



REQUEST FOR PROPOSAL (RFP)

FOR

**Natural Sciences and Engineering Research Council of Canada
(NSERC)**

&

**Social Sciences and Humanities Research Council of Canada
(SSHRC)**

RFP NS23-19798

You are invited to submit a proposal to the location specified below for the services detailed herein as follows:

Proposal Closing Date and Time:	Monday February 27, 2023 at 2:00PM Eastern Daylight Saving Time (EDT)
Submit Proposals to:	Lisa Lacasse Natural Sciences and Engineering Research Council of Canada / Social Sciences and Humanities Research Council of Canada Tenders@NSERC-CRSNG.GC.CA
Enquiries regarding this RFP must be directed to:	Tenders@NSERC-CRSNG.GC.CA

To be considered, proposals must be received by the Closing Date and Time.



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There are no security requirements

1.2 Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clause.

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.

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](#) 2022-03-29 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

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

Delete: 60 days

Insert: 180 days

- a) Bids are to be delivered to The Natural Sciences and Engineering Research Council by email to Tenders@nserc-crsng.gc.ca Solicitation #NS23-19730 by the time and date specified on the covering email.
- b) Bids must Not be sent directly to the Contracting Authority. Bids sent to the Contracting Authority will not be considered.

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



2.3 Former Public Servant

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: 2019-01](#) 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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **two (2) calendar days** 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.

2.5 Applicable Laws

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

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



2.6 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

Canada requests that bidders provide their bid in separate documents as follows:

Section I: Technical Bid (electronically by email to Tenders@nserc-crsng.gc.ca);

Section II: Financial Bid (electronically by email to Tenders@nserc-crsng.gc.ca);

Section III: Certifications (electronically by email to Tenders@nserc-crsng.gc.ca).

Prices must appear in the financial bid only. Prices must NOT be indicated in any other section of the bid. Bidders who provide financial information in the technical proposal may be disqualified.

Bids are to be delivered to The Natural Sciences and Engineering Research Council by Email to Tenders@nserc-crsng.gc.ca Solicitation # NS19798 by the time and date specified in the covering e-mail.

- a. **Canada's Policy on Green Procurement:** In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process. See the Policy on Green Procurement (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>).

3.1 Bid Preparation Instructions

- a) Bids must be delivered to The Natural Sciences and Engineering Research Council by Email to Tenders@nserc-crsng.gc.ca Solicitation # NS23-19730 by the time and as indicated on page 1 of the solicitation.
- b) Bids must NOT be sent directly to the Contracting Authority. Bids sent directly to the Contracting Authority will not be considered.
- c) Due to the nature of the bid solicitation, bids transmitted by facsimile or by mail will not be accepted.

Canada requests that the Bidder submits its bid in separately bound sections as follows:

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



If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through CPC Connect service, the wording of the electronic copy provided through CPC Connect service will have priority over the wording of the other copies.

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.

Section III: Financial Bid

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

Section IV: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including "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

At bid closing, the Bidder must comply with the following Mandatory Requirements and provide the necessary documentation to support compliance. Any proposal failing to meet the following Mandatory Requirements will be deemed non-responsive and will be given no further consideration. Each requirement should be addressed separately.

4.1.1.2 Point Rated Technical Criteria

Bids which meet all the mandatory requirements will be evaluated and scored as specified in the tables inserted below. Proposals **must** achieve an overall score of at least 70% of the Rated Requirements to be assessed as responsive under the Rated Requirements Section; proposals not meeting the minimum overall percentage will be deemed non-responsive and given no further consideration.

Only those Proposals which are compliant with all of the Mandatory Requirements and then achieve (or exceed) the overall minimum percentage for the Rated Requirements will be further considered.

Project Summaries **MUST** include as a minimum:

- Name of client organization and project name;
- Name and contact information of project reference
- Description of the scope and objective of the project;
- Duration of the project (from-to dates in month/year
- Description of tasks and responsibilities of the Proposed Resource in the project;



M1	<p>Customizable Livestreaming Platform</p> <p>The bidder must identify the virtual bilingual livestreaming platform they will be using for the delivery of the virtual events. The bidder must specify that the platform can accommodate the full duration of the virtual events and that platform is WCAG-2 compliant and can integrate the following:</p> <ul style="list-style-type: none"> • advance registration • toggleable simultaneous interpretation (English/French/sign language) • toggleable closed captioning services.
M2	<p>The Bidder must demonstrate they can provide live in-event technical support for speakers/organizers and attendees of virtual events and have done so within the last (2) two years</p>

