



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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

**11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III**

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet Christmas Lights Across Canada	
Solicitation No. - N° de l'invitation C1111-200401/A	Date 2021-07-16
Client Reference No. - N° de référence du client C1111-20-0401	
GETS Reference No. - N° de référence de SEAG PW-\$\$CX-036-80218	
File No. - N° de dossier cx036.C1111-200401	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2021-08-03 Heure Avancée de l'Est HAE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Caldwell, Nina	Buyer Id - Id de l'acheteur cx036
Telephone No. - N° de téléphone (343) 542-3671 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF CANADIAN HERITAGE Resource Management Directorate 11th Floor, Stn 106 25 Eddy St (25-11-V) Gatineau Quebec K1A0M5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Communication Procurement Directorate/Direction de
l'approvisionnement en communication

360 Albert St. / 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

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

REQUEST FOR PROPOSAL
CANADIAN HERITAGE – CHRISTMAS LIGHTS ACROSS CANADA

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PART 1 - GENERAL INFORMATION

1.1 INTRODUCTION

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, and the Federal Contractors Program for Employment Equity – Certification and the Insurance Requirements,

1.2 SUMMARY

The Department of Canadian Heritage (PCH) is seeking the services of a multidisciplinary team for the conceptualization, design, animation and on site integration of a new video mapping multimedia project to be presented on the Center Block of the Parliament building as part of the Christmas Lights across Canada Program. The video is to be approximately 13 minutes in length. This show run nightly from early December 2021 to March 31, 2022 and have an estimated life span of 5 years.

The period of the Contract is from date of award to March 31, 2022, 2022, and also contains four (4) one-year option for the provision of services for the show to be put on for the following years at Christmas.

- 1.2.1** There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses.
- 1.2.2** The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).
- 1.2.3** The requirement is limited to Canadian goods and/or services.

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1.2.4 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses.

1.2.5 This procurement is not subject to the Comprehensive Land Claims Agreement(s).

1.2.6 This procurement is not a set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, refer to [Annex 9.4](#) of the Supply Manual.

1.3 E-Post Connect

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

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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.

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:

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

Delete: 60 days

Insert: 90 days

2.1.1 Basis for Canada's Ownership of Intellectual Property

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

The Intellectual Property in Foreground Information consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

2.2 SUBMISSION OF BIDS

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

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2003, or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

Bids transmitted by facsimile or hardcopy to PWGSC will not be accepted.

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2.3 FORMER PUBLIC SERVANT

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

2.4 ENQUIRIES - BID SOLICITATION

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

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

2.5 APPLICABLE LAWS

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

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

2.6 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 favor a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least **fifteen (15) calendar days** before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 BID PREPARATION INSTRUCTIONS

The Bidder must submit its bid electronically in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The bid must be gathered per section and separated as follows:

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

Bids transmitted by facsimile or hardcopy will not be accepted.

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

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 maximum funding available. For the Contract resulting from this bid solicitation, the maximum amount for the initial contract (contract award to March 31, 2021 is **\$300,000.00** (applicable taxes extra, as appropriate). All travel and living expenses are included in the maximum funding. Please see Annex "B" Basis of Payment.

Bids valued in excess of these amounts will be considered non-responsive. This disclosure of project funds does not commit Canada to pay such an amount; nor to put a contract in place.

Section III: Certifications

Bidders must comply with the certification requirement under Part 5 and Annex "D".

3.2 ELECTRONIC PAYMENT OF INVOICES – BID

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete **Annex "C" Electronic Payment Instruments**, to identify which ones are accepted.

If Annex "**C**" **Electronic Payment Instruments** is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 EVALUATION PROCEDURES

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

All bids MUST be completed in full and provide all of the information requested in the RFP to enable full and complete evaluation.

EVALUATION SUMMARY	
MANDATORY REQUIREMENTS: <input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
Mandatories Checked by:	Date:
RATED REQUIREMENTS	SCORE ACHIEVED
R.1 CREATIVE APPROACH AND TECHNICAL METHODOLOGY	___ / 60 points
R.2 PROJECT MANAGEMENT PLAN	___ / 20 points
R.3 FINANCIAL PROPOSAL	___ / 20 points
OVERALL TOTAL	___ / 100 points
Overall Comments:	

4.1.1.1 MANDATORY REQUIREMENTS

Evaluation Criteria	Met	Not met
<p>M.1 FINANCIAL PROPOSAL (This requirement is subject to the R.3 point-rated criteria)</p> <p>The Bidder MUST submit a financial proposal with a total price not exceeding \$300,000.00 for the initial period, \$60,000.00 for the first option period, \$60,000.00 for the second option period 100,00.00 for the third option period and 60,000.00\$ for the last option period (applicable taxes are extra, as appropriate), all travel and living expenses included.</p> <p>The Bidder's financial proposal must include the following:</p> <p>M.1.a: The firm price (excluding travel and living expenses) to complete all of the obligations (Initial Contract Period plus all Option Periods) under the Contract \$_____ (applicable taxes are extra);</p> <p>M.1.b: The ceiling price for all travel and living expenses, including all travel and living expenses associated with attending mandatory meetings (during the Initial Contract Period and other Option Periods) for the Contract \$_____ (applicable taxes are extra.).</p> <p>M.1.b.1: Travel and living expenses by period:</p> <p>a) Initial Contract Period \$ _____</p> <p>b) First Option Period \$ _____</p> <p>c) Second Option Period \$ _____</p> <p>d) Third Option Period \$ _____</p> <p>e) Fourth Option Period \$ _____</p> <p>M.1.c: The financial proposal MUST also include a detailed payment schedule* strictly in accordance with the production milestones for the <u>Initial Contract Period</u>, as outlined in the Annex A - Statement of Work and the Bidder's detailed pricing proposal.</p> <p>M.1.c.1: <u>Initial Contract Period</u></p> <p>M.1.c.2: <u>First Option Period</u></p> <p>M.1.c.3: <u>Second Option Period</u></p> <p>M.1.c.4: <u>Third Option Period</u></p> <p>M.1.c.5: <u>Fourth Option Period</u></p> <p>The tables, reproduced below, must be completed and included with the Bidder's pricing proposal.</p> <p><i>*Note: Canada will not make any advance payments. The payment schedule must be based on the actual work performed at the time the milestone would be completed.</i></p>		

