bid (Y/N)
Color	Black / White / Silver		
Zoom	20X (M) / 30 (P)		
Resolution	4K @ 60FPS		
H. Field	50 Degrees (M) / 130 (P)		
Output	HDBaseT (M) HDMI (M*) IP Streaming (P) 12G-SDI (M*)	* Either HDMI (with locking connector if possible) or 12G-SDI is mandatory *HDMI signal must be under 100 feet from the camera to the av bridge and must be either active or fiber	
Control	Joystick (M) Web UI (P) IR Remote (M) Touch Screen (P)	Switcher must have 2 separate m/e output. Switcher must be 4k with integrated scaler on output Controller should have joystick and zoom rocker on different control. Controller must have at least 12 presets for each camera	
Pan / Tilt	+160 +90/-30		
Quantity	7	5 in 324 / 2 in UL	

2.0 AV Bridge Requirements:

Item	Value (Mandatory / Preference)	Comments	Included in Bid (Y/N)
Inputs	7 Cameras 2 Matrix inputs (i.e. PC)	Minimum 10 inputs 2 M/E outputs.	
Quantity	1		
Controller	1		
Touch screen	1		

3.0 Cable Cubby A Requirements:

Item	Value (Mandatory / Preference)	Comments	Included in Bid (Y/N)
Color	Black		
Power	2 (M)		
Powered USB	2 (M)		
Network	1 Retractable (M)		
USB	2 Retractable (M)		
HDMI	2 Retractable (M)		
Quantity	2		



4.0 Cable Cubby B Requirements:

Item	Value (Mandatory / Preference)	Comments	Included in Bid (Y/N)
Color	Black		
Power	2 (M)		
Powered USB	2 (M)		
Network	1 Retractable (M)		
Quantity	9		

5.0 Wireless Presentation Requirements:

Item	Value (Mandatory / Preference)	Comments	Included in Bid (Y/N)
Type	CSE-100 or equivalent		
Quantity	2		

6.0 Ceiling Mounted Displays Requirements:

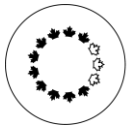
Item	Value (Mandatory / Preference)	Comments	Included in Bid (Y/N)
Mount	Articulated / Electric / Ceiling		
Size	75”		
Resolution	4K		
HDMI Inputs	2		
Glare	Non-Glare		
Brightness	350 Minimum		
Quantity	6		

7.0 Digital Signage Display Requirements:

Item	Value (Mandatory / Preference)	Comments	Included in Bid (Y/N)
Mount	Wall / Tilt		
Size	65”		
Resolution	4K		
HDMI Inputs	2		
Glare	Non-Glare		
Brightness	350 Minimum		
Quantity	1		

8.0 Primary Participant Display Requirements:

Item	Value (Mandatory / Preference)	Comments	Included in Bid (Y/N)
Mount	Table base / mount		
Size	15”		
Resolution	4K		
HDMI Inputs	1		
Quantity	20		



9.0 Simultaneous Interpretation Display Requirements:

Item	Value (Mandatory / Preference)	Comments	Included in Bid (y/n)
Mount	Table base / mount		
Size	15”		
Resolution	4K		
HDMI Inputs	1		
Quantity	4	2 in 324; 2 in UL	

10.0 Projector (Urbanism Lab) Requirements:

Item	Value (Mandatory / Preference)	Comments	Included in Bid (y/n)
Mount	Ceiling		
Size	110” Fixed Screen		
Type	Laser		
Format	16x10		
HDMI Inputs	2		
Brightness	5000 Lumens		
Quantity	2		

11.0 Table Microphone Requirements:

Item	Value (Mandatory / Preference)	Comments	Included in Bid (Y/N)
Type	Gooseneck		
Talk	Push to Talk		
Quantity	21	1 for tech booth (Push and hold to talk)	

12.0 Ceiling Speakers (Room 324) Requirements:

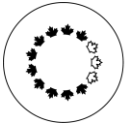
Item	Value (Mandatory / Preference)	Comments	Included in Bid (Y/N)
Type	To be specified by integrator		
Quantity	To be specified by integrator		

13.0 Speakers (Room 324 Tech booth) Requirements:

Item	Value (Mandatory / Preference)	Comments	Included in Bid (Y/N)
Type	Desk – User controllable Volume		
Quantity	2		

14.0 SI Stations Requirements:

Item	Value (Mandatory / Preference)	Comments	Included in Bid (Y/N)
Quantity	5	3 in 324 / 2 in UL	



15.0 Receivers / Headsets (Room 324 Tech booth) Requirements:

Item	Value (Mandatory / Preference)	Comments	Included in Bid (Y/N)
Quantity	50	Room 324	

16.0 Cabling:

Item	Value (Mandatory / Preference)	Comments	Included in Bid (Y/N)
Type	At minimum, Cat6, or specific cabling as recommended by the infrastructure manufacturer.		

