



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION.....6

1.1 INTRODUCTION.....6

1.2 SUMMARY6

1.3 DEBRIEFINGS6

PART 2 - BIDDER INSTRUCTIONS.....7

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS7

2.2 SUBMISSION OF BIDS.....7

2.3 ENQUIRIES - BID SOLICITATION.....8

2.4 APPLICABLE LAWS.....8

2.5 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD8

2.8 BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY.....9

PART 3 - BID PREPARATION INSTRUCTIONS.....10

3.1 BID PREPARATION INSTRUCTIONS10

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION11

4.1 EVALUATION PROCEDURES11

4.1.1 TECHNICAL EVALUATION11

4.1.2 FINANCIAL EVALUATION.....11

4.2 BASIS OF SELECTION.....11

4.2.1 HIGHEST COMBINED RATING OF TECHNICAL MERIT AND PRICE.....11

PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION13

5.1 CERTIFICATIONS REQUIRED WITH THE BID13

5.1.1 INTEGRITY PROVISIONS - DECLARATION OF CONVICTED OFFENCES.....13

5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....13

5.2.1 INTEGRITY PROVISIONS – **REQUIRED DOCUMENTATION**.....13

5.2.2 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - BID CERTIFICATION.....14

5.2.3 STATUS AND AVAILABILITY OF RESOURCES15

5.2.4 EDUCATION AND EXPERIENCE15

5.2.5 FORMER PUBLIC SERVANT15

5.2.6 ABORIGINAL DESIGNATION17

PART 6 - SECURITY.....19

6.1 SECURITY REQUIREMENTS19

PART 7 - RESULTING CONTRACT CLAUSES20

7.1 STATEMENT OF WORK OR REQUIREMENT20

7.2 STANDARD CLAUSES AND CONDITIONS.....20

7.2.1 GENERAL CONDITIONS20

7.2.2 SUPPLEMENTAL GENERAL CONDITIONS20

7.3 DISPUTE RESOLUTION20

7.4 SECURITY REQUIREMENTS21

7.5 TERM OF CONTRACT21



7.5.1	PERIOD OF THE CONTRACT	21
7.5.3	OPTION TO EXTEND THE CONTRACT	21
7.6	COMPREHENSIVE LAND CLAIMS AGREEMENTS (CLCAs)	21
7.7	AUTHORITIES.....	21
7.7.1	CONTRACTING AUTHORITY	21
7.7.2	PROJECT AUTHORITY	22
7.7.3	CONTRACTOR'S REPRESENTATIVE	22
7.8	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	22
7.9	PAYMENT	23
7.9.1	BASIS OF PAYMENT – FIRM PRICE, FIRM UNIT PRICE(S) OR FIRM LOT PRICE(S)	23
7.9.2	METHOD OF PAYMENT	23
7.10	INVOICING INSTRUCTIONS.....	23
7.11	CERTIFICATIONS AND ADDITIONAL INFORMATION.....	24
7.11.1	COMPLIANCE.....	24
7.12	APPLICABLE LAWS.....	24
7.13	PRIORITY OF DOCUMENTS.....	24
7.14	FOREIGN NATIONALS (CANADIAN CONTRACTOR OR FOREIGN CONTRACTOR)	24
7.15	INSURANCE	24
7.16	CONTRACT ADMINISTRATION.....	25
ANNEX “X” - STATEMENT OF WORK		26
SW1	TITLE	26
SW2	BACKGROUND	26
SW3	PROJECT REQUIREMENT	26
	<i>SW3.1 Tasks, Deliverables, Milestones and Schedule.....</i>	<i>26</i>
SW4	GENERAL SPECIFICATIONS.....	27
	<i>Procedures for Transportation and Storage, Pick-up and Delivery of the Rolls:.....</i>	<i>27</i>
	<i>Temporary Storage of the Film Rolls:.....</i>	<i>28</i>
	<i>Equipment:</i>	<i>28</i>
	<i>Sub-Contractors:</i>	<i>28</i>
SW5	PRODUCT SPECIFICATIONS	28
A1	<i>Specifications for Producing Monochromatic Photographic Contact Imagery (Prints) from Aerial Negatives.....</i>	<i>28</i>
A2	<i>Specifications for Producing Monochromatic Photographic Contact Imagery (Transparencies) from Aerial Negatives.....</i>	<i>29</i>
A3	<i>Specifications for Producing Monochromatic Photographic Contact Film Positives Imagery from Aerial Negatives.....</i>	<i>31</i>
A4	<i>Specifications for Producing Monochromatic Copy Negatives from Reflection Copy</i>	<i>32</i>
A5	<i>Specifications for Producing Monochromatic Direct Duplicate Negatives from Aerial Negatives</i>	<i>33</i>
A6	<i>Specifications for Producing of Photo Quality Prints of NAPL Aerial Photos Using Digital Techniques.....</i>	<i>34</i>
SW6	METHOD AND SOURCE OF ACCEPTANCE	36
SW7	OTHER TERMS AND CONDITIONS OF THE SOW.....	36
	<i>SW7.1 Contractor's Obligations</i>	<i>36</i>
	<i>SW7.2 NRCan's Obligations.....</i>	<i>36</i>
ANNEX “B” - BASIS OF PAYMENT		37



APPENDIX “X” - EVALUATION CRITERIA38

- 1. TECHNICAL CRITERIA..... 38
 - 1.1 MANDATORY EVALUATION CRITERIA..... 38
 - MANDATORY TECHNICAL CRITERIA 38
 - 1.2 POINT RATED TECHNICAL CRITERIA..... 40
 - 2. FINANCIAL CRITERIA..... 41
 - 2.1 MANDATORY FINANCIAL CRITERIA 41

APPENDIX “B” - FINANCIAL PROPOSAL FORM42

- 1. FIRM PRICE 42



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

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



PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

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

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

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

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Security 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, and the Basis of Payment.