M2	EXPERIENCE OF THE FIRM The Bidder must have: <ol style="list-style-type: none">1. Been in business for a minimum of five (5) years, including a minimum of three (3) years specializing in the provision of multimedia show with projection mapping, lighting design, bespoke sound track and multimedia show control.; and2. A physical place of business within Canada. <p><u>To demonstrate its experience, the Bidder must provide the following:</u></p> <ol style="list-style-type: none">a) The number of years the firm has been in business;b) 3 examples of multimedia show from the last 3 years with a budget over 100 000 \$. Those examples must incorporate multi projector projection mapping.c) The physical address (es) of the firm's place(s) of business within Canada (including street address, city/town, and province/territory for each).		
M3	PROJECT MANAGEMENT The Bidder must provide a detailed description of three (3) project management examples it has produced in the past. The project management examples must demonstrate the experience of the Bidder. Projects submitted where the work was performed by one (1) or more of the Bidder's resources on behalf of another firm <u>will not</u> be accepted. For each event: <ol style="list-style-type: none">a) The project start date must have been after January 1, 2009;b) The Bidder's assigned portion of the overall budget must have been at least \$100,000.00 (Canadian) (including professional fees, direct expenses, sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes);c) The Bidder must have been responsible for the hiring, coordination and management of artistic talent/performers to create original content;d) The Bidder must have been responsible for the adherence to all applicable laws and regulations as well obtaining all applicable rights and releases to provide all aspects of the		

	<p>project;</p> <p>e) The Bidder must have been responsible for the coordination and management of the schedule;</p> <p>For at least two (2) of the three (3) project management examples:</p> <ul style="list-style-type: none"> • The project location – at least two (2) of the three (3) project management examples must have been in Canada in compliance with all municipal, provincial and federal laws and regulations; <p>The Bidder must provide a description of the Bidder's responsibilities related to :</p> <p>To demonstrate its experience, the Bidder must provide for each project sample submitted the following:</p> <ol style="list-style-type: none"> 1. Name of the project; 2. Client (Department/firm, etc.); 3. Client contact information; 4. Description and purpose of the project 5. Project start date (month and year) and length; 6. Project location (Country and province/state and city); 7. The total value of the Bidder's assigned portion of the overall budget (including professional fees, direct expenses, Sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes); 8. Description of the Bidder's responsibilities for the creative aspects, 9. Description of the Bidder's responsibilities for the coordination and management of scheduled actors; 10. Description of the responsibilities of the Bidder for the adherence to all applicable laws and regulations as well as obtaining all applicable rights and releases; and 11. List of the project management services provided by the Bidder. 		
<p>M4</p>	<p>PROJECT PLAN & REPORTING STRUCTURE</p> <p>The Bidder must provide a document outlining its project plan that includes roles and responsibilities of the positions involved for the provision of the services and deliverables specified in the Annex "A" Statement of Work:</p> <p>The Bidder must identify their companies, project team structure in the form of a diagram and an indication of which role would be interacting on what level with PCH on behalf of the firm</p>		

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

4.1.1.2 Point Rated Technical Criteria

Proposals will be evaluated and scored in accordance with specific evaluation criteria as detailed in this section. To be considered compliant, bidders must obtain the required minimum of 70 percent of the points for each rated criterion and an overall passing mark of 70 points. The rating is performed on a scale of 100 points. **Proposals scoring less than 70 percent in any one (1) of these criterion will not be given further consideration.**

NOTE: Percentage factors will be the basis used to allocate points for all rated requirements. The number of points will be calculated depending on the total value given for each criterion. For example, if evaluators give 0.7 as a score for R.1 (60 points X 0.7 = 42 points), this is equal to 70% of the total value given for that criterion. Evaluators cannot deviate from the established scoring grid. For example, evaluators cannot give a score of 0.75 (75%). Evaluators would have to choose between a 0.7 or a 0.8 (70% or 80%).

**R.1 CREATIVE APPROACH AND TECHNICAL METHODOLOGY
(Maximum 60 points - Minimum 42 points)**

R.1 will be evaluated on the following rated criteria:

CREATIVE APPROACH: The outline of the proposed production treatment is easy to understand. The bidder provides documents that allow a clear visualization of the story, the structure, and the creative and visual approach of the production treatment. The proposed story is easy to follow and is built in such a way to captivate the attention of viewers for the duration of the presentation. The proposed visual treatment takes into consideration the building it is project upon and the architectural details of the building that could help or hinder the visuals.

TECHNICAL METHODOLOGY : The bidder demonstrates an understanding of the available equipment and demonstrates knowledge of the available softwares, control, lighting and audio systems. The bidder makes use of what is available from PCH and provides information on how he will use the equipment, including any proposed rentals. The bidder provides enough resources, in time and personnel to present a show and demonstrates this fully. The bidder demonstrates that they understand the realities of presenting such a show in winter with the provided technical approach.

At a minimum, evaluators are looking for: documentation pertaining to the Creative Approach outline that provides sufficient details and visuals and a sound and detailed Technical Methodology demonstrating their understanding and use of the existing system.

Percentage factors utilized for R.1:

CREATIVE APPROACH AND TECHNICAL METHODOLOGY - Up to a maximum of 60 points			
Assessment of Criteria		Percentage Factor	Points
Criterion for an established minimum acceptable response (percentage factor of 0.7):			/ 60

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Not acceptable (0): The information provided was unsuitable or insufficient.
Limited (0.5): Criterion addressed, but not enough information provided and/or technically not acceptable and/or the story idea is average and/or not appropriate and/or it is unlikely to achieve the goal(s) of the project. Less than established minimum.
Acceptable (0.7): This is the established minimum. It is easy to visualize the structure of the story and the creative approach of the production treatment. The overall structure is fine without being perfect. The story idea is average.
Good (0.8): Slightly exceeds the established minimum. It is easy to visualize the structure of the story and the creative approach of the treatment. The story idea is good.
Very Good (0.9): It is very easy to visualize the story and the creative approach of the production

Comments:

Total
Points
/ 60

Total points allocated for the Rated Criteria R.1: _____ / 60 points

**R.2 PROJECT MANAGEMENT PLAN
(Maximum 20 points - Minimum 14 points)**

R.2 will be evaluated on the following rated criteria:

The Bidder should propose a preliminary project management plan that provides flexibility and considers client needs as described in this document.

The Bidder should provide details to explain how the proposed project management plan will ensure smooth delivery of the proposed creative approach and technical methodology.

The proposed project management plan should also outline how the Supplier proposes to work in collaboration with the Project Authority to ensure sufficient time for client review and for Government approval processes.

At a minimum, evaluators are looking for: Project management plan that provides sufficient details on the tasks related to the project, the roles and responsibilities of the Supplier and the Client as related to each task, schedule and timelines (days, weeks, hours etc..) that are suitable and realistic; possible risks specific to the project and relevant mitigation strategies.

