



RETURN BIDS TO:

IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca

Attn: Daniela Arghius

FOR ELECTRONIC BIDS:

The electronic mailbox is equipped to send an automatic reply to all messages received. If you do not receive an automatic response, please contact the Contracting Authority to ensure your bid was received. Please note that it is the bidder's sole responsibility to ensure that all bids submitted are received in their entirety by Citizenship and Immigration Canada by the closing date and time indicated in this RFP.

IMPORTANT NOTICE TO SUPPLIERS

The Government Electronic Tendering Service on buyandsell.gc.ca/tenders will be the sole authoritative source for Government of Canada tenders that are subject to trade agreements or subject to departmental policies that require public advertising of tenders.

REQUEST FOR PROPOSAL

Proposal To: Citizenship and Immigration 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.

Instructions : See Herein

Instructions: Voir aux présentes

**Issuing Office – Bureau de distribution
Citizenship and Immigration Canada
Procurement and Contracting Services
70 Crémazie
Gatineau, Québec K1A 1L1**

Title – Sujet	
Welcoming Franco Communities Podcast	
Solicitation No. – N° de l'invitation	Date
CIC - 155071	November 17/2022
Solicitation Closes – L'invitation prend fin at – à	Time Zone Fuseau horaire
2:00 PM on –December 12 2022	EST
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/>	Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>
Address Inquiries to: - Adresser toutes questions à :	
IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca	
Telephone No. – N° de téléphone :	
343-574-4413	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction :	
See Herein	
Delivery required - Livraison exigée	
See Herein	
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur	
Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm	
Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	
(type or print)/ (taper ou écrire en caractères d'imprimerie)	
Signature	Date



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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into six parts plus attachments as follows:

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

1.2 Summary

1.2.1 Immigration, Refugees and Citizenship Canada (IRCC)'s Communications Branch requires the services of an audio-visual company to produce ten episodes of a public podcast. The objective of the podcasts is to inform and to demonstrate to French speaking immigrants that they have the option to move to one of the Welcoming Francophone Communities (WFC), outside of Quebec. This information also applies to newcomers already living in Canada looking to move to smaller francophone communities.

1.2.2 Single Contract

Canada is seeking to establish a contract for recording services as defined in Appendix "D", Statement of Work, for up to sixteen (16) months including all options.

1.2.3 Trade Agreements

The requirement is subject to the provisions of the Canada – Korea Free Trade Agreement and the Canadian Free Trade Agreement (CFTA).



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 fifteen (15) working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone, or in person.

If you have any concerns relating to the procurement process, please refer to the [Bid Challenge and Recourse Mechanisms](#) page on the Buyandsell.gc.ca website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the Office of the Procurement Ombudsman (OPO).

1.4 Mandatory Requirements

Where the words “must”, “shall” or “will” appear in this RFP, the clause is to be considered as a mandatory requirement.



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All Citizenship and Immigration Canada (CIC) instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out on the [CIC Website](#).

All SACC manual clauses for specific instructions not covered by the standard instructions identified in the bid solicitation by number, date and title are set out in the [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 [CIC-SI-001 \(2016-05-26\)](#) Standard Instructions – Goods or Services Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to Citizenship and Immigration Canada by the date, time and place indicated on page 1 of the bid solicitation.

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **5** business 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies 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 Basis for Canada's Ownership of Intellectual Property

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

- the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination;
- the Intellectual Property in Foreground Information consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software;

2.6 Former Public Servant

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

Definitions

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

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence](#)



[Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (one soft/electronic copy via email)

Section II: Financial Bid (one soft/electronic copy via email)

Section III: Certifications (one soft/electronic copy via email)

Canada requests that respondents submit their response in unprotected (i.e. no password) PDF format by email. Complete size of emails containing a response must not exceed 10MB. Emails exceeding 10MB will not be received. Should the size of email(s) exceed 10MB, respondents must contact the Contracting Authority at least 48 hours prior to the closing date to discuss alternatives.

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

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

- (a) use a numbering system that corresponds to the bid solicitation; and
- (b) page numbering must be used on the bottom right of each page of the proposal

In accordance with the [Treasury Board Contracting Policy](#) and the *Accessible Canada Act*, federal departments and agencies must consider accessibility criteria and features when procuring goods or services. Therefore, bidders are encouraged to highlight all the accessibility features and components of their proposal for this Statement of Work (SOW) and must:

- (i) demonstrate how the bidder's proposed goods and/or services meet the accessibility requirement at delivery; or
- (ii) describe how the bidder would deliver its goods and/or services under any resulting contract in a way that satisfies the mandatory requirement.