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

1.2 Summary

By means of the RFP, Natural Resources Canada (NRCan) is seeking proposals from bidders to respond to requests from clients for reproduction services from the National Air Photo Library (NAPL) collection of aerial photography.

The requirement is not subject to any of the International Trade Agreements based on the following exclusion:

Exclusion:

T – Communications, Photographic, Mapping, Printing and Publications Services

All Classes

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 will be done in writing, by email.**



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](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation with the modifications to the text below. If there is a conflict between the provisions of 2003 and this document, this document prevails.

- **In the complete text content (except Section 1 and 3) Delete:** Public Works and Government Services Canada” and **Insert:** “Natural Resources Canada.” **Delete:** “PWGSC” and **Insert:** “NRCan”
- **Section 2: Delete:** “Suppliers are required to” and **Insert:** “It is suggested that suppliers”
- **Subsection 2 of Section 8: Delete entirely**
- **Under Subsection 2 of Section 20:** Not applicable

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

2.2 Submission of Bids

Bidders must submit all proposals electronically. Given the current constraints on NRCan’s networks, the electronic mail system has a limit of 1GB per single message received and a limit of 20GB per conversation. Bidders are asked to contact the Contracting Authority to confirm receipt of their bid. NRCan encourages bidders to submit all bids earlier than the closing time in order to ensure sufficient time to be received in NRCan’s server.

It is the Bidders responsibility to ensure that proposals are sent to the following e-mail address, by the time and date indicated on page 1 of this RFP document.

- Send proposals to this email address: daniel.burley@canada.ca

The email address above is reserved for the submission of your proposal. No other communication should be sent to that address.



- Contact the Contracting Authority [Daniel Burley](#) at [343-543-7809](tel:343-543-7809) by either telephone call or email for receipt of bid confirmation.

IMPORTANT

It is requested that you write the following information in "Subject" of the e-mail:

[NRCan-5000060700](#)

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

NRCan will not assume responsibility for proposals directed to any other location.

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

2.5 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will



be given consideration provided they are submitted to the Contracting Authority at least 8 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.8 Basis for Canada's Ownership of Intellectual Property

Natural Resources Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following reasons: as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#)

1. Where the main purpose of the Crown Procurement Contract, or the deliverables contracted for, is:
 - o 4.1 To generate knowledge and information for public dissemination.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (1 electronic copy)

Section II: Financial Bid (1 electronic copy) in a separate file and document

Section III: Certifications (1 electronic copy)

Prices should appear in the financial bid only. No prices should 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) format;
- (b) use a numbering system that corresponds to the bid solicitation.

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 and describe their approach 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

Bidders must submit their financial bid in accordance with the Financial Proposal Form in Appendix "2". The total amount of Applicable Taxes must be shown separately.

Exchange Rate Fluctuation

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

Section III: Certifications

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



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.

4.1.1 *Technical Evaluation*

Mandatory and point rated technical evaluation criteria are included in Appendix "1" – Evaluation Criteria.

4.1.2 *Financial Evaluation*

Mandatory financial evaluation criteria are included in Appendix "2" – Evaluation Criteria.

4.2 Basis of Selection

4.2.1 *Highest Combined Rating of Technical Merit and Price*

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
2. Bids not meeting (choose "(a) or (b) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.



The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30$
Combined Rating		84.18	73.15	77.70
Overall Rating		1st	3rd	2nd



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 (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/25#integrity-provisions>), all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the Forms for the Integrity Regime website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

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>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder or, in the case of a private company, the owners of the company.



- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).
- Bidders bidding as partnerships do not need to provide lists of names.

Name of Bidder: _____

OR

Name of each member of the joint venture:

Member 1: _____
 Member 2: _____
 Member 3: _____
 Member 4: _____

Identification of the administrators/owners:

SURNAME	NAME	TITLE

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's 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 Status and Availability of Resources

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

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

5.2.4 Education and Experience

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

5.2.5 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.

Professional fees	Amount
_____	_____
_____	_____

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.

5.2.6 Aboriginal Designation

Who is eligible?

- a) An Aboriginal business, which can be:
- i) a band as defined by the Indian Act
 - ii) a sole proprietorship
 - iii) a limited company
 - iv) a co-operative
 - v) a partnership
 - vi) a not-for-profit organization

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

OR

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

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



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

- Our Company is NOT an Aboriginal Firm, as identified above.
- Our Company is an Aboriginal Firm, as identified above.