Percentage factors utilized for R.2:

PROJECT MANAGEMENT PLAN - Up to a maximum of 20 points			
Assessment of Criteria		Percentage Factor	Points
Criterion for an established minimum acceptable response (percentage factor of 0.7):			/ 20

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Not acceptable (0): The information provided was unsuitable or insufficient.
Limited (0.5): Criterion addressed, but not enough information provided and/or technically not acceptable. Less than established minimum.
Acceptable (0.7): This is the established minimum. Details on the project tasks, production phases, and roles and responsibilities are minimal. Correctly identifies risk areas specific to the project and provides some mitigation strategies. Timelines are mostly realistic, and include client involvement in plan and approach.
Good (0.8): Project management plan has sufficient details on the project tasks, production phases, and roles and responsibilities. Correctly identifies risk areas specific to the project and provides good mitigation strategies. Timelines are realistic, and include client involvement in plan and approach. Approach for working with Project Authority is good.
Very Good (0.9): Project management plan has complete details on the project tasks, production phases, and roles and responsibilities. Correctly identifies risk areas specific to the project and provides very good mitigation strategies. Timelines are suitable and realistic, and include good level of client involvement in plan and approach. Approach for working with Project Authority is very good.
Outstanding (1): Project management plan has complete details on the project tasks, production phases, and roles and responsibilities. Correctly identifies risk areas specific to the project and provides clear and valid mitigation strategies. Timelines are suitable and very realistic while offering flexibility and include excellent client involvement in plan and approach. Approach for working with the Project Authority is flexible.

Comments:

Total
Points
/ 20

Total points allocated for the Rated Criteria R.2: _____ / 20 points

**R.3 FINANCIAL PROPOSAL
(Maximum 20 points - Minimum 14 points)**

The Bidder should submit a detailed pricing proposal (indicating units e.g. days, weeks, hours, dollar rates, etc.) that correlates with the production schedule and resource allocation of the project. The Bidder should also provide sufficient budget details in terms of categories, line items, unit prices/rates, level of effort, with consistent budget structures, and a breakdown for each production phase in correlation with the production milestones and payment schedule as specified in mandatory criterion M.1.a.1.

The Bidder should treat any all travel and living expenses as a separate item. Note that the Bidder's fee should include the travel and living expenses associated with attending mandatory meetings. All travel and living costs should be calculated according to National Joint Council Travel Rates and Policies which can be found at the following weblink: <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>

The Financial Proposal will be evaluated based on the following:

The price should be further broken down into categories and line items for the goods and services required to deliver the completed project by production phase. Each line item should indicate the unit prices of hourly, daily or weekly rates as appropriate.

The level of effort for each service and quantity of goods should be clearly indicated by production phase. There should be an extended price for each line item: the rate times the level of effort for services or unit price times quantity for goods.

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The Bidder should provide sufficient detail in their financial proposal that demonstrates to the Evaluation Team how and where the money is being spent. The financial proposal should correlate and be justifiable in relation to the proposed Project Management Plan.

At a minimum, evaluators are looking for: whether sufficient budget details are provided such as where money is allocated and if it's appropriate to the project parameters and needs, that the breakdown is clear and easy to understand and correlates well to the project plan, that budget structures/breakdowns are consistent by production phase. In addition, the budget will be assessed on whether or not the Crown is being double charged for a given day when one (1) person is proposed to fulfill two (2) or more roles (i.e. if one [1] person is proposed to fill two [2] positions). Evaluators are also looking for notes that identify assumptions and cost efficiencies.

Percentage factors utilized for R.3:

FINANCIAL PROPOSAL - Up to a maximum of 20 points			
Assessment of Criteria		Percentage Factor	Points
Criterion for an established minimum acceptable response (percentage factor of 0.7):			/ 20
<p><u>Not acceptable (0)</u>: The information provided was unsuitable or insufficient.</p> <p><u>Limited (0.5)</u>: Criterion addressed, but not enough information provided and/or technically not acceptable. Less than established minimum.</p> <p><u>Acceptable (0.7)</u>: This is the established minimum. There is a budget summary page with a breakdown for each product. Enough budget details in terms of categories, line items, unit prices/rates, level of effort; consistent budget structures and breakdowns. Enough details on where money is allocated. Some correlation to project plan. Budget allocations are appropriate in many areas for project needs and parameters, but may have certain issues that are easy to resolve. Assumptions and cost efficiencies not clearly identified.</p> <p><u>Good (0.8)</u>: There is a budget summary page with a breakdown for each product. Sufficient budget details in terms of categories, line items, unit prices/rates, level of effort; with consistent budget structures and breakdowns by production phase. Budget is clear. Sufficient details on where money is allocated. There is good correlation to project plan. Budget allocations are appropriate. Assumptions and cost efficiencies are identified.</p> <p><u>Very Good (0.9)</u>: There is a budget summary page with a breakdown for each product. Complete budget details in terms of categories, line items, unit prices/rates, level of effort; consistent budget structures and breakdowns by production phase. Budget is very clear. Complete details on where money is allocated. Complete correlation to project plan. Budget allocations are appropriate for project needs and parameters. Assumptions and cost efficiencies are clearly identified for project requirements.</p> <p><u>Outstanding (1)</u>: There is a detailed budget summary page with a breakdown for each product. Clear and complete budget details in terms of categories, line items, unit prices/rates, level of effort; consistent budget structures and breakdowns are provided. Budget is very clear and easy to understand. Clear and complete details on where money is allocated. Complete correlation to project plan. Budget allocations are appropriate for project needs and parameters. Assumptions and cost efficiencies are clearly identified and are appropriate for project requirements.</p>			
Comments:			Total Points / 20

Total points allocated for the Rated Criteria R.3: _____ / 20 points

Tiebreaker Determination

Step 1:

In the event, following a successful technical and financial evaluation, one or more (1) responsive bids (Highest Rated within Budget) have an equal total amount of points, the Contracting Authority will select the bid with the highest amount of points in the category : “**CREATIVE APPROACH AND TECHNICAL METHODOLOGY (R1)**”.

Step 2:

In the event that a tie still exists after Step 1, the Contracting Authority will select the bid with the highest amount of points in the category : “**PROJECT MANAGEMENT PLAN (R2)**”.

4.2 BASIS OF SELECTION

A0036T Basis of Selection – Highest Rated Within Budget

1. To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory technical evaluation criteria; and
- c. obtain the required minimum points specified for each criterion for the technical evaluation; and
- d. obtain the required minimum of 70 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.

2. Bids not meeting (a) or (b) or (c) or (d) will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.

4.2.1 Evaluation of Price

Bidders must complete Tables in Annex “B” Basis of Payment and the Tables for Option Periods.

Failure to price any of the categories of service included in Annex “B”, will result in a bid being declared non-responsive.

The breakdown of the pricing for the categories of service must equal one hundred percent (100%). Failure to remain within the provided percentage ranges for any of the categories of service, for the Contract period, will result in a bid being declared non-responsive.