4.2 Basis of Selection

1. To be declared responsive, a bid must:
 - a) comply with all the requirements of the bid solicitation; and
 - b) meet all mandatory technical evaluation criteria;
 - c) obtain the required minimum of **56 points overall** for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.
2. Bids not meeting (a) (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The Technical and Financial proposals will initially be scored separately. The Overall Resource Score will be determined by combining the Bidder's Technical Proposal Score for each Proposed Resource and Financial Proposal Score for each Proposed Resource in accordance with the following weights:

Bidder's Technical Proposal	=	70%
Bidder's Financial Proposal	=	30%
Overall Proposal	=	100%

Bids that satisfy all of the mandatory technical criteria specified above will be further evaluated and scored in accordance with the point rated technical criteria specified below.

A bid must obtain an overall score totalling at least 56 of the maximum points possible for all of the point-rated technical criteria specified below to be deemed responsive.



In order to substantiate experience of the proposed resource, Bidders must provide project summaries for each of the criteria.

Project Summaries **MUST** include as a minimum:

- Name of client organization and project name;
- Name and contact information of project reference
- Description of the scope and objective of the project;
- Duration of the project (from-to dates in month/year)
- Description of tasks and responsibilities of the Bidder in the project.

R1	<p>The Bidder should clearly demonstrate experience providing virtual event production services delivered through a customizable livestreaming platform to host virtual events that is WCAG-2 compliant and integrates advance registration, toggleable simultaneous interpretation (English/French/sign language) and toggleable closed captioning services within the last (2) two years</p> <p>SCORING: 1-2 projects = 10 points 3-5 projects = 20 points 5-10 projects = 30 points More than 10 = 40 points</p>	<i>(max 40 points)</i>
R2	<p>The Bidder should clearly demonstrate experience providing live in-event technical support for speakers/organizers and attendees of virtual events within the last (2) two years</p> <p>SCORING: 1-2 projects = 10 points 3-5 projects = 20 points 5-10 projects = 30 points More than 10 = 40 points</p> <p>Provide a minimum of two references for project examples, including the name and current telephone number or email address of those who can verify the proposed technical support capabilities.</p>	<i>(max 40 points)</i>
R3	<p>The Bidder should clearly demonstrate experience providing virtual event production services to either Government or Public Sector Organizations</p> <p>SCORING: 5 points for each example</p>	<i>(max 20 points)</i>
		Total: 100 points



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.

5.1.2 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.



5.1.3 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.

5.1.4 Integrity Provisions – Required Documentation

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

5.1.5 Federal Contractors Program for Employment Equity - Bid Certification

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

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

Delete this title and the following sentence at contract award

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 There is no security requirement applicable to the Contract.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A

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

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

Insert one of the following general conditions for the resulting contract.

2010A 2022-12-01, General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

6.4 Requirement

- (a) _____ (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.
- (b) **Client:** Under the Contract, the "**Client**" is The Natural Sciences and Engineering Research Council of Canada / The Social Sciences and Humanities Research Council of Canada.
- (c) **Reorganization of Client:** The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.
- (d) **Defined Terms:** Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.



6.4.1 Task Authorization

- (a) **As-and-when-requested Task Authorizations:** The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.

Task Authorization Process:

1. The Contracting Authority will provide the Contractor with a description of the task using the "Task Authorization Form specified in Annex D.
 2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
 3. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.
- (b) **Consolidation of TA's for Administrative Purposes:** The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TA's for administrative purposes.

6.4.2 Minimum Work Guarantee

- (a) In this clause,
- (i) **"Maximum Contract Value"** means the amount specified in the **"Limitation of Expenditure"** clause set out in the Contract; and
 - (ii) **"Minimum Contract Value"** means 5%(excluding Applicable Taxes).
- (b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- (c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
- (d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract
- (i) for default;
 - (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or
 - (iii) for convenience within ten business days of Contract award.



6.5 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.

6.5.1 General Conditions

[2010B](#) 2022-12-01, General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

6.6 Term of Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 4 additional 1-year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

6.6.1 Period of the Contract

The Work is to be performed during the period of contract award to 1 year with additional option to extend

6.6.3 Option to Extend the Contract

- (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year period(s) under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
- (ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Lisa Lacasse
Senior Contracting Advisor
Natural Sciences and Engineering Research Council of Canada
Social Sciences and Humanities Research Council of Canada
Common Administrative Services Directorate
125 Zaida Eddy Private
E-mail: tenders@nserc-crsng.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: **TBD**

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

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

6.5.3 Contractor's Representative-Contractor to Provide with Bid

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

Basis of Payment – Individual Task Authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex B.