Signature

Date



PART 6 - SECURITY

6.1 Security Requirements

There are no security requirements associated with this requirement.



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 OR Requirement

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

7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](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 \(2020-05-28\)](#), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

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

7.2.2 Supplemental General Conditions

The following clauses apply to and form part of this contract:

[4007 \(2010-08-16\)](#), Canada to Own Intellectual Property Rights in Foreground Information

7.3 Dispute Resolution

Mediation

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

Arbitration

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



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

Meaning of "Dispute"

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

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request or consent of the parties to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

7.4 Security Requirements

There is no security requirement applicable to the Contract.

7.5 Term of Contract

7.5.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2022 inclusive

7.5.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) 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 5 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.

7.6 Comprehensive Land Claims Agreements (CLCAs)

The Contract is not subject to any Comprehensive Land Claims Agreements.

7.7 Authorities

7.7.1 Contracting Authority

The Contracting Authority for the Contract is:



Name: Daniel Burley
Title: [Procurement Specialist](#)
Organization: Natural Resources Canada
Address: [580 Booth St, Ottawa ON, K1A 0E4](#)
Telephone: 343-543-7809
E-mail address: Daniel.burley@canada.ca

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

7.7.2 *Project Authority (to be provided at contract award)*

The Project Authority for the Contract is:

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

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

7.7.3 *Contractor's Representative (to be provided at contract award)*

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

7.8 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.

7.9 Payment

7.9.1 Basis of Payment – Firm Price, Firm Unit Price(S) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a *firm price, as specified in Annex "B" for a cost of \$ _____ (insert the amount at contract award)*. Customs duties are included and Applicable Taxes are extra.

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

7.9.2 Method of Payment

Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

7.10 Invoicing Instructions

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

E-mail:

nrcan.invoiceimaging-servicedimageriedesfactures.rncan@canada.ca

Note: Attach "PDF" file. No other formats will be accepted

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

Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall **bear the Contract** number: _____

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



7.11 Certifications and Additional Information

7.11.1 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.

7.12 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory as specified by the Bidder in its bid, if applicable.*)

7.13 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
- c) the general conditions 2035 (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract
- d) Annex A, Statement of Work;
- e) Annex b, Basis of Payment;
- f) the Contractor's bid dated _____, (*insert date of bid*)

7.14 Foreign Nationals (Canadian Contractor OR Foreign Contractor)

SACC Manual clause A2000C (2010-06-16) Foreign Nationals (Canadian Contractor)

OR

SACC Manual clause A2001C (2010-06-16) Foreign Nationals (Foreign Contractor)

7.15 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.



7.16 Contract Administration

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



ANNEX "X" - STATEMENT OF WORK

SW1 Title

Photographic Reproduction Services for the National Air Photo Library (NAPL)

SW2 Background

The NAPL, a unit of Natural Resources Canada functions as a national archive, a record centre and an order bureau.

The NAPL's archival collection of aerial photographs dates from the 1920's to today. The film archives store over thirty (30) thousand unique rolls of film in climate-controlled conditions. Temperatures between 17° and 20° Celsius (61°F and 68°F) and a relative humidity between 40% and 50% are maintained at all times. If a roll of film is lost or damaged, it is irreplaceable, as only one (1) copy exists.

The service contract is required to respond to request from all clients for reproduction services from the NAPL's collection of aerial photography.

SW3 Project Requirement

SW3.1 Tasks, Deliverables, Milestones and Schedule

The following tasks shall be performed by the Contractor:

Task A – Production of photo print copies of NAPL aerial photos from negative films using photographic techniques (analog, non-digital):

The Contractor is responsible to pick up the rolls of film (each roll may contain up to 500 negatives attached together on same roll) at the NAPL archives, located at 2464 Sheffield Road, Ottawa, Ontario, to temporarily store the rolls in a climate controlled environment, return the rolls to the archives and to provide photographic reproduction services from the original aerial photographic roll negatives. The typical sized of the aerial negatives are:

- 25cm x 25cm with possible variations up to +/- 0.5 cm;
- 19cm x 24cm with possible variations up to +/- 1.0 cm;
- 70mm format microfilm (reduced from 19cm x 24cm format)

The products requested are the following:

- A1 Contact prints from the aerial photographic negatives (printed on photo paper);
- A2 Contact transparencies from the aerial photographic negatives;
- A3 Contact film positives from the aerial photographic negatives;
- A4 Copy negatives from reflection copy
- A5 Direct duplicate negatives from aerial photographic negatives.

Note: Most of the requested products are contact prints on photo paper (Point A1)



NRCan will not accept as “a contact print” a digital printed image obtained from a scanned negative.

Task B – Production of photo quality prints of NAPL aerial photos using digital printing techniques

Task B1 – Production of photo quality prints of NAPL aerial photos from digital copies produced by the Contractor by scanning NAPL negative film.

The Contractor is responsible to pick up the rolls of film (each rolls may contain up to 500 negatives attached together on a same roll) at the NAPL archives, located at 2464 Sheffield Road, Ottawa, Ontario, to temporarily store the rolls in a climate control environment, to produce the requested products and return the rolls to NAPL. The present task (Task B1) will involve the NAPL 70mm microfilm collection.