4.1.2.2 Financial Evaluation Criteria

Bidders declared fully responsive according to the criteria identified in article 4.2 Basis of Selection below will be evaluated based on the prices proposed in the Financial Proposal.

The Bidder must identify rates in accordance with Annex B: Basis of Payment.

4.3 DEBRIEFINGS

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

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PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information as per Annex D 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 PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION

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

5.1.1 Integrity Provisions – Required Documentation

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

5.1.2 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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.1.3 Canadian Content Certification

This procurement is limited to Canadian services.

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The Bidder certifies that:

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

Bidders should submit this certification completed with their bid. If the certification is not completed and submitted with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to submit this completed certification. Failure to comply with the request of the Contracting Authority and submit the completed certification will render the bid non-responsive.

SACC Manual clause A3050T (2020-07-01) Canadian Content Definition

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. Upon award of a contract, the following conditions must be met:
 - a. The Contractor's proposed individuals requiring access to sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - b. The Contractor must provide the name of all individuals who will require access to sensitive work sites.
 - c. The Contractor must submit to PCH, the forms provided by PCH for the security clearance. All forms for those individuals that require security clearances are to be submitted to PCH security within 4 business days after contract award.

6.2 Financial Capability

SACC Manual clause A9033T (2012-07-16) Financial Capability

6.3 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex E.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 STATEMENT OF WORK

The Contractor must perform the Work described in the Annex "A" Statement of Work.

7.1.2 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at least fifteen (15) calendar days prior to the expiry date of the Contract by sending a written notice to the Contractor.

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

2010B (2020-05-28) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information apply to and form part of the Contract.

7.2.3 Insurance – No Specific Requirement

G1005C (2016-01-28) Insurances applies to and forms part of the Contract.

7.3 SECURITY REQUIREMENTS

The following security requirements apply and form part of the Contract:

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.

3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex F;
 - b) *Contract Security Manual* (Latest Edition).

7.4 PERIOD OF THE CONTRACT

The period of the Contract is from contract award to March 31, 2022 inclusive.

7.4.1 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four additional one 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 15 days calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 AUTHORITIES

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Public Works and Government Services Canada
Acquisitions Branch
Communication Procurement Directorate
Constitution Square, 12th Floor
360 Albert Street
Ottawa, Ontario
K1A 0S5

Attn.: Nina Caldwell or delegate

Tel.: 343-542-3671

E-mail Address: TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca

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

7.5.2 Project Authority

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The Contractor Contacts for the Contract is:

The name and contact information is to be provided in the resulting contract.

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.

7.5.3 Contractor's Representative

The Contractor Contacts for the Contract is:

The name and contact information is to be provided in the resulting contract.

7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS

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

7.7 PAYMENT

7.7.1 Basis of Payment – Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$300,000.00 for the initial contract period. Applicable Taxes are extra

7.7.1.2 Travel and Living Expenses up to Ceiling price

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

7.7.2 Limitation of Price

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

7.7.3 Electronic Payment of Invoices – Contract

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

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- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);

7.8 INVOICING INSTRUCTIONS

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the 2010B General Conditions - Professional Services (Medium Complexity).

The original of each invoice together with attachments, must be forwarded to the Project Authority and one (1) electronic copy of each invoice with attachments must be forwarded to the Contracting Authority identified herein.

7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION

7.9.1 Compliance

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

7.9.2 SACC Manual Clauses

SACC Manual clause A3060C (2008-05-12) Canadian Content Certification
SACC Manual clause C0705C (2010-01-11) Discretionary Audit

7.10 APPLICABLE LAWS

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

7.11 PRIORITY OF DOCUMENTS

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

- a) the Articles of Agreement;
- b) the supplementary general conditions 4007 (2010-08-16) Canada to Own Intellectual property Rights in Foreground Information;
- c) 2010B (2020-05-28) General Conditions - Professional Services (Medium Complexity);
- d) Annex "A", Statement of Work;
- e) Annex "B" Basis of Payment;
- f) Annex "E" Insurance; and
- g) the Contractor's bid dated (will be inserted upon contract award).

7.12 INSURANCE REQUIREMENTS

The Contractor must comply with the insurance requirements specified in Annex E. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX A

STATEMENT OF WORK

A.1 INTRODUCTION

The Department of Canadian Heritage (PCH) is seeking the services of a multidisciplinary team for the conceptualization, design, animation and on site integration of a new video mapping multimedia project to be presented on the Center Block of the Parliament building as part of the Christmas Lights Across Canada Program. The video is to be approximately 13 minutes in length. This show run nightly from early December 2021 to January 7, 2022 and have an estimated life span of 5 years.

A.2 BACKGROUND, ASSUMPTIONS AND SPECIFIC SCOPE OF THE REQUIREMENT

Christmas Lights Across Canada (CLAC) was launched in 1985 to highlight landmarks along Confederation Boulevard, including Parliament Hill, national museums, monuments, embassies and other prominent institutions, as well as to add vibrancy to the Capital during the early winter months and serves as a kick off to the holiday season in Canada's Capital Region.

The program also brings Canadians together by linking the Capital Region with Canada's thirteen (13) provinces and territories.

In 2014, for the first time as part of the CLAC program, the existing PCH Summer Sound and Light Show infrastructure was used to present a short multimedia production onto the Center Block of Parliament.

For the new production, scheduled to open in December 2021, the scope includes the design and production of visualization materials to present the concept; the production and animation of the resulting concept including accompanying mono audio track and the design and programming of lighting elements to help punctuate specific moments in the presentation. The scope also includes an in situ integration period where all the elements will be brought together on site in November. A list of the available equipment is found in Annex A.5.2

The production company must have a good understanding of producing a multimedia show with multi projection mapping, lighting design, bespoke sound track and multimedia show control. The production company must have at its disposal the required multidisciplinary team to fulfill the mandate of this contract.

A.3 OBJECTIVES OF THE REQUIREMENT

PCH requires the development and implementation of a short (approximately 13 minutes), creative multimedia production to be presented on the Centre Block of Parliament Hill in Ottawa.

This multimedia show must be projection mapped to the architectural details of Center Block and make use of the current projection raster of the Summer Sound and Light Show See raster at A.13. The same company that operates the summer show will also handle the operation of the winter show.

The multimedia show will have a video component, an audio component and a lighting component, all controlled and synchronized through timecode and with the existing Sound and Light playback system based on the Watchout 6.0 software and Medialon show control. This is subject to change through the lifetime of the production but not for the initial period.

To accommodate yearly changes, four additional one (1) year option periods may be exercised. The changes can result from thematic updates, to accommodate changes of raster and equipment for the new Sound and Light Show in 2024 and changes brought about by the rehabilitation project of Center Block..