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria



under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

Bidders must submit their financial bid in Canadian funds and in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3. The total amount of applicable taxes must be shown separately, if applicable.

Bidders should include the following information in their financial bid by completing Appendix “I”, Vendor Information and Authorization and include it with their bid:

1. Their legal name;
2. Their [Business Number](#) (BN); and
3. The name of the contact person (including this person's mailing address, phone and facsimile numbers, and email address) authorized by the Bidder to enter into communications with Canada with regards to:
 - a) their bid; and
 - b) any contract that may result from their bid.

The Bidder's firm unit rates in response to this RFP and resulting contract(s) must include all overhead, general & administrative costs and profit. Included are the following costs that may be incurred in providing the required services: studio time bookings and coordination, model hiring, office and studio space, computer and recording hardware and software, processing of recordings, preparation of reports, photocopying, courier services, facsimile services, telephone services, local travel expenses, and administration related to non-local travel expenses. "Local" as used here is defined as where the Work is to be performed in Canada as may be specified in the RFP and the resulting Contract(s).

Section III: Certifications

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



ATTACHMENT 1 TO PART 3 – PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted all-inclusive fixed unit price (in Can \$) for each of the items identified.

The rates specified below, when quoted by the Bidder, include the total estimated cost of all travel and living expenses that may need to be incurred for:

- a. Work described in Part 6, Resulting Contract Clauses, of this bid solicitation required to be performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2.
- b. travel between the successful bidder’s place of business and the NCR; and
- c. the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada’s future usage of the services described in the bid solicitation will be consistent with this data.

Period	All-inclusive fixed unit price	Volumetric Data	Total
	A	B	C = A x B
Initial Period – Date of contract award to March 31, 2023			
Remote podcast recording services as specified in section D.7 Tasks, of the Appendix “D” Statement of Work	\$(to be completed by the Bidder)	10 episodes	\$(to be completed by the Bidder)
Option Period 1 – April 1, 2023 to March 31, 2024			
Optional additional remote podcast recording services not covered by Appendix “D” Statement of Work	\$(to be completed by the Bidder)	Up to 5 episodes	\$(to be completed by the Bidder)
Total evaluated price (applicable taxes excluded):			\$(to be completed by the Bidder)
Applicable Taxes Insert the amount, as applicable:			GST: HST: PST:



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal **non-responsive and will not be given further consideration**. The treatment of mandatory requirements in any procurement process is absolute. Each mandatory technical criterion should be addressed separately.

For each project summary provided, Bidders are required to provide specific dates (month and year) of experience as well as the total duration of project (number of months). The month(s) of experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

#	Mandatory Technical Criterion
M1	<p>BILINGUALISM</p> <p>The Bidder and its proposed resources must be able to communicate orally and in writing in English and French without any assistance and with minimal error.</p> <p>To demonstrate compliance with this criterion at the time of bid closing, the Supplier must provide a reference letter from a previous client confirming that the bidder and its proposed resources are able to communicate orally and in writing in English and French without any assistance and with minimal errors.</p>
M2	<p>UNDERSTANDING OF THE MEDIA AND THE SUBJECT</p> <p>The Bidder must have a minimum of two cumulative years of experience acquired since April 1st 2020, in producing podcasts on people-themed projects, or documentaries on the subject of immigration for external clients¹</p>