There are two (2) requested products for each film frame:

1 – The scanned digital image at a resolution of 2400 DPI (from the scanned 70mm negative films).

2 – The photo quality digital printed copy (see technical specification in the next section)

Task B2 – Production of photo quality prints of NAPL aerial photos from digital copies provided by NAPL (no need to scan the film as the digital file exists).

The requested product for this task is **the digital printed copy** on a photo quality paper (see technical specifications in the next section).

SW4 General Specifications

Procedures for Transportation and Storage, Pick-up and Delivery of the Rolls:

The rolls of film must be picked-up from the NAPL Archives in Ottawa, Ontario located at 2464 Sheffield Road on a daily basis (or at a frequency agreed between both parties depending on the work volume) upon receiving an order and must be transported in an air conditioned environment. The rolls must be transported directly between NAPL and the Contractor’s office and should never be left unattended inside the Contractor’s vehicle. Each roll of film weighs an average of 6 pounds.

NAPL will not accept the transfer of the rolls of film by Canada Post or any courier services.

The following procedures are required to perform the work as outlined in the product specifications and must be maintained for the duration of the contract:

The Film Vault custodian (NAPL) will prepare and inspect all the rolls required to complete the order to ensure that all of the rolls are properly accounted for.

At pick up time, before signing for the rolls, the Contractor shall check the rolls to ensure that they correspond to the roll numbers listed on the loan form.



The rolls of film and contact prints must be returned to the NAPL Archives in Ottawa, Ontario located at 2464 Sheffield Road in an air-conditioned environment. The Film Vault custodian will re-inspect the rolls of film and ensure that the correct contact prints and quantities are received.

The contractor will take extra care in the roll of films negatives, as the NAPL's archival collection of aerial photographs dates from the 1920's to 2009 is an historical material and cannot be replaced. **Therefore any damage to the roll of films negatives must be reported in writing by both parties at this time of exchange.**

The Contractor must be able to provide a turnaround time of five (5) days for regular order and two (2) days for rush orders.

Temporary Storage of the Film Rolls:

The Contractor must maintain proper conditions regarding temperature and relative humidity, so as to ensure the dimensional stability of the reproduction materials. The temperature shall be between 17 and 20 Celsius (61-68 degrees Fahrenheit) and a relative humidity shall be between 40% - 50%.

Equipment:

The contractor must possess all the necessary equipment in order to complete any tasks based on all the product specifications, and provide a list of said equipment.

Sub-Contractors:

The NAPL will not accept sub-contractors.

SW5 Product Specifications

A1 Specifications for Producing Monochromatic Photographic Contact Imagery (Prints) from Aerial Negatives

Introduction:

Monochromatic contact prints are 1:1 reproduction from aerial photographic negatives in any of the sizes mentioned under Tasks. All efforts are to be made in order to replicate, within the same intermediate contrast and density range of the original, the diffuse highlights and the detailed shadow area of the individual negatives.

The objective is to ensure there are uniform standards; to minimize the remakes due to inconsistent quality; and to avoid misinterpretation of instructions.

Any changes to these procedures shall be approved in writing by the Technical Authority and the Contracting Authority before they are implemented.

A1.1 To ensure consistent results, all monochromatic contact prints shall:

- Be processed to establish manufacturing specifications and standards employing chemical replenishment capabilities;



- Utilize same manufacturer's substrates throughout each job as tone is often an important consideration.
- A1.2 Each batch of work supplied to the contractor shall be returned within five (5) working days for regular orders and two (2) days for rush orders.
- A1.3 All monochromatic contact prints shall be made on an automatic printer with electronic dodging capabilities.
- A1.4 Proper electronic calibration and settings specified by manufacturer of the printer shall be adhered to, in order to ensure proper dodging and to prevent halo effects.
- A1.5 In order to ensure that the proper contact is made between the negative and the sensitized material (photographic paper), the platen, or air bag, shall have an eight (8) to twelve- (12) pound pull. Pull being the amount of pressure required to close the latch on the lid of the printer.
- A1.6 The photographic paper shall meet the ISO standard 6846.
- A1.7 The surface of the photographic paper shall be semi-matte, and be such that it can be written on with a pencil or ballpoint pen unless otherwise specified.
- A1.8 The photographic paper shall be medium weight (thickness: 0.211 to 0.282 millimeters) unless otherwise specified in the order. The produced photographic contact copies MUST be flat (i.e., not rolled, bent and/or wavy). Therefore, the photos must be produced from flat photo paper sheets and CANNOT be produced from photo paper rolls.
- A1.9 The size of the photographic paper shall be 10" x 10" (25.4 x 25.4cm) unless otherwise specified in the order.
- A1.10 Specific instructions ,such as delivery requirements will be outlined in each order.
- A1.11 The photographic paper shall have resin coated (RC) base.
- A1.12 The negative shall be masked in such a way that 100% of the image area shows in the print.
- A1.13 The prints shall be free of dust marks, scratches, fingerprints, etc.
- A1.14 The prints shall be of archival quality; therefore, residual hypo shall be kept within the permitted limits as described by the Kodak HT-2 test (or equivalent).
- A1.15 Prints shall be reproduced to a density range of densities varying between a minimum value (DMIN) and a maximum value (DMAX) that are one unit apart or more ($DMAX - DMIN \geq 1$ and DMIN shall be close to, but above the density value corresponding to base plus fog. All efforts shall be made to achieve the density range. If not possible, a note shall be attached to the product stating reasons for non-compliance.
- A1.16 Completed work shall be sorted according to the manner in which they are listed on the order.

A2 Specifications for Producing Monochromatic Photographic Contact Imagery (Transparencies) from Aerial Negatives



Introduction

Monochromatic contact transparencies are a 1:1 reproduction from 25.4cm aerial photographic negatives. All efforts must be made in order to replicate, within the same intermediate contracts and density range of the original, the diffuse highlights and the detailed shadow area of the individual negatives.

The objective is to ensure that there are uniform standards; to minimize remakes due to inconsistent quality; and to avoid misinterpretation of instructions.

Any changes to these procedures shall be approved in writing by the Technical Authority and the Contracting Authority before they are implemented.

A2.1 To ensure consistent results all contact transparencies shall:

- Be processed to established manufacturing specifications and standards employing chemical replenishment capabilities;
- Utilize same manufacturer's substrates throughout each job as tone and base stability are important considerations.

A2.2 Each batch or work supplied to the Contractor shall be returned within five (5) working days for regular and two (2) working days for rush orders.

A2.3 All contact transparencies shall be made on an automatic printer with electronic dodging capabilities.

A2.4 Proper electronic calibration and setting specified by manufacturer of printer shall be adhered to in order to ensure proper dodging and to prevent halo effects.

A2.5 In order to ensure that the proper contact is made between the negative and the sensitized material (photographic film), the platen, or air bag, shall have an eight (8) to twelve (12) pound pull. Pull being the amount of pressure required to close the latch on the lid of the printer.

A2.6 The photographic film shall be a high-resolution blue sensitive emulsion coated on .18mm estar clear gel backing.

A2.7 The size of the photographic film shall be 25.4x25.4cm (10"x10") unless otherwise specified in the order.

A2.8 Specific instructions such as delivery requirements will be outlined in each order.

A2.9 The negative shall be masked in such a way that 100% of the image area shows in the transparency.

A2.10 The transparencies shall be free of dust marks, scratches, fingerprints, etc.

A2.11 Completed work shall be sorted according to the manner in which they are listed on the order.

A2.12 The prints shall be of archival quality; therefore, residual hypo shall be kept within the permitted limits as described by the Kodak HT-2 test (or equivalent).



A2.13 Transparencies shall be reproduced to a range of densities varying between a minimum value (DMIN) and a maximum value (DMAX) that are never less than one unit apart ($DMAX - DMIN \geq 1$) and never more than two units apart ($DMAX - DMIN \leq 2$). All efforts shall be made to achieve the density range. If not possible, a note shall be attached to the product stating reasons for non-compliance.

A3 Specifications for Producing Monochromatic Photographic Contact Film Positives Imagery from Aerial Negatives

Introduction

Contact film positives are primarily required for checking new aerial photography during acceptance testing, testing photogrammetric procedures or for mapping where corrects are made at the plotting stage rather than at the film positive stage. These film positives shall reproduce the exact geometry of the aerial negative and are known also under the name of "uncorrected film positive copies". Absolute contact between the film positive material and the negative is essential, as any trapped air between the surface causes measurable distortion in the photogrammetric process. All efforts must be made in order to replicate, within the same intermediate contrast and density range of the original, the diffuse highlights and the detailed shadow area of the individual negatives.

Any changes to the following procedures shall be approved in writing by the Technical Authority and the Contracting Authority before they are implemented.

A3.1 To ensure consistent results, all contact film positives shall:

- Be processed to established manufacturing specifications and standards employing chemical replenishments capabilities.
- Utilize the same manufacturer's substrates throughout each job as tone and base stability are important considerations.

A3.2 Each batch of work supplied to the Contractor shall be returned within five (5) working days for regular orders and two (2) working days for rush orders.

A3.3 All contact film positives shall be made on an automatic printer with electronic dodging capabilities.

A3.4 Proper electronic calibration and setting specified by manufacturer of printer shall be adhered to in order to ensure proper dodging and to prevent halo effects.

A3.5 The size of the photographic film shall be a minimum of 24.1x24.1cm (9 1/2" x 9 1/2") and/or greater to include all of the image in full and also include the fiducial marks and other information present on the surround of the photo, unless otherwise specified in the order.

A3.6 Detail instructions will be outlined on each order.

A3.7 The film positives shall be free of dust marks, scratches, fingerprints, etc.

A3.8 The film positive material shall be stable-base .18mm film.

A3.9 Contact between the film surfaces shall be emulsion to emulsion.