A.3.1 OPTIONAL WORK REQUIRED (OPTION PERIODS)

The process will remain largely the same as in the initial contract period; however, it is likely that fewer meetings will be required, given the scope of option years.

The scope of work to be performed will remain the same in the option periods as the initial contract period. The amount of creation of content can represent up to 1/3 of the original workload for each of the option periods. There is also the need to re-design/re-program the lighting to ensure it complements any changes to the multimedia content.

For the 2024 edition, a new raster and playback system will be implemented for the new sound and light show, this will require adapting the show to the new system and raster.

A.4 CONTRACTOR RESPONSIBILITIES

A.4.1 Administrative Responsibilities

The Contractor must:

- a) Participate in weekly meetings with PCH, carried out via teleconferencing or, if required, held in person in the National Capital Region. Refer to section A.7 Projected Meetings Requiring In-Person Attendance for details.
- b) Prepare all meeting minutes, to be provided to PCH within 2 business days following each meeting;
- c) Creating and maintaining a detailed project schedule that includes all tasks, start and completion dates, as well as level of completion (indicated as a percentage). This schedule is to be provided within 10 business days of the initial start-up meeting and updated weekly and/or at the request of PCH;
- d) Make presentations to the PCH project team and senior management at pre-determined times throughout the project. Refer to section A.7 Projected Meetings Requiring In-Person Attendance for details If needed
- e) Provide and pay all necessary staff (administrative, support, technical, logistical, production, etc.) required to perform any and all tasks relating to the aspects of the show directly under their responsibility;
- f) Organize and pay for all travel (including accommodations, per diems and all other travel expenses) for the entirety of the project; (1 site visit maximum)
- g) Work collaboratively with PCH, incorporating all feedback and direction during the various stages of the project;
- h) Provide all invoices in a timely manner;

A.4.2 Design and Creative Responsibilities

The Contractor must:

- a) Use the general thematic of "light" to develop three (3) draft concepts for projection on the South façade of the Center Block, including the height of the Peace Tower up to and including the clock;
- b) Create draft storyboards for the selected concept (out of the three [3] drafts) in order to break down the production into scenes with sketches indicating the accompanying visuals. The storyboard should also describe lighting approaches for the various scenes, ideas for potential music and audio accompaniment, as well as any other effects that might be included.
- c) Present draft storyboards to PCH.

- d) Incorporate comments from the Artistic Team into future versions of storyboard. Several (up to Three [3]) iterations of the draft storyboard may be required - the total proposed time for all scenes together should be approximately 13 minutes in length;
- e) Carry out all research required based on the theme, as well as any topics and ideas that emerge throughout the project;
- f) Refine the visual design of key scenes, determined in collaboration with PCH, in order to better illustrate the visuals that are being proposed (to be done after approval of draft storyboards);
- g) Further refine designs for key scenes of the production, after final approval of the storyboards;
- h) Base designs of the projection on existing infrastructure placement and equipment (See list of existing equipment, Section A.5.2, design specification);
- i) Base designs for the lighting on existing infrastructure placement and equipment (See list of existing equipment, Section A.5.2 design specification);
- j) Define and design all lighting and other visual that will enhance the show;
- k) Produce pre-visualization and 3D concepts;
- l) Produce media design templates for projection elements and surfaces, and raster mapping;
- m) Produce concepts for custom gobo production, if required;
- n) Provide artistic / computer renderings, for possible use as promotional and / or fundraising materials, that are based upon the concept and technical approach;
- o) Identify and provide PCH with materials (images, multimedia material, soundtrack, visual renderings, etc.) that are rights-cleared

A.4.3 Technical Responsibilities

A.4.3.1 The Contractor must:

- a) Produce projection rasters, scenery video masks, scales and video mapping of the Peace tower and adjacent sections left and right, see visual in Annex A.13;
- b) Ensure that all multimedia proposed is compatible with the playback capabilities of the system employed for use with Watchout 6.0 ;
- c) Optimize the rendering of multimedia content for the projection surface and overall playback quality (colouring, contrast, resolution, etc.) and rendering of multimedia content;
- d) Develop a lighting design to accompany the multimedia content
- e) Provide the services of an on-site lighting programmer and designer to complete and program the lighting design
- f) Provide the service of a team to integrate the content on the site. This may include, but not limited to, producers, animators, Watchout programmers, lighting designer, lighting programmer, art directors, sound design, etc.
- g) Provide documentation and technical files to enable the operation and artistic maintenance of the show.
- h) Provide copies of show content on removable hard drive, including but not limited to video files, Watchout Project, Audio lighting files, plans, MA file (lighting) and lightning position reference photos.

A.4.3.2 Health and safety

When performing work for PCH, the supplier must comply with all federal, provincial and municipal laws and regulations regarding occupational health and safety including those resulting from the COVID-19 pandemic. Where federal provincial or municipal provisions

deal with the same subject matter differently, the Supplier shall comply with the most stringent provision;

Supplier acknowledges that it has been advised by PCH that the sites on which it performs work may be considered "construction sites" in accordance with federal, provincial or municipal laws and regulations and that Supplier may be subject to all federal provincial and municipal laws and regulations regarding occupational health and safety in the construction industry;

Supplier is responsible for all cost resulting from Supplier's compliance with federal, provincial and municipal laws and regulations regarding occupational health and safety including occupational health and safety (including occupational health and safety in the construction industry);

A.5 SPECIFICATIONS AND STANDARDS

A.5.1 Video Animation

The video animation must be based on the following technical infrastructure:

- a) The Contractor must use the existing three (3) projector set-up for the Peace Tower and the existing twelve (12) projectors for the **other** sections of the Centre Block;
- b) The animations will be run on the existing Watchout 6.0 platform;

A.5.2 Design Specifications

The design specifications must be based on the following technical infrastructure:

What follows is the inventory making up the technical infrastructure.

Video

15 Christie Digital HD20 Projectors with lenses

10 custom video servers with 4 video outputs per, one set of 5 main and one set of 5 in full tracking backup

2 custom production computers, one main and one in full tracking backup

Dataton Watchout 6 multidisplay software, Lightware video matrix

The Peace tower projection comes from a custom trailer with 3 projectors and an HD PTZ camera for referencing at the control center. Trailer is installed on the north side of the centennial flame.

All signal distribution and main network backbone via fiber optics

Lighting, available equipment

16 SGM P6 LED wash lights

2 large temperature controlled enclosure able to hold 8 moving head lights (moving head lights not included and will be rented by PCH for the show), DMX and power within the enclosure

Lighting programming and control via MA2 and MA2 on PC, a Pathway DMX network is installed throughout, including to control exterior lighting of the Parliamentary precinct.