	<p>To demonstrate compliance with this criterion at the time of bid closing, the bidder must provide details and description of the projects completed after April 1st, 2020.</p> <p>Details must include project description, client information and dates that the work was performed.</p>
M3	<p>EXPERIENCE OF THE FIRM</p> <p>The Bidder must demonstrate that they have recorded and produced a minimum of three (3) podcast episodes since April 1, 2020 for external clients*.</p> <p>To demonstrate this experience, the Bidder must provide the following information:</p> <ol style="list-style-type: none"> 1) A list of three podcasts recorded since April 1st 2022 for an external client; and 2) A detailed description of each episode including: <ol style="list-style-type: none"> a. Episode completion date (Month/Year), b. project title, c. name of client organization, and contact information d. tasks performed that must include: <ol style="list-style-type: none"> i) Outline of episodes “script” ii) Pre-interviews iii) Interview guidelines iv) Recording v) Editing vi) Final product
M4	<p>PODCAST PRODUCTION SAMPLES – REMOTE PRODUCTION</p> <p>Further to M3, the Bidder must demonstrate experience in producing podcasts recorded remotely.</p> <p>To demonstrate this experience, the Bidder must submit:</p> <ol style="list-style-type: none"> 1. demos/samples of three (3) different podcast episode that were produced and completed remotely by the Bidder after April 1, 2020. The samples must be submitted via links or files and should have the ability to be played on any laptop computer, using Windows Media Player or VideoLAN Client (VLC). 2. A completed and signed Demo Fact Sheet (Appendix J) for each podcast episode production sample. <p>All three (3) samples provided must be part of the same series²</p> <p>The total combined running time of the three (3) submitted samples should not exceed fifteen (15) minutes in length. Should the total running time of the submitted samples exceed fifteen (15) minutes, only the first fifteen (15) minutes will be evaluated.</p>



	<p>To be considered compliant, each submitted demos must meet the following criteria:</p> <ol style="list-style-type: none"> 1. Sound quality: sound is clear, no distortion, no inaudible voices. 2. Sound mix: Smooth transitions between different topics, alleviation of external noises, balance between ambient noises and voiceover. 3. Music: choice of music corresponds to the podcast tone (ex: instrumental rock music would not be relevant to a calm subject matter like people discussing their life experience), choice of sound effects correspond to podcast subject (ex: waves if close to water, cars passing if close to city, etc.) 4. Editing: transitions between topics, no dry cuts during narration, no audible glitches (ex: doors opening, pops and hisses, minimum echo, etc.)
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¹External Clients are defined as clients outside the Bidder’s own legal entity (or joint venture partnership) and excludes the parent, subsidiaries or other affiliates of the Bidder.

² Series is defined as a group of episodes (minimum 3) that have a common theme or treatment (sound/style).

4.1.2 Financial Evaluation

Only the proposals that are technically responsive will be considered for financial evaluation.

The price of the bid will be evaluated in Canadian dollars, applicable taxes are excluded.

For the purposes of bid evaluation, Attachment 1 to Part 3 – Pricing Schedule be used. The Bidder must provide all inclusive firm price for remote podcasts recording services (being proposed in accordance with the bid solicitation, for the initial contract period and option period.

The volumetric data included in the pricing schedule detailed in Attachment 1 to Part 3 – Pricing Schedule is provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

The “TOTAL EVALUATED PRICE” in Attachment 1 to Part 3 – Pricing Schedule, excluding taxes, will be used to determine the financial evaluation score.

4.1.3 Formulas in Pricing Schedule

If the Pricing Schedule provided to bidders include any formulae, Canada may re-input the prices provided by bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a bidder.

4.2 Basis of Selection

4.2.1 Basis of Selection - Lowest Evaluated Price

A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price found in Attachment 1 to Part 3 – Pricing Schedule table under “**TOTAL EVALUATED PRICE**” will be recommended for award of 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 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 Integrity declaration form available on the [Forms for the Integrity Regime](#) website, to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](#), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Integrity Provisions – List of Names

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide a completed List of Names in the Integrity Verification form available on the [Integrity Regime website](#), to be given further consideration in the procurement process.

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 webpage.

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.



PART 6 - RESULTING CONTRACT CLAUSES

APPENDIX “A”, GENERAL TERMS AND CONDITIONS

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

A1. Standard Acquisition Clauses and Conditions Manual

All instructions, general terms, conditions and clauses identified herein by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual issued by Public Works and Government Services Canada (PWGSC) and in the Citizenship and Immigration Canada Terms and Conditions Manual.

A1.1 An electronic version of the [SACC Manual](#) is available on the Buy and Sell Website.

A1.2 An electronic version of the Citizenship and Immigration Canada (CIC) Contract Terms and Conditions is available on the [CIC Website](#).

A2. Terms and Conditions of the Contract

A2.1 The general terms, conditions and clauses identified herein by title, number and date, are hereby incorporated by reference into and form part of this Contract, as though expressly set out herein, subject to any other express terms and conditions herein contained.

