



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

There is a security requirement associated to this
requirement

Title - Sujet Audiovisual equipment Équipement audiovisuel	
Solicitation No. - N° de l'invitation G9292-239743/A	Date 2022-01-20
Client Reference No. - N° de référence du client G9292-239743	
GETS Reference No. - N° de référence de SEAG PW-\$\$HN-331-80879	
File No. - N° de dossier hn331.G9292-239743	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2022-03-02 Heure Normale du l'Est HNE	
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: Turner, Louie	Buyer Id - Id de l'acheteur hn331
Telephone No. - N° de téléphone (613) 297-3769 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

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

Delivery Required - Livraison exigée See Herein – 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	



Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D - 1	NCR - Ontario RCN - Ottawa 300 Sparks Street OTTAWA ON K1A 0J6 CANADA	I - 1	ESDC Comptes Payable Montreal 200 Rene-Levesque Blvd. West Guy Favreau Complex, West Tower Montreal QC H2Z 1X4



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Audiovisual equipment Supply and Install fully functional AudioVideo systems at 22 Eddy Street, Gatineau, Quebec and 405 Terminal Ave, Ottawa, Ontario as per Annex A - Statement of Work, Annex E - WorkPoint Summary Document and Appendix A - Business/Functional and Technical requirements. • Prices to be submitted only in Annex D - Price List	D - 1	I - 1	1	lot	\$	XXXXXXXXXXXX	See Herein – Voir ci-inclus	

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Attachments:

405 Terminal Avenue

Annex A - SOW (Statement of Work)
Annex B - SRCL (Security Requirements Checklist)
Annex C - Milestone Payments
Annex D - Price List
Annex E - Workpoint Summary Document (Excel copy available upon request)
Annex F - Technical Evaluation – Mandatory Requirements/Criteria
Annex G - Assessment Criteria for Proposed Equipment
Annex H - Federal Contractors Program for Employment Equity Certification
Annex I - Covid-19 Vaccination Requirement Certification

Appendix A - Business/Functional and Technical Requirements
Appendix B - CDRL (Contract Data Requirements List)
Appendix C – General Installation and Performance Requirements
Appendix D – Floor Plans – 405 Terminal (copy must be requested from Contracting Authority)

22 Eddy Street

Annex A - SOW (Statement of Work)
Annex B - SRCL (Security Requirements Checklist)
Annex C - Milestone Payments
Annex D - Price List
Annex E - Workpoint Summary Document (Excel copy available upon request)
Annex F - Technical Evaluation – Mandatory Requirements/Criteria (same Annex for both Terminal and Eddy locations)
Annex G - Assessment Criteria for Proposed Equipment (same Annex for both Terminal and Eddy locations)
Annex H - Federal Contractors Program for Employment Equity Certification (same Annex for both Terminal and Eddy locations)
Annex I - Covid-19 Vaccination Requirement Certification (same Annex for both Terminal and Eddy locations)

Appendix A - Business/Functional and Technical Requirements
Appendix B - CDRL (Contract Data Requirements List)
Appendix C - General Installation and Performance Requirements
Appendix D – Floor Plans – 22 Eddy (copy must be requested from Contracting Authority)

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Statement of Work/Requirement

The contractor must provide the goods and services in accordance with the technical requirements and in the quantities stated herein at each individual's location of 22 Eddy Street and 405 Terminal Avenue Annex A Statement of Work and Annex E - Workpoint Summary.

The equipment supplied for both 22 Eddy Street and 405 Terminal Avenue must be identical to each other.

1.2.1 Delivery Requirement

Delivery is requested to be completed by:

405 Terminal Avenue - May 30, 2022
22 Eddy Street – June 30, 2022

Notes:

- The dates noted above are estimated dates.
- As the Covid-19 pandemic continues to be challenging to all aspects of business, bidders must take into consideration in their bids that these projects could take longer than anticipated.

1.3 Debriefings

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

1.4 epost Connect service

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

1.5 COVID-19 vaccination requirement

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after contract award. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

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

Delete: 60 days

Insert: 90 days

2.1.1 SACC Manual Clauses

SACC Reference ID	Title	Date
B1000T	Condition of Material	2014-06-26

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 in the bid solicitation.

Note: Bidders must submit bids using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is: 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.

Do not send proposal directly to the Contracting Officer.

Inquiries related to submissions of bids through the epost Connect may contact the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit at the coordinates found in Section 20 Further Information of the [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements.

2.3 Enquiries - Bid Solicitation

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

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

2.4 Applicable Laws

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

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

2.5 Mandatory Virtual Site Visit

Note: At this time, in person site visits cannot be held due to the Covid protocol rules.....if the Covid protocol rules change before the scheduled Virtual Site Visit, an in person site visit will be held at the same times as the Virtual site visits (subject to change)....bidders must be prepared to attend the site visit which ever method is held.

It is mandatory that the Bidder or a representative of the Bidder connect into a mandatory bidders virtual site visit for both Eddy Street and Terminal Ave locations Arrangements have been made for the following:

For Eddy Street - February 10, 2022 10 AM (Gatineau time)
Connection information: To be advised

For Terminal Ave – February 10, 2022 1:30 PM (Ottawa Time)
Connection Information: To be advised

Bidders will be required to acknowledge they are on the virtual site visit call. Bidders should confirm in their bids that they have attended the bidders virtual site visit. Bidders who do not join in the bidders virtual site visit will not be given an alternative virtual site visit time and their bids will be rejected as non-compliant.

The onus is on the bidders to call in to the bidders virtual site visit in a timely manner. Bidders calling in late may not be permitted to stay on the call. The Bidder must have at least one attendee on the bidders virtual site visit call.

To apply for the mandatory bidders virtual site visit call, contact the Contracting

Authority: louie.turner@pwgsc-tpsgc.gc.ca

The virtual site visit call request must be submitted no later than February 4, 2022, 2:00 pm (this will allow time to advise bidders if an in-person site visit can be arranged and, if so, allow bidders sufficient time to make arrangements to attend an in-person site visit)

Bidders **must** clearly identify the name of the participant(s), the name of the company they represent, telephone number and e-mail address.

Bidders are advised that any clarifications or changes resulting from the bidders teleconference call shall be included as an amendment to the bid solicitation document.

Note: If in person site visits can be held, bidders will need to sign a certificate of vaccination for Covid and may require PPE – to be confirmed

2.6 Bid Challenge and Recourse Mechanisms

(a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

(b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's Buy and Sell website, under the heading "Bid Challenge and Recourse Mechanisms" contains information on potential complaint bodies such as:

- Office of the Procurement Ombudsman (OPO)
- Canadian International Trade Tribunal (CITT)

(c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- The bidder must submit its bid electronically, Canada requests that the Bidder submits its bid 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
- Section IV: Additional Information

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

- (a) use a numbering system that corresponds to the bid solicitation.

Section I: Technical Bid

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

3.1.1 Equivalent Products

1. Products that are equivalent in form, fit, function and quality to the item(s) specified in the bid solicitation will be considered where the Bidder designates the brand name and model and/or part number and NCAGE of the substitute product;
2. Products offered as equivalent in form, fit, function and quality will not be considered if:
 - (a) the bid fails to provide all the information requested to allow the Contracting Authority to fully evaluate the equivalency of each substitute product; or
 - (b) the substitute product fails to meet or exceed the mandatory performance criteria specified in the bid solicitation for that item.
3. In conducting its evaluation of the bids, Canada may, but will have no obligation to, request bidders offering a substitute product to provide technical information demonstrating the equivalency (e.g. Drawing, specifications, engineering reports and/or test reports), or to demonstrate that the substitute product is equivalent to the item specified in the bid solicitation, at the sole cost of bidders, within three (3) business days of the request. If the bidder fails to provide the requested information within the specified delay, Canada may declare the bid non-responsive.

3.1.2 Equivalent Products - Samples (Refer to: 4.2 Proof of Proposal Testing for Top Ranked Bid (if required))

If the Bidder offers an equivalent product, Canada reserves the right to request one (1) sample from the Bidder in order to determine its equivalency in form, fit, function, quality and performance to the item specified in the bid solicitation.

The Bidder must, upon request from the Contracting Authority, provide a sample to the Technical Authority, transportation charges prepaid, and without charge to Canada, within five (5) calendar days from the date of request. The sample submitted by the Bidder will remain the property of Canada and will not be considered as part of the deliverables in any resulting contract. If the sample does not meet the requirements of the bid solicitation or the Bidder fails to comply with the request of the Contracting Authority, the bid will be declared non-responsive.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.3 Exchange Rate Fluctuation

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

3.1.4 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, identify which ones are accepted.

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only);
- ☐ Large Value Transfer System (LVTS) (Over \$25M)

If none are chosen, 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.

Section III: Certifications

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

Section IV: Additional Information

3.1.5 Delivery Offered

While delivery is requested as indicated above, the best delivery that could be offered is:

405 Terminal Avenue, Ottawa _____
22 Eddy Street, Gatineau _____

Solicitation No. - N° de l'invitation
G9292-239743/A
Client Ref. No. - N° de réf. du client
G9292-239743

Amd. No. - N° de la modif.
File No. - N° du dossier
hn331.G9292-239743

Buyer ID - Id de l'acheteur
hn331
CCC No./N° CCC - FMS No./N° VME

3.1.6 Contractor Representatives

Name and telephone number of the person responsible for:

General enquiries

Name: _____

Telephone: _____

E-mail: _____

Delivery follow-up

Name: _____

Telephone: _____

E-mail: _____

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 Phased Bid Compliance Process

4.1.1.1 (2018-07-19) General

- (a) Canada is conducting the PBCP described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY

REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE. THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not

change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.

- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2020-05-28) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

4.1.1.2 (2018-03-13) Phase I: Financial Bid

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.

- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

4.1.1.3 (2018-03-13) Phase II: Technical Bid

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.

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- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

4.1.1.4 (2018-03-13) Phase III: Final Evaluation of the Bid

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

4.1.2 (2017-07-31) Technical Evaluation

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

Bidders should address the evaluation criteria in sufficient depth in their bid. Simply repeating the statement contained in the solicitation document is not sufficient. Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

4.1.2.1 (2017-07-31) Mandatory Technical Criteria

The following Mandatory requirements must be submitted with the bid for evaluation:

- Technical compliance (Technical Evaluation – Mandatory Requirements/Criteria at Annex F)
- Bids must be submitted for both locations

The Phased Bid Compliance Process will apply to all mandatory technical criteria.

4.1.3 Financial Evaluation

The following Mandatory factors will be taken into consideration in the evaluation of each bid: Compliance with Pricing Basis;

The bid price will be determined by processing items at Annex D, Section 1.0 for both Eddy Street and Terminal Ave as follows:

- a. Sum of all items total price (unit price x qty.)
(items 1 – 12 for 22 Eddy Street and items 1 – 14 for 405 Terminal Ave)

4.1.3.1 Pricing Basis

The bidder must quote firm lot prices in Canadian dollars, DDP Delivered Duty Paid (22 Eddy Street and 405 Terminal Ave), Applicable Taxes extra, as applicable. Freight charges to destination and all applicable Custom duties and Excise taxes must be included

4.2 Proof of Proposal Testing for Top Ranked Bid (if required)

Following the mandatory technical evaluation and the financial evaluation, Canada will determine the lowest compliant bidder who will be ranked the top bid and will move forward in the evaluation process for further consideration to determine, through the Proof of Proposal testing, if their proposed solution meets the mandatory requirements of the bid solicitation as described in Annex F.

The Bidder must, upon request from the Contracting Authority, provide **one (1)** sample of the equipment identified (but not limited to) in the Annex G - "Assessment Criteria for Proposed Equipment" to the Technical Authority, transportation charges prepaid, and without charge to Canada, within **five (5)** calendar days from the date of request. The samples submitted by the Bidder will be returned to the Bidder and will not be considered as part of the deliverables in any resulting contract. If the sample does not meet the requirements of the bid solicitation or the Bidder fails to comply with the request of the Contracting Authority, the bid will be declared non-responsive

Through the Proof of Proposal (PoP) test, Canada will test the Solution proposed in the top-ranked bid to confirm both that it will function as described in the bid and that it meets the technical functionality requirements described in the Statement of Requirements. The PoP test will take place at Government of Canada sites provided by Canada that recreate the technical environment described in the Statement of Requirements.

After being notified by the Contracting Authority, the Bidder will be given a maximum of **five (5)** calendar days to deliver their proposed Solution to the shipping address provided at time of notification. Canada will then conduct the PoP test. The PoP testing process will have a maximum duration of 4 weeks to be completed unless agreed to by all parties.

The hardware, software, and other components provided for the PoP must be identical to the proposed Solution. Canada will assume all costs related to the facilities provided, the required infrastructure and Canada employees. All Bidder costs, including delivery, shipping and return shipping of the Solution will be the responsibility of the Bidder.

The Bidder must provide technical resources to resolve any issues and correct any deficiencies discovered during the PoP testing. The technical resources must be available remotely via telephone and e-mail. Although testing will be completed by the Client, the Bidder must have at least one technical resource available via telephone and email to resolve any issues and correct any deficiencies discovered during the PoP

testing. If required the Bidder may need to provide a technical resource on site for up to 5 working days during the POP testing. If the Bidder is unable to resolve any issues and correct any deficiencies discovered within 3 working days during the PoP testing, this will result in the proposed Solution being deemed NON COMPLIANT and no further evaluation will be conducted.

Canada will document the results of the PoP Test. If Canada determines that the proposed Solution does not meet any mandatory requirement of the bid solicitation as described in Annex F, the bid will fail the PoP Test and the bid will be deemed non-compliant.

If at any time during the PoP test, Canada determines that the proposed Solution by the Bidder does not meet a mandatory requirement of this RFP, the Bidder's proposal will fail the PoP test and the proposal will not be given further consideration. As a result of this assessment, the Bidder will be no longer compliant, the Proof of Proposal (PoP) Test process with the Bidder will end and the proposal will receive no further consideration, then the next top-ranked compliant Bidder will be selected for the PoP Test. This process will be repeated until there is a successful PoP Test.

In connection with the PoP testing, the Bidder grants to Canada a limited license to use the Bidder's proposed software Solution (if applicable) for testing and evaluation purposes.

4.3 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria, including the Proof of Proposal test, to be declared responsive. The responsive bid with the lowest evaluated price on an aggregate basis (the total of Annex D Price List for 22 Eddy St and the total of Annex D Price list for 405 Terminal Ave) will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 COVID-19 vaccination requirement certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached as Annex "I" to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 General Environmental Criteria Certification

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

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

Bidders' Authorized Representative Signature

Date

or

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

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

Bidders' Authorized Representative Signature

Date

5.2.3 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

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 work 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 B
 - b. Contract Security Manual (latest edition)

6.2 Statement of Work/Requirement

The contractor must provide the goods and services in accordance with the technical requirements and in the quantities stated herein at each individual's location of 22 Eddy Street and 405 Terminal Avenue Annex A Statement of Work and Annex E - Workpoint Summary.

The equipment supplied for both 22 Eddy Street and 405 Terminal Avenue must be identical to each other.

6.2.1 SACC Manual Clauses

SACC Reference ID	Title	Date
<u>B1501C</u>	Electrical Equipment	2018-06-21
<u>B7500C</u>	Excess Goods	2006-06-16

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2010A (2021-12-02), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

2010A 32 Anti-forced labour requirements

1. The Contractor represents and warrants that the Work is not mined, manufactured or produced wholly or in part by forced labour. Regardless of who acts as an importer, the Contractor must not during the performance of the Contract, directly or indirectly, deliver Work to Canada or import Work into Canada the importation of which is prohibited pursuant to ss. 136(1) of the *Customs Tariff Act* and tariff item No. 9897.00.00 of the *Customs Tariff – Schedule* (as amended from time to time), because it is mined, manufactured or produced wholly or in part by forced labour.
2. If a tariff classification determination is made under the *Customs Act* that the importation of the Work, or any part of the Work, is prohibited, the Contractor must immediately inform the Contracting Authority in writing. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if the Work or any part of the Work is classified under tariff item no. 9897.00.00 of the *Customs Tariff – Schedule* as mined, manufactured or produced wholly or in part by forced labour. If the Contractor is aware that the Work, or any part of the Work, is being or has been investigated regarding whether it is prohibited from entry pursuant to tariff item No. 9897.00.00, the Contractor must immediately inform the Contracting Authority in writing of that investigation.
3. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if it has reasonable grounds to believe the Work was mined, manufactured or produced in whole or in part by forced labour or linked to human trafficking. Reasonable grounds for making such a determination may include:
 - a. Findings or Withhold Release Orders issued by the United States Customs and Border Protection, under the US *Trade Facilitation and Trade Enforcement Act* (TFTEA) of 2015; or
 - b. Credible evidence from a reliable source, including but not limited to non-governmental organizations.
4. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if the Contractor has, in the past three years, been convicted of any of the following offences under the *Criminal Code* or the *Immigration and Refugee Protection Act*:

Criminal Code

 - i. section 279.01 (Trafficking in persons);
 - ii. section 279.011 (Trafficking of a person under the age of eighteen years);
 - iii. subsection 279.02(1) (Material benefit - trafficking);

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- iv. subsection 279.02(2) (Material benefit - trafficking of person under 18 years);
 - v. subsection 279.03(1) (Withholding or destroying documents - trafficking);
 - vi. subsection 279.03(2) (Withholding or destroying documents - trafficking of person under 18 years); or
Immigration and Refugee Protection Act
 - vii. section 118 (Trafficking in persons).
5. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if the Contractor has, in the past three years, been convicted of an offence in a jurisdiction other than Canada that, in Canada's opinion, is similar to any of the offences identified in paragraphs 4(i) to (vii).
6. For purposes of determining whether a foreign offence is similar to a listed offence, PWGSC will take into account the following factors:
- i. in the case of a conviction, whether the court acted within its jurisdiction;
 - ii. whether the supplier was afforded the right to appear during the court's proceedings or to submit to the court's jurisdiction;
 - iii. whether the court's decision was obtained by fraud; or
 - iv. whether the supplier was entitled to present to the court every defence that the supplier would have been entitled to present had the proceeding been tried in Canada.
7. Where Canada intends to terminate the Contract under this section, Canada will inform the Contractor and provide the Contractor an opportunity to make written representations before making a final decision. Written representations must be submitted within 30 days from receiving a notice of concern unless Canada establishes a different deadline.

and

2010C (2021-12-02), General Conditions - Services (Medium Complexity) sections 2010C 16 and 2010C 17 apply to and form part of the Contract.

6.3.2 Warranty

Section 09 of general conditions 2010A is amended to include clause note 14, in the Annex A – SOW, 4.0 Scope of Work for both 22 Eddy Street and 405 Terminal Avenue solicitation documents

All other provisions of the warranty section remain in effect.

6.3.3 Supplemental General Conditions

4001 (2015-04-01) Hardware Purchase, lease and Maintenance;
4003 (2010-08-16) Licensed Software;
4004 (2013-04-25) Maintenance and Support Services for Licensed Software;
4006 (2010-08-16) Contractor to Own Intellectual Property Rights in Foreground Information;
4014 - Suspension of the work
4013 - Compliance with on-site measures, standing orders, policies, and rules

6.3.3.1 Intellectual property infringement and royalties

1. The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.
2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to Department of Justice Act, R.S. 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.
3. The Contractor has no obligation regarding claims that were only made because:
 - a. Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or
 - b. Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or
 - c. the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or

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- d. the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.
4. If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:
- a. take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
 - b. modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
 - c. take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.

4014 - Suspension of the work

1. The Contracting Authority may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract for a period of up to 180 days. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so. While such an order is in effect, the Contractor must not remove any part of the Work from any premises without first obtaining the written consent of the Contracting Authority. Within these 180 days, the Contracting Authority must either cancel the order or terminate the Contract, in whole or in part, under

section 23 *Default by the Contractor* or section 24 *Termination for convenience* of general conditions 2010A.

2. When an order is made under subsection 1, unless the Contracting Authority terminates the Contract by reason of default by the Contractor or the Contractor abandons the Contract, the Contractor will be entitled to be paid its additional costs incurred as a result of the suspension plus a fair and reasonable profit.
3. When an order made under subsection 1 is cancelled, the Contractor must resume work in accordance with the Contract as soon as practicable. If the suspension has affected the Contractor's ability to meet any delivery date under the Contract, the date for performing the part of the Work affected by the suspension will be extended for a period equal to the period of suspension plus a period, if any, that in the opinion of the Contracting Authority, following consultation with the Contractor, is necessary for the Contractor to resume the Work. Any equitable adjustments will be made as necessary to any affected conditions of the Contract.

4013 - Compliance with on-site measures, standing orders, policies, and rules

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

6.4. Term of Contract

6.4.1 Delivery Date

All the deliverables must be received on or before:

405 Terminal Avenue _____
22 Eddy Street _____

OR Delivery as offered and as accepted will be inserted at contract award.

Notes:

- The delivery dates requested are estimated and the firm bidder delivery dates advised above could change as required by Employment and Social Development Canada project schedule
- As the Covid-19 pandemic continues to be challenging to all aspects of business, bidders must take into consideration in their bids that these projects could take longer than anticipated.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Louie Turner – Supply Specialist
Public Works and Government Services Canada - Acquisitions Branch
Industrial Products and Vehicles Procurement Directorate - "HN" Division
4th Floor East Tower, L'Esplanade Laurier Bldg,
140 O'Connor St. Ottawa ON K1A 0R5
Telephone: 613-297-3769 E-mail address: louie.turner@pwgsc-tpsgc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is:

Name: _____
Telephone: _____
E-mail: _____

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.

6.5.3 Technical Authority

The Technical Authority for the Contract is:

Name: _____
Telephone: _____
E-mail: _____

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

6.5.4 Contractor's Representative

Name and telephone number of the person responsible for:

General enquiries

Name: _____
Telephone: _____
E-mail: _____

Delivery follow-up

Name: _____
Telephone: _____
E-mail: _____

6.6 Payment

6.6.1 Basis of Payment

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

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

6.6.2 Limitation of Price

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

6.6.3 Milestone Payments – Not subject to holdback

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract at Annex C and the payment provisions of the Contract, up to 100 percent of the amount claimed and approved by Canada if:

- an accurate and complete invoice for payment required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- the total amount for all milestone payments paid by Canada does not exceed 100 percent of the total amount to be paid under the Contract;
- all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

6.6.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s): payment types that do not apply will be removed at contract award

- Visa Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

6.6.5 SACC Manual Clauses

SACC Reference ID	Title	Date
<u>G1005C</u>	Insurance – No Specific Requirement	2016-01-28

6.7 Invoicing Instructions

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

2. Invoices must be distributed as follows:

(a) One copy must be emailed to the following address for certification and payment:

EDSC.CN.GNBI.AASM-APCS.NRPM.NC.ESDC@hrsdc-rhdcc.gc.ca

(b) One copy must be emailed to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications and Additional Information

6.8.1 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.

6.8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

6.9 Applicable Laws

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

6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions
 - 4001 (2015-04-01) Hardware Purchase, lease and Maintenance;
 - 4003 (2010-08-16) Licensed Software;
 - 4004 (2013-04-25) Maintenance and Support Services for Licensed Software;
 - 4006 (2010-08-16) Contractor to Own Intellectual Property Rights in Foreground Information; apply to and form part of the Contract.
 - 4014 - Suspension of the work
 - 4013 - Compliance with on-site measures, standing orders, policies, and rules
- (c) the general conditions 2010A (2020-05-28), General Conditions - Goods (Medium Complexity), and 2010C (2020-05-28), General Conditions - Services (Medium Complexity) sections 2010C 16 and 2010C 17 apply to and form part of the Contract;
- (d) Annex A, Statement of Work/Requirement;
- (e) Annex B, Security Requirements Check List;
- (f) the Contractor's bid dated _____, as clarified on _____" **or** ", as amended on _____".

6.11 NATO Commercial and Government Entity Code Traceability

Material supplied for the items specified in this contract is subject to investigation by Canada. Material which can neither be demonstrated by the contractor as having originated directly from the NCAGE specified for the item in this contract, nor as supplied with the specific written permission of this specified NCAGE, are subject to the following action by Canada.

Canada may either:

- (a) terminate the contract for default with respect to that item, return the item to the Contractor at the Contractor's risk and expense, and demand and receive from the Contractor (who shall forthwith so pay) all procurement and other costs incurred by Canada, including any increased costs required for the purpose of expediting production;

OR

- (b) retain the item, and demand and receive from the Contractor (who shall forthwith so pay) the difference between the Contractor's costs relating to the item, as determined by Canada, and the costs which, in Canada's opinion, the Contractor would have incurred had it obtained and supplied an item which did not differ in any way from that specifically required under the contract.

6.12 SACC Manual Clauses (Delivery)

SACC Reference ID	Title	Date
<u>D9002C</u>	Incomplete Assemblies	2007-11-30

6.12.1 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and Delivered Duty Paid –DDP– (405 Terminal Ave, Ottawa, Ontario and 22 Eddy Street, Gatineau, Quebec) Incoterms 2000 for shipments from a commercial contractor.

6.12.2 Shipping – Scheduling

The Contractor must deliver and install the goods at 405 Terminal Ave, Ottawa, Ontario and 22 Eddy Street, Gatineau, Quebec and all aspects of the project must be co-ordinated with (to be completed at contract award)

6.13 Dispute Resolution

(a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

(b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.

(c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.

(d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

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ANNEX "B" - SECURITY REQUIREMENTS CHECK LIST (SRCL)

The Security Requirements Checklists attached to this document should be inserted here and forms an integral part of this document.

ANNEX "H" to PART 5 OF THE BID SOLICITATION

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.