Audio

Playback using Digital Performer 8 on Mac (1+1 full tracking backup)

Meyer Galileo and Callisto Digital Signal Processing

PCH will provide 2 source points, track should in mono.

Control

Show control through Medialon

LTC Time code generated from MasterClock (main) and Medialon (Backup).

Cabling

All required cabling supplied by PCH.

NOTES :

The Peace tower raster is three projectors stacked one on top of another in portrait mode. Adjacent walls are divided into 4 annexes of 3 portrait mode projectors each. The Peace tower projection begins just above the clock and ends at the bottom of the tower. With the ongoing construction, part of the base of the building is no longer visible. PCH will deploy the equipment this summer for the first time since the construction began and will be able to fully validate its modeling of the visible portion of the building, seen annex A.13 for the current modeling.

All equipment listed above will be changed after the 2023-24 presentation to accommodate technical updates and some modifications will be required for these changes. PCH plans to integrate new infrastructure before the end of life of this show. In addition, with the Center Block renewal project, a construction covering consisting of scaffolding and a trompe l'oeil style tarp is planned for a date yet to be determined. These potential changes will need to be taken into consideration in the design of this show and in the work to be done in the option years.

A.5.3 Technical Standards

In accordance with this Statement of Work as detailed in the contract, the finished work must conform to the highest professional and technical standards of the audio-visual industry in accordance with the state of the art equipment. PCH reserves the right to incorporate and append the Statement of Work, minimum technical and functional specifications as applicable to each contract.

A.6 PROJECT SCHEDULE**A.6.1 Delivery Schedule – Initial Contract Period**

Start-up Meeting and Thematic Review	August 23rd 2021
Presentation of 3 concepts	September 6th 2021
Approval of design direction and visual language (Selection of concept) by PCH	September 13th 2021
Presentation of first draft of concept	September 20th 2021
Presentation for second draft of concept, for approval	September 27th 2021
Presentation for Final Content Approval	October 4th 2021
Presentation Draft Lighting Design delivered to PCH	November 1st 2021
Review content prior to delivery	November 8th 2021
Final Lighting Design delivered to PCH	November 15th 2021
integration content delivered to PCH, for loading in servers	November 18th 2021
On site integration	From November 29th to December 3rd 2021
Final copies of all deliverables, video files, lighting files, audio files.	November 29th 2021

A.6.2 Production Milestones**A.6.2.1 First option Period of the Contract (2022)**

Start-up Meeting and Thematic Review	First week of September
Presentation of first draft of concepts	Second week of September

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Presentation for second draft of concept, for approval	Third week of September
Presentation for Final Content Approval	Fourth week of September
Presentation Draft Lighting Design delivered to PCH	First week of November
Review content prior to delivery	Second week on November
Final Lighting Design delivered to PCH	Third week of November
integration content delivered to PCH, for loading in servers	Third week of November
On site integration	Fourth week of November
Final copies of all deliverables, video files, lighting files, audio files.	First week of December

A.6.2.2 Second Option Period of the Contract (as applicable) (2023)

Start-up Meeting and Thematic Review	First week of September
Presentation of first draft of concepts	Second week of September
Presentation for second draft of concept, for approval	Third week of September
Presentation for Final Content Approval	Fourth week of September
Presentation Draft Lighting Design delivered to PCH	First week of November
Review content prior to delivery	Second week on November
Final Lighting Design delivered to PCH	Third week of November
integration content delivered to PCH, for loading in servers	Third week of November
On site integration	Fourth week of November
Final copies of all deliverables, video files, lighting files, audio files.	First week of December

A.6.2.3 Third Option Period of the Contract (as applicable) (2024)

Start-up Meeting and Thematic Review	First week of September
Presentation of first draft of concepts	Second week of September
Presentation for second draft of concept, for approval	Third week of September
Presentation for Final Content Approval	Fourth week of September
Presentation Draft Lighting Design delivered to PCH	First week of November
Review content prior to delivery	Second week on November
Final Lighting Design delivered to PCH	Third week of November
integration content delivered to PCH, for loading in servers	Third week of November
On site integration	Fourth week of November
Final copies of all deliverables, video files, lighting files, audio files.	First week of December

A.6.2.4 Fourth Option Period of the Contract (as applicable) (2025)

Start-up Meeting and Thematic Review	First week of September
Presentation of first draft of concepts	Second week of September
Presentation for second draft of concept, for approval	Third week of September
Presentation for Final Content Approval	Fourth week of September
Presentation Draft Lighting Design delivered to PCH	First week of November
Review content prior to delivery	Second week on November
Final Lighting Design delivered to PCH	Third week of November
integration content delivered to PCH, for loading in servers	Third week of November
On site integration	Fourth week of November
Final copies of all deliverables, video files, lighting files, audio files.	First week of December

A.7 PROJECTED MEETINGS ATTENDANCE DETAILS

The following is a proposed list of meetings and their required attendance.

Meeting 1: Kick-Off Meeting with discussion of thematic approach (In person)

Required Attendees: All relevant contracted resources (project manager, artistic, technical, production, etc)

Meeting 2: Presentation of 3 draft concepts

Required Attendees: Production and Artistic resources (teleconference)

Meeting 3: Working session to refine selected concept

Required Attendees: Production and Artistic resources (teleconference)

Meeting 4: Presentation of Final Product (video format) for approval

Required Attendees: Production and Artistic resources (teleconference)

Meeting 5: Approval Presentation (In person)

Required Attendees: Project management and/or Artistic resources (others could teleconference)

A.8 COPYRIGHT MENTION

Incorporation into the end titles of a copyright notice, namely the symbol © followed by the name of the Minister and the appropriate date (year in which the production is completed), in the official languages as follows:

ENGLISH:

© Her Majesty the Queen in right of Canada, represented by (Contractor to insert department name and year).

FRENCH:

© Sa Majesté la Reine du chef du Canada, représentée par (Contractor to insert department name and year).

The notice shall be on a line by itself and shall be of such a size and time duration as to be easily read.

A.9 CANADA WORDMARK

Incorporation in each video program and into the final shot of the production, the Canada Wordmark must appear by itself and be of such a size and time duration as to be easily read.