A3. General Conditions

A3.1 General Conditions [CIC-GC-001 \(2020-12-02\)](#), Med/High Complexity Goods and Services Contract shall apply to and form part of this Contract.



APPENDIX “B”, SUPPLEMENTAL TERMS AND CONDITIONS

B1. Priority of Documents

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

- a) The Articles of Agreement;
- b) Appendix “B” – Supplemental Terms and Conditions;
- c) Appendix “A” – General Terms and Conditions;
- d) Appendix “C” – Terms of Payment;
- e) Appendix “D” – Statement of Work;
- f) Appendix “E” – Basis of Payment
- g) Appendix “F” – Vendor Information and Authorization Form;
- h) Appendix “G” – Podcast episode Demo Fact Sheet
- i) the Contractor's proposal dated _____(TBD)

B2. CIC Clauses

The following Citizenship and Immigration Canada Terms and Conditions are incorporated by reference and form part of this Contract:

ID	Date	Title
CIC-SC-002 (2015-02-16)		Crown Owns Intellectual Property (IP) Rights in Foreground Information
CIC-SC-003 (2015-02-16)		Crown Owns Intellectual Property (IP) Rights in Foreground Information – Copyright

B3. SACC Manual Clauses

The following SACC manual Clauses are incorporated by reference and form part of this Contract:

ID	Date	Title
A9117C	2007-11-30	T1204 - Direct Request by Customer Department
C0705C	2010-01-11	Discretionary Audit

B4. Security Requirement

There is no security requirement associated with the requirement.

B5. Period of Contract

The period of the Contract is from date of contract award to March 31st 2023.

B5.1 Option to Extend the Contract

The Contractor grants Canada, the irrevocable right to extend the term of the Contract by up to (1) one additional (1) one year period under the same conditions. The Contractor agrees that,



during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in Appendix “E”, Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least (5) five calendar days before the Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

B6. Termination on Thirty (30) Days Notice

1. Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.
2. In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

B7. Certifications / Compliance and Additional Information

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.

B8. Insurance Requirements

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

B9. Closure of Government Offices

Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where Contractor’s employees are providing services on government premises pursuant to this Contract and the said premises become non accessible and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

B10. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Appendix “D”.

B11. Authorities

B11.1 Contracting Authority



The Contracting Authority for the Contract is:

<The Contracting Authority for the Contract is to be identified at Contract award>

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.

B11.2 Project Authority

The Project Authority for the Contract is:

<The Project Authority for the Contract is to be identified at Contract award>

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.

B11.3 Technical Authority

<The Technical Authority for the Contract is to be identified at Contract award>

The Technical Authority will be responsible for providing guidance on the technical requirements and deliverables.

B11.4 Contractor's Representative

<The Contractor's representative for the Contract is to be identified at Contract award>

B12. Proactive Disclosure of Contract with Former Public Servants

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



APPENDIX “C”, TERMS OF PAYMENT

C1. Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Appendix “E”, to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duties are included and applicable taxes are extra.

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and applicable taxes are extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a) when it is 75 percent committed, or
 - b) four (4) months before the contract expiry date, or
 - c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

C2. Method of Payment

C2.1 Initial Contract Period

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

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

Milestones Schedule – Initial Contract Period:

Milestone	Description	Schedule	Payment
1	Approval of participants and first set of pre interviews (3 episodes)	Fall-Winter 2022	15%
2	Delivery of four audio offline podcast episodes (total of four completed but not final episodes)	Fall-Winter 2022-2023	25%



3	Delivery of four audio offline podcast episodes (total of eight completed episodes at this milestone)	Winter 2023	25%
4	Delivery of transcripts for all eight completed episodes so far (including the completion of the episode recorded in 2021-22)	February 2023	20%
5	Completion of the project and receipt of all deliverables	March 31 st , 2023	15%

C2.2 Option Period 1 - Optional Additional Podcast

During the extended period of the Contract, the Contractor will be paid the firm unit price of \$ _____ (*insert the amount at contract award*) to perform all the Work in relation to the contract extension.

C3. Applicable Taxes

Applicable taxes are not included in the amounts shown in the Basis of Payment. Applicable taxes, which are estimated at \$_____ (*insert the amount at contract award*), are included in the total contract amount. Applicable taxes are to be shown as separate items on all invoices and claims for progress payments and will be paid by Canada. The Contractor agrees to remit to appropriate tax authorities any amounts of Applicable Taxes paid or due.

C4. 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) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

C5. Travel and Living Expenses

Canada will not accept any travel and living expenses for:

- a) Work performed within the National Capital Region (NCR). The NCR is defined in the [National Capital Act](#), R.S.C. 1985, c. N-4, S.2.;
- b) Any travel between the Contractor's place of business and the NCR; and
- c) Any relocation of resources required to satisfy the terms of the Contract.

These expenses are included in the firm price for professional fees specified above.



APPENDIX “D”, STATEMENT OF WORK

D.1 TITLE

Welcoming Francophone Communities podcast

D.2 BACKGROUND

Immigration, Refugees and Citizenship Canada’s (IRCC) Communications Branch requires the services of an audio-visual company to produce ten episodes of a public podcast. The objective of the podcasts is inform and to demonstrate to French speaking immigrants that they have the option to move to one of the Welcoming Francophone Communities (WFC), outside of Quebec. This information also applies to newcomers already living in Canada looking to move to smaller communities. The ten episodes are required to complete a series of 14 podcasts for which four have already been created.

The podcast is expected to be people oriented, and the desired tone is friendly, light, positive and inspiring. The episodes will feature a few immigrants reflecting on why they chose to live in a WFC, their experience in the community, how it changed them, what they bring to the community and what the community brings in return (specific content to be discussed with the company and the participants).

D.3 OBJECTIVES

- 3.1. Promote francophone immigration outside Quebec. French-speaking immigrants can build a dynamic life in French in diverse locations across the country.
- 3.2. Raise awareness of the WFCs among French-speaking newcomers and the population in general (communities welcome everyone).

D.4 INTENDED AUDIENCE & DISTRIBUTION

- 4.1 The final product needs to reach clients in and outside of Canada, looking to live in French communities in Canada.
- 4.2 The primary distribution channels will be audio platforms (Spotify, Apple Podcast, Google Podcast, etc.).

D.5 KEY MESSAGES

- 5.1 There are 14 Welcoming Francophone Communities (outside Quebec) that go the extra mile to welcome all newcomers.
- 5.2 It is possible for established and newcomer immigrants to build a life in French in Canada (outside Quebec).

D.6 SCOPE

The Contractor must:

- 6.1 Be able to communicate effectively in French (in virtual meetings and via emails)
Engage in French with Project Authority and client (program)
Engage in French with the podcast participants (coordinating meetings, pre-interviews, recording).



- 6.2 Produce 10 new conversational and informative podcasts (less than 15 minutes long each) and include basic sound mixing, transitions, with an existing introduction and outro sound jingle. Podcast will be recorded in French (English text version will be available).
- 6.3 Finalize a fourth episode from last year's project (a few final comments need to be addressed). IRCC will provide the existing audio files for editing.
- 6.4 Research and provide recommendations for the selection of participants for each community. IRCC will provide four to five names of candidates to choose from. The contractor will be invited to select the best speakers.
- 6.5 Coordinate communication between contractor and participants (including recording scheduling).
- 6.6 Contractor will be required to ship laptops with software installed in a few locations (three or four), or to coordinate laptop rentals, as some of the participants may not have the appropriate specifications on their personal computer device to properly operate recording software.
- 6.7 Produce recordings in French.
- 6.8 Develop the audio transcripts for all episodes in French (IRCC will handle the translation in English).
- 6.9 Respect local sanitary protocols (at all times).
- 6.10 Record episodes remotely. No travel is required. Contractor and participants will record episodes from their home or workplace.

D.7 TASKS

D.7.1 PRODUCTION MANAGEMENT

The Contractor must:

- 7.1.1 Undertake effective on-going project management of the podcast production. This includes creating production timelines in consultation with the Project Authority, budgeting, coordinating tasks.
- 7.1.2 Collaborate extensively with the Project Authority on all phases of the project.
- 7.1.3 Update Project Authority and participants about recording dates, pre-interview dates, material to be used and additional details needed for ongoing adjustments.



- 7.1.4 Plan for teleconference meetings (overall) with officials at IRCC to discuss potential issues, aspects of the work, interview questions. Also plan for regular on-going correspondence by telephone and email.