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included, and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.



6.7.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$_____ Customs duties are included and Applicable Taxes are extra.

- 1 No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- 2 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,
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.

6.8 Method of Payment - Monthly Payment

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

- (i) 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;
- (ii) all such documents have been verified by Canada; and
- (iii) the Work performed has been accepted by Canada.

6.9 Invoicing Instructions

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. Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;

Payment will only be made upon submission of an invoice to the satisfaction and acceptance of the Project Authority specified herein. Invoices must be submitted on the Contractor's own invoice form and must be prepared to show:

- Company name, address, etc.;



- Business Number (For Incorporated Contractors);
- GST Number or HST Number
- Destination (Client's address);
- Date;
- Contract No;
- Period in which services were rendered;
- TA number

The Contractor will send the invoice electronically, whenever possible, to the following email address: Payables@nserc-crsng.gc.ca. Invoices are only to be sent by mail when electronic submission is not possible¹

6.10 Direct Deposit Initiatives

The Government of Canada is transitioning from cheques to electronic payments, including the use of direct deposit. A direct deposit is a stable, fast, convenient, secure and reliable payment method used by the Receiver General for Canada to make deposits (one-time only payments or regularly occurring payments) directly into a specified bank account on a payment date.

To ensure timely payment, please complete the **Payee and Direct Deposit Enrolment Form**, including your complete mailing address, a valid email address and your banking information for direct deposits. Please scan the completed form and send electronically to Vendors@nserc-crsng.gc.ca . If you prefer to receive a cheque, you will only need to complete part A and C of the form.

For each direct deposit payment, an email is automatically sent to the beneficiary indicating the payment details (invoice number, account/customer number etc.). Cheque stub details are longer provided, due to the elimination of the stub by the Government of Canada

6.11 Certifications and Additional Information

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

6.11.1 Compliance

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

6.12 Applicable Laws

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



6.13 Priority of Documents

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

- a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- b) General Conditions 2010B 2022-12-01 - Professional Services (Medium Complexity)
- c) Annex A Statement of work
- d) Annex B Basis of Payment
- e) the Contractor's bid dated _____

6.14 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".

ANNEX "A"

STATEMENT OF WORK

1.0 TITLE

Virtual event production support for SSHRC and NSERC.

2.0 OBJECTIVE

To obtain comprehensive virtual event production support, including technical and professional support for livestreaming of public events, bilingual (English and French) simultaneous interpretation and closed captioning services on an ad hoc basis for the [Social Sciences and Humanities Research Council](#) (SSHRC) and the [Natural Sciences and Engineering Research Council](#) (NSERC).

3.0 BACKGROUND

SSHRC is the federal research funding agency that promotes and supports research and research training in the humanities and social sciences. Through its Talent, Insight and Connection programs, and through partnerships and collaborations, SSHRC strategically supports world-leading initiatives that reflect a commitment to ensuring a better future for Canada and the world. SSHRC also oversees the delivery of a number of tri-agency programs, including the Canada Research Chairs and other research chairs programs, and the New Frontiers in Research Fund, which supports international, interdisciplinary, fast-breaking and high-risk research.

NSERC is Canada's federal funding agency that promotes research and research training in the natural sciences and engineering. Through its various Discovery and Partnership programs, NSERC funds visionaries, explorers and innovators who are searching for the scientific and technical breakthroughs that will benefit our country. NSERC is Canada's largest supporter of discovery and innovation. NSERC works with universities, colleges, businesses and not-for-profits to remove barriers, develop opportunities and attract new expertise to make Canada's research community thrive.

The SSHRC and NSERC annually hosts a number of public events that are either fully virtual or hybrid in nature (partially live, partially virtual) throughout the year. These may include public talks, awards ceremonies, funding announcements or meetings with stakeholder groups. These events often involve hundreds of participants and feature Parliamentarians, world renown researchers and other dignitaries. Going forward SSHRC and NSERC will increasingly require select events to be delivered in either a fully virtual or hybrid manner – i.e. engaging participants in a live forum and at the same time via livestreaming. It is estimated that SSHRC may host up to 10 events with a virtual component annually and that NSERC may host up to three public events with a virtual component annually.

SSHRC and NSERC are committed to accessibility and inclusion of persons with disabilities as per the [Accessible Canada Act](#) and to delivery of its programs and services in both official languages as per the [Official Languages Act](#). As such, live, virtual and hybrid events hosted by SSHRC and NSERC must be accessible and bilingual.