A.10 RIGHTS AND CLEARANCES

The following information will be required:

When stock music and/or effects are used the Contractor must report:

- Music Title
- Composer
- Publisher
- Recording number
- Duration used

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- Rights obtained

When original compositions and/or effects are used the Contractor must report:

- Music Title
- Composer
- Duration
- Rights obtained

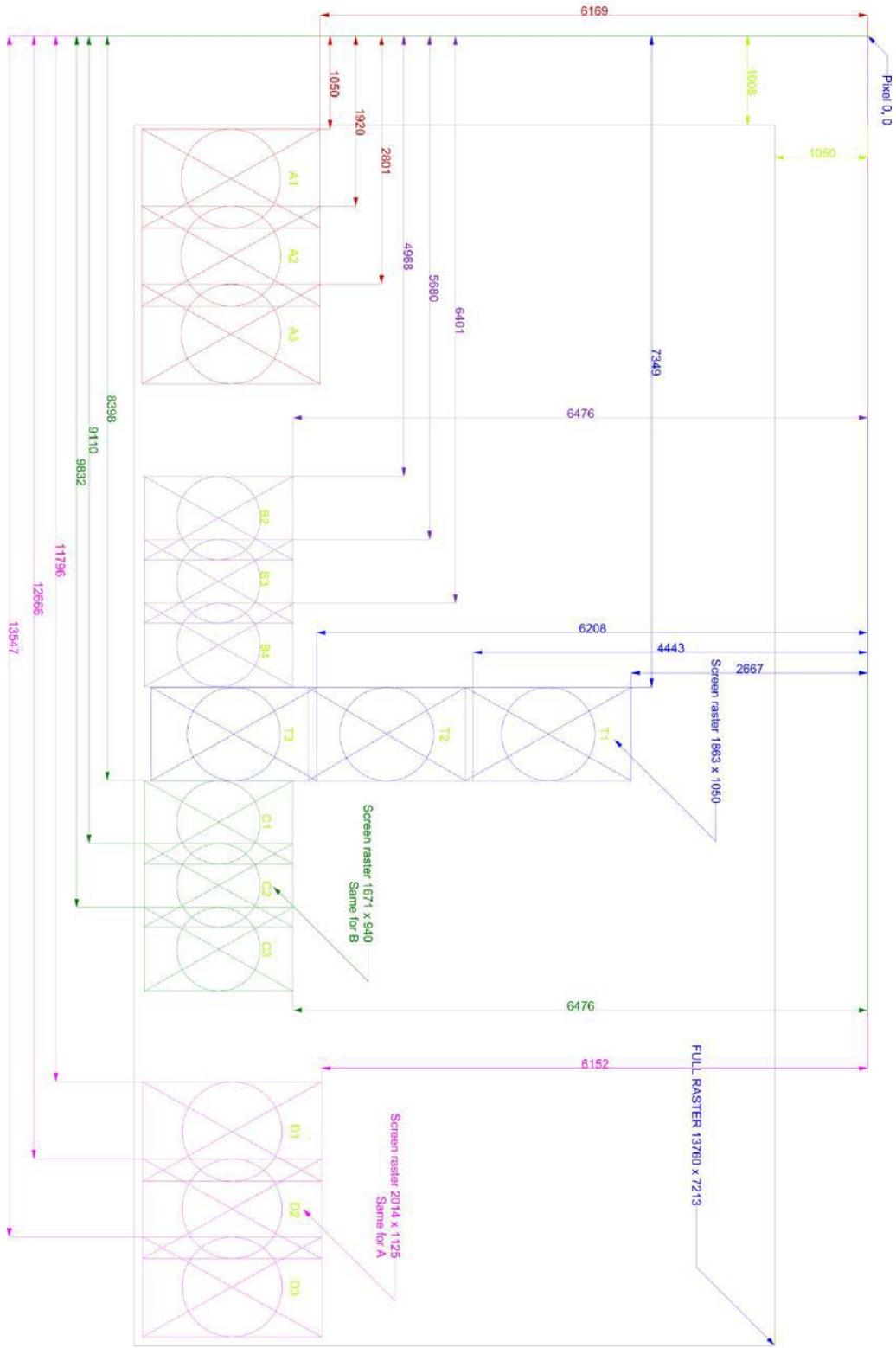
If actors or any content requiring rights clearances are used the Contractor must report:

- Duration used
- Rights obtained

A.11 STORAGE (If required)

The Contractor must ensure that all products resulting from the work and all materials supplied which are in its possession are stored, at no additional cost, under suitable atmospheric conditions until properly identified, packaged and shipped.

A.12 VIDEO RASTER



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ANNEX B

BASIS OF PAYMENT

B.1 Schedule of Milestones outlined in the Annex A Statement of Work

Bidders must submit all prices in Canadian dollars, including FOB destination, and custom duties, if applicable. The Goods and services Tax or Harmonized Sales Tax, if applicable, are extra.

The Bidder must provide firm all-inclusive prices for **each** of the Categories of Service (Project Steps) included in **Table B.1** below.

If pricing is not provided for a milestone, a price of zero will be assigned for the component and the Bidder will be provided an opportunity to agree with the zero amount. If the Bidder agrees then the Payment schedule will be considered compliant. However if the Bidder disagrees then the proposal will be found non-compliant and no further evaluation will be done.

The firm all-inclusive prices include the cost of labour, fringe benefits, general and administrative expenses, time in transit, overhead, profit and the like, excepting only Applicable Taxes.

The Contractor is subject to the Applicable Laws as outlined in article 10 of the Resulting Contract. As such, the Contractor is responsible for ensuring adherence to these Laws, including any applicable Labour Laws. The firm fixed all-inclusive prices charged by the Contractor reflect this responsibility and Canada will not be subject to additional charges not expressly laid out herein.

There is no provision for overtime under this Contract.

Failure to price any of the categories of service included in **Table B.1**, will result in a bid being declared non-responsive.

The breakdown of the pricing for the categories of service must equal one hundred percent (100%). Failure to remain within the provided percentage ranges for any of the categories of service, for the Contract period, will result in a bid being declared non-responsive.

Direct Expenses

All direct expenses, including all general and administrative expenses, normally incurred in providing the services (i.e. project office space [including Contractor's hardware and software]; word processing; non-project specific reports, photocopying, courier and telephone charges; local travel and the like) must be included in the firm all-inclusive prices in **Table B.1**. No other charges will be permitted under the Contract.

Direct expenses include any expenses **directly** incurred by the Contractor during the performance of the Work or for the purpose of the project, relating to the purchase or rental of materials, equipment, supplies, or other required items. Direct expenses may include, but are not limited to, the following: badges; lanyards; tent cards; flip charts; on-site printing; signage; audio/video equipment rental; simultaneous interpretation equipment rental; commercial transportation; requirement-specific insurance coverage (at the request of the Project Authority); and any project-specific photocopies, telephone and facsimile charges, parking costs, and mailing, courier, and shipping fees.

Subcontracting

All subcontracted requirements must be included in the firm all-inclusive prices in **Table B.1**. No other charges will be permitted under the Contract.

Travel and Living Expenses

All travel and living expenses are not to include in the firm all-inclusive prices in **Table B.1**. No other charges will be permitted under the Contract.

B.1.1 Initial Period of the Contract

TABLE : Payment schedule for the initial period of the Contract		Pricing
Start-up Meeting and Thematic Review	25%	
Presentation of first draft of concepts		
Presentation for second draft of concept, for approval		
Presentation for Final Content Approval		
Presentation Draft Lighting Design delivered to PCH	25%	
Review content prior to delivery		
Final Lighting Design delivered to PCH		
integration content delivered to PCH, for loading in servers	25%	
On site integration	25%	
Final copies of all deliverables, video files, lighting files, audio files.		

B.1.2 First Option Period of the Contract (as applicable)

TABLE : Payment schedule for the initial period of the Contract		Pricing
Start-up Meeting and Thematic Review	25%	
Presentation of first draft of concepts		
Presentation for second draft of concept, for approval		
Presentation for Final Content Approval		
Presentation Draft Lighting Design delivered to PCH	25%	
Review content prior to delivery		
Final Lighting Design delivered to PCH		
integration content delivered to PCH, for loading in servers	25%	
On site integration	25%	
Final copies of all deliverables, video files, lighting files, audio files.		

B.1.3 Second Option Period of the Contract (as applicable)

TABLE : Payment schedule for the initial period of the Contract	Pricing
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Start-up Meeting and Thematic Review	25%	
Presentation of first draft of concepts		
Presentation for second draft of concept, for approval		
Presentation for Final Content Approval		
Presentation Draft Lighting Design delivered to PCH	25%	
Review content prior to delivery		
Final Lighting Design delivered to PCH		
integration content delivered to PCH, for loading in servers	25%	
On site integration	25%	
Final copies of all deliverables, video files, lighting files, audio files.		

B.1.4 Third Option Period of the Contract (as applicable)

TABLE : Payment schedule for the initial period of the Contract		Pricing
Start-up Meeting and Thematic Review	25%	
Presentation of first draft of concepts		
Presentation for second draft of concept, for approval		
Presentation for Final Content Approval		
Presentation Draft Lighting Design delivered to PCH	25%	
Review content prior to delivery		
Final Lighting Design delivered to PCH		
integration content delivered to PCH, for loading in servers	25%	
On site integration	25%	
Final copies of all deliverables, video files, lighting files, audio files.		

B.1.5 Fourth Option Period of the Contract (as applicable)

TABLE : Payment schedule for the initial period of the Contract		Pricing
Start-up Meeting and Thematic Review	25%	
Presentation of first draft of concepts		
Presentation for second draft of concept, for approval		
Presentation for Final Content Approval		
Presentation Draft Lighting Design	25%	

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delivered to PCH		
Review content prior to delivery		
Final Lighting Design delivered to PCH		
integration content delivered to PCH, for loading in servers	25%	
On site integration	25%	
Final copies of all deliverables, video files, lighting files, audio files.		

B.2 Ceiling Price: Travel and Living Expenses

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work	10% Maximum
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ANNEX "C"
ELECTRONIC PAYMENT INSTRUMENTS

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

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

ANNEX "D"
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date : _____(YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

ANNEX "E"

INSURANCE REQUIREMENTS

E.1 COMMERCIAL GENERAL LIABILITY INSURANCE

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$15,000,000.00 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

-
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
 - o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
 - q. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

E.2 ERRORS AND OMISSIONS LIABILITY INSURANCE

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

E.3 COMPREHENSIVE CRIME INSURANCE

1. The Contractor must obtain Comprehensive Crime (Fidelity) insurance on a Blanket basis, and maintain it in force throughout the duration of the Contract period, in an amount as listed below:

- a. Insuring Agreement 1: Employee Dishonesty (Form A) in an amount of not less than \$ 250,000.00 covering all employees of the Contractor. Such Fidelity Insurance must contain a "Third-Party Extension" or "Client Coverage" extending such coverage to Canada with respect to the risks associated with this agreement.
- b. Agreement II/III: Money & Securities Loss Inside Premises/Outside Premises in an amount not less than \$ 250,000.00

2. The Comprehensive Crime insurance must include the following:

- a. Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- b. Loss Payee: Canada as its interest may appear or as it may direct.

E.4 ALL RISK PROPERTY INSURANCE

The Contractor must obtain All Risks Property insurance while the Government Property is under its care, custody or control, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$500,000.00. The Government's Property must be insured on an Agreed Value appraisal basis.

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.

2. The All Risks Property insurance policy must include the following:

- a. Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority at least thirty (30) days written notice of policy cancellation.
- b. Loss Payee: Canada as its interest may appear or as it may direct.
- c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by **the Department of Canadian Heritage** and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

ANNEX F

SECURITY REQUIREMENTS CHECK LIST



Gouvernement du Canada / Government of Canada

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SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Department of Canadian Heritage	2. Branch or Directorate / Direction générale ou Direction MECCE	
3 a) Subcontract Number / Numéro du contrat de sous-traitance N/A	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant TBD	
4. Brief Description of Work / Brève description du travail The Department of Canadian Heritage (PCH) is seeking the services of a creative company to develop a projection, video mapping and the integration of this new sound and lights show for winter. Event will take place on Parliament Hill in winter 2021.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : Work will be executed prior to event (no site access required)

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

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PART C - (continued) / PARTIE C - (suite)

For users completing the form manually USE the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET Très SECRET	NATO	NATO	NATO	COMSEC TOP SECRET COMSEC Très SECRET	PROTECTED Protégé			CONFIDENTIAL	SECRET	TOP SECRET Très SECRET	
							RESTRICTED NATO DIFFUSION RESTREINTE	CONFIDENTIAL NATO CONFIDENTIEL	SECRET		A	B	C				
Information / Assets Renseignements / Biens Production																	
IT Media / Support TI																	
IT Link / Lien électronique																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Etienne Rondeau		Title - Titre Artistic Programming coordinator	Signature <i>Pierre Rondeau</i>
Telephone No. - N° de téléphone 819-578-2320	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel etienne.rondeau@canada.ca	Date 2021-05-28
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Louise Verreault		Title - Titre Sécurité des contrats	Signature Verreault, Louise 2021.06.02 07:06:34 -04'00'
Telephone No. - N° de téléphone 819-210-0148	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel louise.verreault@canada.ca	Date 2021-06-02
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature Lecompte, Denis Digitally signed by Lecompte, Denis Date: 2021.07.08 13:17:46 -04'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Denis Lecompte
Contract Security Officer / Responsable de la sécurité des contrats
1300 Centre Pointe St. / Centre de la sécurité des affaires des entreprises
et des technologies de l'information / Centre de la sécurité des affaires
2015-2020
1300 Centre Pointe St. / Centre de la sécurité des affaires des entreprises
et des technologies de l'information / Centre de la sécurité des affaires
2015-2020

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