D.7.2 PRE-PRODUCTION (Fall 2022)

The Contractor must:

- 7.2.1 Provide feedback on the generic “interview” questions provided by IRCC ; propose additional questions or modifications as they see fit, as well as an intro and a conclusion.
- 7.2.2 Be able to reproduce the style of the four previously produced episodes. This will ensure consistency among all communities’ episodes. The four episodes will be shared with the Contractor.
- 7.2.3 Following senior management review, collaborate extensively with the Project Authority on modifications leading to final questions.
- 7.2.4 Perform a final review and edit of the approved questions/ topics of discussion following IRCC’s internal approval process, to ensure style, format and language remain consistent throughout the product. IRCC to provide final approval on interview questions.
- 7.2.5 Coordinate research on participants to ensure they are trustworthy (background check) and pre-interviews with all participants (two per recording) to ensure they are able to communicate well; provide them with technical advice; brief them on what to expect and how to prepare for the recordings; report any issue or uncertainties to Project Authority.
- 7.2.6 Create a script (outlines) following the pre-interviews. This script will need to be approved by the Project Authority before the recording.
- 7.2.7 Troubleshoot with participants on any technical issues that arise during recording, to ensure the highest quality sound and content.

D.7.3 PRODUCTION (Winter 2022)

The Contractor must:

- 7.3.1 Plan up to a maximum of two (2) days of recording – to account for any issue or re-recording needed (for each of the 10 communities, 20 in total).
- 7.3.2 Prepare each participant and put them at ease. Conduct a sound check and ensure all technical issues are resolved.
- 7.3.3 Record each interview and ensure it stays on topic and respects the project objectives.
- 7.3.4 Review the 10 recordings and provide IRCC with a link to full length versions (entire recordings) and proposed cut versions of the recordings (episodes drafts).



D.7.4 POST-PRODUCTION (Winter/Spring 2022-23)

The Contractor must:

- 7.4.1 Edit the podcast’s recording and produce off-line versions. The Contractor must provide up to five rough cuts for each episode for IRCC’s review and approval. Each of the final episodes must be less than 15 minutes long.
- 7.4.2 Provide IRCC with a link to full-length version and a proposed rough cut version of the recording.
- 7.4.3 Provide all audio, sound effects and sound mixing, and provide all necessary personnel for post-production (includes the purchase of any stock sounds required).One master file and 3-5 format exports for different platforms (TBD).
- 7.4.4 Provide transcripts in French (IRCC to provide English translation).
- 7.4.5 Provide RSS feed files (one in each language- French and English).
- 7.4.6 Finalize the fourth episode recorded in 2021-2022.

PROJECT SCHEDULE

	Description	Date
1	Kick-Off Meeting	Four days following contract award
2	Approval of Project Plan and timelines	1 week following contract award
3	Research and evaluation of participants completed	1 month following contract award
4	Approval of scripts and completion of pre-interviews	11 weeks following contract award
5	Completion of recordings	3 months and 3 weeks following contract award
6	Submission of the off-line edit/rough-cut	Four months and a week following contract award
7	Approval of the on-line edit/fine-cut	Four months and a half following the contract award
8	Completion of the project and receipt of all deliverables	March 31st 2023

To note: Schedule to be discussed with the Contractor.

D.8 CONSTRAINTS

The podcast must:



- 8.1 Be created in high fidelity sound in 48000 Hz, 24-bit, stereo in a WAV, AAC and MP3 formats; and
- 8.2 Be created with Adobe Creative Cloud software. Original format must be WAV. (Please see table in *Deliverables* below.)

D.9 COPYRIGHTS & INTELLECTUAL PROPERTY

The contractor must:

- 9.1 Research, ensure/acquire intellectual property rights in perpetuity for all required content, pre-production, production, and editing/post-production through to final delivery of the podcast.
- 9.2 Clear the rights/obtain release forms for all aspects of the production, including all audio. Original copies of documentation confirming IRCC's right to use the audio files must be provided to IRCC at the end of the project. IRCC will require rights in perpetuity.

Note: IRCC will provide a standard release form for the company to use.

- 9.3 If it applies, pay for all copyright, including: original music score(s) and other music, and paying all fees related to talent such as, Artist Union (UDA) in Quebec, and Alliance of Canadian, Cinema, Television and Radio Artists (ACTRA) in Ontario.

D.10 COMPLIANCE

The final audio files must comply with:

- The requirements of the Official Languages Act;
http://www.officiallanguages.gc.ca/en/language_rights/act
- The Federal Identity Program (FIP);
<https://www.canada.ca/en/treasury-board-secretariat/services/government-communications/federal-identity-program.html>
- the Treasury Board Standards for Accessibility (Web Content Accessibility Guidelines 2.0 – Level AA)
<http://www.tbs-sct.gc.ca/ws-nw/wa-aw/index-eng.asp>

D.11 IRCC SUPPORT

IRCC will provide:

- Background documents, literature and files (including the final versions of the first three podcasts and the draft fourth podcast), as well as visual and audio elements to respect the Federal Identity Program guidance
- Questions/topic of discussions for interviews and key messages used to guide the production of the first episodes



- Translation of final transcripts into English
- Input, review, and approval of final scripts, production schedule, rough cuts and final cuts instructions

D.12 REPORTING

The Contractor must:

- Report to the Project Authority on all aspects of this contract.
- Provide project plan and timelines by email to the Project Authority within 5 working days of receiving the contract.
- Provide progress reports by email to the Project Authority on a monthly basis which will identify the work that has been performed.
- Raise urgent issues requiring immediate attention and action.

D.13 DELIVERABLES

The contractor must complete and deliver ten (10) french podcast episodes.

- Final audio recordings must be delivered to IRCC once finalized.
- The deliverables for this podcast production include the following - this is applicable to all episodes which are subject to confirmation at the end of the production:
 - All project files and program edits list or equivalent.
 - Full uncut, uncompressed audio file.
 - Final audio mix needs to be done with Adobe software.

Item	File	Specifications
Transcript	Text	A text transcription of what is being said in the podcast episode.
RSS documents	RSS feed (.rss)	RSS feed files (one for each language) adhering to podcast document type definition (including description, metadata, episode data, etc.) More information can be found at: https://podcasters.apple.com/support/823-podcast-requirements https://support.google.com/podcast-publishers/answer/9889544?hl=en
Audio Files	WAV, AAC, MP3	48000 Hz, 24-bit, stereo in a Wav format. Full quality master file Audio: 256 kbit/s More information can be found at: https://podcasters.apple.com/support/893-audio-requirements https://artists.spotify.com/help/article/audio-file-formats



D.14 LOCATION/TRAVEL

No travel is anticipated for this project, as all recording will be done virtually.

D.15 TIMELINES

These ten (10) episodes and completion of a previously recorded episode podcast project are to be completed by the end of March 2023. The contract will run until March 31st 2023. The resulting contract will also include (1) one additional (1) one year option period, as follows:

Option 1: April 1st 2023 - March 31st 2024

D.16 PAYMENT SCHEDULE

This will be a milestone payment contract and IRCC will proceed with the following payments on completion of all following contract steps: Percentage of the contract will be paid at each milestone.

1. Approval of participants and first set of pre interviews (3 episodes) ; 15%
2. Delivery of four audio offline podcast episodes (total of four completed but not final episodes); 25%
3. Delivery of four audio offline podcast episodes (total of eight completed episodes at this milestone) ; 25%
4. Delivery of transcripts for all eight completed episodes so far (including the completion of the episode recorded in 2021-22) ; 20%
5. Delivery of final two audio and two transcripts for the remaining episodes; 15%

Note: The work will be considered complete when it has been accepted and approved by the Project Authority.

D.17 DIVERSITY

IRCC is committed to making our Department more inclusive for everyone and fostering an equitable workplace culture that values diversity and creates an environment that is welcoming and rewarding for all. We encourage the businesses that work with us to reflect these values. More information can be found at:

<https://www.canada.ca/en/government/publicservice/wellness-inclusion-diversity-public-service/diversity-inclusion-public-service2.html>



APPENDIX “E”, BASIS OF PAYMENT

During the period of the contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included and applicable taxes are extra.

E1. Initial Contract Period - Milestones Schedule:

Milestone	Description	Schedule	Payment Percentage	Payment value
1	Approval of participants and first set of pre interviews (3 episodes)	Fall-Winter 2022	15%	To be completed at contract award
2	Delivery of four audio offline podcast episodes (total of four completed but not final episodes)	Fall-Winter 2022-2023	25%	To be completed at contract award
3	Delivery of four audio offline podcast episodes (total of eight completed episodes at this milestone)	Winter 2023	25%	To be completed at contract award
4	Delivery of transcripts for all eight completed episodes so far (including the completion of the episode recorded in 2021-22)	February 2023	20%	To be completed at contract award
5	Completion of the project and receipt of all deliverables	March 31 st , 2023	15%	To be completed at contract award
Total				

E.2 First Option Period

FIRST OPTION PERIOD: From April 01st 2023 to March 31st 2024	
	All-inclusive unit price per Remote podcast recording
Optional additional remote podcast episode recording not covered by Appendix “D” Statement of Work	To be completed at contract award



APPENDIX “F”, VENDOR INFORMATION AND AUTHORIZATION FORM

Vendor Name and Address

Legal Status (incorporated, registered, etc.)

- Individual (Sole proprietor)
- Privately owned corporation
- Joint Venture or Corporate entity
- Other (specify): _____

GST or HST Registration Number and Business Number (Revenue Canada)\

Name and Title of Person authorized to sign on behalf of Vendor

Print Name _____ Title _____

Signature _____ Date _____

Central Point of Contact

The Vendor has designated the following individual as a central point of contact for all matters pertaining to the proposed contract, including the provision of all information that may be requested:

Name and Title _____

Telephone _____ Fax _____

Email _____

Each proposal must include a copy of this page properly completed and signed.



APPENDIX G Podcast episode Demo Fact Sheet EPISODE SAMPLE 1

1. TITLE _____

- a) Client (department/organization); _____
- b) Client contact; _____
- c) Date of episode production; _____
- d) Client's objective: Describe the strategic thinking behind the creative approach that you developed to respond to your client's objective;
- e) Description and purpose of production: Describe your client's business requirement (including for example whether the intention of the podcast was to be promotional, educational or motivational), challenge, or opportunity of what your firm was hired to do. Include a small description of the episode and its topic(s).
- f) Description of the techniques and creative approach used in the video production to communicate the theme and the message:

The description should provide details to describe how any or all of the following elements were used by your firm as applicable to help communicate the message and to meet the client's objectives for the purpose of the production:

- 1) Sound mix
- 2) Sound quality
- 3) Music
- 4) Content editing

2. Certification

I hereby certify that submitted Sample #1 was recorded and produced remotely by my firm.

Supplier's signature

Date



Podcast episode Demo Fact Sheet EPISODE SAMPLE 2

1. TITLE _____

- a) Client (department/organization); _____
- b) Client contact; _____
- c) Date of episode production; _____
- d) Client's objective: Describe the strategic thinking behind the creative approach that you developed to respond to your client's objective;
- e) Description and purpose of production: Describe your client's business requirement (including for example whether the intention of the podcast was to be promotional, educational or motivational), challenge, or opportunity of what your firm was hired to do. Include a small description of the episode and its topic(s).
- f) Description of the techniques and creative approach used in the video production to communicate the theme and the message:

The description should provide details to describe how any or all of the following elements were used by your firm as applicable to help communicate the message and to meet the client's objectives for the purpose of the production:

- 1) Sound mix
- 2) Sound quality
- 3) Music
- 4) Content editing

2. Certification

I hereby certify that submitted Sample #2 was recorded and produced remotely by my firm.

Supplier's signature

Date



Podcast episode Demo Fact Sheet EPISODE SAMPLE 3

1. TITLE _____

- a) Client (department/organization); _____
- b) Client contact; _____
- c) Date of episode production; _____
- d) Client’s objective: Describe the strategic thinking behind the creative approach that you developed to respond to your client’s objective;
- e) Description and purpose of production: Describe your client’s business requirement (including for example whether the intention of the podcast was to be promotional, educational or motivational), challenge, or opportunity of what your firm was hired to do. Include a small description of the episode and its topic(s).
- f) Description of the techniques and creative approach used in the video production to communicate the theme and the message:

The description should provide details to describe how any or all of the following elements were used by your firm as applicable to help communicate the message and to meet the client’s objectives for the purpose of the production:

- 1) Sound mix
- 2) Sound quality
- 3) Music
- 4) Content editing

2. Certification

I hereby certify that submitted Sample #3 was recorded and produced remotely by my firm.

Supplier’s signature

Date