4.0 SCOPE

SSHRC and NSERC's Communications Divisions require the services of a Canadian supplier who can provide turnkey assistance in producing virtual events. The scope of work involves:



- Provide account management services for event production including advice and guidance on technical components.
- Provide use of an appropriate virtual event customizable livecasting platform (WCAG 2.0 compliant) for use by presenters, which for some events will include participant registration and polling capabilities.
- Create custom-branded bilingual event landing and registration page.
- Lead tech rehearsal with presenters, interpreters and captioners, execute run of show and provide tech support for presenters and attendees
- Provide tech kit to presenters prior to event as needed (e.g. optimal microphones and other AV equipment).
- Integrate video and PowerPoint into presentations as needed
- Integrate motion graphics overlays (such as lower thirds) custom backgrounds and event branding into livestream as needed.
- Provide live in event tech support for the duration of event.
- Produce accessible livestream of event, with toggleable English and French interpretation and live captioning, so as to ensure seamless user experience in both official languages.
- Integrate, as needed, sign-language interpretation to live-stream feed.
- Provide, integrate and support simultaneous interpretation, supplied by accredited professionals in the field, in English and French.
- Provide closed captioning/CART services (live or AI-based), and event transcripts and .srt files in English and in French.
- Provide event recording that SSHRC or NSERC may use to post on its public communications channels (e.g. YouTube, corporate website).

5.0 TASKS

- Meet with the SSHRC or NSERC Communications team to review event plan, including scenario.
- Determine recommended event platform for virtual participants (ensuring public access to the livestream). Note that some events may require virtual streaming to our social media channels, including in some instances separate English and French streams.
- Provide an adequate studio space for the interpreters and captioners, as may be needed, adhering to all COVID-19 safety protocols.
- Create and publish a branded landing page, with graphic elements provided by SSHRC or NSERC, for event (pre-)registration and promotion, and provide the link for use in promoting the event.
- Furnish the equipment required to provide interpretation and live-captioning (CART) services, as needed, over an online conferencing platform including, but not limited to, audio equipment, switchable mics and headsets for the interpreters/captioners, as well as in-booth video monitors with the conference feed, required simultaneous interpretation equipment and a hard-wired internet connection for conference feed.
- Provide a technical rehearsal with host (SSHRC or NSERC Communications), presenters, interpreters and closed captioning suppliers as needed prior to the event.
- Execute virtual run of show during event based on event scenario, integration of event branding, backgrounds, video or PowerPoint presentations, lower-thirds, highlighted speakers and any other pre-determined specifications.
- Provide toggleable interpretation and closed captioning for English and French. Ensure live technical support to event participants and back-up systems in the case of Internet technical failures potentially faced by speakers or interpreters/CART service providers.



6.0 CLIENT SUPPORT

SSHRC & NSERC will collaborate closely with the supplier to ensure successful events. Specifically, SSHRC & NSERC will:

- Provide relevant background material on the event including event plan, invitation, scenario, branding/graphics, speaking notes.
- Coordinate host and presenter/speaker involvement in meetings including dress rehearsals.
- Ensure speakers are using optimal microphones to facilitate simultaneous interpretation and closed captioning.
- Coordinate room rentals, staging and other onsite non-technical event requirements as needed for hybrid events.
- Secure AV services, as needed, for live components of hybrid events and ensure seamless, integrated execution of both live and virtual event components (e.g. webcast technician, webcast kit and/or AV feed sent to virtual event producers).
- Obtain sign-language interpretation services, as needed.
- Add captioning in both languages to final recording.



7.0 DELIVERABLES

For each event:

- Kick off meeting – within one month prior to event
- Dress rehearsal – within one week prior to event
- Event – dates to be determined by SSHRC or NSERC
- Recordings, transcripts and registration page analytics – within two weeks of event

8. CONSTRAINTS

Events may be cancelled or postponed on short notice due to factors outside of SSHRC & NSERC's control.

9. LANGUAGE OF WORK

Language of work is English or French.

10. LOCATION OF WORK

Work will be performed virtually through the use of collaborative digital tools and platforms.

ANNEX "B"

BASIS OF PAYMENT

The prices specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:

- a. All travel and living expenses for 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. The National Capital Act is available on the Justice Website: <http://laws-lois.justice.gc.ca/eng/acts/N-4/>;
- b. Any travel expenses for travel between the Contractor's place of business and required locations within Canada;

The all-inclusive rate specified below is inclusive of overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing, and other operating costs. Accordingly, separate billing of any items related to the routine cost of doing business will not be permitted under the terms of any resulting contract.