- A3.10 Masking, if required shall be on the underside of the register glass.
- A3.11 A 10"x10" ¼" glass plate shall be used over the film positive material to ensure positive contact with the negative when the pressure bag is lowered. Bag pressure shall be adjusted to accommodate glass plate thickness.
- A3.12 A time delay of three (3) to six (6) seconds shall elapse between closing the printer lid and the exposure to allow any trapped air to escape.
- A3.13 Minimum film positive density shall not be less than 0.2 above Base + fog. Maximum film positive density shall not be more than 1.3 unless otherwise specified.
- A3.14 Contact film positives shall be reproduced to a range of densities varying between a minimum value (DMIN) and a maximum value (DMAX) that are never less than one unit apart ($DMAX - DMIN \geq 1$) and never more than two units apart ($DMAX - DMIN \leq 2$). All efforts shall be made to achieve the density range. If not possible, a note shall be attached to the product stating reasons for non-compliance..
- A3.15 Completed work shall be sorted according to the manner in which they are listed on the order.
- A3.16 The film positive shall be of archival quality; therefore, residual hypo shall be kept within the permitted limits as described by the Kodak HT-2 test (or equivalent).

A4 Specifications for Producing Monochromatic Copy Negatives from Reflection Copy

Introduction

A copy negative is generated from a reflection photographic print by evenly illuminating the original print and photographing with a process camera. It is a procedure that shall be carried out with care if high quality results are to be obtained.

The film and developer type shall be selected to maintain adequate without extreme highlight contrast since the highlight tones will be placed in the toe of the printing papers characteristic curve, causing further compression of tone. The camera lens, possessing flat field focus capabilities, shall exceed the diagonal of the reflection copy to avoid unwanted distortions and fall off.

The objective is to ensure that there are uniform standards; to minimize remakes due to inconsistent quality; and to avoid misinterpretations of instructions.

Any changes to these procedures shall be approved in writing by the Technical Authority and the Contracting Authority before they are implemented.

A4.1 To ensure consistent results, all copy negatives shall:

- Be processed to establish manufacturing specifications and standards employing chemical replenishment capabilities.



- Utilize same manufacturer's substrates throughout each job as tone and base stability are importation considerations.
- A4.2 Each batch of work supplied to the Contractor shall be returned within five (5) working days for regular orders and two (2) working days for rush orders.
- A4.3 Scale accuracy shall be 1:1 format unless otherwise requested.
- A4.4 All copy negatives shall be made on a rigid free-standing process camera either vertical or horizontal with a negative chase capable of handling 11x14 format film.
- A4.5 The chase shall possess vacuum capabilities to ensure negative flatness, thus ensuring optimum resolution.
- A4.6 The size of the photographic film shall be as required to complete the work requested in the order.
- A4.7 Specific instructions such as delivery requirement will be outlined on each order.
- A4.8 The copy negatives shall be masked in such a way that 100% of the image area shows.
- A4.9 The copy negatives shall be free of dust marks, scratches, fingerprints, etc.
- A4.10 Completed work shall be sorted according to the manner in which they are listed on the order.
- A4.11 The prints shall be of archival quality; therefore residual hypo shall be kept within the permitted limits as described by the Kodak HT-2 test (or equivalent).
- A4.12 The density range of the copy negatives shall vary between a minimum value (DMIN) and a maximum value (DMAX) that are one unit apart ($DMAX - DMIN \geq 1$) with a tolerance of 10% (it can be expressed also as $0.9 \leq DMAX - DMIN \leq 1.1$).

A5 Specifications for Producing Monochromatic Direct Duplicate Negatives from Aerial Negatives

Introduction

Monochromatic duplicate negatives are a 1:1 direct reproduction from aerial negatives. It is imperative that they replicate, within the same intermediate contrast and density range of the original, the diffuse highlights and the detailed shadow area of the individual negatives.

The objective is to ensure that there are uniform standards; to minimize remakes due to inconsistent quality; and to avoid misinterpretation of instructions.

Any changes to these procedures shall be approved in writing by the Technical Authority and the Contracting Authority before they are implemented.

A5.1 To ensure consistent results all contact direct duplicates shall:



- Be processed to establish manufacturing specifications and standards employing chemical replenishment capabilities.
 - Utilize same manufacturer's substrates throughout each job as tone and base stability are important considerations.
- A5.2 Each batch of work supplied to the Contractor shall be returned within five (5) working days for regular orders and two (2) working days for rush orders.
- A5.3 In order to ensure that the proper contact is made between the negative and the sensitized material (photographic film), the platen, or air bag, shall have an eight (8) to twelve (12) pound pull. Pull being the amount of pressure required to close the latch on the lid of the printer.
- A5.4 The size of the photographic film shall be as required to complete the work specified.
- A5.5 Specific instructions such as delivery requirements will be outlined on each call-up.
- A5.6 The negative shall be masked in such a way that 100% of the image area shows in the direct duplicates.
- A5.7 The direct duplicates shall be free of dust marks, scratches, fingerprints, etc.
- A5.8 Completed work shall be sorted according to the manner in which they are listed on the order.
- A5.9 The direct duplicate negatives shall be of archival quality; therefore, residual hypo shall be kept within the permitted limits as described by the Kodak HT-2 test (or equivalent).
- A5.10 The direct duplicate negatives shall be reproduced to a range of densities varying between a minimum value (DMIN) and a maximum value (DMAX) that are never less than one unit apart ($DMAX - DMIN \geq 1$) and never more than two units apart ($DMAX - DMIN \leq 2$). All efforts shall be made to achieve the density range. If not possible, a note shall be attached to the product stating reasons for non-compliance.

A6 Specifications for Producing of Photo Quality Prints of NAPL Aerial Photos Using Digital Techniques

Introduction

In some occasions, the Contractor will be asked to produce photo quality prints of NAPL aerial photos using digital techniques. Most of the request will involve the NAPL 70mm microfilm collection. As the 70mm films are produced, reducing the image of the original 9" (24-25cm) wide original films, the images will be enlarged up to the original size of about 9" by 9" by 7".

The objective is to ensure that there are uniform standards; to minimize remakes due to inconsistent quality; and to avoid misinterpretation of instructions.

Any changes to these procedures shall be approved in writing by the Technical Authority and the Contracting Authority before they are implemented.



- A6.1 To ensure consistent results, all monochromatic contact prints shall be processed to established manufacturing specifications of the used scanner(s) and digital printer(s) and standard quality control procedures.
- A6.2 Each batch of work supplied to the Contractor shall be returned within five (5) working days for regular orders and two (2) working days for rush orders.
- A6.3 All film rolls are handled with care, wearing gloves when necessary, to avoid leaving fingerprints and/or damaging the materials. The film rolls are manually unrolled to the appropriate image.
- A6.4 The produced digital images will go through a quality check by the scanning personal to ensure the scanned reproductions are free of any artifacts including but not limited to scratches, dirt/dust, and fingerprints.
- A6.5 The produced digital images will be saved in an uncompressed TIFF format and will be delivered using the NAPL/NRCan FTP site or by any other method following a common agreement of the parties (example: on virus free portable memory devices).
- A6.6 To ensure the best possible quality and consistent results, the production of the digital films shall follow the following guidelines:
- a) For the scanning of NAPL negative films and the production of digital films (Task B1), the Contractor must use a high quality scanner such as the Epson Expression 11000 or an equivalent product. The scanner must be verified, tested and calibrated on a regular basis. At the beginning of each working day, the scanner must be inspected and cleaned in order to ensure high quality reproductions and to avoid any damage to the original materials.
 - b) Scanning parameters and histogram adjustment shall be performed or at least verified for each scanned frame, to ensure all scanned reproductions are of high quality. All details visible on the negative film and all existing gray level variation must be present on the produced digital film. The scanning resolution for the 70mm films must be 2400 DPI.
 - c) For the production of digital prints (Task B1 and/or Task B2), the Contractor must use high quality digital photo printer capable of a resolution of 1200 by 1200 dpi. The digital prints must be similar to the “photographic contact prints” – See Section SW5 – Product Specifications. All requirements regarding paper quality and specifications described on paragraphs A1.6 to A1.16 must be followed for the digital prints produced for Tasks B1 and B2.
 - d) Limited digital enhancement (such as contrast improvement) is permitted for a better visual quality of the printed image. However, no grey level variations and no image fine details should be compromise in the process.
 - e) The size of the printed image should be identical to the size of the original aerial photo (19cm x 24cm).
- A6.7 The printed images will be delivered using the same method as for the photographic contact prints at one of the two NAPL locations on Booth Street or on Sheffield Road, following a common agreement.



SW6 Method and Source of Acceptance

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

SW7 Other Terms and Conditions of the SOW

SW7.1 Contractor's Obligations

In addition to the obligations detailed in this SOW, the Contractor shall:

- Keep all documents and proprietary information confidential;
- Return all materials belong to NRCan upon completion of the call-up;
- Maintain all documentation in a secure area

SW7.2 NRCan's Obligations

In addition to the NRCan obligations detailed in this SOW, NRCan shall:

- Access to a departmental representative
- Provide comments on reproductions, as necessary
- Provide other assistance or support.



ANNEX "B" - BASIS OF PAYMENT

(to be completed at contract award)



APPENDIX “X” - EVALUATION CRITERIA

Bidders are advised to address these criteria in the following order and in sufficient depth in their proposals to enable a thorough assessment. NRCan’s assessment will be based solely on the information contained within the proposal. NRCan may confirm information or seek clarification from bidders.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the criteria will not be considered demonstrated for the purpose of this evaluation.

The Bidder should provide complete details as to where, when (month and year) and how (through which activities/ responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All criteria for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

Bidders are also advised that the month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted once. For example: project one time frame is July 2001 to December 2001; project two time frame is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

1. Technical Criteria

1.1 Mandatory Evaluation Criteria

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive.