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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 "I" to Part 5 of the bid solicitation - COVID-19 Vaccination Requirement Certification

COVID-19 Vaccination Requirement Certification

I, _____ (*first and last name*), as the representative of
_____ (*name of business*) pursuant to
_____ (*insert solicitation number*), warrant and certify that
all personnel that _____ (*name of business*) will provide on
the resulting Contract who access federal government workplaces where they may come into
contact with public servants will be:

- (a) fully vaccinated against COVID-19;
- (b) for personnel that are unable to be vaccinated due to a certified medical contraindication,
religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*,
subject to accommodation and mitigation measures that have been presented to and approved
by Canada; or
- (c) partially vaccinated against COVID-19 for a period of up to 10 weeks from the date of their
first dose and subject to temporary measures that have been presented to and approved by
Canada, immediately after which period the personnel will meet the conditions of (a) or (b)
or will no longer access federal government workplaces where they may come into contact
with public servants under this Contract;

until such time that Canada indicates that the vaccination requirements of the COVID-19
Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by _____ (*name of business*) have been
notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination
Policy for Supplier Personnel, and that the _____ (*name of business*) has certified to
their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to
be true for the duration of the Contract. I understand that the certifications provided to Canada

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are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: _____

Date: _____

Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below **is not** a substitute for completing the mandatory certification above.

Initials: _____

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.

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Appendix D – Floor Plans

The Floor Plans attached to this document should be inserted here and forms an integral part of this document.



Annex A - Statement of Work

1.0 Title

Employment and Social Development Canada (ESDC) requirement for an audio and video system(s) solution supporting Native Teams Rooms at its location at 22 Eddy Street, Gatineau, Quebec.

2.0 Objective

ESDC's existing location at 22 Eddy Street, Gatineau, Quebec requires rooms on the 4th, 6th, and 7th floors to be outfitted with audio video systems. The equipment for 22 Eddy Street must be identical to the equipment supplied at 405 Terminal Avenue, Ottawa, Ontario.

The objective of this requirement is to deliver and install multiple audio video systems in several meeting rooms and spaces at the above-mentioned locations.

3.0 Background

The mission of the Employment and Social Development Canada portfolio, including Labour and Service Canada, is to build a stronger, more competitive Canada, to support Canadians in making choices that help them live productive and rewarding lives, and to improve Canadians' quality of life.

Employment and Social Development Canada (ESDC) employs approximately 28,000 employees in regional and local offices across Canada, including more than 19,000 assigned to Service Canada (the service arm of ESDC).

To deliver on its mandate, ESDC provides programs and services to millions of Canadians through 600 service sites across Canada. ESDC is responsible for developing, managing and delivering a variety of social programs and services for Canadians. Its mission is to build a stronger and more competitive Canada, to support Canadians in making choices that help them live productive and rewarding lives, and to improve Canadians' quality of life.

ESDC range of programs and services that affect Canadians throughout their lives include:

- Old Age Security (OAS);
- The Canada Pension Plan (CPP);
- Employment Insurance (EI);
- Canada Student Loans and Grants;
- The Canada Education Savings Program;
- The Wage Earner Protection Program;
- Work Sharing Program;
- Job Bank Services and Partnerships;
- My Service Canada Account Services;
- Service Canada In-person and Call Centres;
- Passport Services; and
- Federal Mediation and Conciliation Services.

4.0 Scope of Work

1. For the purpose of this SOW, the words "Audio Visual" and "audiovisual systems" will include all equipment required to facilitate audiovisual conferences.
2. The audio/video equipment details for each of the room types can be found in APPENDIX A attached to this Statement of Work (SOW).
3. The work includes: equipment, engineering, design, project management, fabrication, assembly, software programming, installation, integration, testing, commissioning, training, documentation, warranty, maintenance support services of the audiovisual systems and related professional services.





4. The Contractor must procure and assemble all hardware and equipment and any additional materials, as required, to produce completely functioning systems. The Contractor must integrate the VC units into the system and coordinate with the Project Authority or Departmental Representative to configure the system. The Contractor must test its installation work with the ESDC laptops to be issued by the Project Authority.
5. The Contractor must perform all control systems software programming on site required to develop a complete operational system in accordance with these specifications, including all control logic and graphical user interface programming. The Contractor must revisit the site, up to 90 days from the acceptance date, if minor changes are required to the touch panel layout and operation.
6. The Contractor must perform all required steps to procure, assemble, program, install, integrate, and test the audiovisual systems, and any additional materials, as required, to produce completely functional systems, as well as provide all deliverables as described in the SOW.
7. The Contractor must install all Government Furnished Equipment to be provided by ESDC as specified in the SOW.
8. The Contractor must coordinate with ESDC technical staff to connect its proposed Native Teams devices on the ESDC network in order to support designated Native Teams rooms.
9. The Contractor must install and clearly label all equipment, cables, wiring, connectors, plates and other material, and provide fully functioning audio video systems.
10. The Contractor must assemble all goods in its warehouse (as applicable), to be delivered onsite (one time) prior to installation. Delivery must be coordinated with Building Management and the Project Authority.
11. The Contractor must check to ensure that all supplied equipment can be physically transported from the loading area to the installation area.
12. The Contractor must protect the structures and furniture within the building contracted work area.
13. The security of any equipment and/or tools provided by the Contractor for the purpose of installing this system remains the responsibility of the Contractor.
14. The Contractor must provide warranty coverage and support services and must include the following:
 - i. Basic Warranty: Shall warrant the audiovisual systems to be free from faults and defects in system design and workmanship. Basic Warranty coverage shall include all custom designed equipment and the overall audiovisual system design and installation. Basic Warranty shall be effective for a period of one (1) year, or the period of warranty specified by the manufacturer, from the date of audiovisual system acceptance by the Client. Within the period of Basic Warranty coverage, individual manufacturers' equipment warranties shall apply to all purchased equipment. In the event that the manufacturer's warranty has expired on a failed device (equipment warranty of less than one year), the Contractor shall be responsible for the actual cost of any required repairs. All manufacturers' equipment warranties shall be effective as of the date of acceptance test completion. If equipment modification by the Contractor voids the manufacturers' warranty, the Contractor shall assume the equivalent equipment warranty. Response time for Warranty service work shall be no longer than the next business day from date of request for service. The Contractor shall warrant that all equipment, materials and components will be new. No used or reconditioned equipment will be acceptable.
 - ii. Response time (call back) for warranty service no longer than 24 hours from time of request for servicing;



- iii. A warranty period that is automatically extended by the duration of any period or periods where the systems are unavailable for use or cannot be used because of a defect or non-conformance during the original warranty period. This warranty applies to any part of the systems replaced, repaired or corrected, for the greater of:
 - a) The warranty period remaining, including the extension; or
 - b) Ninety (90) days or such other period as may be specified for that purpose by agreement between the Contractor and Project Authority.
- 15. For the duration of the warranty, the Contractor may be required to provide up to two (2) annual visits, to be scheduled at ESDC's discretion, to perform operational checks of the equipment, to clean equipment or equipment parts, as required to maintain optimum system performance. Since this requirement is at ESDC's discretion, each visit is priced separately as specified in ANNEX D – Price List.
- 16. ESDC will retain full rights to all custom software, programming and software programming code developed by the Contractor as part of the Contract. This will include the right to use, reproduce and modify the software and software programming code as reasonably required to operate the audiovisual systems and to support their ongoing maintenance and development.

4.1 Business/Functional and Technical Requirements

- 1. The Contractor's audio and video systems must meet the Business/Functional and Technical requirements specified in the attached APPENDIX A.
- 2. APPENDIX A also provides a description of the rooms by location, floor, room type and equipment for both Government furnished and Contractor supplied.
- 3. The Contractor's complete system solutions must be configured with professional commercial hardware and must be fully integrated meeting the requirements of the SOW.

4.2 Government Furnished Equipment

APPENDIX A specifies the Government Furnished Equipment that the Contractor must use and integrate into its audiovisual system solution.

4.3 Documentation Requirements

The Contractor must deliver all documentation to the Project Authority for acceptance.

4.3.1 Project Management Plan:

The Contractor must provide all necessary project management and supervisory personnel required to assure the accurate, professional and timely implementation of the project. The Contractor must prepare and maintain a project management plan (maximum three pages) which addresses the following, at a minimum:

- a. Project Management Approach – description of its project management approach and the project management organizational structure including reporting levels and lines of authority.
- b. Quality Control – description of its approach to quality control, including details of the methods used in ensuring the quality of the work, and response mechanisms in the case of errors, omissions, delays, etc.
- c. Escalation Procedures - description of its problem escalation procedures, including schedule and content of reports, used during the problem resolution process, as well as the post-mortem reports or meetings.
- d. Status Reporting to ESDC – description of its status reporting methodology, including details of written and oral progress reporting methods.
- e. Work Schedule – description of method it will use to ensure compliance with the work schedule.





- f. Interface with ESDC – description and explain:
 - i. its intended interface points with ESDC;
 - ii. all available interface mechanisms; and
 - iii. how interface issues and difficulties will be resolved.
- g. Plan for ensuring the continuous improvement of its practices and procedures for delivering the services.

4.3.2 The Contractor must provide all system engineering and design necessary to develop the complete systems described herein. Engineering and design must include preparation of all electronic schematics, hardware drawings, systems diagrams, schedules and lists as per APPENDIX B, Contract Data Requirements List (CDRL). These documents must be provided in both hard copy (paper) and soft copy (USB) prior to the installation phase. Data file formats must be in PDF and AutoCAD.

4.3.3 The Contractor must provide other documentation as specified in APPENDIX B. These documents must be provided in both hard copy (paper) and soft copy (USB drive). Data file formats must be in PDF and Word.

4.4 Installation

1. The Contractor must install all equipment, cables, wiring, connectors, plates and other material at the floor and room location and provide fully functioning audio video systems. The Contractor must coordinate with ESDC IT staff for installation relating to the ESDC network.
2. The Contractor must provide and install all current firmware and updates to all AV and VC equipment, as applicable, at the time of installation.
3. The Contractor must test its installation work with the Client's PCs, laptops or tablets. The Contractor must coordinate this activity with the Project Authority and must be completed prior to final acceptance testing.
4. The Contractor must follow all installation and performance requirements as outlined in APPENDIX C.
5. Before acceptance tests are scheduled, the Contractor must perform its own system checkout. The Contractor must furnish all required test equipment and must perform all work necessary to determine and/or modify performance of the system to meet the requirements of the statement of work. When these initial tests and adjustments are completed, the Contractor must notify the Project Authority that the systems are in compliance with the specifications and are ready and complete for acceptance tests.
6. If, in the opinion of the Contractor, an installation practice is required which is contrary to the specifications or drawings, such installation must not commence until a written request for change has been made to the Project Authority and the request has received approval. The Project Authority is to respond to this request within 10 business days.
7. All electrical equipment supplied by the Contractor must be certified by the Canadian Standards Association in accordance with the requirements of the Canadian Electrical Code, Part 1, or approved for use by the Electrical Inspection authority of the province wherein the equipment will be used.
8. The Contractor must make the best effort to respect all deadlines of the AV project schedule. The Contractor must provide a schedule that aligns with the overall project schedule.
9. The Contractor must coordinate all deliveries with the Project Authority or Building Management.
10. The security of any equipment and/or tools provided by the Contractor for the purpose of installing this system remains the responsibility of the Contractor.





11. Under the carpet low profile cable management, over-floor raceway, and uncovered cables will not be permitted for microphones or content management within a boardroom. All solutions will need to be either ceiling mounted or wireless to meet internal ESDC accessibility standards.

4.5 Installation Schedule

1. Five (5) days prior to the commencement of on-site work, the Contractor must have completed the following items:
 - i. A review of all relevant project documentation, including HVAC requirements, electrical power and grounding/earth connection;
 - ii. A visit to the project site to ensure familiarity with physical conditions of the project affecting the work conditions; and
 - iii. A finalized detailed project schedule to the Project Authority.
2. The Contractor must deliver rooms to the Project Authority in an order to be determined based on the furniture installation, with installation to be completed no later than end-June 2022 (estimated). The Contractor may be required to complete the installation outside of normal business hours, which are described as Monday to Friday between 07:00hrs - 17:00hrs (see ANNEX D - Price List).

4.6 Acceptance Testing

1. The Contractor must verify all the delivered and installed hardware, software, and service performance standards by comprehensive testing.
2. Before acceptance tests are scheduled, the Contractor must perform its own system revision. The Contractor must furnish all required test equipment and must perform all work necessary to determine and/or modify performance of the system to meet the requirements of the statement of work. When these initial tests and adjustments are completed, the Contractor must notify the Project Authority that the systems are in compliance with the specifications and are ready and complete for acceptance tests.
3. The Contractor must provide the Acceptance Testing documentation specified in attached APPENDIX B to this SOW.
4. Within 5 working days following the completion of the installation of an audio visual system, the Contractor must propose to the Project Authority a final test procedure for approval, and then carry out the agreed test procedure to verify that affected items meet all the various requirements in accordance with the Contract.

4.7 Training

1. The Contractor must provide training to ESDC designated staff as well as training documentation as specified in attached APPENDIX B to this SOW.
2. The Contractor must provide 15 hours of training as specified in APPENDIX B. Additionally, the Contractor must provide additional hours of training as requested by the Project Authority at the Hourly Rate specified in ANNEX D – Price List.

4.8 Maintenance Service

1. Maintenance services for hardware consists of furnishing all parts and labour necessary to maintain the systems in proper operating condition in accordance with the requirements specified in the Contract. Maintenance services for software will include the provision of all maintenance updates and upgrades releases, which are issued at no cost by the manufacturer to correct problems that ESDC may or may not have encountered in the performance of the software. The maintenance and support must cover all parts and labour costs associated with all of the proposed services. All costs associated with travel, living, or any other related expenses are the responsibility of the Contractor.
2. The Contractor must adhere to the manufacturer's recommended maintenance schedule for all sites identifying the different types of equipment requiring scheduled





maintenance, according to a specific procedure for each type of equipment. The Contractor must include a detailed listing of manufacturer specified maintenance, frequency, and associated schedule that will be performed at each ESDC site as indicated in this SOW.

3. The Contractor must submit an on-site maintenance schedule to the Project Authority for co-ordination and distribution to the sites one month after the award of the Contract.
4. For Return-to-Depot Maintenance Service, throughout the Hardware Maintenance Period, the Contractor must pick up and return the Hardware to and from the location in Canada where the Hardware was in use at the time the problem occurred. The Contractor must pick up the Hardware requiring maintenance within 48 hours of Canada requesting maintenance. Within 6 working days of Canada requesting maintenance, the Contractor must restore the Hardware to Fully Functional Operation and return it to Canada at the location where it was in use at the time the problem occurred or deliver a replacement that meets the requirements of the Contract.

5.0 Deliverables

1. The Contractor must ensure that all Deliverables submitted are in conformity with the instructions issued by the Project Authority as specified in the Contract.
2. The Contractor must provide all required documents in both hard copy and/or electronic copy in a format compatible with the ESDC software suite in effect at deliverable time, unless specified otherwise by the Project Authority.

3. Information Updates

The Contractor must maintain and provide updates, as required, to inform ESDC on such subjects as:

- i. Product announcements/Bulletins
- ii. Sales & Marketing Bulletins
- iii. Software / Maintenance issues and concerns
- iv. End of Life notifications

ESDC seeks the open flow of information between the Contractor and ESDC. An Internet e-mail address will be identified upon award of contract, where updates may be sent. All documents/reports outlined above must be Microsoft Office compatible.

4. At project completion, the Contractor must deliver the following items:
 - i. System Operating Handbook describing the basic operation of the AV system by end users and technical support staff. This document must be graphical and written in non-technical terminology for ease of use. It must include a principle of operation for all components of the system.
 - ii. Manufacturers Operating/User Manuals for each piece of equipment installed;
 - iii. Complete system design documentation including electronic schematics, hardware drawings, system diagrams schedules and lists for acceptance approval by the Technical Authority as specified in the Appendix B:
 - a) Manufacturer Operating Manuals;
 - b) System Operating Handbook and Quick Reference Guides (cheat sheets);
 - c) Equipment Inventory;
 - d) Acceptance Test Results;
 - e) Latest DSP (Digital Signal Processor) program source code required for a full functional re-install;
 - f) The programming source code for all programmed devices such as matrixes, integrated touch control systems, switches, etc., required for a full functional re-install or reprogram modification; and
 - g) As-Built Drawings.
 - iv. Format of Deliverables





The Project Authority will specify whether text deliverables are to be delivered in paper copy or mutually acceptable distribution media (USB Stick, CD, DVD, etc.), or both.

6.0 Sign-Off/Close-Out

An on-site meeting consisting of the Contractor's project team (Project Manager, lead tech and programmer) and the Project Authority must be scheduled at the project's conclusion to review and resolve any outstanding issues. The goal is to address any and all programming issues, confirm functionality and sign-off.

7.0 Contract Management

The Contractor must:

1. Plan and manage all professional services resources provided to ESDC under this Contract. The Contractor's responsibilities include overseeing the quality of work delivered by its resources as well as managing the resources to ensure the work is completed within the agreed upon budget and schedule. ESDC will rely of the expertise of the Contractor to plan and deliver the work in a manner such that all requirements of ESDC are met.
2. Ensure the use of a formal project management methodology to manage the delivery of all Work. The project management methodology must enable the Contractor to manage its resources to ensure all Work is completed within the agreed upon budget and schedule and ensure that each system implemented conforms to ESDC requirements.
3. Ensure that the Contractor's resources:
 - i. are fluent in English; written and spoken, with demonstrated ability to discuss complex technical issues and provide technical advice to peers and management in a clear and consistent way;
 - ii. have the security clearance specified in the Contract;
 - iii. support operation working hours as specified in the Contract;
 - iv. are capable of undertaking the work identified in the SOW and where required met the identified experience level; and
 - v. collaborate with ESDC resources and other contract personnel as appropriate to deliver the Work.
4. Ensure that all scheduled and requested deliverables and amendments of work performed to the Project Authority in accordance with the delivery date as set out in the schedule.
5. Deliver to the Project Authority the Weekly Checklist below. The report is due every Tuesday by noon for the duration of the Contract via email (email address to be provided at Contract award).

Weekly Checklist			
ID	Report Items	Date Completed	Comments
1	Contract awarded		
2	Contract received		
3	Contractor site review and acceptance completed		
4	Identification of all critical dimensions		
5	Detailed AV project schedule		
6	Detailed Acceptance Test		
7	Provide preliminary screen shots of the touch panel layout depicting "Look and Feel"		
8	Weekly progress report		
9	Schedule percentage complete		
10	Identified schedule pressures		



11	Installation complete		
12	Acceptance testing complete		
13	Documentation delivered		
14	Training		
15	Final deliverables received		
16	Project sign-off		

6. Submit monthly written progress reports along with the monthly invoices. On occasion, the Contractor may also be requested to produce additional progress reports. At a minimum, each progress report must document the following information:
- Activities performed in the period covered, including any aspects that may negatively impact the progression or completion of tasks;
 - Status of any outstanding activities that may extend beyond identified timelines;
 - Planned activities for the next period; and
 - Description of any other concerns encountered which will require attention or escalation.

8.0 Technical Environment

- ESDC currently uses Microsoft 365 (M365) with and Microsoft Teams for collaboration. ESDC is using POLY series including Poly VC Codecs in USB bring your own device (BYOD) mode, MS Teams, WebEX and Zoom on desktops.
- The Contractor's audiovisual system(s) must be compatible with the above-mentioned platforms.

9.0 Location of Work

- 9.1 The location of Work is ESDC's facility at 22 Eddy Street, Gatineau, Quebec.
- 9.2 Language of Work: The Contractor must provide the services in either English or French.

10.0 Travel

There is no travel associated with this requirement. The Contractor will not be reimbursed for travel within the National Capital Region.

11.0 Security

- The Contractor must have a valid Reliability clearance.
- The security of any equipment and/or tools provided by the Contractor for the purpose of installing the audiovisual systems remains the responsibility of the Contractor.

12.0 Definitions (for the purpose of this project)

- Accessibility is defined as removing any barriers for people with disabilities to be able to view/consume the contents of the page
- Administering is defined as performing the upkeep, maintenance and configuration of a system to ensure its reliable operation.
- Analysis is defined as a detailed examination of the elements or structure of something.
- Audio Visual/Audio Visual Systems means all equipment required to facilitate audiovisual conferences. The equipment includes, but is not limited to: front projection, LCD displays, interactive whiteboards, various source inputs, audio conferencing, videoconferencing, codecs with cameras, video cameras, audio processing, loudspeakers, microphones, cables, mounting brackets, mobile carts, mic/line mixers, recorders and dedicated control systems with touch panels that must integrates with the room and peripherals.
- Best practices a procedure that has been shown by research and experience to produce optimal results and that is established or proposed as a standard suitable for widespread adoption





- (f) Cloud-based 'cloud' is the computing ability to deliver and host a software platform or service (servers, storage, databases, networking, analytics, etc.), permitting the scaling of computing resources independent of location that can be accessed and used via the internet access usually without downloads or version updates.
- (g) Configuration is defined as an arrangement of parts or elements in a particular form, figure, or combination as they relate to the arrangement or set-up of the hardware and software that enable the system/application to perform for its intended use based on given requirements.
- (h) Design/Designing is defined as developing and configuring the structural design of shared information environments.
- (i) Development/Developing is defined as the process to analyze, design, code, test, and release elements whose purpose is to ensure that a conformant system satisfies a specified set of requirements.
- (j) Furnish means design, supply, deliver, store and protect.
- (k) Government is defined as a territorial, federal, state, provincial or municipal government body.
- (l) Implemented is defined as installing Business Planning and Consolidation (BPC) properly in its environment, including configuration, running, testing and documentation of all components required.
- (m) Implementing is defined as installing software properly in its environment, including configuration, running, testing and documentation of all components required.
- (n) Install means implement, label, terminate, test and, commission.
- (o) Integration is defined as configuring the systems to work cohesively together.
- (p) Implementation / Implementing is defined as installing software properly in its environment, including configuration, running, testing and documentation of all components required.
- (q) Maintenance means functional checks, servicing, repairing or replacing of necessary devices, equipment, and supporting utilities in installations.
- (r) Monitoring is defined as ensuring application security compliance.
- (s) Multi-stakeholder environment is defined as a group(s) that has an investment, share, or interest in the project or business.
- (t) Project is defined as a temporary, planned activity, involving multiple parties, with a start and end date, a duration of at least 6 months consecutive (full-time equivalent work duration), with specific milestones and deliverables and defined responsibilities.
- (u) Project Authority is defined as an employee of the organization that was responsible for the outcome of the project.
- (v) Planning is defined as the process of identifying the goals or objectives and formulating the strategies to achieve them.
- (w) Post go-live fixes includes trouble-shooting, diagnosis and problem resolution.
- (x) Problem resolution is defined as systematic search for the source of a problem so that it can be solved.
- (y) Roadmap is defined as a strategic enterprise or application plan that defines a goal or desired outcome and includes the major steps or milestones needed to reach the enterprise IT or business or software goal over a define period of time.
- (z) Senior Management is defined as executives at the Director General or C-level executives and above responsible for taking major decisions and responsible for governance for the enterprise or branch of the enterprise.
- (aa) Solution means an implementation of people, processes, information and technologies in a distinct system to support a set of business or technical capabilities that solve one or more business problems.
- (bb) Stakeholder(s) is defined as an individual or group(s) that has an investment, share, or interest in the project or business or enterprise.
- (cc) Strategy is the systematic process of envisioning a desired future, and translating long term goals into broadly defined goals or objectives and a sequence of steps to achieve them.
- (dd) Testing is defined as postproduction of the application functions as per established requirements.



APPENDIX A

Business/Functional and Technical Requirements

APPENDIX A, section 1.0 below, specifies the Business/Functional Requirements that the Contractor's audiovisual system(s) solution must meet. The Workpoint Summary Tables provide additional information on Functional Requirements and IT Requirements per location, floor number, room type and room number.

1.0 Business/Functional Requirements

AV/VC Environment

Requirement	Requirement ID
Audio video, video conferencing technology to support in person and on-line participants (those that working from home, or in an office.)	AV-1
AV/VC solution to be available for users using ESDC assigned laptops, tablets, desktops and cellular phones	AV-2

Host / Attend a Meeting

Requirement	Requirement ID
Users must be able to host collaboration AV/VC sessions regardless of where they are located <ul style="list-style-type: none"> - At home host a virtual collaboration session with a mix of virtual and/or onsite participants - In my office host a virtual collaboration session from my office with a mix of virtual and/or onsite participants - In a collaboration space host an onsite meeting with a mix of virtual and/or onsite participants - A public remote location 	AV-3
AV/VC session can include presenting materials visually, and collaborating: <ul style="list-style-type: none"> - Create documents - Brainstorming - Live Editing - The ESDC Users must be able to make changes to the same document at same time as other participants of the team during a meeting session (e.g. document check-in / out and paragraph locking or simultaneously) - Record sessions - Take notes – meeting minutes, action items can be easily captured 	AV-4

User Experience / Usability

Requirement	Requirement ID
AV/VC solution to provide high quality sound (HD) and video (4K)	AV-5
Comparable user connection and available features experience to be provided regardless if working from home or ESDC worksite	AV-6
A seamless user experience is required when using collaboration technology. Integration between tools must enable Users to reserve, learn and use meeting tools easily. The flow of a meeting should not be interrupted by unreliable meeting space tools or technologies	AV-7
AV/VC technology must support user ease of use	AV-8

AV/VC after Sales Service and Documentation

Requirement	Requirement ID
After sales service: Provide a Break-Fix Service to the ESDC/IITB internal Conferencing service <ul style="list-style-type: none"> Provide Break-Fix support for physical rooms, AV equipment and both physical and digital meeting space tools Documentation: Define simple User processes and workflows related to the usage of AV/VC tools that will be available to all employees at ESDC and trouble-shooting documentation	AV-9

Solution Integration Requirements

Requirement	Requirement ID
AV/VC technology must be well integrated with existing standard platforms and technology to provide a seamless support model for end-users (e.g., M365 support with boardroom technology support)	AV-10
AV/VC technology and tools must be able to integrate with other platforms and solutions currently in progress or in place at ESDC (e.g., M365)	AV-11
The AV/VC technology solution Native Teams devices must be able to connect to the ESDC network in order to support Native Teams rooms	AV-12

Accessibility Requirements

Requirement	Requirement ID
The GC is committed to ensuring public accessibility for persons with visual, auditory, mobility and cognitive impairments. In accordance with GC policies on Accessibility and Usability, any collaboration technology and solutions must consider alternative formats to support this aim	AV-13

2.0 Room Type and Equipment List

The Tables below specify the locations, room types, room numbers, Government Furnished Equipment (GFE) and Contractor supplied equipment (to be added at time of contract award). For additional information on Functional requirements refer to the Workpoint Summary Table and the Floor Plan.