Client Provided – For Information Only

17.0 PC Room 324 (Client Provided) Requirements:

Item	Value (Mandatory / Preference)	Comments
Output	HDMI	
Quantity	2	

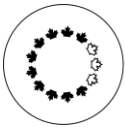
18.0 PC Urbanism Lab (Client Provided) Requirements:

Item	Value (Mandatory / Preference)	Comments
Output	Dual HDMI or HDMI and DisplayPort	
Quantity	2	

19.0 Ceiling Speakers (Urbanism Lab) (Client Provided) Requirements:

Item	Value (Mandatory / Preference)	Comments
Output	60W Ceiling Speakers (TOA F-2852C)	
Quantity	14	

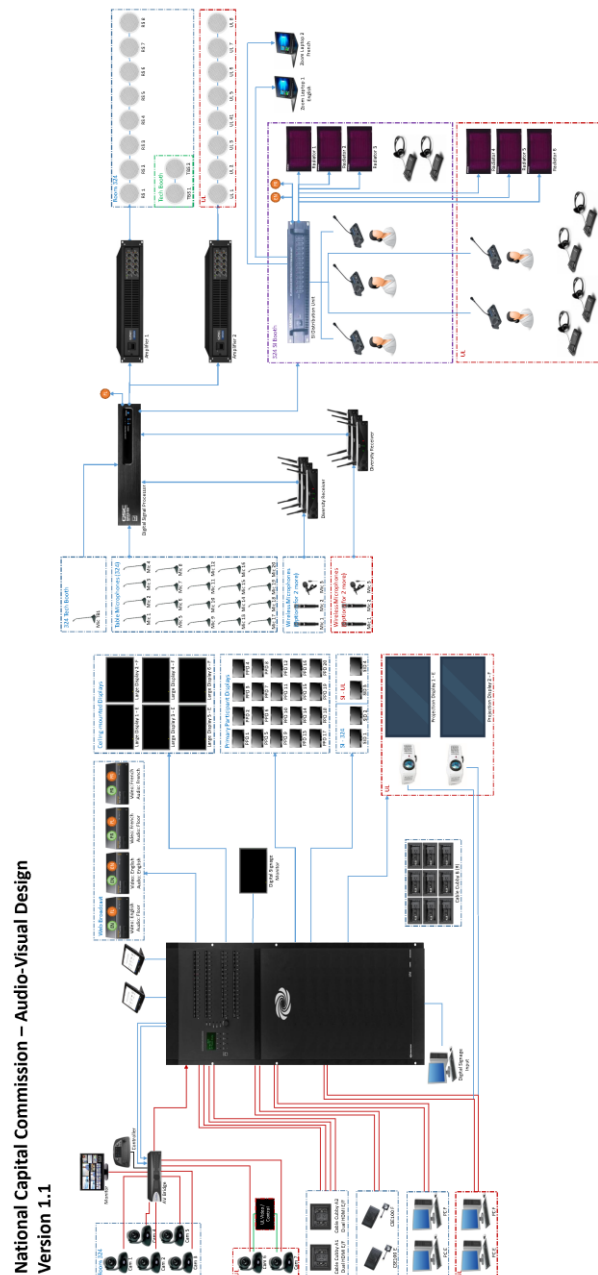
Minimum Equipment Requirements: Bids must include all Required Items. _____ / 16

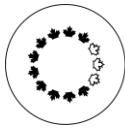


PART 6 - APPENDIX C

AV Design Diagram for Boardroom 324

The following diagram has been developed to provide a high-level overview of the system components and functionality and forms the basis for this Request for Proposals. The quantities for the microphones, displays, cameras, camera controller, camera display, PCs, wireless presentations, cable cubbies, projectors, touch panels, SI stations, and web presenters are set by the National Capital Commission. Speakers, radiators, amplifiers, diversity receivers, infrastructure components, SI distribution units, and other components are determined by the integrator based on their solution design to meet the client needs. PDF file available for download.





PART 6 - APPENDIX D

Financial Bid

Please complete the following pricing tables.