	Description	Unit Price	Tax	Extended Price
Virtual Event Services Initial Contract Period-1 year from contract award				
	Virtual Event - Custom Federal package Event Package Includes; <ul style="list-style-type: none"> • 5x Presenters • 1000 Participants • 2 hour event duration • 1x Moderator Orientation Session • 1x Rehearsal Session • Standard Landing and Registration Page • Viewer Support via chat • 90 Day Online Playback Archive 			
	Custom Graphics Package Graphics Package Includes <ul style="list-style-type: none"> - Name Keys/ Lower Thirds - Stingers/wipes - Bugs/Logos - Holding Graphics/Slates - Scoreboard 			
	Media File Delivery (Download) - Audio/Video/Slides <ul style="list-style-type: none"> • Post event recording of audio/video and slides • Audio/Video trimmed to start/end of event • Slides synced to match actual event • Available via download 			



	<ul style="list-style-type: none"> MP4 file format 			
	Special Multi Event Credit			
SI Virtual Services				
	Simultaneous Virtual Interpretation Service Webswitcher Multilingual Streaming Platform Web-based platform, charges per day includes Interpreters training for a half-hour			
	Additional Partner Credit			
Interpreters				
	Accredited Interpreters			
Closed Captioning				
	Closed Captioning and Transcription Closed French and English - To be discussed			
Additional Options				
	Presenter Laptop Kit <ul style="list-style-type: none"> WIN10 PC with HD USB camera, Microphone and Headset Suitable for most cloud based video/webinar services Price includes advanced pre-testing, remote support and return shipping charges Note: Laptops are configured to be accessed remotely when on active Internet connection. Client to provide Internet connection that meets vendor's specs 			
				Sub Total:
				Total (HST 13%):
				Total:



Option Year 1

	Description	Unit Price	Tax	Extended Price
Virtual Event Services Option Year 1				
	<p>Virtual Event - Custom Federal package Event Package Includes;</p> <ul style="list-style-type: none"> • 5x Presenters • 1000 Participants • 2 hour event duration • 1x Moderator Orientation Session • 1x Rehearsal Session • Standard Landing and Registration Page • Viewer Support via chat • 90 Day Online Playback Archive 			
	<p>Custom Graphics Package Graphics Package Includes</p> <ul style="list-style-type: none"> - Name Keys/ Lower Thirds - Stingers/wipes - Bugs/Logos - Holding Graphics/Slates - Scoreboard 			
	<p>Media File Delivery (Download) - Audio/Video/Slides</p> <ul style="list-style-type: none"> • Post event recording of audio/video and slides • Audio/Video trimmed to start/end of event • Slides synced to match actual event • Available via download • MP4 file format 			
	Special Multi Event Credit			
SI Virtual Services				
	<p>Simultaneous Virtual Interpretation Service Webswitcher Multilingual Streaming Platform Web-based platform, charges per day includes Interpreters training for a half-hour</p>			
	Additional Partner Credit			
Interpreters				
	Accredited Interpreters			
Closed Captioning				
	<p>Closed Captioning and Transcription Closed French and English - To be discussed</p>			
Additional Options				



	Presenter Laptop Kit			
	<ul style="list-style-type: none"> WIN10 PC with HD USB camera, Microphone and Headset Suitable for most cloud based video/webinar services Price includes advanced pre-testing, remote support and return shipping charges Note: Laptops are configured to be accessed remotely when on active Internet connection. Client to provide Internet connection that meets vendor's specs 			
Sub Total:				
Total HST13 (HST 13%):				
Total:				

Option Year 2

	Description	Unit Price	Tax	Extended Price
Option Year 2				
	Virtual Event - Custom Federal package Event Package Includes; <ul style="list-style-type: none"> 5x Presenters 1000 Participants 2 hour event duration 1x Moderator Orientation Session 1x Rehearsal Session Standard Landing and Registration Page Viewer Support via chat 90 Day Online Playback Archive 			
	Custom Graphics Package Graphics Package Includes <ul style="list-style-type: none"> - Name Keys/ Lower Thirds - Stingers/wipes - Bugs/Logos - Holding Graphics/Slates - Scoreboard 			
	Media File Delivery (Download) - Audio/Video/Slides <ul style="list-style-type: none"> Post event recording of audio/video and slides Audio/Video trimmed to start/end of event 			