The Contractor must provide fully integrated Audio Video systems. The Contractor must provide all miscellaneous cables and small parts that are not listed to provide a complete turnkey system.





4 th Floor					
Area	Room Type	Room – Workspace Number	Government Furnished Equipment	Contractor Supplied Equipment (To be completed at contract award)	Qty
Individual Enclosed Space	F2 Focus Room (seats 1-3)	4A-103, 4B-101			
	F3 Focus Room (seats 1-3)	4A-104, 4B-102			
Collaborative Open	C1 Chat Room (seats 4-5)	4A-07, 4B-05, 4B-06, 4B-07, 4B-26			
	C2 – C3 Huddle (seats 4-6)	4A-09A, 4A-09B, 4B-04A, 4B-04B, 4B-04C			
	C4.1a Teaming Area [J Shaped] (seats 8-10)	4A-08, 4B-08, 4B-25	Cart Provided		
	C4.1b Open Teaming Area [J Shaped] (seats 8-10)	0			
	C4.2a Lounge [Straight] (seats 4-6)	0			
	C4.2b Open Lounge [Straight] (seats 4-6)	4B-12, 4-27	Cart Provided		
Collaborative Enclosed	M1 Transition Work Room	4D-100			
	M2 Work Room [D Shaped] (seats 4-6)	4A-101, 4B-100, 4B-103			
	M3 Project Room (seats 4-6)	0			
	M4a Medium Meeting Room [Stand Alone] (seats 8-12)	0			
	M4b Medium Meeting Room [Complex] (seats 8-12)	0			
	M4c Medium Meeting Room [TEAMS] (seats 8-12)	1 - SH85 4A-100			
	M5 Large Meeting Room (seats 16-20)	0			
Support Spaces		Lobbies (size of screen and connectivity)			
		1			

6th Floor					
Area	Room Type	Room – Workspace Number	Government Furnished Equipment	Contractor Supplied Equipment (To be completed at contract award)	Qty
Individual Enclosed Space	F2 Focus Room (seats 1–3)	6A-104, 6B-101, 6B-103			
	F3 Focus Room (seats 1-3)	6B-102, 6B-104, 6B-109, 6D-103			
Collaborative Open	C1 Chat Room (seats 4-5)	6B-06, 6B-07, 6C-09			
	C2 – C3 Huddle (seats 4-6)	6A-07A to 6A-07C 6B-05A, 6B-05B			
	C4.1a Teaming Area [J Shaped] (seats 8-10)	6C-01	Cart Provided		
	C4.1b Open Teaming Area [J Shaped] (seats 8-10)	0			
	C4.2a Lounge [Straight] (seats 4-6)	0			
	C4.2b Open Lounge [Straight] (seats 4-6)	6C-08	Cart Provided		
Collaborative Enclosed	M1 Transition Work Room	6A-103, 6C-102			
	M2 Work Room [D Shaped] (seats 4-6)	6A-106, 6B-100, 6D-100			
	M3 Project Room (seats 4-6)	0			
	M4a Medium Meeting Room [Stand Alone] (seats 8-12)	1 1 – PS 6C-100			
	M4b Medium Meeting Room [Complex] (seats 8-12)	0			
	M4c Medium Meeting Room [Complex] (seats 8-12)	1 - SH50.5 6A-100 1 - SH85 6C-101			
	M5 Large Meeting Room (seats 16-20)	1 - VC 6B-106			
Support Spaces		Lobbies (size of screen and connectivity)			
		1			

7th Floor					
Area	Room Type	Room – Workspace Number	Government Furnished Equipment	Contractor Supplied Equipment (To be completed at contract award)	Qty
Individual Enclosed Space	F2 Focus Room (seats 1-3)	7A-102, 7B-102, 7B-103, 7D-102			
	F3 Focus Room (seats 1-3)	7B-104			
	F3 Focus Room (seats 1-3)	7B-104			
Collaborative Open	C1 Chat Room (seats 4-5)	7C-02, 7C-05, 7C-09, 7C-11, 7C-12, 7C-13			
	C2 – C3 Huddle (seats 4-6)	7B-05A, 7B-05B, 7C-08A, 7C-08B			
	C4.1a Teaming Area [J Shaped] (seats 8-10)	7C-01	Cart Provided		
	C4.1b Open Teaming Area [J Shaped] (seats 8-10)	0			
	C4.2a Lounge [Straight] (seats 4-6)	0			
	C4.2b Open Lounge [Straight] (seats 4-6)	7C-03, 7C-10	Cart Provided		
	C4.2b Open Lounge [Straight] (seats 4-6)	7C-03, 7C-10	Cart Provided		
	M1 Transition Work Room	7B-101, 7C-100			
	M2 Work Room [D Shape] (seats 4-6)	7A-104, 7B-100, 7D-100, 7D-106, 7D-107			
	M3 Project Room (seats 4-6)	1 – 50.5 SH 7A-101			
Collaborative Enclosed	M4a Medium Meeting Room [Stand Alone] (seats 8-12)	0			
	M4b Medium Meeting Room [Complex] (seats 8-12)	0			
	M4c Medium Meeting Room [TEAMS] (seats 8-12)	1 – SH85 7D-105			
	M5 Large Meeting Room (seats 16-20)	0			
	M5 Large Meeting Room (seats 16-20)	0			
Support Spaces		1			
Lobbies (size of screen and connectivity)		1			

APPENDIX B

1.0 Contract Data Requirements List

The Contractor must prepare and deliver for acceptance by the Project Authority the documentation listed in the below table and described in this appendix.

Item No.	Title	Quantity	Due Date	Format
1	Acceptance Test Plan	1	Five days prior to room testing and acceptance	Electronic Copy
2	Acceptance Test Results	1	Five days following sign-off from the Project Authority	Electronic copy
3	System Operating Materials	1 per type of room	Draft materials due 20 days prior to room testing and acceptance. Final materials due 30 days following room testing and acceptance.	Hardcopy (qty 2) and Electronic copy in English and French
4	Training	15 hours of training	Training sessions 7 days following sign-off from the Project Authority	Demonstration (virtual or in-person)
5	Manufacturer Data Sheets/User Manuals	1	Data Sheets and User Manuals five days following sign-off from the Project Authority	Hardcopy and Electronic copy
6	As Built Drawings/Equipment Inventory	1 set per type of room	Draft drawings and inventory due 5 days prior to room testing and acceptance Final As-Built Drawings due 15 days after testing and acceptance Equipment Inventory due 20 days following room testing and acceptance	Hardcopy (qty 2) and Electronic copy
7	Programming Source and DSP Code	1 set per room, as applicable	20 days following room testing and acceptance	Electronic copy





1.1 Acceptance Testing

Acceptance Test Plan Hardware and System

1.1.1 *Description/purpose*

The Acceptance Test Plan must include the procedures on how to perform the tests that will be used by the Contractor to demonstrate the complete integration and proper operation of the hardware and system software. The plan is to describe the general procedures terms and conditions governing the planning, preparation and completion of acceptance tests covering the system submitted for acceptance.

1.1.2 *Preparation of the acceptance test plan*

1. The plan must include step-by-step procedures on how each test will be performed. The test procedures must be in table format. The table must contain columns for the following information:
 - a) System/sub-system name scope of test;
 - b) Control parameters;
 - c) Test equipment provided by the Contractor to perform the test(s);
 - d) Results: Pass/Fail;
 - e) Spaces/columns at each test for Contractor and Technical Authority signatures.
2. Test Parameters: The Contractor must perform end-to-end testing of all signal flows to verify proper functionality. The testing must adhere to suggested manufacturer testing protocol.
 - a) Cable Testing: All Contractor-fabricated cables must be tested:
 - b) Continuity tests;
 - c) Short tests; and
 - d) Wiremap tests.
3. The audiovisual system(s) must be tested in accordance with the InfoComm International Standard for Audiovisual Systems performance verification (ANSI/INFOCOMM 10:2013). As part of ANSI/INFOCOMM 10:2013, the functional requirements to be tested must include the following:
 - e) Audio System Performance;
 - f) Video System Performance;
 - g) Audio/Video System Performance;
 - h) Cable Management, Termination and Labeling;
 - i) Control System Performance;
 - j) System and Record Documentation;
 - k) Electrical;
 - l) Information Technology;
 - m) Operations and Support;
 - n) Physical Environment;
 - o) Physical Installation; and
 - p) Serviceability.





1.2 Documentation

System Operating Manual

1.2.1 *Description/purpose*

The purpose of the System Operating Materials is to show the users how to set-up, use and operate the presentation and audio conferencing systems as well as basic troubleshooting procedures.

1.2.2 *Preparation of system operating manuals*

1. These materials must contain the required information for a novice user to set-up the presentation or make an audio call. Use of block diagrams, laminated "cheat sheets" and cross references to the Manufacturer Operating Manuals shall be included in the technical section of the materials. One copy of the quick reference guides "cheat sheets" (final version) must be left in each room. One copy, in handbook form, must be delivered to the Project Authority.
2. As a minimum, the handbook must include the following information:
 - a) An overview of the local presentation, audio conferencing, video conferencing and annotating components;
 - b) How to set-up, adjust and use all the features of all the components procured or installed;
 - c) Pictorial representation of the steps needed to start, connect and present using the different equipment installed in each room. Written verbiage to cover each step in the process;
 - d) The Technical section of the System Operating Materials must contain:
 - i. A complete list of all the settings for the equipment used, including a snapshot or screen capture of each configuration step.
 - ii. A troubleshooting guide section that contains sufficient information to allow a technician to pinpoint which equipment has failed in case of problems, and to ensure that the problem is not due to a bad set up or connection.
 - iii. Directions on how to bypass the video and audio switching equipment in case of failure to allow the conference or local presentation to be conducted by manually switching the audio and video sources.
 - iv. A description of each module used in the local presentation installation, unless this information is contained somewhere else in the off-the-shelf documentation. In this case, it must provide a reference to this information.

The technical section of the System Operating Materials must be included with the As-Built/Installed Drawings.

1. Where applicable, the handbook must make a reference to sections of the documentation contained in the off-the-shelf Equipment Operating Manuals.
2. The System Operating Materials must be prepared in both English and French.
3. The System Operating Materials must be provided on USB media, in Microsoft Word format.
4. A FAQ question mark button containing frequently asked questions should be included in the touch panel design.





1.3 Drawing

As-Built Drawings and Equipment Inventory

1.3.1 Description/purpose

The as-built drawings must indicate the location of all major components of each system and how these components are interconnected.

1.3.2 Preparation of as-built drawings and equipment inventory

As-Built Drawings

1. The Contractor must supply drawings pertinent to those components, systems and work provided under the Contract.
2. The As-Built Drawings must indicate the location of all major components, systems, of each system and how these components are interconnected.
3. The As-Built Drawings must include a schematic comprising of video, audio and control interconnectivity, rack layout and floor plan of each room.
4. The final As-Built Drawings must be submitted to the Project Authority for acceptance no later than 15 days after testing and acceptance.
5. Two copies of all As-Built Drawings must be provided to the Project Authority.
6. An electronic version of all As-Built Drawings must be provided to the Project Authority on a USB drive and PDF.

1.3.3 Equipment Inventory

1. The Contractor must provide a spreadsheet itemizing the make, model number, serial number, location and warranty information of all installed equipment.
2. The spreadsheet (Microsoft Excel 2016 must be provided to the Project Authority on a USB drive.





APPENDIX C

General installation and performance requirements

1.0 General installation

1.1 Installation

1. Installation must include the following:
 - a. Uncrating, setting in place, fastening to walls, floors, ceilings, counters, or other structures where required of all equipment except as otherwise noted;
 - b. Interconnect wiring of the components of the system;
 - c. Equipment alignment and adjustment; and
 - d. All other work whether or not expressly required herein which is necessary to result in a completely tested and operating system.
2. All equipment must be firmly secured in place unless requirements of portability dictate otherwise. Fastenings and supports must be adequate to support their loads.
3. All boxes, equipment, etc. must be plumb and square.

1.2 Contractor performance

1. All assembly and material cutting must be limited to a working area specifically designated for this purpose.
2. Cable and wire stripping scrap and conductor strands must be kept away from sensitive electronic equipment such that loose pieces do not become lodged inside equipment.
3. All racks, consoles, connection boxes and other equipment enclosures must be degreased and vacuum cleaned prior to installation of equipment or panels.
4. The Contractor must take measures to protect all cabinets, casework, finished flooring, wall coverings, equipment, etc. from damage resulting from its work. This must include, but not limited to, the installation of temporary protective coverings. Any such damage must be corrected by the Contractor at no additional cost to the Client.
5. All equipment racks and sub-assemblies must be substantially constructed at the Contractor's premises. This will include, but not be limited to, wiring, labeling, dressing, supports, and ventilation.
6. All spaces must be cleaned by the Contractor as an ongoing activity. The Contractor must vacuum clean all work areas and remove all garbage, including the debris, scrap and waste at least daily and after any substantial debris accumulation. At the conclusion of the work in a given room area, a final vacuum cleaning of all such access spaces must be performed. All loose items, including those which were existing at the start of the project must be removed. Wet mopping must be performed on flooring only when other dry cleaning methods are insufficient. No brushing or wet cleaning of equipment must be permitted.
7. The Contractor must generate any additional drawings or information required for fabrication, installation and wiring of the system.
8. The Contractor must be responsible for the proper alignment, adjustment and calibration of all audiovisual equipment and must provide all personnel and test equipment for the system test and adjust.





9. The Contractor must be responsible for verifying the compatibility of all equipment and related hardware with related work performed by others. This includes, but is not limited to, electrical, mechanical, structural, and all finish work.
10. The Contractor must furnish all software necessary to operate software controlled audiovisual equipment or sub-systems (e.g. remote control system, audio DSP). Whether produced by the Contractor or supplied by a software manufacturer, all software will be installed and tested prior to the delivery of equipment to the site.

1.3 Equipment racks

1. The Contractor must use lockable equipment racks of required height to mount all necessary equipment.
2. Equipment mounting must conform to the industry standards of 1-3/4" rack units.
3. The Contractor must only use rack rails that are tapped for #10-32 screws (no clip nuts shall be used). A #10-32 x 3/4" inch black truss head Philips rack screw with nylon washer must be utilized throughout the facility.
4. The Contractor must implement a general ventilation scheme for all racks in the systems.
5. All racks must be vacuumed and wiped clean prior to new equipment installation.
6. All racks must be inspected carefully prior to installation of equipment. All rough or sharp edges that may cause injury to personnel or damage equipment or cabling must be deburred or a permanent protective covering applied.
7. Provide blank rack panels in all rack openings not occupied by equipment. Blank filler panels must not exceed three rack units in size. Panel color must be matte black. Perforated panels may be used to aid in proper ventilation.
8. Allow sufficient space for installation of all owner furnished equipment such as notebooks, etc.
9. Allow some space for future expansion where possible. All devices within equipment racks must be mounted to the equipment rack. No devices shall be resting atop (monitor excepted) or mounted to other devices within the equipment racks unless otherwise noted.
10. Devices will be mounted in the racks in logical order. Generally, signal flow should move from the top of the rack to bottom. Heavier devices should be mounted in the lower portion to ensure that the assembly is not too top heavy. Frequently used devices will be mounted at the optimal elevation for operator use.
11. Contractor rack logo panels shall not be accepted.

1.4 Cable dress

1. In general, cable dressing must be considered from a maintenance standpoint. Suitable service loops must be provided to allow removal of equipment, or to extend equipment that is mounted in the rack on rack slides. Where there is no rear access to the rack mounted equipment, this requirement must be carefully addressed, and cabling must be of sufficient length to enable the removal and replacement of any individual piece of equipment with all others in place.
2. It is expected that the Contractor will fabricate some portions of the system off-site. Pre-wiring is acceptable provided that the pre-wired assembly can easily be transported to its final location without complication, and without risk of cable or equipment damage.





3. The Contractor must be responsible for determining the proper length of all cables whether manufactured on or off the job site.
4. The Contractor must determine the desired method of securing cables. All of the following requirements must be met by the system:
 - a. Velcro cable ties are the preferred method of cable lacing. Lay-in systems are not acceptable except as applied to a horizontal cable tray;
 - b. Wires and cables must be installed in a neat and orderly fashion, with like cable types following similar paths. Groups of cables must be neatly combed and harnessed. Harnessed groups of cables must be anchored at suitable intervals to reduce and relieve wire strain, especially strain on connections. Adequate service loops must be provided at all cable endpoints;
 - c. Some rack-mounted equipment utilizes slide assemblies for front extension while in operation. For this type of mounting, additional, carefully dressed service loops on all cables must be provided and installed with spring operated cable retractor assemblies to gather and recoil the service loop;
 - d. For all schemes of cable routing, no point in the path shall be subjected to a bend radius of less than eight (8) times the cable diameter, or minimum cable bend radius specified by the manufacturer;
 - e. Captive cables must not be laced in such a manner as to prevent removal of the equipment to which they are captive;
 - f. Wires and cables must be segregated according to signal type. In addition, audio cable must be subdivided into three (3) classes: microphone level circuits, line level circuits, and speaker level circuits;
 - g. Microphone level audio circuits must be kept at least three inches (3") from any other type of parallel signal circuits and at least six inches (6") from any parallel AC power circuits;
 - h. Speaker level audio circuits must be kept a minimum of three inches (3") from line level audio and AC power circuits. All other signal circuits must be kept at least three inches (3") away from any parallel AC power circuits;
 - i. Where circuits of different types must cross, they must do so at right angles and then return to the above required separations in as short a distance as possible;
 - j. Conductors, wires, and cables must be continuous between termination points. Splices are not acceptable; and
 - k. Rack mounting rails must not be used for cable lacing. Lacing bars and/or tie mount bases mounted to cabinets or console must be provided where appropriate.

1.5 Cable types

1. All cables installed must meet appropriate governing codes and standards.
2. The Contractor is encouraged, at the time of the bidding, to suggest alternate cable types where a significant cost savings may be realized without any loss of quality, reliability and performance. Alternates must be approved by the Departmental Representative prior to use.
3. The Contractor must determine building and other regulating authority requirements for cables installed as part of the AV scope of the Project. This requirement applies to cables in return air plenums as well as other areas. If the cable type indicated does not comply with these requirements, the Contractor shall propose alternate cable types, and/or encasement in complying raceways or conduits. All cabling not in conduit must be plenum-rated.





1.6 Power cords

1. All equipment power cords must terminate in a standard plug that must be wired in compliance with governing codes and standards.
2. The power cord connector type at the equipment must be provided by the manufacturer. Custom field terminated power connectors must not be ordered. If the manufacturer provides a choice, a removable power cord that attaches to the equipment with an IEC 320/CEE 22 connector is preferred. The use of factory manufactured custom length cables are acceptable.
3. The power cord may be laced to the rack as long as the cord is removable at the power connector on the piece of equipment. This is to allow removal of the equipment without undoing the cable lacing. Power cords must not be laced in the same bundle with signal or control cables. If the power cord is an active component of the equipment, the cable must be dressed separately from all other cables terminating at the equipment to facilitate easy removal of the equipment. All power cords must be plugged into an AC power distribution strip which will be pre-wired into the rack prior to delivery to site.

1.7 Cable termination

1. Wire and cable termination must be performed in accordance with industry standards and the guidelines of generally accepted installation practices.
2. With respect to audio equipment interconnects, the Contractor must make every effort to use equipment with balanced inputs and outputs. When this is not possible, such as the case to meet specification, the following are recommended (in order of preference):
 - a. An electronic balancing device (professional interface) or balancing transformer should be utilized;
 - b. In the case of an unbalanced output driving a balanced input, forward referencing should be utilized; and
 - c. An active-balanced to unbalanced interconnect is not recommended.
3. It is ultimately the Contractor's responsibility to choose the best wiring practices to achieve maximum sonic quality.
4. Wire and cable termination must include all aspects of equipment connection, including, but not limited to, the following:
 - a. Wire and cable length;
 - b. Protective jacket removal;
 - c. Conductor separation, dressing and trimming;
 - d. Conductor stripping; and
 - e. Connector device installation including, but not limited to, the following:
 - i. Conductor termination;
 - ii. Shell assembly;
 - iii. Strain relief installation; and
 - iv. Locking/latching device installation.
5. Cable designation installation on each distinct wire or cable, except where the color code or pair number of individuals of pairs of a multi-pair eliminates the need for this.
 - a. These must be installed within two inches of connectors, unless this interfered with disassembly of the connector.
 - b. These must be installed in such a manner as to be visible without unlacing any harnesses.





6. Continuity affirmation.
7. Mating of connecting devices to equipment.
8. All cables and patch points on input panels shall be labelled to denote their source device or input panel location, cable number and destination device.
 - a. The cable shall be individually identified with a cable designator, which shall be clearly indicated on the engineering drawings;
 - b. Label both ends of each cable;
 - c. The label shall be a Panduit Self Laminating Ink Jet or Laser Labels (e.g. LJSL5-Y3-2.5 for small diameter cables and LJSL11-Y3-1 for larger diameter Video, VGA and RGBHV). Cables lettering shall be a minimum of 3/32 inch (2.5 mm) high and shall be black ink on a white background; and
 - d. Cable Numbering shall start with the Upper Case A for Audio Cables, C for Control Cables, N for Network Cable, P for Remote Power Cables and V for Video, S-Video, VGA or HDMI. Cables followed by a three digit numeric designation (e.g. V015, C001, etc). Hand Lettered Labels or PAN Code tm Tape style markers will not be accepted.
9. It is the responsibility of the Contractor to determine and affirm the type and extender of all required mating connectors. Since manufacturers of equipment may exercise their right to make changes in connector types and wiring, it must remain the responsibility of the Contractor to verify this aspect of the design prior to cable fabrication and installation.
10. Exposed portions of shield must be protected with PVC heat shrinkable sleeving. Exposed ends of outer jackets on shielded cables must be insulated with sleeves to eliminate the possibility of portions of the cut off foil shielded touching adjacent shields or metal. Either rubber "Kellerman" type sleeves or heat shrink sleeves must be used. Bare shield drain wires must be insulated with small diameter clear Teflon or PVC heat shrink (as appropriate) from under the sleeve to within 0.125 inch of the point of termination.
11. Conductors and/or cables interconnecting assemblies shall be formed into a bundled harness and dressed to preclude damage from adjacent surfaces and sharp edges.
12. Cabling required in pedestrian areas such as hallways, shall be contained in conduit and conform to the vertical and horizontal directions of the walls and ceilings.
13. Cable runs shall be continuous, without splices or adapters from terminal to terminal.
14. Primary power and electronic wiring shall not be co-located in conduit.
15. Marett type connectors are not permitted, nor is the use of nail rings or staples to secure cable harnesses to structures.

1.8 Cable and conductor preparation

1. All cables must be prepared in such a way that the individual conductors, shield or their insulation are not nicked or cut in any way. The cable outer jacket must be cut square.
2. Insulation must be removed from conductor in such a manner that conductor strands must be nicked to the extent that base metal shows through the plating and wire strands remain in the original lay, and are not combed out. The conductor's insulation must be cut square within 1/4" of the outer diameter of the insulated





conductor. If required, the conductor must be tinned with a minimum amount of 60-40 or 63-37 solder (tin/lead with resin flux).

1.9 Connectors

1. Only premium quality cable connectors shall be used. All cable mounted connectors must be covered by a metal shell connector hood or must have crimp ferrules which securely grasp the cable outer jacket to provide protection to the rear connections made on the connector and provide strain relief for the cable. All connectors must have incorporated a mechanical means of attaching the connector to its mate to assure that a connector will not fall off unless intentionally removed.
2. Audio Connector Requirements - Circular (XLR type): These must be premium quality connectors with tarnish resistant contact surfaces. No connection must be made to the shell unless specifically called out in the drawings.
3. Video Connector Requirements: Only connectors with tarnish resistant contact surfaces must be used. Kings TRS finish ("bright nickel") or equal is recommended. The CENTRE conductor pin and socket must be captive and finished with gold or silver surfaced over nickel. All connectors must be specified by the manufacturer as to be acceptable with the specific cable being used. Kings crimp BNC connectors or approved alternate must be used.
4. Panel Mounted Connectors: Care must be taken to insure that the sleeves of panel mount connectors to not make contact with the mounting panel.
 - a. Audio (microphone, line level): Locking XLR type;
 - b. Audio (speaker level): locking/latching "Speakon" type;
 - c. Audio (line level): 1/4" diameter locking/latching, tip/ring/sleeve;
 - d. Video: HDMI or DVI type;
 - e. Serial Data: DB-9 or DB-25, metal shell; and
 - f. Video/Audio: Shielded Cat cable from Manufacturer of Video extenders (Tx /Rx).

1.10 Solder connections

1. Only the finest quality 60-40 or 63-37 solder (tin/lead) with rosin flux must be used. The solder must be as manufactured by Kester, Ersin, or approved alternate, and must be designed for electronic use. Solder fillets must wet and flow around conductor and terminal. In no case shall the general outline of the conductor be visible in excessive solder. The insulation must not be charred, melted or burned by the soldering operation. There must be no evidence of either lead or terminal contamination. The final solder joint must be bright and shiny and must show no evidence of being a "cold" joint.
2. Mechanical connections made to terminals prior to soldering must be the minimum required to reliably retain wire, usually a simple bend around solder eyelet or post. Avoid practice of multiple wraps on solder terminals, as that practice makes conductor removal very difficult after soldering.

1.11 Insulation displacement connections

1. Insulation displacement connections such as ribbon cables and the telephone connector technology must only be installed with termination tooling as specified by the connector manufacturer. If shown in the connector manufacturer's data, the controlled-cycle crimp tool must be selected. If the manufacturer has a multi-conductor mass-termination tool available, this must be selected for all connectors of ten pins or more.





2. Individual conductors of cables installed on terminal blocks must not be stripped, and must be punched down with a spring loaded impact tool designed for this specific purpose. Bare cable conductors must be insulated with Teflon, PVC heat shrink or other insulating sleeve (as appropriate) prior to being punched down on terminal block. During the punch down process, the free end of the conductor must be cut off, and the installer must ascertain that this cut off end is not left within the block or block assembly.
3. Only cables designed specifically for insulation displacement termination with the specific termination device employed must be used.

1.12 Crimp connections

1. Where crimp connectors are utilized, they must be installed using the manufacturer recommended controlled cycle crimp tool that assures that the proper crimp pressure has been applied. The Contractor must develop a procedure to insure that the crimp tooling is properly checked for compliance with the manufacturer's standards, and that it is producing crimp-type connections within the required tolerances. The frequency of this depends on the usage and on the length of time a particular tool holds its calibration.
2. Only tooling recommended by the manufacturer must be used. Only pins and connectors of the proper size and design for the cable to which they are to be applied must be used. There must be no abnormal deformation of the contact during the crimping operation. There must be no damage to the contact during the crimping operation that could interfere with its retention in its shell or its mating. There must be no damage done to the conductor which either severs strands or exposes the individual strands base metal by the crimping operation.

1.13 Screw connections

1. Only insulated crimp on spade terminals must be used for application to barrier strips. Multiple gang lugs or ring lugs are not acceptable for this purpose. This is only applicable to stranded conductor wires. It is suggested that stranded conductor wire be "double over" on the crimp end prior to crimping. Solid conductors may be attached directly to the barrier strip.
2. All conductors must be stripped prior to installation underneath screws on terminals. Unlike the stranded control cable, solid conductor wire does not require crimp lugs on individual conductors. All screw terminated solid connectors must be wrapped in the same direction as screw rotation during tightening.

1.14 Grounding practices

1. The audiovisual system will be serviced by the earthing conductor that is provided with the mains supply.
 - a. All devices in the audiovisual system racks will be serviced with a grounded AC outlet. Devices having two (2) prong power cords will also have a fourteen (14) gauge green copper wire connected from the chassis to the grounded copper buss bar mounted to the equipment rack frame. Under no circumstances will the prong of a three (3) prong power cord be removed;
 - b. Audio cables shield must be connected to ground at one point only. Exceptions may be made for phantom powered microphones and some ICM and IFB systems. This ground point must be at the system ground of the destination device, which must be strapped to the system ground in the rack. For intra-rack wiring this requires the shield to be connected at both ends, but grounded at only one end;





- c. All video receptacles must be insulated from the mounting panel, outlet box, or wireway. Unless otherwise detailed, this must be accomplished by using insulated-from-panel type receptacles; and
- d. The Contractor should take care to consider ground references within each device and the grounding factors on site.

1.15 Materials

1. General: Materials used in installations must be chosen with due consideration being given to the intended use, safety, durability, retention of appearance and avoidance of corrosion or other chemical effects.
2. Toxic Materials: Material capable of producing harmful toxic effects under operating conditions, equipment malfunction, or accidental other causes, must not be used.
3. Metals: Metals used must be corrosion-resistant or treated to resist corrosion in atmospheric conditions to which the installation will be subjected.
4. Plastics: Plastics must be durable and resistant to cracking, brittleness, discoloration, deformation or similar defects, upon ageing or when subjected to hot or cold thermal extremes.
5. Natural Rubber: The use of natural rubber is prohibited unless directly specified, or approved for its use is obtained from the Departmental Representative.

2.0 General performance requirements

2.1 Standards

1. General Standards used in the design and installation of the audiovisual system must conform to the highest quality Broadcast Industry standards. The following list provides a general indication of the type of industry organizations with published technical standards, and is not intended to be all-inclusive.
 - a. AVIXA - AudioVisual and Integrated Experience Association (Formerly Infocomm)
 - b. AES - Audio Engineering Society: Audio Standards
 - c. EIA - Electronic Industry Association: Equipment mounting, construction, tooling
 - d. IEEE - Institute of Electrical and Electronic Engineers: Electrical/ Signal Standards
 - e. CEC - Canadian Electrical Code: Electrical Standards
 - f. NCAC - National Council of Acoustical Consultants: Acoustic Standards
 - g. ASTM - American Society for Testing and Materials: Test and materials
 - h. BICSI - Standards Building Industry Consulting Service International
 - i. CSA - Canadian Standards Association

2.2 Maintainability

1. The Contractor must provide a fully functioning system that is easily accessible for service while the system is operational. Where this is not practical due to mutually accepted circumstances, service functions will be designed to allow a minimal amount of equipment and support disassembly. The audiovisual system design, construction and installation will allow components to be accessible for inspection, maintenance and repair with a minimal disassembly of other components or surrounding equipment.





2.3 Safety

1. The audiovisual system will be inherently safe, when operated and maintained in compliance with the Contractor provided operations and maintenance / technical manuals. In addition, equipment will meet or exceed governing standards and requirements for safety. This must include provisions and installation of seismic bracing and restraints.

2.4 Equipment modifications

1. The audiovisual systems must be designed to utilize new “off the shelf” equipment. Every effort must be made to avoid the use of custom or modified equipment. However, some AV equipment may require modifications to accommodate installation, remote control or other integration requirements.
2. Where equipment must be modified to conform to system specifications and design parameters, the modifications made must in no way affect the performance of the equipment as published by the manufacturer. Equipment modifications may also be impacted by and must comply with the terms of other sections of this AV Specification.

2.5 Equipment substitution

1. Requests for use of alternate equipment to that recommended in the Equipment Specification will be considered on an item by item basis. Equipment substitutions will be considered in cases where a specific component of the system is no longer available, or where the alternate equipment is shown to provide equal or greater quality and performance.
2. All proposed equipment substitutions must be submitted within the Contractor's bid. Proposed substitution submittals must include full information, specifications, and data sheets for the proposed alternative equipment. All equipment must be new and must meet or exceed the last published specifications of the manufacturer in all respects.
3. Approval of equipment substitutions must not imply release of Contractor responsibility for meeting all requirements and design objectives as outlined in this AV Specification.

2.6 Custom / modified equipment

1. It must be the responsibility of the Contractor to provide all appropriate design, engineering and fabrication in the provision of specified custom or modified equipment.
2. All specified custom or modified equipment must be included in the scope of the Contractor's work. No portion may be omitted from the scope of the Contractor's work. Bids excluding any portion of the custom or modified equipment will be deemed non-responsive.
3. Substitutions of “off the shelf” equipment for specified custom equipment will be considered when submitted per the procedures noted for Equipment Substitutions.

2.7 System software and software programming

1. The Contractor must be responsible for providing a complete and working system in the provision of software programming.
2. All software programming must be included in the scope of the Contractor's work and performed on site. No portion may be omitted from the scope of the





Contractor's work. Bids excluding any portion of the software programming will be deemed non-responsive.

3. Contractor must supply system software as specified in the Assembly and Installation Requirements.
4. The Contractor must supply a complete set of system software, software programming code and documentation as follows:
5. In the case of commercial software, a complete set of software including the license and documentation for all devices, utilities, and tools used in the operation and maintenance of the audiovisual system.
6. In the case of non-commercial or custom software, a complete set of software is required, including license (if applicable) and documentation for all devices, utilities, and tools used in the operation and maintenance of the audiovisual system. Documentation must be presented in such a way as to allow the Client the ability to perform unassisted operation, maintenance, troubleshooting and programming.
7. All commercial software provided by the Contractor as part of the Project must be procured and transferred in full compliance with the publisher's copyright, licensing and other requirements of ownership and use. All software license agreements must be registered in Client's name.
8. Client must retain full rights to all custom software, programming, and software programming code developed by the Contractor as part of the project. This must include the right to use, reproduce and modify the software and software programming code as reasonably required to operate the audiovisual systems and to support their ongoing maintenance and development.





ANNEX A - Statement of Work

1.0 Title

Employment and Social Development Canada (ESDC) requirement for an audio and video system(s) solution supporting Native Teams Rooms at its 405 Terminal Avenue, Ottawa, Ontario, location.

2.0 Objective

ESDC is moving into a new building located at 405 Terminal Avenue, Ottawa, Ontario, and will occupy the 6th, 7th, 8th and 9th floors. Each floor requires rooms to be outfitted with audio video systems. The equipment for 405 Terminal Avenue must be identical to the equipment supplied at 22 Eddy Street, Gatineau, Quebec.

The objective of this requirement is to deliver and install multiple audio video systems in several meeting rooms and spaces at the above-mentioned location.

3.0 Background

The mission of the Employment and Social Development Canada portfolio, including Labour and Service Canada, is to build a stronger, more competitive Canada, to support Canadians in making choices that help them live productive and rewarding lives, and to improve Canadians' quality of life.

Employment and Social Development Canada (ESDC) employs approximately 28,000 employees in regional and local offices across Canada, including more than 19,000 assigned to Service Canada (the service arm of ESDC).

To deliver on its mandate, ESDC provides programs and services to millions of Canadians through 600 service sites across Canada. ESDC is responsible for developing, managing and delivering a variety of social programs and services for Canadians. Its mission is to build a stronger and more competitive Canada, to support Canadians in making choices that help them live productive and rewarding lives, and to improve Canadians' quality of life.

ESDC range of programs and services that affect Canadians throughout their lives include:

- Old Age Security (OAS);
- The Canada Pension Plan (CPP);
- Employment Insurance (EI);
- Canada Student Loans and Grants;
- The Canada Education Savings Program;
- The Wage Earner Protection Program;
- Work Sharing Program;
- Job Bank Services and Partnerships;
- My Service Canada Account Services;
- Service Canada In-person and Call Centres;
- Passport Services; and
- Federal Mediation and Conciliation Services.

4.0 Scope of Work

1. For the purpose of this SOW, the words “Audio Visual” and “audiovisual systems” will include all equipment required to facilitate audiovisual conferences.
2. Details of the audio/video equipment for each of the room types can be found in APPENDIX A attached to this Statement of Work (SOW).
3. The work includes: equipment, engineering, design, project management, fabrication, assembly, software programming, installation, integration, testing, commissioning, training, documentation, warranty, maintenance support services of the audiovisual systems and related professional services.
4. The Contractor must procure and assemble all hardware and equipment and any additional materials, as required, to produce completely functioning systems. The Contractor must integrate the VC units into the system and coordinate with the Project Authority or Departmental Representative to configure the system. The Contractor must test its installation work with the ESDC laptops to be issued by the Project Authority.
5. The Contractor must perform all control systems software programming on site required to develop a complete operational system in accordance with these specifications, including all control logic and graphical user interface programming. The Contractor must revisit the site, up to 90 days from the acceptance date, if minor changes are required to the touch panel layout and operation.
6. The Contractor must perform all required steps to deliver, assemble, program, install, integrate, and test the audiovisual systems, and any additional materials, as required, to produce completely functional systems, as well as provide all deliverables as described in the SOW.
7. The Contractor must install all Government Furnished Equipment to be provided by ESDC as specified in the SOW.
8. The Contractor must coordinate with ESDC technical staff to connect its proposed Native Teams devices on the ESDC network in order to support designated Native Teams rooms.
9. The Contractor must install and clearly label all equipment, cables, wiring, connectors, plates and other material, and provide fully functioning audio video systems.
10. The Contractor must assemble all goods in its warehouse (as applicable), to be delivered onsite (one time) prior to installation. Delivery to the floor must be coordinated with Building Management and the Project Authority.
11. The Contractor must check to ensure that all supplied equipment can be physically transported from the loading area to the installation area.
12. The Contractor must protect the structures and furniture within the building contracted work area.
13. The security of any equipment and/or tools provided by the Contractor for the purpose of installing this system remains the responsibility of the Contractor.
14. The Contractor must provide warranty coverage and support services and must include the following:
 - i. Basic Warranty: Shall warrant the audiovisual systems to be free from faults and defects in system design and workmanship. Basic Warranty coverage shall



include all custom designed equipment and the overall audiovisual system design and installation. Basic Warranty shall be effective for a period of one (1) year, or the period of warranty specified by the manufacturer, from the date of audiovisual system acceptance by the Client. Within the period of Basic Warranty coverage, individual manufacturers' equipment warranties shall apply to all purchased equipment. In the event that the manufacturer's warranty has expired on a failed device (equipment warranty of less than one year), the Contractor shall be responsible for the actual cost of any required repairs. All manufacturers' equipment warranties shall be effective as of the date of acceptance test completion. If equipment modification by the Contractor voids the manufacturers' warranty, the Contractor shall assume the equivalent equipment warranty. Response time for Warranty service work shall be no longer than the next business day from date of request for service. The Contractor shall warrant that all equipment, materials and components will be new. No used or reconditioned equipment will be acceptable.

- ii. Response time (call back) for warranty service no longer than 24 hours from time of request for servicing;
 - iii. A warranty period that is automatically extended by the duration of any period or periods where the systems are unavailable for use or cannot be used because of a defect or non-conformance during the original warranty period. This warranty applies to any part of the systems replaced, repaired or corrected, for the greater of:
 - a) The warranty period remaining, including the extension; or
 - b) Ninety (90) days or such other period as may be specified for that purpose by agreement between the Contractor and Project Authority.
15. For the duration of the warranty, the Contractor may be required to provide up to two (2) annual visits, to be scheduled at ESDC's discretion, to perform operational checks of the equipment, to clean equipment or equipment parts, as required to maintain optimum system performance. Since this requirement is at ESDC's discretion, each visit is priced separately as specified in ANNEX D – Price List.
16. ESDC will retain full rights to all custom software, programming and software programming code developed by the Contractor as part of the Contract. This will include the right to use, reproduce and modify the software and software programming code as reasonably required to operate the audiovisual systems and to support their ongoing maintenance and development.

4.1 Business/Functional and Technical Requirements

1. The Contractor's audio and video systems must meet the Business/Functional and Technical requirements specified in the attached APPENDIX A.
2. APPENDIX A also provides a description of the rooms by location, floor, room type and equipment for both Government furnished and Contractor supplied.
3. The Contractor's complete system solutions must be configured with professional commercial hardware and must be fully integrated meeting the requirements of the SOW.

4.2 Government Furnished Equipment

APPENDIX A specifies the Government Furnished Equipment that the Contractor must use and integrate into its audiovisual system solution.

4.3 Documentation Requirements

The Contractor must deliver all documentation to the Project Authority for acceptance.

4.3.1 Project Management Plan:

The Contractor must provide all necessary project management and supervisory personnel required to assure the accurate, professional and timely implementation of the project. The Contractor must prepare and maintain a project management plan (maximum three pages) which addresses the following, at a minimum:

- a. Project Management Approach – description of its project management approach and the project management organizational structure including reporting levels and lines of authority.
- b. Quality Control – description of its approach to quality control, including details of the methods used in ensuring the quality of the work, and response mechanisms in the case of errors, omissions, delays, etc.
- c. Escalation Procedures - description of its problem escalation procedures, including schedule and content of reports, used during the problem resolution process, as well as the post-mortem reports or meetings.
- d. Status Reporting to ESDC – description of its status reporting methodology, including details of written and oral progress reporting methods.
- e. Work Schedule – description of method it will use to ensure compliance with the work schedule.
- f. Interface with ESDC – description and explain:
 - ii. its intended interface points with ESDC;
 - iii. all available interface mechanisms; and
 - iv. how interface issues and difficulties will be resolved.
- g. Plan for ensuring the continuous improvement of its practices and procedures for delivering the services.

4.3.2 The Contractor must provide all system engineering and design necessary to develop the complete systems described herein. Engineering and design must include preparation of all electronic schematics, hardware drawings, systems diagrams, schedules and lists as per APPENDIX B, Contract Data Requirements List (CDRL). These documents must be provided in both hard copy (paper) and soft copy (USB) prior to the installation phase. Data file formats must be in PDF and AutoCAD.

4.3.3 The Contractor must provide other documentation as specified in APPENDIX B. These documents must be provided in both hard copy (paper) and soft copy (USB drive). Data file formats must be in PDF and Word.

4.4 Installation

1. The Contractor must install all equipment, cables, wiring, connectors, plates and other material at the floor and room location and provide fully functioning audio video systems. The Contractor must coordinate with ESDC IT staff for installation relating to the ESDC network.
2. The Contractor must provide and install all current firmware and updates to all AV and VC equipment, as applicable, at the time of installation.

3. The Contractor must test its installation work with the Client's PCs, laptops or tablets. The Contractor must coordinate this activity with the Project Authority and must be completed prior to final acceptance testing.
4. The Contractor must follow all installation and performance requirements as outlined in APPENDIX C.
5. Before acceptance tests are scheduled, the Contractor must perform its own system checkout. The Contractor must furnish all required test equipment and must perform all work necessary to determine and/or modify performance of the system to meet the requirements of the statement of work. When these initial tests and adjustments are completed, the Contractor must notify the Project Authority that the systems are in compliance with the specifications and are ready and complete for acceptance tests.
6. If, in the opinion of the Contractor, an installation practice is required which is contrary to the specifications or drawings, such installation must not commence until a written request for change has been made to the Project Authority and the request has received approval. The Project Authority is to respond to this request within 10 business days.
7. All electrical equipment supplied by the Contractor must be certified by the Canadian Standards Association in accordance with the requirements of the Canadian Electrical Code, Part 1, or approved for use by the Electrical Inspection authority of the province wherein the equipment will be used.
8. The Contractor must make the best effort to respect all deadlines of the AV project schedule. The Contractor must provide a schedule that aligns with the overall project schedule.
9. The Contractor must coordinate all deliveries with the Project Authority or Building Management.
10. The security of any equipment and/or tools provided by the Contractor for the purpose of installing this system remains the responsibility of the Contractor.
11. Under the carpet low profile cable management, over-floor raceway, and uncovered cables will not be permitted for microphones and content management within a boardroom. All solutions will need to be either ceiling mounted or wireless to meet internal ESDC accessibility standards.

4.5 Installation Schedule

1. Five (5) days prior to the commencement of on-site work, the Contractor must have completed the following items:
 - i. A review of all relevant project documentation, including HVAC requirements, electrical power and grounding/earth connection;
 - ii. A visit to the project site to ensure familiarity with physical conditions of the project affecting the work conditions; and
 - iii. A finalized detailed project schedule to the Project Authority.
2. The Contractor must deliver rooms to the Project Authority in an order to be determined based on the furniture installation, with installation to be completed no later than end-May 2022 (estimated). The Contractor may be required to complete the installation outside of normal business hours, which are described as Monday to Friday between 07:00hrs - 17:00hrs (see ANNEX D – Price List).

4.6 Acceptance Testing

1. The Contractor must verify all the delivered and installed hardware, software, and service performance standards by comprehensive testing.
2. Before acceptance tests are scheduled, the Contractor must perform its own system revision. The Contractor must furnish all required test equipment and must perform all work necessary to determine and/or modify performance of the system to meet the requirements of the statement of work. When these initial tests and adjustments are completed, the Contractor must notify the Project Authority that the systems are in compliance with the specifications and are ready and complete for acceptance tests.
3. The Contractor must provide the Acceptance Testing documentation specified in attached APPENDIX B to this SOW.
4. Within 5 working days following the completion of the installation of an audio visual system, the Contractor must propose to the Project Authority a final test procedure for approval, and then carry out the agreed test procedure to verify that affected items meet all the various requirements in accordance with the Contract.

4.7 Training

1. The Contractor must provide training to ESDC designated staff as well as training documentation as specified in attached APPENDIX B to this SOW.
2. The Contractor must provide 15 hours of training as specified in APPENDIX B. Additionally, the Contractor must provide additional hours of training as requested by the Project Authority at the Hourly Rate specified in ANNEX D – Price List.

4.8 Maintenance Service

1. Maintenance services for hardware consists of furnishing all parts and labour necessary to maintain the systems in proper operating condition in accordance with the requirements specified in the Contract. Maintenance services for software will include the provision of all maintenance updates and upgrades releases, which are issued at no cost by the manufacturer to correct problems that ESDC may or may not have encountered in the performance of the software. The maintenance and support must cover all parts and labour costs associated with all of the proposed services. All costs associated with travel, living, or any other related expenses are the responsibility of the Contractor.
2. The Contractor must adhere to the manufacturer's recommended maintenance schedule for all sites identifying the different types of equipment requiring scheduled maintenance, according to a specific procedure for each type of equipment. The Contractor must include a detailed listing of manufacturer specified maintenance, frequency, and associated schedule that will be performed at each ESDC site as indicated in this SOW.
3. The Contractor must submit an on-site maintenance schedule to the Project Authority for co-ordination and distribution to the sites one month after the award of the Contract.
4. For Return-to-Depot Maintenance Service, throughout the Hardware Maintenance Period, the Contractor must pick up and return the Hardware to and from the location in Canada where the Hardware was in use at the time the problem occurred. The Contractor must pick up the Hardware requiring maintenance within 48 hours of Canada requesting maintenance. Within 6 working days of Canada requesting maintenance, the Contractor must restore the Hardware to Fully Functional





Operation and return it to Canada at the location where it was in use at the time the problem occurred or deliver a replacement that meets the requirements of the Contract.

5.0 Deliverables

1. The Contractor must ensure that all Deliverables submitted are in conformity with the instructions issued by the Project Authority as specified in the Contract.
2. The Contractor must provide all required documents, in English or French or both, in both hard copy and/or electronic copy, and in a format compatible with the ESDC software suite in effect at deliverable time, unless specified otherwise by the Project Authority.

3. Information Updates

The Contractor must maintain and provide updates, as required, to inform ESDC on such subjects as:

- i. Product announcements/Bulletins
- ii. Sales & Marketing Bulletins
- iii. Software / Maintenance issues and concerns
- iv. End of Life notifications

ESDC seeks the open flow of information between the Contractor and ESDC. An Internet e-mail address will be identified upon award of contract, where updates may be sent. All documents/reports outlined above must be Microsoft Office compatible.

4. At project completion, the Contractor must deliver the following items:
 - i. System Operating Handbook describing the basic operation of the AV system by end users and technical support staff. This document must be graphical and written in non-technical terminology for ease of use. It must include a principle of operation for all components of the system.
 - ii. Manufacturers Operating/User Manuals for each piece of equipment installed;
 - iii. Complete system design documentation including electronic schematics, hardware drawings, system diagrams schedules and lists for acceptance approval by the Technical Authority as specified in the Appendix B:
 - a) Manufacturer Operating Manuals;
 - b) System Operating Handbook and Quick Reference Guides (cheat sheets);
 - c) Equipment Inventory;
 - d) Acceptance Test Results;
 - e) Latest DSP (Digital Signal Processor) program source code required for a full functional re-install;
 - f) The programming source code for all programmed devices such as matrixes, integrated touch control systems, switches, etc., required for a full functional re-install or reprogram modification; and
 - g) As-Built Drawings.
 - iv. Format of Deliverables

The Project Authority will specify whether text deliverables are to be delivered in paper copy or mutually acceptable distribution media (USB Stick, CD, DVD, etc.), or both.



6.0 Sign-Off/Close-Out

An on-site meeting consisting of the Contractor's project team (Project Manager, lead tech and programmer) and the Project Authority must be scheduled at the project's conclusion to review and resolve any outstanding issues. The goal is to address any and all programming issues, confirm functionality and sign-off.

7.0 Contract Management

The Contractor must:

1. Plan and manage all professional services resources provided to ESDC under this Contract. The Contractor's responsibilities include overseeing the quality of work delivered by its resources as well as managing the resources to ensure the work is completed within an agreed upon budget and schedule. ESDC will rely of the expertise of the Contractor to plan and deliver the work in a manner such that all requirements of ESDC are met.
2. Ensure the use of a formal project management methodology to manage the delivery of all Work. The project management methodology must enable the Contractor to manage its resources to ensure all Work is completed within the agreed upon budget and schedule and ensure that each system implemented conforms to ESDC requirements.
3. Ensure that the Contractor's resources:
 - i. are fluent in either English or French; written and spoken, with demonstrated ability to discuss complex technical issues and provide technical advice to peers and management in a clear and consistent way;
 - ii. have the security clearance specified in the Contract;
 - iii. support operation working hours as specified in the Contract;
 - iv. are capable of undertaking the work identified in the SOW and where required met the identified experience level; and
 - v. collaborate with ESDC resources and other contract personnel as appropriate to deliver the Work.
4. Ensure that all scheduled and requested deliverables and amendments of work performed to the Project Authority in accordance with the delivery date as set out in the schedule.
5. Deliver to the Project Authority the Weekly Checklist below. The report is due every Tuesday by noon for the duration of the Contract via email (email address to be provided at Contract award).