A. Equipment

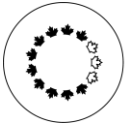
Item	Description	Quantity	Unit Price	Total Price
1.0	Cameras	7	\$	\$
2.0	AV Bridge	1	\$	\$
3.0	Cable Cubby A	2	\$	\$
4.0	Cable Cubby B	9	\$	\$
5.0	Wireless Presentation	2	\$	\$
6.0	Ceiling Mounted Displays	6	\$	\$
7.0	Digital Signage Display	1	\$	\$
8.0	Primary Participant Displays	20	\$	\$
9.0	SI Displays	4	\$	\$
10.0	Projectors (Urbanism Lab)	2	\$	\$
11.0	Table Microphones	21	\$	\$
12.0	Ceiling Speakers (Room 324) – specify quantity		\$	\$
13.0	Speakers (Tech Booth)	2	\$	\$
14.0	SI Stations	5	\$	\$
15.0	Receivers / Head Sets	50	\$	\$
16.0	Wiring/Cabling		\$	\$
	SUBTOTAL			\$

B. Implementation

Item	Description	Price
1.0	Implementation of the proposed AV design, equipment, cabling, etc.	\$
2.0	Programming	\$
3.0	Technical and End-User Training and Documentation	\$
4.0	Support (As per Section 5.16.1)	\$
5.0	Miscellaneous	\$
	SUBTOTAL	\$

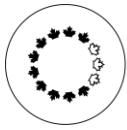
Applicable Taxes	\$
BID TOTAL	\$

<Continued on next page>



Financial Bid continued

Warranty Option – Additional 1st Year (for total of 2 years)	\$
Warranty Option – Additional 2nd Year (for total of 3 years)	\$
Warranty Option – Additional 3rd Year (for total of 4 years)	\$
TOTAL WARRANTY OPTIONS (if warranty taken for 3 additional years)	\$



PART 6 - APPENDIX E

Vendor Background, Approach and Workplan

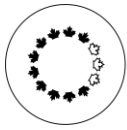
Provide details about your firm, experience completing similar projects, and describe how you would approach the Boardroom 324 AV Update from a technical perspective, including outlining a workplan for the removal of current equipment and wiring, and installing the new equipment, testing, training, and completing the handover. Also include details of after implementation service and support.

Vendors meeting the mandatory criteria may be requested to walk through their solution with representatives from the NCC to highlight the functionality of their proposed solution, provide clarification where required, and answer any questions that the NCC may have.

The vendor must also certify on pages 31-34 that the proposed equipment meets the requirements as outlined in Appendix B.

Please fill in details for the following elements for your submission’s ‘Vendor Background, Approach and Workplan’:

<p>Background and Experience with Similar Projects</p> <p>Demonstrate your expertise on similar type and size of projects. Provide the following details on a minimum of 2 similar, public sector projects completed within the last 4 years:</p> <ul style="list-style-type: none"> i. Project details – client – reference ii. Budget iii. Number of rooms / room capacity iv. Simultaneous Interpretation v. Detail warranties provided 	<p>10 points</p>
<p>Approach</p> <p>Demonstrate your understanding of the NCC’s requirements for the Boardroom and Urbanism Lab, and how you would approach this project</p> <ul style="list-style-type: none"> i. Plan for current equipment removal and disposal where needed. - ii. Availability and clarity of statement of work. - iii. Availability and clarify of connectivity drawings. - iv. Handling waste such as redundant wiring and other materials. - v. Managing equipment deliveries and checking against orders. - vi. Managing communication with the NCC Project Team and any Tradespeople. - vii. Handling of unforeseen issues and problems. - 	<p>20 points</p>



<p>Work Plan</p> <p>Demonstrate how you would approach this project, including the following items:</p> <ul style="list-style-type: none"> i. Installation timeframe. ii. Handling questions or concerns during installation. iii. Approach to programming and wireframes. iv. Test plans and execution of tests. v. After installation support. vi. Handling of programming issues or changes after acceptance. vii. Handling hardware issues after acceptance. viii. Managing warranty related issues after acceptance. 	<p>20 points</p>
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<p>PROPOSAL EVALUATION CRITERIA</p>
<p>Excellent. Exceeds all of our requirements (100% of the weighted factor).</p>
<p>A sound response. Fully meets our requirements (90% of the weighted factor).</p>
<p>Acceptable minimum level. Meets our basic requirements (75% of the weighted factor).</p>
<p>Falls short of meeting basic expectations (50% of the weighted factor).</p>
<p>It's a response but doesn't address our needs (20% of the weighted factor).</p>
<p>The response is completely unacceptable, or the information is missing altogether (0% of the weighted factor).</p>