Mandatory Technical Criteria

Item	Mandatory Requirement	Compliant (Yes/No)	Reference to Bidder’s Proposal
M1	<p>Location of Bidder:</p> <p>The Bidder’s location MUST be within a radius of 125kms of the National Capital Region (NCR).</p> <p>A definition of the National Capital Region is found at the following link: http://en.wikipedia.org/wiki/National_Capital_Region_(Canada)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M2	<p>Experience:</p> <p>The Bidder MUST demonstrate having a minimum of five (5) years of experience in the reproduction of aerial photography or other experience related to aerial photography.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	



Item	Mandatory Requirement	Compliant (Yes/No)	Reference to Bidder's Proposal
	<p>The Bidder MUST provide a list of two (2) projects completed in the last five (5) years. For each project, the Contractor MUST provide:</p> <ul style="list-style-type: none"> • A brief description of the project; • Client's name and coordinates (for validation only) 		
M3	<p>Transportation and Storage:</p> <p>The Bidder MUST demonstrate and certify the transport and storage capacity in a climate controlled environment temperature between 17° and 20° Celsius and humidity between 40% and 50%</p> <p>_____</p> <p>Signature of Authorized Representative of Bidder</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M4	<p>Turnaround Time Capacity:</p> <p>The Bidder MUST demonstrate and certify the following turnaround time capacity:</p> <ul style="list-style-type: none"> • 5 days on regular orders; • 2 days on rush orders <p>_____</p> <p>Signature of Authorized Representative of Bidder</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M5	<p>Equipment - Analog:</p> <p>The Bidder MUST provide a list of equipment that was/will be used to produce the paper contact prints and film positives and negative copies (max. 10"x10") using negative film sizes described in the Statement of Work (Task A).</p> <p>Only analog, digital techniques can be used and no digital techniques will be considerate (NO SCANNING).</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M6	<p>Equipment - Digital:</p> <p>The Bidder MUST provide a list of equipment that was/will be used to produce photo quality prints from 70mm microfilms negatives using digital techniques.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	



1.2 Point Rated Technical Criteria

Item	Rated Requirements	Points Breakdown	Max Points	Demonstrated Compliance, cross reference to Resume
R1	<p>The Bidder will be provided with a roll film negative and frame numbers to reproduce the following product:</p> <ul style="list-style-type: none"> 2 photographic contact prints from a roll film negative, pre-determined; 10 points 2 diapositives from the same negative roll film, pre-determined 10 points 2 photo quality prints from a 70mm negative microfilm using digital techniques, pre-determined; 10 points The two (2) related digital files (the scanned images from the 70mm microfilm) 10 points <p>The finished products must be provided on photographic paper/diapositive film and are to be included with the technical proposal.</p>	<p>For each product:</p> <p>10 points: Range of tones and definition are excellent (elements are very sharp and very well defined)</p> <p>5 points: Range of tones and definition are acceptable (full range of tones is not present, elements are fairly well defined)</p> <p>0 points: Range of tones and definition are not acceptable (image appears to be out of focus, either too dark or too bright, definition is poor in comparison with the provided negative film (for example, unable to accurately recognize shapes or buildings).</p>	40	
R2	<p>Geometry of the Image for each category with the exception of enlargements:</p> <p>-2 photographic contact prints from a roll film negative 10 points</p> <p>-2 diapositives from the same negative roll film 10 points</p> <p>-2 photo quality prints from a 70mm negative microfilm using digital techniques 10 points</p> <p>a) No measurable differences in scale vs original negative or between X & Y</p> <p>b) Acceptable difference in scale vs original negative or between X & Y</p> <p>c) Not acceptable; differences in scale vs original negative or between X & Y exceed specification</p>	<p>10 points : no measurable scale difference</p> <p>5 points : the scale difference is less than 5%</p> <p>0 points: the scale difference is 5% or more</p>	30	



Item	Rated Requirements	Points Breakdown	Max Points	Demonstrated Compliance, cross reference to Resume
Total Points Available			70	

2. Financial Criteria

2.1 *Mandatory Financial Criteria*

Bidders must provide financial details as requested in this appendix. Proposals which do not contain pricing details as requested shall be considered incomplete and non-responsive.



APPENDIX "B" - FINANCIAL PROPOSAL FORM

1. Firm Price

Bidder tendered all-inclusive firm price to perform the work is Canadian funds, applicable taxes excluded. Any Travel and Living Expenses and other miscellaneous expenses must be included in the firm price.

Product Description	Usage (%)	Cost
Monochromatic Photographic Contact Prints from Aerial Negatives:		
Contact Print - monochrome	92%	\$
Contact Print - min 15/roll - monochrome (discounted rate)		\$
Contact Print - from a 70mm roll of film - monochrome		\$
Total (A):		\$
Monochromatic Photographic Contact Tranparencies from Aerial Negatives		
Contact Transparencies - monochrome	2%	\$
Contact Transparencies - colour negative original		\$
Contact Transparencies - colour positive original		\$
Total (B):		\$
Monochromatic Photographic Contact Uncorrected Film Positive Imagery		
Photogrammetric diapositive - uncorrected - monochrome	2%	\$
Total (C):		\$
Monochromatic Copy Negatives from Reflection Copy		
Copy negative generated from a reflection photographic print	2%	\$
Total (D):		\$
Monochromatic Direct Duplicate Negatives from Aerial Negatives		
Negative duplication, monochrome - 25cm	2%	\$
Negative duplication, monochrome - from colour 25cm		\$
Total (E):		\$

Total Cost:

Total (A) + (B) + (C) + (D) + (E) = \$ _____

The above values are for financial proposal evaluation purposes only. It is only an approximation of the requirements and is not to be considered as a contract guarantee. Usages are provided as estimates only, and must not be construed as a commitment by NRCan to respect those estimated in any resulting contract.