Weekly Checklist			
ID	Report Items	Date Completed	Comments
1	Contract awarded		
2	Contract received		
3	Contractor site review and acceptance completed		
4	Identification of all critical dimensions		
5	Detailed AV project schedule		
6	Detailed Acceptance Test		
7	Provide preliminary screen shots of the touch panel layout depicting "Look and Feel"		
8	Weekly progress report		
9	Schedule percentage complete		
10	Identified schedule pressures		



11	Installation complete		
12	Acceptance testing complete		
13	Documentation delivered		
14	Training		
15	Final deliverables received		
16	Project sign-off		

6. Submit monthly written progress reports along with the monthly invoices. On occasion, the Contractor may also be requested to produce additional progress reports. At a minimum, each progress report must document the following information:
 - i. Activities performed in the period covered, including any aspects that may negatively impact the progression or completion of tasks;
 - ii. Status of any outstanding activities that may extend beyond identified timelines;
 - iii. Planned activities for the next period; and
 - iv. Description of any other concerns encountered which will require attention or escalation.

8.0 Technical Environment

1. ESDC currently uses Microsoft 365 (M365) with and Microsoft Teams for collaboration. ESDC is using POLY series including Poly VC Codecs in USB bring your own device (BYOD) mode, MS Teams, WebEX and Zoom on desktops.
2. The Contractor's audiovisual system(s) must be compatible with the above-mentioned platforms.

9.0 Location of Work

- 9.1 The location of Work is ESDC's facility at 405 Terminal Avenue, Ottawa, Ontario.
- 9.2 Language of Work: The Contractor must provide the services in either English or French.

10.0 Travel

There is no travel associated with this requirement. The Contractor will not be reimbursed for travel within the National Capital Region.

11.0 Security

1. The Contractor must have a valid Reliability clearance.
2. The security of any equipment and/or tools provided by the Contractor for the purpose of installing the audiovisual systems remains the responsibility of the Contractor.

12.0 Definitions (for the purpose of this project)

- (a) Accessibility is defined as removing any barriers for people with disabilities to be able to view/consume the contents of the page
- (b) Administering is defined as performing the upkeep, maintenance and configuration of a system to ensure its reliable operation.
- (c) Analysis is defined as a detailed examination of the elements or structure of something.
- (d) Audio Visual/Audio Visual Systems means all equipment required to facilitate audiovisual conferences. The equipment includes, but is not limited to: front projection, LCD displays, interactive whiteboards, various source inputs, audio





conferencing, videoconferencing, codecs with cameras, video cameras, audio processing, loudspeakers, microphones, cables, mounting brackets, mobile carts, mic/line mixers, recorders and dedicated control systems with touch panels that must integrate with the room and peripherals.

- (e) Best practices a procedure that has been shown by research and experience to produce optimal results and that is established or proposed as a standard suitable for widespread adoption
- (f) Cloud-based 'cloud' is the computing ability to deliver and host a software platform or service (servers, storage, databases, networking, analytics, etc.), permitting the scaling of computing resources independent of location that can be accessed and used via the internet access usually without downloads or version updates.
- (g) Configuration is defined as an arrangement of parts or elements in a particular form, figure, or combination as they relate to the arrangement or set-up of the hardware and software that enable the system/application to perform for its intended use based on given requirements.
- (h) Design/Designing is defined as developing and configuring the structural design of shared information environments.
- (i) Development/Developing is defined as the process to analyze, design, code, test, and release elements whose purpose is to ensure that a conformant system satisfies a specified set of requirements.
- (j) Furnish means design, supply, deliver, store and protect.
- (k) Government is defined as a territorial, federal, state, provincial or municipal government body.
- (l) Implemented is defined as installing Business Planning and Consolidation (BPC) properly in its environment, including configuration, running, testing and documentation of all components required.
- (m) Implementing is defined as installing software properly in its environment, including configuration, running, testing and documentation of all components required.
- (n) Install means implement, label, terminate, test and, commission.
- (o) Integration is defined as configuring the systems to work cohesively together.
- (p) Implementation / Implementing is defined as installing software properly in its environment, including configuration, running, testing and documentation of all components required.
- (q) Maintenance means functional checks, servicing, repairing or replacing of necessary devices, equipment, and supporting utilities in installations.
- (r) Monitoring is defined as ensuring application security compliance.
- (s) Multi-stakeholder environment is defined as a group(s) that has an investment, share, or interest in the project or business.
- (t) Project is defined as a temporary, planned activity, involving multiple parties, with a start and end date, a duration of at least 6 months consecutive (full-time equivalent work duration), with specific milestones and deliverables and defined responsibilities.
- (u) Project Authority is defined as an employee of the organization that was responsible for the outcome of the project.
- (v) Planning is defined as the process of identifying the goals or objectives and formulating the strategies to achieve them.
- (w) Post go-live fixes includes trouble-shooting, diagnosis and problem resolution.
- (x) Problem resolution is defined as systematic search for the source of a problem so that it can be solved.
- (y) Roadmap is defined as a strategic enterprise or application plan that defines a goal or desired outcome and includes the major steps or milestones needed to reach the enterprise IT or business or software goal over a define period of time.
- (z) Senior Management is defined as executives at the Director General or C-level executives and above responsible for taking major decisions and responsible for governance for the enterprise or branch of the enterprise.





- (aa) Solution means an implementation of people, processes, information and technologies in a distinct system to support a set of business or technical capabilities that solve one or more business problems.
- (bb) Stakeholder(s) is defined as an individual or group(s) that has an investment, share, or interest in the project or business or enterprise.
- (cc) Strategy is the systematic process of envisioning a desired future, and translating long term goals into broadly defined goals or objectives and a sequence of steps to achieve them.
- (dd) Testing is defined as postproduction of the application functions as per established requirements.

APPENDIX A

Business/Functional and Technical Requirements

APPENDIX A, section 1.0 below, specifies the Business/Functional Requirements that the Contractor's audiovisual system(s) solution must meet. The Workpoint Summary Table provide additional information on Functional Requirements and IT Requirements per location, floor number, room type, and room number.

1.0 Business/Functional Requirements

AV/VC Environment

Requirement	Requirement ID
Audio video, video conferencing technology to support in person and on-line participants (those working from home, or in an office.)	AV-1
AV/VC solution to be available for users using ESDC assigned laptops, tablets, desktops and cellular phones	AV-2

Host / Attend a Meeting

Requirement	Requirement ID
Users must be able to host collaboration AV/VC sessions regardless of where they are located <ul style="list-style-type: none"> - At home host a virtual collaboration session with a mix of virtual and/or onsite participants - In my office host a virtual collaboration session from my office with a mix of virtual and/or onsite participants - In a collaboration space host an onsite meeting with a mix of virtual and/or onsite participants - A public remote location 	AV-3
AV/VC session can include presenting materials visually, and collaborating: <ul style="list-style-type: none"> - Create documents - Brainstorming - Live Editing - The ESDC Users must be able to make changes to the same document at same time as other participants of the team during a meeting session (e.g. document check-in / out and paragraph locking or simultaneously) - Record sessions - Take notes – meeting minutes, action items can be easily captured 	AV-4

User Experience / Usability

Requirement	Requirement ID
AV/VC solution to provide high quality sound (HD) and video (4K)	AV-5
Comparable user connection and available features experience to be provided regardless if working from home or ESDC worksite	AV-6
A seamless user experience is required when using collaboration technology. Integration between tools must enable Users to reserve, learn and use meeting tools easily. The flow of a meeting should not be interrupted by unreliable meeting space tools or technologies	AV-7
AV/VC technology must support user ease of use	AV-8

AV/VC after Sales Service and Documentation

Requirement	Requirement ID
After sales service: Provide a Break-Fix Service to the ESDC/IITB internal Conferencing service <ul style="list-style-type: none"> Provide Break-Fix support for physical rooms, AV equipment and both physical and digital meeting space tools Documentation: Define simple User processes and workflows related to the usage of AV/VC tools that will be available to all employees at ESDC and trouble-shooting documentation	AV-9

Solution Integration Requirements

Requirement	Requirement ID
AV/VC technology must be well integrated with existing standard platforms and technology to provide a seamless support model for end-users (e.g., M365 support with boardroom technology support)	AV-10
AV/VC technology and tools must be able to integrate with other platforms and solutions currently in progress or in place at ESDC (e.g., M365)	AV-11
The AV/VC technology solution Native Teams devices must be able to connect to the ESDC network in order to support Native Teams rooms	AV-12

Accessibility Requirements

Requirement	Requirement ID
The GC is committed to ensuring public accessibility for persons with visual, auditory, mobility and cognitive impairments. In accordance with GC policies on Accessibility and Usability, any collaboration technology and solutions must consider alternative formats to support this aim	AV-13

2.0 Room Type and Equipment List

The Tables below specify the locations, room types, room numbers, Government Furnished Equipment (GFE) and Contractor supplied equipment (to be added at time of contract award). For additional information on Functional requirements refer to the Workpoint Summary Table and Floor Plan.

The Contractor must provide fully integrated Audio Video systems. The Contractor must provide all miscellaneous cables and small parts that are not listed to provide a complete turnkey system.

6 th Floor					
Area	Room Type	Room – Workstation Number	Government Furnished Equipment	Contractor Supplied Equipment	Qty
Individual Enclosed Space	F2 Focus Room (seats 1-3)	608, 610, 613, 638			
	F3 Focus Room (seats 1-3)	N/A			
Collaborative Open	C1 Chat Room (seats 4-5)	N/A			
	C2 – C3 Huddle (seats 4-6)	N/A			
	C4.1a Teaming Area [J Shaped] (seats 8-10)	602			
	C4.1b Open Teaming Area [J Shaped] (seats 8-10)	634	Cart Provided		
	C4.2a Lounge [Straight] (seats 4-6)	642	Cart Provided		
	C4.2b Open Lounge [Straight] (seats 4-6)	0			
Collaborative Enclosed	M1 Transition Work Room	N/A			
	M2 Work Room [D Shaped] (seats 4-6)	639, 640, 641			
	M3 Project Room (seats 4-6)	624, 625			
	M4a Medium Meeting Room [TEAMs – Stand alone] (seats 8-12)	N/A			
	M4b-1 Medium Meeting Room [Complex] (seats 8-12)	621, 622a, 622b, 623 (converts into multiple larger boardroom configurations)	Qty 1 Poly G7500 each for Rooms		
	M4b-2 Medium Meeting Room [Complex] (seats 8-12)	N/A	(Total qty 4 Poly G7500)		
	M5 Large Meeting Room (seats 16-20)	N/A			
Lobbies (size of screen and connectivity)		1			

7 th Floor					
Area	Room Type	Room – Workstation Number	Government Furnished Equipment	Contractor Supplied Equipment	Qty
Individual Enclosed Space	F2 Focus Room (seats 1-3)	703, 721			
	F3 Focus Room (seats 1-3)	N/A			
Collaborative Open	C1 Chat Room (seats 4-5)	N/A			
	C2 – C3 Huddle (seats 4-6)	3 Zone 715			
	C4.1a Teaming Area [J Shaped] (seats 8-10)	702			
	C4.1b Open Teaming Area [J Shaped] (seats 8-10)	717	Cart Provided		
	C4.2a Lounge [Straight] (seats 4-6)	713			
	C4.2b Open Lounge [Straight] (seats 4-6)	717	Cart Provided		
Collaborative Enclosed	M1 Transition Work Room	N/A			
	M2 Work Room [D Shaped] (seats 4-6)	711, 712, 718, 719			
	M3 Project Room (seats 4-6)	749, 750			
	M4a Medium Meeting Room [TEAMS – Stand alone] (seats 8-12)	725			
	M4b-1 Medium Meeting Room [Complex] (seats 8-12)	N/A			
	M4b-2 Medium Meeting Room [Complex] (seats 8-12)	723, 724 (723 & 724 converts to Large room)	Qty 1 for each Room (Total qty 2 Poly G7500)		
	M5 Large Meeting Room (seats 16-20)	N/A			
Lobbies (size of screen and connectivity)					
		1			

8 th Floor					
Area	Room Type	Room – Workstation Number	Government Furnished Equipment	Contractor Supplied Equipment	Qty
Individual Enclosed Space	F2 Focus Room (seats 1–3)	803			
	F3 Focus Room (seats 1-3)	814, 816			
Collaborative Open	C1 Chat Room (seats 4-5)	N/A			
	C2 – C3 Huddle (seats 4-6)	3 Zone 815(3)			
	C4.1a Teaming Area [J Shaped] (seats 8-10)	802			
	C4.1b Open Teaming Area [J Shaped] (seats 8-10)	817	Cart Provided		
	C4.2a Lounge [Straight] (seats 4-6)	813			
	C4.2b Open Lounge [Straight] (seats 4-6)	817	Cart Provided		
Collaborative Enclosed	M1 Transition Work Room	N/A			
	M2 Work Room [D Shaped] (seats 4-6)	811, 812, 818, 819			
	M3 Project Room (seats 4-6)	853, 854			
	M4a Medium Meeting Room [TEAMs – [Stand alone] (seats 8-12)	825			
	M4b-1 Medium Meeting Room [Complex] (seats 8-12)	N/A			
	M4b-2 Medium Meeting Room [Complex] (seats 8-12)	823, 824 (823 & 824 converts to Large room)	Qty 1 for each Rooms (Total qty 2 Poly G7500)		
	M5 Large Meeting Room (seats 16-20)	N/A			
	Lobbies (size of screen and connectivity)	1			

9 th Floor					
Area	Room Type	Room – Workstation Number	Government Furnished Equipment	Contractor Supplied Equipment	Qty
Individual Enclosed Space	F2 Focus Room (seats 1–3)	903, 926, 927, 928, 929			
	F3 Focus Room (seats 1-3)	N/A			
Collaborative Open	C1 Chat Room (seats 4-5)	N/A			
	C2 – C3 Huddle (seats 4-6)	915			
	C4.1a Teaming Area [J Shaped] (seats 8-10)	902, 917	Cart Provided for 917		
	C4.1b Open Teaming Area [J Shaped] (seats 8-10)	910			
	C4.2a Lounge [Straight] (seats 4-6)	N/A			
	C4.2b Open Lounge [Straight] (seats 4-6)	910	Cart Provided		
Collaborative Enclosed	M1 Transition Work Room	N/A			
	M2 Work Room [D Shaped] (seats 4-6)	911, 912, 919			
	M3 Project Room (seats 4-6)	953, 954			
	M4a Medium Meeting Room [TEAMs – Stan alone] (seats 8-12)	925			
	M4b-1 Medium Meeting Room [Complex] (seats 8-12)	N/A			
	M4b-2 Medium Meeting Room [Complex] (seats 8-12)	923, 924 (923 & 924 converts to Large room)	Qty 1 for each Room (Total qty 2 Poly G7500)		
	M5 Large Meeting Room (seats 16-20)	N/A			
Lobbies (size of screen and connectivity)		1			



APPENDIX B

1.0 Contract Data Requirements List

The Contractor must prepare and deliver for acceptance by the Project Authority the documentation listed in the below table and described in this appendix.

Item No.	Title	Quantity	Due Date	Format
1	Acceptance Test Plan	1	Five days prior to room testing and acceptance	Electronic Copy
2	Acceptance Test Results	1	Five days following sign-off from the Project Authority	Electronic copy
3	System Operating Materials	1 per type of room	Draft materials due 20 days prior to room testing and acceptance. Final materials due 30 days following room testing and acceptance.	Hardcopy (qty 2) and Electronic copy in English and French
4	Training	15 hours of training	Training sessions 7 days following sign-off from the Project Authority	Demonstration (virtual or in-person)
5	Manufacturer Data Sheets/User Manuals	1	Data Sheets and User Manuals five days following sign-off from the Project Authority	Hardcopy and Electronic copy
6	As Built Drawings/Equipment Inventory	1 set per type of room	Draft drawings and inventory due 5 days prior to room testing and acceptance Final As-Built Drawings due 15 days after testing and acceptance Equipment Inventory due 20 days following room testing and acceptance	Hardcopy (qty 2) and Electronic copy
7	Programming Source and DSP Code	1 set per room, as applicable	20 days following room testing and acceptance	Electronic copy



1.1 Acceptance Testing

Acceptance Test Plan Hardware and System

1.1.1 Description/purpose

The Acceptance Test Plan must include the procedures on how to perform the tests that will be used by the Contractor to demonstrate the complete integration and proper operation of the hardware and system software. The plan is to describe the general procedures terms and conditions governing the planning, preparation and completion of acceptance tests covering the system submitted for acceptance.

1.1.2 Preparation of the acceptance test plan

1. The plan must include step-by-step procedures on how each test will be performed. The test procedures must be in table format. The table must contain columns for the following information:
 - a) System/sub-system name scope of test;
 - b) Control parameters;
 - c) Test equipment provided by the Contractor to perform the test(s);
 - d) Results: Pass/Fail;
 - e) Spaces/columns at each test for Contractor and Technical Authority signatures.
2. Test Parameters: The Contractor must perform end-to-end testing of all signal flows to verify proper functionality. The testing must adhere to suggested manufacturer testing protocol.
 - a) Cable Testing: All Contractor-fabricated cables must be tested:
 - b) Continuity tests;
 - c) Short tests; and
 - d) Wiremap tests.
3. The audiovisual system(s) must be tested in accordance with the InfoComm International Standard for Audiovisual Systems performance verification (ANSI/INFOCOMM 10:2013). As part of ANSI/INFOCOMM 10:2013, the functional requirements to be tested must include the following:
 - e) Audio System Performance;
 - f) Video System Performance;
 - g) Audio/Video System Performance;
 - h) Cable Management, Termination and Labeling;
 - i) Control System Performance;
 - j) System and Record Documentation;
 - k) Electrical;
 - l) Information Technology;
 - m) Operations and Support;
 - n) Physical Environment;
 - o) Physical Installation; and
 - p) Serviceability.

1.2 Documentation

System Operating Manual

1.2.1 Description/purpose

The purpose of the System Operating Materials is to show the users how to set-up, use and operate the presentation and audio conferencing systems as well as basic troubleshooting procedures.

1.2.2 Preparation of system operating manuals

1. These materials must contain the required information for a novice user to set-up the presentation or make an audio call. Use of block diagrams, laminated “cheat sheets” and cross references to the Manufacturer Operating Manuals shall be included in the technical section of the materials. One copy of the quick reference guides “cheat sheets” (final version) must be left in each room. One copy, in handbook form, must be delivered to the Project Authority.
2. As a minimum, the handbook must include the following information:
 - a) An overview of the local presentation, audio conferencing, video conferencing and annotating components;
 - b) How to set-up, adjust and use all the features of all the components procured or installed;
 - c) Pictorial representation of the steps needed to start, connect and present using the different equipment installed in each room. Written verbiage to cover each step in the process;
 - d) The Technical section of the System Operating Materials must contain:
 - i. A complete list of all the settings for the equipment used, including a snapshot or screen capture of each configuration step.
 - ii. A troubleshooting guide section that contains sufficient information to allow a technician to pinpoint which equipment has failed in case of problems, and to ensure that the problem is not due to a bad set up or connection.
 - iii. Directions on how to bypass the video and audio switching equipment in case of failure to allow the conference or local presentation to be conducted by manually switching the audio and video sources.
 - iv. A description of each module used in the local presentation installation, unless this information is contained somewhere else in the off-the-shelf documentation. In this case, it must provide a reference to this information.

1.2.3 The technical section of the System Operating Materials must be included with the As-Built/Installed Drawings.

1. Where applicable, the handbook must make a reference to sections of the documentation contained in the off-the-shelf Equipment Operating Manuals.
2. The System Operating Materials must be prepared in both English and French.
3. The System Operating Materials must be provided on USB media, in Microsoft Word format.
4. A FAQ question mark button containing frequently asked questions should be included in the touch panel design.

1.3 Drawing

As-Built Drawings and Equipment Inventory

1.3.1 Description/purpose

The as-built drawings must indicate the location of all major components of each system and how these components are interconnected.

1.3.2 Preparation of as-built drawings and equipment inventory

As-Built Drawings

1. The Contractor must supply drawings pertinent to those components, systems and work provided under the Contract.
2. The As-Built Drawings must indicate the location of all major components, systems, of each system and how these components are interconnected.
3. The As-Built Drawings must include a schematic comprising of video, audio and control interconnectivity, rack layout and floor plan of each room.
4. The final As-Built Drawings must be submitted to the Project Authority for acceptance no later than 15 days after testing and acceptance.
5. Two copies of all As-Built Drawings must be provided to the Project Authority.
6. An electronic version of all As-Built Drawings must be provided to the Project Authority on a USB drive and PDF.

1.3.3 Equipment Inventory

1. The Contractor must provide a spreadsheet itemizing the make, model number, serial number, location and warranty information of all installed equipment.
2. The spreadsheet (Microsoft Excel 2016 must be provided to the Project Authority on a USB drive.

APPENDIX C

General installation and performance requirements

1.0 General installation

1.1 Installation

1. Installation must include the following:
 - a. Uncrating, setting in place, fastening to walls, floors, ceilings, counters, or other structures where required of all equipment except as otherwise noted;
 - b. Interconnect wiring of the components of the system;
 - c. Equipment alignment and adjustment; and
 - d. All other work whether or not expressly required herein which is necessary to result in a completely tested and operating system.
2. All equipment must be firmly secured in place unless requirements of portability dictate otherwise. Fastenings and supports must be adequate to support their loads.
3. All boxes, equipment, etc. must be plumb and square.

1.2 Contractor performance

1. All assembly and material cutting must be limited to a working area specifically designated for this purpose.
2. Cable and wire stripping scrap and conductor strands must be kept away from sensitive electronic equipment such that loose pieces do not become lodged inside equipment.
3. All racks, consoles, connection boxes and other equipment enclosures must be degreased and vacuum cleaned prior to installation of equipment or panels.
4. The Contractor must take measures to protect all cabinets, casework, finished flooring, wall coverings, equipment, etc. from damage resulting from its work. This must include, but not limited to, the installation of temporary protective coverings. Any such damage must be corrected by the Contractor at no additional cost to the Client.
5. All equipment racks and sub-assemblies must be substantially constructed at the Contractor's premises. This will include, but not be limited to, wiring, labeling, dressing, supports, and ventilation.
6. All spaces must be cleaned by the Contractor as an ongoing activity. The Contractor must vacuum clean all work areas and remove all garbage, including the debris, scrap and waste at least daily and after any substantial debris accumulation. At the conclusion of the work in a given room area, a final vacuum cleaning of all such access spaces must be performed. All loose items, including those which were existing at the start of the project must be removed. Wet mopping must be performed on flooring only when other dry cleaning methods are insufficient. No brushing or wet cleaning of equipment must be permitted.
7. The Contractor must generate any additional drawings or information required for fabrication, installation and wiring of the system.
8. The Contractor must be responsible for the proper alignment, adjustment and calibration of all audiovisual equipment and must provide all personnel and test equipment for the system test and adjust.

9. The Contractor must be responsible for verifying the compatibility of all equipment and related hardware with related work performed by others. This includes, but is not limited to, electrical, mechanical, structural, and all finish work.
10. The Contractor must furnish all software necessary to operate software controlled audiovisual equipment or sub-systems (e.g. remote control system, audio DSP). Whether produced by the Contractor or supplied by a software manufacturer, all software will be installed and tested prior to the delivery of equipment to the site.

1.3 Equipment racks

1. The Contractor must use lockable equipment racks of required height to mount all necessary equipment.
2. Equipment mounting must conform to the industry standards of 1-3/4" rack units.
3. The Contractor must only use rack rails that are tapped for #10-32 screws (no clip nuts shall be used). A #10-32 x 3/4" inch black truss head Philips rack screw with nylon washer must be utilized throughout the facility.
4. The Contractor must implement a general ventilation scheme for all racks in the systems.
5. All racks must be vacuumed and wiped clean prior to new equipment installation.
6. All racks must be inspected carefully prior to installation of equipment. All rough or sharp edges that may cause injury to personnel or damage equipment or cabling must be deburred or a permanent protective covering applied.
7. Provide blank rack panels in all rack openings not occupied by equipment. Blank filler panels must not exceed three rack units in size. Panel color must be matte black. Perforated panels may be used to aid in proper ventilation.
8. Allow sufficient space for installation of all owner furnished equipment such as notebooks, etc.
9. Allow some space for future expansion where possible. All devices within equipment racks must be mounted to the equipment rack. No devices shall be resting atop (monitor excepted) or mounted to other devices within the equipment racks unless otherwise noted.
10. Devices will be mounted in the racks in logical order. Generally, signal flow should move from the top of the rack to bottom. Heavier devices should be mounted in the lower portion to ensure that the assembly is not too top heavy. Frequently used devices will be mounted at the optimal elevation for operator use.
11. Contractor rack logo panels shall not be accepted.

1.4 Cable dress

1. In general, cable dressing must be considered from a maintenance standpoint. Suitable service loops must be provided to allow removal of equipment, or to extend equipment that is mounted in the rack on rack slides. Where there is no rear access to the rack mounted equipment, this requirement must be carefully addressed, and cabling must be of sufficient length to enable the removal and replacement of any individual piece of equipment with all others in place.
2. It is expected that the Contractor will fabricate some portions of the system off-site. Pre-wiring is acceptable provided that the pre-wired assembly can easily be transported to its final location without complication, and without risk of cable or equipment damage.



3. The Contractor must be responsible for determining the proper length of all cables whether manufactured on or off the job site.
4. The Contractor must determine the desired method of securing cables. All of the following requirements must be met by the system:
 - a. Velcro cable ties are the preferred method of cable lacing. Lay-in systems are not acceptable except as applied to a horizontal cable tray;
 - b. Wires and cables must be installed in a neat and orderly fashion, with like cable types following similar paths. Groups of cables must be neatly combed and harnessed. Harnessed groups of cables must be anchored at suitable intervals to reduce and relieve wire strain, especially strain on connections. Adequate service loops must be provided at all cable endpoints;
 - c. Some rack-mounted equipment utilizes slide assemblies for front extension while in operation. For this type of mounting, additional, carefully dressed service loops on all cables must be provided and installed with spring operated cable retractor assemblies to gather and recoil the service loop;
 - d. For all schemes of cable routing, no point in the path shall be subjected to a bend radius of less than eight (8) times the cable diameter, or minimum cable bend radius specified by the manufacturer;
 - e. Captive cables must not be laced in such a manner as to prevent removal of the equipment to which they are captive;
 - f. Wires and cables must be segregated according to signal type. In addition, audio cable must be subdivided into three (3) classes: microphone level circuits, line level circuits, and speaker level circuits;
 - g. Microphone level audio circuits must be kept at least three inches (3") from any other type of parallel signal circuits and at least six inches (6") from any parallel AC power circuits;
 - h. Speaker level audio circuits must be kept a minimum of three inches (3") from line level audio and AC power circuits. All other signal circuits must be kept at least three inches (3") away from any parallel AC power circuits;
 - i. Where circuits of different types must cross, they must do so at right angles and then return to the above required separations in as short a distance as possible;
 - j. Conductors, wires, and cables must be continuous between termination points. Splices are not acceptable; and
 - k. Rack mounting rails must not be used for cable lacing. Lacing bars and/or tie mount bases mounted to cabinets or console must be provided where appropriate.

1.5 Cable types

1. All cables installed must meet appropriate governing codes and standards.
2. The Contractor is encouraged, at the time of the bidding, to suggest alternate cable types where a significant cost savings may be realized without any loss of quality, reliability and performance. Alternates must be approved by the Departmental Representative prior to use.
3. The Contractor must determine building and other regulating authority requirements for cables installed as part of the AV scope of the Project. This requirement applies to cables in return air plenums as well as other areas. If the cable type indicated does not comply with these requirements, the Contractor shall propose alternate cable types, and/or encasement in complying raceways or conduits. All cabling not in conduit must be plenum-rated.



1.6 Power cords

1. All equipment power cords must terminate in a standard plug that must be wired in compliance with governing codes and standards.
2. The power cord connector type at the equipment must be provided by the manufacturer. Custom field terminated power connectors must not be ordered. If the manufacturer provides a choice, a removable power cord that attaches to the equipment with an IEC 320/CEE 22 connector is preferred. The use of factory manufactured custom length cables are acceptable.
3. The power cord may be laced to the rack as long as the cord is removable at the power connector on the piece of equipment. This is to allow removal of the equipment without undoing the cable lacing. Power cords must not be laced in the same bundle with signal or control cables. If the power cord is an active component of the equipment, the cable must be dressed separately from all other cables terminating at the equipment to facilitate easy removal of the equipment. All power cords must be plugged into an AC power distribution strip which will be pre-wired into the rack prior to delivery to site.

1.7 Cable termination

1. Wire and cable termination must be performed in accordance with industry standards and the guidelines of generally accepted installation practices.
2. With respect to audio equipment interconnects, the Contractor must make every effort to use equipment with balanced inputs and outputs. When this is not possible, such as the case to meet specification, the following are recommended (in order of preference):
 - a. An electronic balancing device (professional interface) or balancing transformer should be utilized;
 - b. In the case of an unbalanced output driving a balanced input, forward referencing should be utilized; and
 - c. An active-balanced to unbalanced interconnect is not recommended.
3. It is ultimately the Contractor's responsibility to choose the best wiring practices to achieve maximum sonic quality.
4. Wire and cable termination must include all aspects of equipment connection, including, but not limited to, the following:
 - a. Wire and cable length;
 - b. Protective jacket removal;
 - c. Conductor separation, dressing and trimming;
 - d. Conductor stripping; and
 - e. Connector device installation including, but not limited to, the following:
 - i. Conductor termination;
 - ii. Shell assembly;
 - iii. Strain relief installation; and
 - iv. Locking/latching device installation.
5. Cable designation installation on each distinct wire or cable, except where the color code or pair number of individuals of pairs of a multi-pair eliminates the need for this.
 - a. These must be installed within two inches of connectors, unless this interfered with disassembly of the connector.
 - b. These must be installed in such a manner as to be visible without unlacing any harnesses.

6. Continuity affirmation.
7. Mating of connecting devices to equipment.
8. All cables and patch points on input panels shall be labelled to denote their source device or input panel location, cable number and destination device.
 - a. The cable shall be individually identified with a cable designator, which shall be clearly indicated on the engineering drawings;
 - b. Label both ends of each cable;
 - c. The label shall be a Panduit Self Laminating Ink Jet or Laser Labels (e.g. LJSL5-Y3-2.5 for small diameter cables and LJSL11-Y3-1 for larger diameter Video, VGA and RGBHV). Cables lettering shall be a minimum of 3/32 inch (2.5 mm) high and shall be black ink on a white background; and
 - d. Cable Numbering shall start with the Upper Case A for Audio Cables, C for Control Cables, N for Network Cable, P for Remote Power Cables and V for Video, S-Video, VGA or HDMI. Cables followed by a three digit numeric designation (e.g. V015, C001, etc). Hand Lettered Labels or PAN Code tm Tape style markers will not be accepted.
9. It is the responsibility of the Contractor to determine and affirm the type and extender of all required mating connectors. Since manufacturers of equipment may exercise their right to make changes in connector types and wiring, it must remain the responsibility of the Contractor to verify this aspect of the design prior to cable fabrication and installation.
10. Exposed portions of shield must be protected with PVC heat shrinkable sleeving. Exposed ends of outer jackets on shielded cables must be insulated with sleeves to eliminate the possibility of portions of the cut off foil shielded touching adjacent shields or metal. Either rubber "Kellerman" type sleeves or heat shrink sleeves must be used. Bare shield drain wires must be insulated with small diameter clear Teflon or PVC heat shrink (as appropriate) from under the sleeve to within 0.125 inch of the point of termination.
11. Conductors and/or cables interconnecting assemblies shall be formed into a bundled harness and dressed to preclude damage from adjacent surfaces and sharp edges.
12. Cabling required in pedestrian areas such as hallways, shall be contained in conduit and conform to the vertical and horizontal directions of the walls and ceilings.
13. Cable runs shall be continuous, without splices or adapters from terminal to terminal.
14. Primary power and electronic wiring shall not be co-located in conduit.
15. Marette type connectors are not permitted, nor is the use of nail rings or staples to secure cable harnesses to structures.

1.8 Cable and conductor preparation

1. All cables must be prepared in such a way that the individual conductors, shield or their insulation are not nicked or cut in any way. The cable outer jacket must be cut square.
2. Insulation must be removed from conductor in such a manner that conductor strands must be nicked to the extent that base metal shows through the plating and wire strands remain in the original lay, and are not combed out. The conductor's insulation must be cut square within 1/4" of the outer diameter of the insulated



conductor. If required, the conductor must be tinned with a minimum amount of 60-40 or 63-37 solder (tin/lead with resin flux).

1.9 Connectors

1. Only premium quality cable connectors shall be used. All cable mounted connectors must be covered by a metal shell connector hood or must have crimp ferrules which securely grasp the cable outer jacket to provide protection to the rear connections made on the connector and provide strain relief for the cable. All connectors must have incorporated a mechanical means of attaching the connector to its mate to assure that a connector will not fall off unless intentionally removed.
2. Audio Connector Requirements - Circular (XLR type): These must be premium quality connectors with tarnish resistant contact surfaces. No connection must be made to the shell unless specifically called out in the drawings.
3. Video Connector Requirements: Only connectors with tarnish resistant contact surfaces must be used. Kings TRS finish ("bright nickel") or equal is recommended. The CENTRE conductor pin and socket must be captive and finished with gold or silver surfaced over nickel. All connectors must be specified by the manufacturer as to be acceptable with the specific cable being used. Kings crimp BNC connectors or approved alternate must be used.
4. Panel Mounted Connectors: Care must be taken to insure that the sleeves of panel mount connectors to not make contact with the mounting panel.
 - a. Audio (microphone, line level): Locking XLR type;
 - b. Audio (speaker level): locking/latching "Speakon" type;
 - c. Audio (line level): 1/4" diameter locking/latching, tip/ring/sleeve;
 - d. Video: HDMI or DVI type;
 - e. Serial Data: DB-9 or DB-25, metal shell; and
 - f. Video/Audio: Shielded Cat cable from Manufacturer of Video extenders (Tx/Rx).

1.10 Solder connections

1. Only the finest quality 60-40 or 63-37 solder (tin/lead) with rosin flux must be used. The solder must be as manufactured by Kester, Ersin, or approved alternate, and must be designed for electronic use. Solder fillets must wet and flow around conductor and terminal. In no case shall the general outline of the conductor be visible in excessive solder. The insulation must not be charred, melted or burned by the soldering operation. There must be no evidence of either lead or terminal contamination. The final solder joint must be bright and shiny and must show no evidence of being a "cold" joint.
2. Mechanical connections made to terminals prior to soldering must be the minimum required to reliably retain wire, usually a simple bend around solder eyelet or post. Avoid practice of multiple wraps on solder terminals, as that practice makes conductor removal very difficult after soldering.

1.11 Insulation displacement connections

1. Insulation displacement connections such as ribbon cables and the telephone connector technology must only be installed with termination tooling as specified by the connector manufacturer. If shown in the connector manufacturer's data, the controlled-cycle crimp tool must be selected. If the manufacturer has a multi-conductor mass-termination tool available, this must be selected for all connectors of ten pins or more.
2. Individual conductors of cables installed on terminal blocks must not be stripped, and must be punched down with a spring loaded impact tool designed for this

specific purpose. Bare cable conductors must be insulated with Teflon, PVC heat shrink or other insulating sleeve (as appropriate) prior to being punched down on terminal block. During the punch down process, the free end of the conductor must be cut off, and the installer must ascertain that this cut off end is not left within the block or block assembly.

3. Only cables designed specifically for insulation displacement termination with the specific termination device employed must be used.

1.12 Crimp connections

1. Where crimp connectors are utilized, they must be installed using the manufacturer recommended controlled cycle crimp tool that assures that the proper crimp pressure has been applied. The Contractor must develop a procedure to insure that the crimp tooling is properly checked for compliance with the manufacturer's standards, and that it is producing crimp-type connections within the required tolerances. The frequency of this depends on the usage and on the length of time a particular tool holds its calibration.
2. Only tooling recommended by the manufacturer must be used. Only pins and connectors of the proper size and design for the cable to which they are to be applied must be used. There must be no abnormal deformation of the contact during the crimping operation. There must be no damage to the contact during the crimping operation that could interfere with its retention in its shell or its mating. There must be no damage done to the conductor which either severs strands or exposes the individual strands base metal by the crimping operation.

1.13 Screw connections

1. Only insulated crimp on spade terminals must be used for application to barrier strips. Multiple gang lugs or ring lugs are not acceptable for this purpose. This is only applicable to stranded conductor wires. It is suggested that stranded conductor wire be "double over" on the crimp end prior to crimping. Solid conductors may be attached directly to the barrier strip.
2. All conductors must be stripped prior to installation underneath screws on terminals. Unlike the stranded control cable, solid conductor wire does not require crimp lugs on individual conductors. All screw terminated solid connectors must be wrapped in the same direction as screw rotation during tightening.

1.14 Grounding practices

1. The audiovisual system will be serviced by the earthing conductor that is provided with the mains supply.
 - a. All devices in the audiovisual system racks will be serviced with a grounded AC outlet. Devices having two (2) prong power cords will also have a fourteen (14) gauge green copper wire connected from the chassis to the grounded copper buss bar mounted to the equipment rack frame. Under no circumstances will the prong of a three (3) prong power cord be removed;
 - b. Audio cables shield must be connected to ground at one point only. Exceptions may be made for phantom powered microphones and some ICM and IFB systems. This ground point must be at the system ground of the destination device, which must be strapped to the system ground in the rack. For intra-rack wiring this requires the shield to be connected at both ends, but grounded at only one end;
 - c. All video receptacles must be insulated from the mounting panel, outlet box, or wireway. Unless otherwise detailed, this must be accomplished by using insulated-from-panel type receptacles; and



- d. The Contractor should take care to consider ground references within each device and the grounding factors on site.

1.15 Materials

1. General: Materials used in installations must be chosen with due consideration being given to the intended use, safety, durability, retention of appearance and avoidance of corrosion or other chemical effects.
2. Toxic Materials: Material capable of producing harmful toxic effects under operating conditions, equipment malfunction, or accidental other causes, must not be used.
3. Metals: Metals used must be corrosion-resistant or treated to resist corrosion in atmospheric conditions to which the installation will be subjected.
4. Plastics: Plastics must be durable and resistant to cracking, brittleness, discoloration, deformation or similar defects, upon ageing or when subjected to hot or cold thermal extremes.
5. Natural Rubber: The use of natural rubber is prohibited unless directly specified, or approved for its use is obtained from the Departmental Representative.

2.0 General performance requirements

2.1 Standards

1. General Standards used in the design and installation of the audiovisual system must conform to the highest quality Broadcast Industry standards. The following list provides a general indication of the type of industry organizations with published technical standards, and is not intended to be all-inclusive.
 - a. AVIXA - AudioVisual and Integrated Experience Association (Formally Infocomm)
 - b. AES - Audio Engineering Society: Audio Standards
 - c. EIA - Electronic Industry Association: Equipment mounting, construction, tooling
 - d. IEEE - Institute of Electrical and Electronic Engineers: Electrical/ Signal Standards
 - e. CEC - Canadian Electrical Code: Electrical Standards
 - f. NCAC - National Council of Acoustical Consultants: Acoustic Standards
 - g. ASTM - American Society for Testing and Materials: Test and materials
 - h. BICSI - Standards Building Industry Consulting Service International
 - i. CSA - Canadian Standards Association

2.2 Maintainability

1. The Contractor must provide a fully functioning system that is easily accessible for service while the system is operational. Where this is not practical due to mutually accepted circumstances, service functions will be designed to allow a minimal amount of equipment and support disassembly. The audiovisual system design, construction and installation will allow components to be accessible for inspection, maintenance and repair with a minimal disassembly of other components or surrounding equipment.

2.3 Safety

1. The audiovisual system will be inherently safe, when operated and maintained in compliance with the Contractor provided operations and maintenance / technical manuals. In addition, equipment will meet or exceed governing standards and



requirements for safety. This must include provisions and installation of seismic bracing and restraints.

2.4 Equipment modifications

1. The audiovisual systems must be designed to utilize new “off the shelf” equipment. Every effort must be made to avoid the use of custom or modified equipment. However, some AV equipment may require modifications to accommodate installation, remote control or other integration requirements.
2. Where equipment must be modified to conform to system specifications and design parameters, the modifications made must in no way affect the performance of the equipment as published by the manufacturer. Equipment modifications may also be impacted by and must comply with the terms of other sections of this AV Specification.

2.5 Equipment substitution

1. Requests for use of alternate equipment to that recommended in the Equipment Specification will be considered on an item by item basis. Equipment substitutions will be considered in cases where a specific component of the system is no longer available, or where the alternate equipment is shown to provide equal or greater quality and performance.
2. All proposed equipment substitutions must be submitted within the Contractor’s bid. Proposed substitution submittals must include full information, specifications, and data sheets for the proposed alternative equipment. All equipment must be new and must meet or exceed the last published specifications of the manufacturer in all respects.
3. Approval of equipment substitutions must not imply release of Contractor responsibility for meeting all requirements and design objectives as outlined in this AV Specification.

2.6 Custom / modified equipment

1. It must be the responsibility of the Contractor to provide all appropriate design, engineering and fabrication in the provision of specified custom or modified equipment.
2. All specified custom or modified equipment must be included in the scope of the Contractor’s work. No portion may be omitted from the scope of the Contractor’s work. Bids excluding any portion of the custom or modified equipment will be deemed non-responsive.
3. Substitutions of “off the shelf” equipment for specified custom equipment will be considered when submitted per the procedures noted for Equipment Substitutions.

2.7 System software and software programming

1. The Contractor must be responsible for providing a complete and working system in the provision of software programming.
2. All software programming must be included in the scope of the Contractor’s work and performed on site. No portion may be omitted from the scope of the Contractor’s work. Bids excluding any portion of the software programming will be deemed non-responsive.
3. Contractor must supply system software as specified in the Assembly and Installation Requirements.





4. The Contractor must supply a complete set of system software, software programming code and documentation as follows:
5. In the case of commercial software, a complete set of software including the license and documentation for all devices, utilities, and tools used in the operation and maintenance of the audiovisual system.
6. In the case of non-commercial or custom software, a complete set of software is required, including license (if applicable) and documentation for all devices, utilities, and tools used in the operation and maintenance of the audiovisual system. Documentation must be presented in such a way as to allow the Client the ability to perform unassisted operation, maintenance, troubleshooting and programming.
7. All commercial software provided by the Contractor as part of the Project must be procured and transferred in full compliance with the publisher's copyright, licensing and other requirements of ownership and use. All software license agreements must be registered in Client's name.
8. Client must retain full rights to all custom software, programming, and software programming code developed by the Contractor as part of the project. This must include the right to use, reproduce and modify the software and software programming code as reasonably required to operate the audiovisual systems and to support their ongoing maintenance and development.



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G9292-239743

 Security Classification / Classification de sécurité
 UNCLASSIFIED

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		2. Branch or Directorate / Direction générale ou Direction	
Employment and Social Development		CFOB	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Procure and install AV equipment for the 22 Eddy Street, as a National Accommodation Plan (NAP) project within the NCR.			
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 type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input 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 <input type="checkbox"/> PROTÉGÉ A <input type="checkbox"/> PROTECTED B <input type="checkbox"/> PROTÉGÉ B <input type="checkbox"/> PROTECTED C <input type="checkbox"/> PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) <input type="checkbox"/> TRÈS SECRET (SIGINT) <input type="checkbox"/>		NATO UNCLASSIFIED <input type="checkbox"/> NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED <input type="checkbox"/> NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL <input type="checkbox"/> NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET <input type="checkbox"/> NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET <input type="checkbox"/> COSMIC TRÈS SECRET <input type="checkbox"/>	
		PROTECTED A <input type="checkbox"/> PROTÉGÉ A <input type="checkbox"/> PROTECTED B <input type="checkbox"/> PROTÉGÉ B <input type="checkbox"/> PROTECTED C <input type="checkbox"/> PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) <input type="checkbox"/> 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 ☐ Yes
Non 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 ☐ Yes
Non 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 : _____

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 ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS 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 ☐ Yes
Non 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 ☐ Yes
Non 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 indiquer 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) Stéphane Michaud	Title - Titre	Signature Michaud, Stephane <small>Digitally signed by Michaud, Stephane Date: 2021.11.05 13:30:41 -04'00'</small>	
Telephone No. - N° de téléphone 819-654-5899	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Michaud, Stephane S [NC] <stephane.m	Date

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Jean-Claude Lajoie	Title - Titre RSO/NCR	Signature Lajoie, JeanClaude <small>Digitally signed by Lajoie, JeanClaude Date: 2021.11.09 11:04:01 -05'00'</small>	
Telephone No. - N° de téléphone 819-743-6752	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jeanclaude.lajoie@servicecanada.gc.ca	Date 2021-11-09

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) Louie Turner	Title - Titre Supply Specialist	Signature Turner, Louie <small>Digitally signed by: Turner, Louie DN: CN = Turner, Louie C = CA O = GC OU = PWGSC-TPSGC Date: 2021.12.23 13:55:07 -05'00'</small>	
Telephone No. - N° de téléphone 613-297-3769	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel louie.turner@pwgsc-tpsgc.gc.ca	Date 2021-12-23

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) Jacques Saumur	Title - Titre Quality Assurance Officer	Signature Saumur, Jacques <small>Digitally signed by Saumur, Jacques Date: 2019.10.30 08:11:47 -04'00'</small>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jacques.saumur@tpsgc-pwgsc.gc.ca	Date



Contract Number / Numéro du contrat

G9292-239743

 Security Classification / Classification de sécurité
 UNCLASSIFIED

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		2. Branch or Directorate / Direction générale ou Direction	
Employment and Social Development		CFOB	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Procure and install AV equipment for the 405 Terminal Ave, as a National Accommodation Plan (NAP) project within the NCR.			
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 type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <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"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	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 SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET 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"/>	

**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 ☐ Yes
Non ☐ 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 ☐ Yes
Non ☐ 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 : _____

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 ☐ Yes
Non ☐ Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non ☐ 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 ☐ Yes
Non ☐ 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 ☐ Yes
Non ☐ 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 ☐ Yes
Non ☐ 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 ☐ Yes
Non ☐ 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 ☐ Yes
Non ☐ Oui



Contract Number / Numéro du contrat

G9292-239743

Security Classification / Classification de sécurité
UNCLASSIFIED

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 RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
							NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			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 ☐ Yes
Non 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 ☐ Yes
Non 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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Number / Numéro du contrat G9292-239743
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Stéphane Michaud	Title - Titre	Signature Michaud, Stephane <small>Digitally signed by Michaud, Stephane Date: 2021.11.05 13:31:20 -04'00'</small>
Telephone No. - N° de téléphone 819-654-5899	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Michaud, Stephane S [NC] <stephane.m
Date		

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Jean-Claude Lajoie	Title - Titre RSO/NCR	Signature Lajoie, JeanClaude <small>Digitally signed by Lajoie, JeanClaude Date: 2021.11.09 11:07:34 -05'00'</small>
Telephone No. - N° de téléphone 819-743-6752	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jeanclaude.lajoie@servicecanada.gc.ca
Date 2021-11-09		

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) Louie Turner	Title - Titre Supply Specialist	Signature Turner, Louie <small>Digitally signed by: Turner, Louie DN: CN = Turner, Louie C = CA O = GC OU = PWGSC-TPSGC Date: 2022.01.10 09:46:53 -05'00'</small>
Telephone No. - N° de téléphone 613-297-3769	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
Date 2022-01-10		

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) Jacques Saumur	Title - Titre Quality Assurance Officer	Signature Saumur, Jacques 0 <small>Digitally signed by Saumur, Jacques 0 Date: 2019.10.30 08:11:47 -04'00'</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jacques.saumur@tpsgc-pwgsc.gc.ca
Date		

ANNEX C - BASIS OF PAYMENT

Milestone Payment Schedule

The Contractor will be paid in accordance with the following milestone payment schedule:

Milestone Description	Percentage of Grand Total Price for Delivery/Install (Per ANNEX D)
1. Acceptance of the project management plan, overall delivery and installation schedule, on-site maintenance schedule, electronic schematics, hardware drawings, systems diagrams, and lists in accordance with Statement of Work; and delivery of all equipment.	70%
2. Install completion of 100% of the total number of rooms.	20%
3. Delivery of the acceptance test plan, test results, training, system operating handbook and materials, manufacturer operating/user manuals, data sheets, as-built drawings/equipment inventory, configuration and programming files, and AV solution acceptance completed in accordance with Statement of Work.	10%

ANNEX C - BASIS OF PAYMENT

Milestone Payment Schedule

The Contractor will be paid in accordance with the following milestone payment schedule:

Milestone Description	Percentage of Grand Total Price for Delivery/Install (Per ANNEX D)
1. Acceptance of the project management plan, overall delivery and installation schedule, on-site maintenance schedule, electronic schematics, hardware drawings, systems diagrams, and lists in accordance with Statement of Work; and delivery of all equipment.	70%
2. Install completion of 100% of the total number of rooms.	20%
3. Delivery of the acceptance test plan, test results, training, system operating handbook and materials, manufacturer operating/user manuals, data sheets, as-built drawings/equipment inventory, configuration and programming files, and AV solution acceptance completed in accordance with Statement of Work.	10%

ESDC AV Solution – 22 Eddy Street, Gatineau

File No. G9292-239743

Bidder's Company Name _____

ANNEX D – Price List

1.0 In the below table, the Total Firm Price per Room Type includes all costs associated with the supply, install and commissioning of fully functional A/V systems as well as documentation in accordance with ANNEX A – Statement of Work.

Item	Task	Description - Room Types per APPENDIX A	QTY	Total Firm Price per Room Type	Extended Price
1	Supply/Install	Type F2 – Focus Room	9	\$	\$
2	Supply/Install	Type F3 – Focus Room	7	\$	\$
3	Supply/Install	C2 – C3 - Huddle	14	\$	\$
4	Supply/Install	C4.1a - Teaming Room [J Shaped]	5	\$	\$
5	Supply/Install	C4.2b - Open Lounge [Straight]	5	\$	\$
6	Supply/Install	M1 - Transition Work Room	5	\$	\$
7	Supply/Install	M2 - Work Room [D Shaped]	11	\$	\$
8	Supply/Install	M3 - Project Room	1	\$	\$
9	Supply/Install	M4a - Medium Meeting Room [TEAMs – Stand Alone]	1	\$	\$
10	Supply/Install	M4c - Medium Meeting Room [Complex]	4	\$	\$
11	Supply/Install	M5 - Large Meeting Room	1	\$	\$
12	Service	Warranty Visit (SOW section 4.0, para 15)	2 (price per each visit)	\$	\$
Grand Total Price / Total Bid Price Amount (applicable taxes extra)					\$

ESDC AV Solution – 22 Eddy Street, Gatineau

File No. G9292-239743

Bidder's Company Name _____

2.0 Optional Work Pricing

The following tasks and firm rates/prices will apply for urgent, expedited or unforeseen requirements, authorized by Contract amendment. The following hourly rates will not be used in the financial evaluation.

ID	Task – Labour Category	Firm Hourly Rate During Regular Business Hours 7:00hrs – 17:00hrs	Firm Hourly Rate Outside Regular Business Hours
1	Installation (SOW section 4.5, para 2)		
2	Engineering/Design		
3	Programming		
4	Additional Training Sessions (SOW section 4.7, para 2)		

All work is expected to be performed during regular business hours, Monday to Friday 7:00hrs – 17:00hrs, and as such is included in the Total Bid Price. If work must be performed outside of regular business hours, subject to prior approval by the Project Authority, the Contractor is entitled to charge the difference between the Hourly Rate During Regular Business Hours and the Hourly Rate Outside Regular Business Hours.

ESDC AV Solution for 405 Terminal Avenue, Ottawa

File No G9292-239743

Bidder's Company Name _____

ANNEX D – Price List

1.0 In the below table, the Total Firm Price per Room Type includes all costs associated with the supply, install and commissioning of fully functional A/V systems as well as documentation in accordance with ANNEX A – Statement of Work.

Item	Task	Description - Room Types per APPENDIX A	QTY	Total Firm Price per Room Type	Extended Price
1	Supply/Install	Type F2 – Focus Room	12	\$	\$
2	Supply/Install	Type F3 – Focus Room	2	\$	\$
3	Supply/Install	C2 – C3 - Huddle	7	\$	\$
4	Supply/Install	C4.1a - Teaming Room [J Shaped]	5	\$	\$
5	Supply/Install	C4.1b – Open Teaming Area [J Shaped]	4	\$	\$
6	Supply/Install	C4.2a – Lounge [Straight]	3	\$	\$
7	Supply/Install	C4.2b - Open Lounge [Straight]	3	\$	\$
8	Supply/Install	M2 - Work Room [D Shaped]	14	\$	\$
9	Supply/Install	M3 - Project Room	8	\$	\$
10	Supply/Install	M4a - Medium Meeting Room [TEAMs – Stand Alone]	3	\$	\$
11	Supply/Install	M4b-1 - Medium Meeting Room [Complex]	4	\$	\$
12	Supply/Install	M4b-2 - Medium Meeting Room [Complex]	6	\$	\$
13	Supply/Install	Lobbies	4	\$	\$
14	Service	Warranty Visit (SOW section 4.0, para 15)	2 (price per each visit)	\$	\$
Grand Total Price / Total Bid Price Amount (applicable taxes extra)					\$

ESDC AV Solution for 405 Terminal Avenue, Ottawa

File No G9292-239743

Bidder's Company Name _____

2.0 Optional Work Pricing

The following tasks and firm rates/prices will apply for urgent, expedited or unforeseen requirements, authorized by Contract amendment. The following hourly rates will not be used in the financial evaluation.

ID	Task – Labour Category	Firm Hourly Rate During Regular Business Hours 7:00hrs – 17:00hrs	Firm Hourly Rate Outside Regular Business Hours
1	Installation (SOW section 4.5, para 2)		
2	Engineering/Design		
3	Programming		
4	Training (SOW section 4.7, para 2)		

All work is expected to be performed during regular business hours, Monday to Friday 7:00hrs – 17:00hrs, and as such is included in the Total Bid Price. If work must be performed outside of regular business hours, subject to prior approval by the Project Authority, the Contractor is entitled to charge the difference between the Hourly Rate During Regular Business Hours and the Hourly Rate Outside Regular Business Hours.

Type of space / Type d'espace		Functional Requirements / Exigences fonctionnelles		IT requirements / Exigences IT		22 Edify, 4th floor space analysis / (Room Work station number) / 22 Edify, analyse de l'espace au 4e étage / (Numéro de la salle poste de travail)	22 Edify, 6th floor space analysis / (Room Work station number) / 22 Edify, analyse de l'espace au 6e étage / (Numéro de la salle poste de travail)	22 Edify, 7th floor space analysis / (Room Work station number) / 22 Edify, analyse de l'espace au 7e étage / (Numéro de la salle poste de travail)	Bar or equivalent / Barco ou équivalent	HDMI cable (cable) / Cable HDMI (cordonnement)	Screen / Moniteur	Telephone speaker to connect via a cable / Haut-parleur à connecter à un câble / Téléphone portable
Open space / space ouvert	Type											
Enclosed space / espace fermé												
Focus Room (seats 1-3) / Salle de concentration (1-3 sièges)	F2		AV - Very small (Enclosed room for short, mid or long term focused work, where a high level of privacy is required. It should be utilized in close collaboration with a co-worker or for private conversations.) One user could connect with their laptop to the screen/TV as the wireless conferencing solution to allow presentation of content to their screen. They could do camera/mid/zoom, but would have to use the camera/mid/zoom, but could present the picture to the screen for all in the space to see.		1- Bluetooth device (speaker) to pair with cell phone for teleconference 1- 43" monitor/screen - Commercial 4K, 2 HDMI minimum, remote control included, 10-10W speakers 1- TV/monitor mount (minimum profile possible due to small room, compatible with on center data and electrical receptacle) 1- Wireless Presentation connection (for or ClickShare CS-100 or equivalent or better) - HDMI output, - at least 1 dongle (for non-Microsoft functionality) - Screenless content sharing - Screenless content sharing - Miracast or similar wireless casting for future configuration - Network connectivity for future configurability - Enterprise management Include all connectors, cables, adapters, components, etc needed to complete the AV install. 4- direct call outlets at TV 1- Data (LAN) connections are needed at the seats if no UC-1. WiFi is available to the area. 1- Data (LAN) connection is needed at the TV (not the unit needed)	2 (44-101, 48-101)	3 (64-104,68-104, 80-103)	4 (74-102, 78-102, 79-103, 70-102)	9 CS-100 (or equivalent)	9 43"	9	
			AV - Very small (Enclosed room for short, mid or long term focused work, where a high level of privacy is required. It should be utilized in close collaboration with a co-worker or for private conversations.) One user could connect with their laptop to the screen/TV as the wireless conferencing solution to allow presentation of content to their screen. They could do camera/mid/zoom, but would have to use the camera/mid/zoom, but could present the picture to the screen for all in the space to see.		1- Bluetooth device (speaker) to pair with cell phone for teleconference 1- 43" monitor/screen - Commercial 4K, 2 HDMI minimum, remote control included, 10-10W speakers 1- TV/monitor mount (minimum profile possible due to small room, compatible with on center data and electrical receptacle) 1- Wireless Presentation connection (for or ClickShare CS-100 or equivalent or better) - HDMI output, - at least 1 dongle (for non-Microsoft functionality) - Screenless content sharing - Screenless content sharing - Miracast or similar wireless casting for future configuration - Network connectivity for future configurability - Enterprise management Include all connectors, cables, adapters, components, etc needed to complete the AV install. 4- direct call outlets at TV 1- Data (LAN) connections are needed at the seats if no UC-1. WiFi is available to the area. 1- Data (LAN) connection is needed at the TV (not the unit needed)	2 (44-101, 48-102)	4 (68-102,68-104, 68-100, 80-103)	1 (79-104)	7 CS-100 (or equivalent)	7 43"	7	
Study / Salle d'étude Enclosed and/or / Espaces individuels Active Workstation / Poste de travail actif	F1		Not AV		1- Network connection per seat 1- Moût réseau (chaque)	1 (64-101)	1 (70-103)				6 24	
			AV - Small Area for full temporary conversations These are mainly meeting areas, but in the few areas with a TV screen, 1 user could connect with their laptop to the screen/TV as the wireless conferencing solution to allow presentation of content to the screen. They could do conferencing using TEAMVIEWER/Zoom, but would have to use the camera/mid/zoom of their laptop, but could present the picture to the screen for all in the space to see.		Connect, USB and/or other input device to tablet, laptop 1- 43" monitor screen or larger - Commercial 4K, 2 HDMI minimum, remote control included, 10-10W speakers 1- TV/monitor mount (minimum profile possible due to small room, compatible with on center data and electrical receptacle) 1- Wireless Presentation connection (for or ClickShare CS-100 or equivalent or better) - at least 1 dongle (for non-Microsoft functionality) - Compatibility with USB-A and USB-C (through an adapter for both USB if necessary) - Screenless content sharing - Screenless content sharing - Miracast or similar wireless casting for future configuration - Network connectivity for future configurability - Enterprise management Include all connectors, cables, adapters, components, etc needed to complete the AV install. 2- Data (LAN) connections are needed (in table caddy) at the seat if no UC-1. WiFi is available to the area. 4- direct call outlets at TV	1 (44-03, 48-05, 48-06, 48-07, 48-04, 48-04)	0 (68-06, 68-07, 68-04)	0 (70-09, 70-09, 70-11, 70-11, 70-11)				
Chat Point (seats <5) / Point de discussion (4-5 sièges)	C1											

[illegible]

[illegible]

	5 50.5" SH (or equivalent / see equivalent)		

[illegible]

1 (SH 50.5) (or equivalent / ou équivalent) 74.02		1 (SH 50.5) (or equivalent / ou équivalent) 64.109
	1 (6C.100)	

[illegible]

BRD IT requirements

Functional Requirements / Exigences fonctionnelles	Type of space / Type d'espace		
	Open space/ espace ouvert	Type	
	Individual Enclosed / fermé individual		<p>AV - Very small</p> <p>Enclosed room for short, mid or long term focused work where a high level of privacy is required. Can also be utilized in close collaboration with a co-worker or for private conversations.</p> <p>One user could connect with their laptop to the screen/TV via the wireless conferencing solution to allow presentation of content to the screen. They could do conferencing using TEAMS/WebEx/Zoom, but would have to use the camera/mic/speakers of their laptops, but could present the picture to the screen for all in the space to see.</p> <p>F2</p>

INDIVIDUAL	Focus Room (seats 1-3) / Salle de concentration (1-3 sièges)	F3	<p>AV - Very small Enclosed room for short, mid or long term focused work where a high level of privacy is required. Can also be utilized in close collaboration with a co-worker or for private conversations.</p> <p>One user could connect with their laptop to the screen/TV via the wireless conferencing solution to allow presentation of content to the screen. They could do conferencing using TEAMS/WebEx/Zoom, but would have to use the camera/mic/speakers of their laptops, but could present the picture to the screen for all in the space to see.</p> <p>/</p>
	Secondary Individual / Secondaire individuel		
	Active Workstation / Poste de travail actif		
	Collaborative Open / Collaboratif ouvert		
	Chat Point (seats 4-5) / Point de discussion (4-5 sièges)	C1	<p>AV - Small Area for brief impromptu conversations</p> <p>These are mainly non-AV areas, but in the few areas with a TV/screen, 1 user could connect with their laptop to the screen/TV via the wireless presentation solution to allow presentation of content to the screen. They could do conferencing using TEAMS/WebEx/Zoom, but would have to use the camera/mic/speakers of their laptops, but could present the picture to the screen for all in the space to see.</p> <p>/</p>

		<p>AV - Small</p> <p>Informal open or semi-enclosed area for short to mid-term meetings.</p> <p>One user could connect with their laptop to the screen/TV via the wireless conferencing solution to allow presentation of content to the screen. They could do conferencing using TEAMS, but would have to use the camera/mic/speakers of their laptops, but could present the picture to the screen for all in the space to see.</p> <p>/</p>
Huddle (seats 4-6) / Enclave (4-6 sièges)	C2.C3	
		<p>AV - Medium</p> <p>Informal open area to accommodate team work, idea generation and presentations. A grouping of work points to encourage sharing and collaboration with various tools. Existing walls may be utilized to create barriers (where suitable) for a semi-enclosed collaborative space.</p> <p>This area would include a Native TEAMS device (MS Surface Hub or equivalent) for full integration into a TEAMS meeting.</p> <p>/</p>
Teaming Area [J shaped] (seats 8-10) / Zone d'équipe (8-10 sièges)	C4.1a	

		<p>AV - Medium</p> <p>Informal open area to accommodate team work, idea generation and presentations. A grouping of work points to encourage sharing and collaboration with various tools. Existing walls may be utilized to create barriers (where suitable) for a semi-enclosed collaborative space.</p> <p>1 or 2 users could connect with their laptop to the screen/TV via the wireless conferencing solution to allow presentation of content to the screen. This would also allow them to connect wirelessly to the camera/microphone/speakers to conduct conferences using TEAMS/WebEX/Zoom and any other soft codec software conferencing. They could also conduct cell phone conference calls using the BT feature in the Polystudio (or equivalent).</p> <p>/</p>
	<p>Open Teaming Area (J shaped) (seats 8-10) / Zone d'équipe (8-10 sièges)</p>	<p>C4.1b</p>

		<div>AV - Small Open area with furniture to accommodate dining and/or social interaction and informal work or gatherings. This area would include a Native TEAMS device (MS Surface Hub or equivalent) for full integration into a TEAMS meeting.</div>
	<div>Lounge [Straight] (seats 4-6) / Salon (4-6 sièges)</div>	<div>C4.2a</div>

		NIVE / COLLABORATIVE	
	Open Lounge [Straight] (seats 4-6) / Salon (4-6 sièges)	C4.2b	<p>AV - Small</p> <p>Open area with furniture to accommodate dining and/or social interaction and informal work or gatherings.</p> <p>1 or 2 users could connect with their laptop to the screen/TV via the wireless conferencing solution to allow presentation of content to the screen. This would also allow them to connect wirelessly to the camera/microphone/speakers to conduct conferences using TEAMS, WebEx, Zoom, and any other soft codec software conferencing. They could also conduct cell phone conference calls using the BT feature in the Polystudio (or equivalent).</p>
Collaborative Enclosed / Collaborative fermé			<p>AV - Small</p> <p>One user could connect with their laptop to the screen/TV via the wireless conferencing solution to allow presentation of content to the screen. They could do conferencing using TEAMS/WebEx/Zoom, but would have to use the camera/mic/speakers of their laptops, but could present the picture to the screen for all in the room to see. They could also conduct cell phone conference calls using the BT telephone speaker.</p>
Transition Work room		M1	

		<p>AV -Small</p> <p>Enclosed room for short-term or mid-term group work or meetings.</p> <p>One user could connect with their laptop to the screen/TV via the HDMI cable in the cable bubby or the wireless conferencing solution to allow presentation of content to the screen. This would also allow them to connect via USB to the camera/microphone/speakers (Polystudio or equivalent) to conduct conferences using TEAMS, WebEx, Zoom and any other soft codec software conferencing. They could also conduct cell phone conference calls using the BT feature in the Polystudio (or equivalent). The cable cubby would include electrical and USB charging ports.</p> <p>/</p> <p>AV -petit</p> <p>Salle fermée pour des travaux ou des réunions de groupe à court ou moyen terme.</p> <p>Un utilisateur peut se connecter avec son ordinateur portable à l'écran/au téléviseur via le câble HDMI du compartiment à câbles ou la solution de conférence sans fil pour permettre la présentation du contenu à l'écran. Cela leur permettrait également de se connecter via USB à la caméra/au microphone/aux haut-parleurs (Polystudio ou équivalent) pour organiser des conférences à l'aide de TEAMS, Webex, Zoom et de tout autre logiciel de conférence logiciel de codec. Ils peuvent également organiser des conférences téléphoniques sur téléphone portable à l'aide de la fonction BT de Polystudio (ou équivalent). Le compartiment à câbles comprendrait des ports de charge électriques et USB.</p>
<p>Work Room ID shaped (seats 4-6)/ Salle de travail (4-6 sièges)</p>	<p>M2</p>	
<p>Project Room (seats 4-6)/ Salle de project 4-6 sièges)</p>	<p>M3</p>	<p>AV -Medium</p> <p>Enclosed room for longer term project teams or groups to assemble, brainstorm and create.</p> <p>1 or 2 users could connect with their laptop to the screen/TV via the wireless conferencing solution to allow presentation of content to the screen. This would also allow them to connect wirelessly to the camera/microphone/speakers to conduct conferences using TEAMS, WebEx, Zoom, and any other soft codec software conferencing. They could also conduct cell phone conference calls using the BT feature in the Polystudio (or equivalent).</p> <p>/</p>

		<p>AV - Medium</p> <p>Enclosed room for short to mid-term team work or meetings. They contain movable and foldable tables that can be easily reconfigured into various arrangements allowing for a variety of activities from large meetings to functions such as town halls, team lunches, or non-computer-based training.</p> <p>This area would include a Native TEAMS device (MS Surface Hub or equivalent) for full integration into a TEAMS meeting.</p> <p>/</p>
	<p>Medium Meeting Room TEAMS - Stand alone (seats 8-12) / Salle de reunion moyenne (8-12 sièges)</p>	<p><i>M4a</i></p>

		<p>AV - Medium / Complex</p> <p>Enclosed room for short to mid-term team work or meetings. They contain movable and foldable tables that can be easily reconfigured into various arrangements allowing for a variety of activities from large meetings to functions such as town halls, team lunches, or non-computer based training.</p> <p>The users could use the remote (or integrated touch system in a larger room) to start or join a traditional VC. 1 or 2 users could connect with their laptop to the screen/TV via the wireless conferencing solution to allow presentation of content to the screen. The wireless presentation could also feed into the VC codec to screen share in a traditional VC. The system would also allow them to connect wirelessly to the camera/microphone/speakers of the VC system (as a BYOD) to conduct conferences using TEAMS, WebEx, Zoom, and any other soft codec software conferencing. If there are movable walls, the AV system has to allow automatic reconfiguration to allow proper AV config with the different room layouts (potentially using multiple cameras and screens).</p> <p>Note: We require the capability for each of these 4 boardrooms (621, 622a, 622b, 623) to function independently as well as in various blended combinations.</p> <p>/</p>
		<p><i>M4b-1</i></p>
	Medium Meeting Room [Complex] (seats 8-12) / Salle de	

	<div>Large Meeting Room (seats 16-20) / Grande salle de réunion (16-20 sièges)</div> <div>MS</div>	<div>AV - Medium</div> <div>Enclosed room for large formal meeting and presentations. They contain movable and foldable tables that can be easily reconfigured into various arrangements allowing for a variety of activities from large meetings to functions such as town halls, team lunches, or non-computer-based training.</div> <div>The users could use the remote (or integrated touch system in a larger room) to start or join a traditional VC. 1 or 2 users could connect with their laptop to the screen/TV via the wireless conferencing solution to allow presentation of content to the screen. The wireless presentation could also feed into the VC codec to screen share in a traditional VC. The system would also allow them to connect wirelessly to the camera/microphone/speakers of the VC system (as a BYOD) to conduct conferences using TEAMS, WebEx, Zoom, and any other soft codec software conferencing. If there are movable walls, the AV system has to allow automatic reconfiguration to allow proper AV config with the different room layouts (potentially using multiple cameras and screens).</div> <div>Note: We require the capability for each of these boardrooms to function independently as well as in various blended combinations.</div> <div>/</div>
SUPPORT / SOUTIEN	Total Number of Collaborative Seats / Nombre total de sièges collaboratifs	
	Support Spaces / Locaux de soutien	<div>AV</div> <div>Smart TV</div> <div>(video feed to be determined)</div>
Lobbies (size of screen and connectivity)		

IT requirements / Exigences TI	6th floor / 6ième étage	7th floor / 7ième étage
<p>1 - Bluetooth device (speaker) to pair with cell phone for teleconference</p> <p>1 - 43" monitor/screen - Commercial 4K, 2 HDMI minimum, remote control included, 10+10W speakers</p> <p>1 - TV/monitor mount (minimum profile possible due to small room, compatible with on center data and electrical receptacle)</p> <p>1 - Wireless Presentation connection (Barco Clickshare CS-100 or equivalent or better)</p> <ul style="list-style-type: none"> - HDMI output, - at least 1 dongle (for non-Miracast functionality) - Compatibility with USB-A and USB-C (through an adapter for both USB if necessary) - Seamless content sharing - Miracast or similar wireless casting for future configuration - Network connectivity for future configurability - Enterprise management <p>Include all connectors, cables, adapters, components, etc needed to complete the AV install.</p> <p>4 - electrical outlets at TV</p> <p>1 - Data (LAN) connections are needed at the seats if no UC-1 WIFI is available to the area.</p> <p>1 - Data (LAN) connection is needed at the TV (not live until needed)</p> <p>/</p>	<p>4</p> <p>(608,610,613,638)</p>	<p>2</p> <p>(703,721)</p>

1- Bluetooth device (speaker) to pair with cell phone for teleconference 1- 43" monitor/screen - Commercial 4K, 2 HDMI minimum, remote control included, 10+10W speakers 1- TV/monitor mount (minimum profile possible due to small room, compatible with on center data and electrical receptacle) 1- Wireless Presentation connection (Barco Clickshare CS-100 or equivalent or better) - HDMI output, - at least 1 dongle (for non-Miracast functionality) - Compatibility with USB-A and USB-C (through an adapter for both USB if necessary) - Seamless content sharing - Miracast or similar wireless casting for future configuration - Network connectivity for future configurability - Enterprise management Include all connectors, cables, adapters, components, etc needed to complete the AV install. 4- electrical outlets at TV 1- Data (LAN) connections are needed at the seats if no UC-1 WiFi is available to the area. 1- Data (LAN) connection is needed at the TV (not live until needed) /	n/a	n/a
Electrical, USB charging integration in tables cubby 1- 43" monitor screen or larger - Commercial 4K, 2 HDMI minimum, remote control included, 10+10W speakers 1- TV/monitor mount (minimum profile possible due to small room, compatible with on center data and electrical receptacle) (if space for TV) 1- Wireless Presentation connection (Barco Clickshare CS-100 or equivalent or better) - HDMI output, - at least 1 dongle (for non-Miracast functionality) - Compatibility with USB-A and USB-C (through an adapter for both USB if necessary) - Seamless content sharing - Miracast or similar wireless casting for future configuration - Network connectivity for future configurability - Enterprise management Include all connectors, cables, adapters, components, etc needed to complete the AV install. 2- Data (LAN) connections are needed (in table cubby) at the seats if no UC-1 WiFi is available to the area. 1- future Data (LAN) connection for screen (if space for TV) 4- electrical outlets at TV /	n/a	n/a

<p>1- 43" monitor/screen - Commercial 4K, 2 HDMI minimum, remote control included, 10-10W speakers</p> <p>1- TV/monitor mount (minimum profile possible due to small room, compatible with on center data and electrical receptacle)</p> <p>1- Wireless Presentation connection (Barco Clickshare CS-100 or equivalent or better)</p> <ul style="list-style-type: none"> - HDMI output, - at least 1 dongle (for non-Miracast functionality) - Compatibility with USB-A and USB-C (through an adapter for both USB if necessary) - Seamless content sharing - Miracast or similar wireless casting for future configuration - Network connectivity for future configurability - Enterprise management <p>1- Cable cubby in table with no retractor allowed, to include: 2 power, USB (A and C), LAN (RJ45), and HDMI</p> <p>Include all connectors, cables, adapters, components, etc needed to complete the AV install.</p> <p>4- electrical outlets at TV</p> <p>1- Data (LAN) connection is needed at the TV (not live until needed)</p> <p>/</p>	<p>n/a</p>	<p>3 (zone 715)</p>
<p>In an Enclosed space</p> <p>1- 50.5" MS Surface Hub or equivalent or better</p> <ul style="list-style-type: none"> - 4K screen - 4K camera - Built in microphones - 3 USB ports (minimum). - USB C to A or A to C adapters provided as needed - Stereo speaker capability - HDMI input - HDMI or DP output - Bluetooth capable - RJ45 and Wi-Fi for network connectivity - Run Native TEAMs as a schedulable device (no personal login needed) - Natively run Microsoft 365 apps, and essential third-party apps such as Zoom and Webex, without having to project or switch devices. - Allow personal login if required. - Cart and wall mount capable - Miracast wireless casting for future configuration - Must support simultaneous application usage: ie: multiple people using the whiteboard at the same time. - Must have a full-featured Windows 10 Team operating system <p>1- wireless keyboard with built-in trackpad (must be included with Surface Hub or equivalent).</p> <p>** Location 917 will be on an ESDC provided cart, the remaining 4 will be wall mounted with vendor provided compatible mounts.</p> <p>Include all connectors, cables, adapters, components, etc needed to complete the AV install.</p> <p>1- active Data (LAN) connection is needed at the Surface Hub (or equivalent)</p> <p>No HDMI wall connection</p> <p>4- electrical outlets at Surface Hub (or equivalent)</p> <p>2- Data (LAN) connections are needed at the seats if no UC-1 WiFi is available to the area.</p>	<p>1 (602) Wallmount / Support mural</p>	<p>1 (702) Wallmount / Support mural</p>

<p>In an Open space</p> <p>1 - 55" screen/TV minimum - Commercial 4K, 2 HDMI minimum, remote control included, 10-10W speakers</p> <p>1 - Wireless Conferencing connection (Barco Clickshare CX-30 or equivalent or better)</p> <ul style="list-style-type: none"> - 4K HDMI output - USB connection for camera/mic/speaker, - 2 dongles (for non-Miracast functionality) - 2 simultaneous on-screen presentations - Compatibility with USB-A and USB-C (need to have adapter for both USB) - Must work with MS TEAMS, Zoom, Webex - Network connectivity for future configurability - Miracast or similar wireless casting for future configuration - Enterprise management <p>1 - Polystudio or equivalent or better</p> <ul style="list-style-type: none"> - USB Camera Bar including camera, microphones, speakers - Camera Auto tracking, with manual override - Camera and audio needs to track up to 15' - Handheld remote control <p>Including volume, mute, PTZ camera controls</p> <ul style="list-style-type: none"> - Acoustic fencing or equivalent (block audio from outside camera view) - Bluetooth (can be used as a Bluetooth speaker for Cell phone) - Compatible with Wireless connectivity devices (such as Barco CX-30) - No extra drivers needed (other than MS plug-and-play) <p>** Location 634, 717, 817 will be on an ESDC provided carts, the remaining 1 will be wall mounted with vendor provided compatible mount.</p> <p>Must work as a USB soft-codec for TEAMS, WebEx, and Zoom to connect to a laptop.</p> <p>Include all connectors, cables, adapters, components, etc needed to complete the AV install.</p>	<p>1 (634) ESDC provided cart / Chariot fournis par EDSC</p>	<p>1 (717) ESDC provided cart / Chariot fournis par EDSC</p>
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<p>In an Enclosed space</p> <p>1 - 50.5" MS Surface Hub or equivalent or better</p> <ul style="list-style-type: none"> - 4K screen - 4K camera - Built in microphones - 3 USB ports (minimum). - USB C to A or A to C adapters provided as needed - Stereo speaker capability - HDMI input - HDMI or DP output - Bluetooth capable - RJ45 and Wi-Fi for network connectivity - Run Native TEAMs as a schedulable device (no personal login needed) - Natively run Microsoft 365 apps, and essential third-party apps such as Zoom and Webex, without having to project or switch devices. - Allow personal login if required. - Cart and wall mount capable - Miracast, wireless casting for future configuration - Must support simultaneous application usage: ie: multiple people using the whiteboard at the same time. - Must have a full-featured Windows 10 Team operating system <p>1- wireless keyboard with built-in trackpad (should be included with Surface Hub or equivalent).</p> <p>** Location 642 will be on an ESDC provided cart, the remaining 2 will be wall mounted with vendor provided compatible mounts.</p> <p>Include all connectors, cables, adapters, components, etc needed to complete the AV install.</p> <p>1 - active Data (LAN) connection is needed at the Surface Hub (or equivalent)</p> <p>No HDMI wall connection</p> <p>4 - electrical outlets at Surface Hub</p> <p>2 - Data (LAN) connections are needed at the seats if no UC-1 WiFi is available to the area.</p>		<p>1 (642) ESDC provided cart / Chariot fournis par EDSC</p>	<p>1 (713) Wallmount / Support mural</p>
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<p>In an Open space</p> <p>1- 55" screen minimum (to be mounted on government furnished cart) - Commercial 4K, 2 HDMI minimum, remote control included, 10+10W speakers</p> <p>1- Wireless Conferencing connection (Barco Clickshare CX-30 or equivalent or better)</p> <ul style="list-style-type: none"> - 4K HDMI output - USB connection for camera/mic/speaker, - 2 dongles (for non-Miracast functionality) - 2 simultaneous on-screen presentations - Compatibility with USB-A and USB-C (need to have adapter for both USB) - Must work with MS TEAMS, Zoom, Webex - Network connectivity for future configurability - Miracast or similar wireless casting for future configuration - Enterprise management <p>1- Polystudio or equivalent or better</p> <ul style="list-style-type: none"> - USB Camera Bar including camera, microphones, speakers - Camera Auto tracking, with manual override - Camera and audio needs to track up to 15' - Handheld remote control <p>Including volume, mute, PTZ camera controls</p> <ul style="list-style-type: none"> - Acoustic fencing or equivalent (block audio from outside camera view) - Bluetooth (can be used as a Bluetooth speaker for Cell phone) - Compatible with Wireless connectivity devices (such as Barco CX-30) <p>** Location 717, 817, 910 will be on an ESDC provided carts, Must work as a USB soft-codec for TEAMS, WebEx, and Zoom to connect to a laptop.</p> <p>Include all connectors, cables, adapters, components, etc needed to complete the AV install.</p> <p>No HDMI wall connection</p> <p>4- electrical outlets at TV</p> <p>2- Data (LAN) connections are needed at the seats if no UC-1 WIFI is available to the area.</p> <p>1- Data (LAN) connection is needed at the TV (not live until needed)</p>		0	1 (717) ESDC provided cart / Chariot fournis par EDSC
<p>1- Bluetooth device (speaker) to pair with cell phone for teleconference</p> <p>1- 43" monitor/screen - Commercial 4K, 2 HDMI minimum, remote control included, 10+10W speakers</p> <p>1- TV/monitor mount (minimum profile possible due to small room, compatible with on center data and electrical receptacle)</p> <p>1- Wireless Presentation connection (Barco Clickshare CS-100 or equivalent or better)</p> <ul style="list-style-type: none"> - HDMI output, - at least 1 dongle (for non-Miracast functionality) - Compatibility with USB-A and USB-C (through an adapter for both USB if necessary) - Seamless content sharing - Miracast or similar wireless casting for future configuration - Network connectivity for future configurability - Enterprise management <p>Include all connectors, cables, adapters, components, etc needed to complete the AV install.</p> <p>4- electrical outlets at TV</p> <p>1- Data (LAN) connection is needed at the TV (not live until needed)</p> <p>/</p>		n/a	n/a

<p>1 - 43" monitor/screen minimum - Commercial 4K, 2 HDMI minimum, remote control included, 10+10W speakers</p> <p>1 - TV/monitor mount (minimum profile possible due to small room, compatible with on center data and electrical receptacle)</p> <p>1 - Cable cubby in table with no retractor allowed, to include: 2 power, USB (A and C), LAN (RJ45), and HDMI</p> <p>1 - Polystudio or equivalent or better</p> <ul style="list-style-type: none"> - USB Camera Bar including camera, microphones, speakers - Camera Auto tracking, with manual override - Camera and audio needs to track up to 15' - Handheld remote control Including volume, mute, PTZ camera controls - Acoustic fencing or equivalent (block audio from outside camera view) - Bluetooth (can be used as a Bluetooth speaker for Cell phone) - Compatible with Wireless connectivity devices (such as Barco CX-30) - No extra drivers needed (other than MS plug-and-play) <p>Must work as a USB soft-codec for TEAMS, WebEx, and Zoom to connect to a laptop.</p> <p>1 - Wireless Conferencing connection (Barco Clickshare CX-30 or equivalent or better)</p> <ul style="list-style-type: none"> - 4K HDMI output - USB connection for camera/mic/speaker, - 2 dongles (for non-Miracast functionality) - 2 simultaneous on-screen presentations - Compatibility with USB-A and USB-C (need to have adapter for both USB) - Must work with MS TEAMS, Zoom, Webex - Network connectivity for future configurability - Miracast or similar wireless casting for future configuration - Enterprise management <p>Include all connectors, cables, adapters, components, etc needed to complete the AV install.</p> <p>No HDMI wall connection</p> <p>No VoIP telephone</p> <p>4 - electrical outlets at wall by TV side of table</p> <p>1 - Data (LAN) connection is needed at the TV (not live until needed)</p>	<p>3</p> <p>(639,640,641)</p>	<p>4</p> <p>(711,712,718,719)</p>
<p>1 - 65" monitor/screen - Commercial 4K, 2 HDMI minimum, remote control included, 10+10W speakers</p> <p>1 - TV/monitor mount for each TV/monitor (compatible with on center data and electrical receptacle)</p> <p>1 - Wireless keyboard + mouse (or with integrated trackpad)</p> <p>1 - Polystudio or equivalent or better</p> <ul style="list-style-type: none"> - USB Camera Bar including camera, microphones, speakers - Camera Auto tracking, with manual override - Handheld remote control Including volume, mute, PTZ camera controls - Acoustic fencing or equivalent (block audio from outside camera view) - Bluetooth (can be used as a Bluetooth speaker for Cell phone) - Compatible with Wireless connectivity devices (such as Barco CX-30) - No extra drivers needed (other than MS plug-and-play) <p>Include all connectors, cables, adapters, components, etc needed to complete the AV install.</p> <p>Computing device (provided by ESDC) behind or beside the monitor</p> <p>No HDMI wall connection</p> <p>1 - VoIP for conference phone on table with Data/LAN connection to that location.</p> <p>4 - electrical outlets at TV</p> <p>1 - Data (LAN) connection is needed at the TV (not live until needed)</p> <p>/</p>	<p>2</p> <p>(624,625)</p>	<p>2</p> <p>(749,750)</p>

<p>Medium stand alone TEAMs boardrooms</p> <p>1- 85" MS Surface Hub or equivalent or better</p> <ul style="list-style-type: none"> - 4K screen - 4K camera - Built in microphones - 3 USB ports (minimum). - USB C to A or A to C adapters provided as needed - Stereo speaker capability - HDMI input - HDMI or DP output - Bluetooth capable - RJ45 and Wi-Fi for network connectivity - Run Native TEAMs as a schedulable device (no personal login needed) - Natively run Microsoft 365 apps, and essential third-party apps such as Zoom and Webex, without having to project or switch devices. - Allow personal login if required. - Cart and wall mount capable - Miracast wireless casting for future configuration - Must support simultaneous application usage: ie: multiple people using the whiteboard at the same time. - Must have a full-featured Windows 10 Team operating system <p>1- wireless keyboard with built-in trackpad (should be included with Surface Hub or equivalent).</p> <p>1- Stand that sits on floor anchored to the wall with shallow footprint no wider than 4" , to support approximately 85 Kg</p> <p>Motorized or easy glide, wheelchair accessible.</p> <p>1- loop system (IR Listening Assistance) with 4 receivers (with rechargeable battery)</p> <p>Include all connectors, cables, adapters, components, etc needed to complete the AV install.</p> <p>Vendor will provide all specifications for any credenza if needed.</p> <p>4- electrical outlets at TV</p> <p>Data connections- TV, credenza, all walls</p>	<p>n/a</p>	<p>1 (725)</p>
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<p>Medium complex (combinable) Video conferencing with integrated audio/visual system including touch panel also including input for bring your own device. 1 wall mounted panel will be required in each room. Programming will be required with a self serve mind set.</p> <p>This will include a sophisticated AV solution including but not limited to all the AV switching/matrix and connection equipment needed for fully outfit the combinable rooms with all permutations and combinations of setup. All AV equipment will need an integrated matrix for video and audio integration.</p> <p>All rooms will require BYOD in order to do wireless presentation (Barco Click Share - or equivalent) and USB soft-codec to connect to 3rd party application (MS Teams, WebEx, Zoom etc.) Outfitted with standard base videoconferencing -IVC codecs (G7500s will be provided by ESDC)</p> <p>Ceiling speakers and microphones will be required. 2 locations for stand up microphone with wallplate quick connect</p> <p>4K camera will be required and be able to capture all areas. Simple manipulation will be required for a self serve model for camera operation.</p> <p>1 or 2 - screens of 75" to 85" Monitor/screen (depending on room size)- Commercial 4K, 2 HDMI minimum, remote control included, 10+10W speakers</p> <p>1 - TV/monitor mount for each TV/monitor (compatible with on center data and electrical receptacle)</p> <p>1 - Wireless Conferencing connection (Barco Clickshare CX-30 or equivalent or better)</p> <ul style="list-style-type: none"> - 4K HDMI output - USB connection for camera/mic/speaker, - 2 dongles (for non-Miracast functionality) - 2 simultaneous on-screen presentations - Compatibility with USB-A and USB-C (need to have adapter for both USB) - Must work with MS TEAMS, Zoom, Webex - Network connectivity for future configurability - Miracast or similar wireless casting for future configuration - Enterprise management <p>Contact closure will be required in order for room combination. It will need to be integrated into the programming of each room. Control of speakers, mics, AV equipment etc.</p> <p>Vendor will provide all specifications for any credenza if needed.</p> <p>Include all connectors, cables, adapters, components, etc needed to complete the AV install.</p> <p>4 - electrical outlets at TV</p> <p>Data connections - TV, credenza, all walls</p> <p>Let vendor propose solutions; cameras, monitors, mics, speakers, wall contact closures, AV matrix, wireless presentation/collaboration (Barco or equivalent) (BYOD), TV sizes (75"to 85"), not Native Teams room</p>	<p>4 (621, 622a, 622b, 623) converts into multiple larger boardroom configurations / se converts en configurations multiples de grandes salles</p>	<p>n/a</p>
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<p>Medium complex (combinable) Video conferencing with integrated audio/visual system including touch panel also including input for bring your own device. 1 wall mounted panel will be required in each room. Programming will be required with a self serve mind set. This will include a sophisticated AV solution including but not limited to all the AV switching/matrix and connection equipment needed of fully outfit the combinable rooms with all permutations and combinations of setup. All AV equipment will need an integrated matrix for video and audio integration. All rooms will require BYOD in order to do wireless presentation (Barco Click Share - or equivalent) and USB soft-codec to connect to 3rd party application (MS Teams, WebEx, Zoom etc.) Outfitted with standard base videoconferencing -IVC codecs (Group 7500s) will be provided by ESDC Ceiling speakers and microphones will be required. 2 locations for stand up microphone with wallplate quick connect 4K camera will be required and be able to capture all areas. Simple manipulation will be required for a self serve model for camera operation. 1 or 2 - screens of 75" to 85" Monitor/screen (depending on room size)- Commercial 4K, 2 HDMI minimum, remote control included, 10+10W speakers 1 - TV/monitor mount for each TV/monitor (compatible with on center data and electrical receptacle) 1 - Wireless Conferencing connection (Barco Clickshare CX-30 or equivalent or better) - 4K HDMI output - USB connection for camera/mic/speaker, - 2 dongles (for non-Miracast functionality) - 2 simultaneous on-screen presentations - Compatibility with USB-A and USB-C (need to have adapter for both USB) - Must work with MS TEAMS, Zoom, Webex - Network connectivity for future configurability - Miracast or similar wireless casting for future configuration - Enterprise management Contact closure will be required in order for room combination. It will need to be integrated into the programming of each room. Control of speakers, mics, AV equipment etc. Vendor will provide all specifications for any credenza if needed. Include all connectors, cables, adapters, components, etc needed to complete the AV install. 4 - electrical outlets at TV Data connections - TV, credenza, all walls Let vendor propose solutions; cameras, monitors, mics, speakers, wall contact closures, AV matrix, wireless presentation/collaboration (Barco or equivalent) (BYOD), TV sizes (75"to 85"), not Native Teams room /</p>	<p>n/a</p>	<p>2 (723,724) 723 & 724 converts into Large boardroom / se convertis en une grande salle</p>
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<p>Medium complex (combinable)</p> <p>Video conferencing with integrated audio/visual system including touch panel also including input for bring your own device. This will include a sophisticated AV solution including but not limited to all the AV switching/matrix and connection equipment needed of fully outfit the combinable rooms with all permutations and combinations of setup.</p> <p>BYOD -Must work as a USB soft-codec for TEAMS, WebEx, and Zoom to connect to a laptop for each of the individual and combination rooms.</p> <p>1 or 2 - screens of 75" to 85" Monitor/screen (depending on room size)- Commercial 4K, 2 HDMI minimum, remote control included, 10+10W speakers</p> <p>1 - TV/monitor mount for each TV/monitor (compatible with on center data and electrical receptacle)</p> <p>1 - Wireless Conferencing connection (Barco Clickshare CX-30 or equivalent or better)</p> <ul style="list-style-type: none"> - 4K HDMI output - USB connection for camera/mic/speaker, - 2 dongles (for non-Miracast functionality) - 2 simultaneous on-screen presentations - Compatibility with USB-A and USB-C (need to have adapter for both USB) - Must work with MS TEAMS, Zoom, Webex - Network connectivity for future configurability - Miracast or similar wireless casting for future configuration - Enterprise management <p>Vendor will provide all specifications for any credenza if needed.</p> <p>Include all connectors, cables, adapters, components, etc needed to complete the AV install.</p> <p>4 - electrical outlets at TV</p> <p>Data connections - TV, credenza, all walls</p> <p>Let vendor propose solutions: cameras, monitors, mics, speakers, wall contact closures, AV matrix, wireless presentation/collaboration (Barco or equivalent or better) (BYOD), TV sizes (75"to 85"), not Native Teams room</p> <p>/</p>		
<p>1- 65" Smart Monitor/TV - Commercial 4K, 2 HDMI minimum, remote control included, 10+10W speakers, USB inputs</p> <p>1 - Wall mount</p> <p>/</p> <p>1- 65" Smart Monitor/TV - Commercial 4K, 2 HDMI minimum, télécommande incluse, haut-parleurs 10+10W, entrées USB</p> <p>1 - Support mural</p>	1	1

Power & data

8th floor / 8ième étage	9th floor / 9ième étage	Cell Speaker / Haut parleur cellulaire	Cable Cubby / Compartment de câbles	Barco or equivalent / Barco ou équivalent	Screen / Moniteur	Poly studio or equivalent / Poly Studio ou équivalent	Surface Hub or equivalent / Surface Hub ou équivalent	Video conferencing / Vidéoconférenc e	Integrated system merge / Fusion du système intégré	Touch panel control / Commande par panneau tactile	LOOP system test / Test du système LOOP
					quantity / quantité	size / grandeur					
1 (803)	5 (903, 926-927,928,929)	12	n/a	12 CS-100 (or equivalent / ou équivalent)	12	43"	n/a	n/a	n/a	n/a	n/a

[illegible]

1 (817) ESDC provided cart / Chariot fournis par EDSC	1 (910) Wallmount / Support mural	n/a	n/a	n/a	n/a	4	55"	4	4 CX-30 (or equivalent / ou équivalent)	n/a	n/a	n/a	n/a	n/a	n/a
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[illegible]

[illegible]

1 (825)	1 (925)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	3 (with 4 receivers each / avec 4 receveurs chacun)
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n/a	n/a	n/a	n/a	4 CX-30 (or equivalent / ou équivalent)	4 (621, 622a, 622b, 623)	85"	n/a	n/a	n/a	4 (Codes provided by ESDC/SSC / Codec fournis par ESDC/SPC)	yes	4	n/a
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2 (823,824) 823 & 824 converts into Large boardroom / se convertis en une grande salle	2 (923,924) 923 & 924 converts into Large boardroom / se convertis en une grande salle	n/a	n/a	6 CX-30 (or equivalent / ou équivalent)	12 (723, 724, 823, 824, 923, 924)	75"	n/a	n/a	6 (Codecs provided by ESDC/SSC / Codecs fournis par ESDC/SPC)	yes	6	
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n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
1	1					4	65				

**ESDC AV Solution Requirement
For 405 Terminal Avenue and 22 Eddy Street
Annex F - Technical Evaluation Criteria**

TECHNICAL EVALUATION

MANDATORY REQUIREMENTS/CRITERIA

1. Instructions to Bidders

In addition to the Bid Preparation Instructions stipulated in Part 3 of this RFP, the following information and instructions relate to the submission and evaluation of the mandatory evaluation criteria contained in this RFP.

- i. Simply stating a compliancy to the criteria is insufficient. Bidders must present a clearly organized, printed (i.e., not handwritten) proposal that includes all necessary technical and descriptive information, in order to clearly demonstrate their compliancy to all items presented in the RFP - Annex A - SOW and all related specifications and appendices. Responses will be evaluated on a simple, stringent pass/fail basis. Proposals not meeting each mandatory requirement will be considered non-responsive (non-compliant) and given no further consideration.
- ii. PSPC reserves the right to verify any information provided in the mandatory criteria. This will be done by contacting the client contact using the contact information provided by the Bidder and providing this to the client. The client will then be asked to verify the information.
- iii. Technical proposal must not include any financial data or prices.
- iv. Technical proposal must comply with the RFP- Annex A - SOW and related Appendices.
- v. The Bidder must indicate that the following information will be provided in phases as specified in Annex A - SOW:
 - a) Acceptance Test Plan
 - b) System Operating Handbook
 - c) System Engineering and Design
 - d) As Built Drawings
 - e) Manufacturer Data sheets/user manuals/ Equipment Inventory; and
 - f) Maintenance Warranty Reports

2. Mandatory Corporate Evaluation Criteria

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders are advised to address each requirement in sufficient depth to permit a complete requisite analysis and assessment by the evaluation team. Proposals failing to adequately respond to the mandatory evaluation criteria will be excluded from further consideration.

**ESDC AV Solution Requirement
For 405 Terminal Avenue and 22 Eddy Street
Annex F - Technical Evaluation Criteria**

MANDATORY CRITERIA				
Bidder Name:				
			Comply	
Reference	Description	Bidder Response location in bid	Yes	No
M1	The Bidder must include completed room data sheets for each room type listed in APPENDIX A to ANNEX A, Statement of Work. Each room type data sheet must list all equipment, including detailed list of all proposed equipment, display technology, control and cabling proposed for the room and detailed list of all proposed equipment. Bidder must submit room type data sheets in the format outlined in APPENDIX A.			
M2	<p>The Bidder must provide three separate and distinct reference contracts where they have delivered an Audio Visual system project of similar design and scope (or greater) within the last five years from the closing date of the RFP, one of which must be in a government facility (Federal, Provincial or Municipal) and having a minimum Contract Value of \$500K, excluding applicable taxes.</p> <p>For each contract reference to be considered:</p> <ul style="list-style-type: none"> i. The Bidder must fully complete the Corporate Reference Contract Response Form contained in section 3.0, including complete contact information; ii. The reference contract must have been contracted directly with the Bidder. 			
M3	The Bidder must provide a Curriculum Vitae for the proposed Senior Project Manager who will be assigned to this project (maximum 5 pages) whom has at least five (5) years project management experience within the last seven (7) years of the closing date of the RFP.			
M4	<p>The Bidder must provide a Curriculum Vitae for the proposed Lead Technician – Onsite Installer/Implementation Manager who will be assigned to this project (maximum 5 pages).</p> <p>The proposed Lead Technician – Onsite Installer/Implementation Manager must:</p>			

**ESDC AV Solution Requirement
For 405 Terminal Avenue and 22 Eddy Street
Annex F - Technical Evaluation Criteria**

	<ul style="list-style-type: none"> i. Have a minimum of five (5) years of relevant experience within the last seven (7) years of the closing date of the RFP; ii. Be certified to design, engineer and implement digital media platforms, mix minus matrix voice lift systems and touch panel control systems. 			
M5	The Bidder must provide a detailed technical narrative and reference block diagrams / drawings describing the rational of the Bidder's design concept that meets the functional and IT Requirements specified in ANNEX A, Statement of Work to this solicitation.			

3.0 Corporate Reference Contract Response Form

Bidders are to use the Corporate Reference Contract Response Form for each of the three (3) contract references requested for criterion M2 above.

[INSERT PSPC FORM USED IN ITS RFPS]

Annex G - Assessment Criteria for Proposed Equipment

Bidders proposed equivalent or better equipment must meet the following criteria.

Microsoft Surface Hub or equivalent/better

- Must connect to an external ISP to test connection to the ESDC Azure
- Must connect via ESDC internal network to connect across the perimeter connection
- Must join a Teams call with internal and external participants and provide native Teams Room experience
- Must support 4K video and HD audio
- Must support additional video conferencing services Zoom and WebEx
- Must support Bluetooth

Wireless Conferencing connection (Barco Clickshare CX-30 or equivalent/better)

- Must connect to the camera bar (PolyStudio or equivalent) using a USB cable (input)
- Must support HDMI (output) connection to the TV/Monitor
- Must support at least two simultaneous on-screen presentations by connecting to multiple computing devices
- Must support IEEE 802.11 a/g/n/ac transmission protocol
- Must connect to an external ISP to update to the most current firmware via internal ESDC network.
- Must support MS Teams, Zoom, and WebEx meetings

Wireless Presentation connection (Barco Clickshare CS-100 or equivalent/better)

- Must support HDMI (output) connection to the TV/Monitor
- Must support on-screen presentations by connecting to computing devices
- Must support IEEE 802.11 a/g/n/ac transmission protocol
- Must connect to an external ISP to update to the most current firmware via internal ESDC network.
- Must support MS Teams, Zoom, and WebEx meetings

PolyStudio or equivalent/better

- Must support a USB (output) connection to wireless conferencing device as well as directly to a PC (Laptop/Tablet)
- Must support MS Teams, Zoom, and WebEx meetings
- Must support pan, tilt, and zoom features with auto and manual tracking/framing for participants 15 feet or further away
- Must be accompanied by a remote control that can manage the pan/tilt/zoom/tracking features
- Must support Bluetooth for connecting to smart phones and have speakers with HD audio capability



Critères d'évaluation de l'équipement proposé

Les soumissionnaires proposant un équipement équivalent ou supérieur doivent répondre aux critères suivants.

Microsoft Surface Hub ou équivalent/supérieur

- Doit se connecter à un FAI externe pour tester la connexion à EDSC Azure
- Doit se connecter via le réseau interne d'EDSC pour se connecter à travers la connexion de périmètre
- Doit rejoindre un appel Teams avec des participants internes et externes et fournir une expérience Teams Room native
- Doit prendre en charge la vidéo 4K et l'audio HD
- Doit prendre en charge les services de vidéoconférence supplémentaires Zoom et WebEx
- Doit prendre en charge Bluetooth

Appareil de conférence sans fil (Barco Clickshare CX-30 ou équivalent/meilleur)

- Doit se connecter à la barre de caméra (PolyStudio ou équivalent) à l'aide d'un câble USB (entrée)
- Doit prendre en charge la connexion HDMI (sortie) au téléviseur/moniteur
- Doit prendre en charge au moins deux présentations simultanées à l'écran en se connectant à plusieurs appareils informatiques
- Doit prendre en charge le protocole de transmission IEEE 802.11 a/g/n/ac
- Doit se connecter à un FAI externe pour mettre à jour le logiciel via le réseau interne d'EDSC.
- Doit prendre en charge les réunions MS Teams, Zoom et WebEx

Appareil de présentation sans fil (Barco Clickshare CS-100 ou équivalent/supérieur)

- Doit prendre en charge la connexion HDMI (sortie) au téléviseur/moniteur
- Doit prendre en charge les présentations à l'écran en se connectant à des appareils informatiques
- Doit prendre en charge le protocole de transmission IEEE 802.11 a/g/n/ac
- Doit se connecter à un FAI externe pour mettre à jour le logiciel via le réseau interne d'EDSC.
- Doit prendre en charge les réunions MS Teams, Zoom et WebEx

PolyStudio ou équivalent/meilleur

- Doit prendre en charge une connexion USB (sortie) vers un appareil de conférence sans fil ainsi que directement vers un PC (ordinateur portable/tablette)
- Doit prendre en charge les réunions MS Teams, Zoom et WebEx
- Doit prendre en charge les fonctions de panoramique, d'inclinaison et de zoom avec suivi/cadrage automatique et manuel pour les participants à 15 pieds ou plus
- Doit être accompagné d'une télécommande capable de gérer les fonctions de panoramique/inclinaison/zoom/suivi
- Doit prendre en charge Bluetooth pour se connecter aux téléphones intelligents et avoir des haut-parleurs avec une capacité audio HD