	<ul style="list-style-type: none"> Slides synced to match actual event Available via download MP4 file format 			
	Special Multi Event Credit			
SI Virtual Services				
	Simultaneous Virtual Interpretation Service Webswitcher Multilingual Streaming Platform Web-based platform, charges per day includes Interpreters training for a half-hour			
	Additional Partner Credit			
Interpreters				
	Accredited Interpreters			
Closed Captioning				
	Closed Captioning and Transcription Closed French and English - To be discussed			
Additional Options				
	Presenter Laptop Kit <ul style="list-style-type: none"> WIN10 PC with HD USB camera, Microphone and Headset Suitable for most cloud based video/webinar services Price includes advanced pre-testing, remote support and return shipping charges Note: Laptops are configured to be accessed remotely when on active Internet connection. Client to provide Internet connection that meets vendor's specs 			
				Sub Total:
				Total HST13 (HST 13%):
				Total:



Option Year 3

	Description	Unit Price	Tax	Extended Price
Virtual Event Services Option Year 3				
	<p>Virtual Event - Custom Federal package Event Package Includes;</p> <ul style="list-style-type: none"> • 5x Presenters • 1000 Participants • 2 hour event duration • 1x Moderator Orientation Session • 1x Rehearsal Session • Standard Landing and Registration Page • Viewer Support via chat • 90 Day Online Playback Archive 			
	<p>Custom Graphics Package Graphics Package Includes</p> <ul style="list-style-type: none"> - Name Keys/ Lower Thirds - Stingers/wipes - Bugs/Logos - Holding Graphics/Slates - Scoreboard 			
	<p>Media File Delivery (Download) - Audio/Video/Slides</p> <ul style="list-style-type: none"> • Post event recording of audio/video and slides • Audio/Video trimmed to start/end of event • Slides synced to match actual event • Available via download • MP4 file format 			
	Special Multi Event Credit			
SI Virtual Services				
	<p>Simultaneous Virtual Interpretation Service Webswitcher Multilingual Streaming Platform Web-based platform, charges per day includes Interpreters training for a half-hour</p>			
	Additional Partner Credit			
Interpreters				
	Accredited Interpreters			
Closed Captioning				
	<p>Closed Captioning and Transcription Closed French and English - To be discussed</p>			



Additional Options

	<p>Presenter Laptop Kit</p> <ul style="list-style-type: none"> WIN10 PC with HD USB camera, Microphone and Headset Suitable for most cloud based video/webinar services Price includes advanced pre-testing, remote support and return shipping charges Note: Laptops are configured to be accessed remotely when on active Internet connection. Client to provide Internet connection that meets vendor's specs 			
Sub Total:				
Total HST13 (HST 13%):				
Total:				

Option Year 4

	Description	Unit Price	Tax	Extended Price
Virtual Event Services Option Year 4				
	<p>Virtual Event - Custom Federal package Event Package Includes;</p> <ul style="list-style-type: none"> 5x Presenters 1000 Participants 2 hour event duration 1x Moderator Orientation Session 1x Rehearsal Session Standard Landing and Registration Page Viewer Support via chat 90 Day Online Playback Archive 			
	<p>Custom Graphics Package Graphics Package Includes</p> <ul style="list-style-type: none"> - Name Keys/ Lower Thirds - Stingers/wipes - Bugs/Logos - Holding Graphics/Slates - Scoreboard 			
	<p>Media File Delivery (Download) - Audio/Video/Slides</p> <ul style="list-style-type: none"> Post event recording of audio/video and slides Audio/Video trimmed to start/end of 			



	<ul style="list-style-type: none"> event Slides synced to match actual event Available via download MP4 file format 			
	Special Multi Event Credit			
SI Virtual Services				
	Simultaneous Virtual Interpretation Service Webswitcher Multilingual Streaming Platform Web-based platform, charges per day includes Interpreters training for a half-hour			
	Additional Partner Credit			
Interpreters				
	Accredited Interpreters			
Closed Captioning				
	Closed Captioning and Transcription Closed French and English - To be discussed			
Additional Options				
	Presenter Laptop Kit <ul style="list-style-type: none"> WIN10 PC with HD USB camera, Microphone and Headset Suitable for most cloud based video/webinar services Price includes advanced pre-testing, remote support and return shipping charges Note: Laptops are configured to be accessed remotely when on active Internet connection. Client to provide Internet connection that meets vendor's specs 			
				Sub Total:
				Total HST13 (HST 13%):
				Total: