



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

Office of the Superintendent of Financial Institutions Canada
Procurement and Contracting
255 Albert Street, 12th floor
Ottawa, ON K1A 0H2
Email : Contracting@osfti-bsif.gc.ca

Bureau du surintendant des institutions financières Canada
Achats et contrats
255 rue Albert, 12^e étage
Ottawa, Ontario, K1A 0H2
Courriel : contracting@osfi-bsif.gc.ca

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Comments - Commentaires

Proposal To: The Office of the Superintendent of Financial Institutions 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 thereof.

On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:

1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;
2. This bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.

Proposition au : Bureau du surintendant des institutions financières 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-annexées, au(x) prix indiqué(s).

En apposant ma signature ci-après, j'atteste, au nom du soumissionnaire, que j'ai lu la demande de propositions (DP) en entier, y compris les documents incorporés par renvoi dans la DP et que :

1. le soumissionnaire considère qu'il a les compétences et que ses produits sont en mesure de satisfaire les exigences obligatoires décrites dans la demande de soumissions;
2. cette soumission est valide pour la période exigée dans la demande de soumissions ;
3. tous les renseignements figurant dans la soumission sont complètes, véridiques et exacts; et
4. si un contrat est attribué au soumissionnaire, ce dernier se conformera à toutes les modalités énoncées dans les clauses concernant le contrat subséquent et comprises dans la demande de soumissions.

Title – Sujet		Amendment No. – Modification N°
Webcast Services		002
Solicitation No. – N° de l'invitation		Date
20211659		April 21, 2022
Client Reference No. – N° référence du client		
20211659		
GETS Reference No. – N° de référence de SEAG		
20211659		
Solicitation Closes L'invitation prend fin		Time Zone Fuseau horaire
at – à	02 :00 PM – 14h00	Eastern Daylight Time (EDT) Heure avancée de l'Est (HAE)
on – le	May 20, 2022 – 20 mai 2022	
D.D.P – Delivery Duty Paid		
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address inquiries to – Adresser toute demande de renseignements à :		
Craig Kenny		
E-mail – Courriel		
contracting@osfi-bsif.gc.ca		
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction :		

Instructions: See Herein
Instructions: Voir aux présentes

Delivery required -Livraison exigée	Delivery offered -Livraison proposée
See Herein – Voir aux présentes	
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation) Compétence du contrat : Province du Canada choisie par le soumissionnaire et qui aura les compétences sur tout contrat subséquent (si différente de celle précisée dans la demande)	
Vendor/firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	
e-mail - courriel	
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



Amendment two (2) is raised to amend the Statement of Work, as follows:

At page 26, Annex A – Statement of Work;

DELETE:

2. Objective

The Communications Division at OSFI requires a firm to provide webcast production and consultation for virtual and on-site webcasts. The objective is to have assistance with the production and editing of webcast segments in both official languages (Canadian English and French) for both internal and external use.

3. Scope of Work

The Contractor must provide services including, but not limited to, the following:

- Consulting on equipment procurement
- Consulting on equipment placement and set-up
- On-site webcast production
- Virtual webcast production
- Webcast and audio editing
- Webcast and audio rendering
- Provision of registration and log-in capabilities for webcast viewers
- Work with internal OSFI resources to ensure interoperability between all systems
- Provision of analytics and statistics on usage and viewers
- Webcast with concurrent streams (all streams must have audio and slides in both Canadian English and French)

INSERT:

2. Objective

The Communications Division at OSFI requires a firm to provide webcast production and consultation for virtual and on-site webcasts. The objective is to have assistance with the production of webcast segments in both official languages (Canadian English and French) for both internal and external use.

3. Scope of Work

The Contractor must provide services including, but not limited to, the following:

- Consulting on equipment procurement
- Consulting on equipment placement and set-up
- On-site webcast production
- Virtual webcast production
- Provision of registration and log-in capabilities for webcast viewers
- Work with internal OSFI resources to ensure interoperability between all systems
- Provision of analytics and statistics on usage and viewers
- Webcast with concurrent streams (all streams must have audio and slides in both Canadian English and French)

At page 28, Annex A – Statement of Work;

INSERT:

10. Specifications

OSFI has the following specifications for Webcast, as follows:

- The maximum broadcast rate of up to 5000 viewers.
- Video quality of 1080p is required for the Webcasts.
- The bit rate required should be within a 4500-6000 kbps range.
- The Vendor does not need to support multiple bit rates simultaneously.



At pages 29 and 30, Annex B – Basis of Payment;

DELETE:

B.1 BLENDED WEBCAST RATE:

- e) The firm all-inclusive webcast rates include provision of all the following services as may be required by the Contractor to complete the work for all webcast projects:
1. Coordination Services and Project Management
 2. Registration, Login, Live pages
 3. Email reminders to audience
 4. Advance site inspection, testing and preliminary set-up
 5. Webcast Producer
 6. Webcast Assistant
 7. Camera Operator
 8. Teleprompter Operator
 9. Audience Technical Support
 10. Simultaneous Interpreters
 11. All Equipment (Including the following, but not limited to: Cameras and tripods, Microphones (lapel and handheld), Speakers, Comfort Monitors, Teleprompter, Timer, Printer, etc.)
 12. Streaming server
 13. Audio Operator / P.A. system with microphones
 14. Archive recordings
 15. Webcast Reports

INSERT:

B.1 BLENDED WEBCAST RATE:

- e) The firm all-inclusive webcast rates include provision of all the following services as may be required by the Contractor to complete the work for all webcast projects:
1. Coordination Services and Project Management
 2. Registration, Login, Live pages
 3. Email reminders to audience
 4. Advance site inspection, testing and preliminary set-up
 5. Webcast Producer
 6. Webcast Assistant
 7. Camera Operator
 8. Teleprompter Operator
 9. Audience Technical Support
 10. Simultaneous Interpreters
 11. Streaming server
 12. Audio Operator / P.A. system with microphones
 13. Archive recordings
 14. Webcast Reports

DELETE:

B.2 PRODUCTION COSTS

Production costs are costs associated with webcast production, excluding the services/professional fees billed as firm rates in B.1.

Production costs applicable under B.2.1 Subcontracted and B.2.2 Direct Expenses do not include the personnel, equipment operators, equipment, materials or any other applicable charges required for the provision of the services billed as the blended webcast rates in B.1.

Production costs include, but are not limited to:

- 1) Music (stock music and/or original composition)
- 2) Miscellaneous concurrent streaming costs

Production costs will be reimbursed at cost, as subcontracted services and direct expenses.



INSERT:

B.2 PRODUCTION COSTS

Production costs are costs associated with webcast production, excluding the services/professional fees billed as firm rates in B.1.

Production costs applicable under B.2.1 Subcontracted and B.2.2 Direct Expenses do not include the personnel, equipment operators, materials or any other applicable charges required for the provision of the services billed as the blended webcast rates in B.1.

Production costs include, but are not limited to:

- 1) Music (stock music and/or original composition)
- 2) Miscellaneous concurrent streaming costs
- 3) All Equipment (Including the following, but not limited to: Cameras and tripods, Microphones (lapel and handheld), Speakers, Comfort Monitors, Lighting, Teleprompter, Timer, Printer, etc.)

Production costs will be reimbursed at cost, as subcontracted services and direct expenses.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.