
CANADIAN HERITAGE
REQUEST FOR STANDING OFFERS

REQUEST NUMBER: 10222520

TITLE OF PROJECT: Technical labour for the setup, operation and removal of the Sound and light technical production infrastructure

REQUEST DATE: January 27, 2023

CLOSING DATE AND TIME: March 10, 2023, 2:00 p.m., EST

ADDRESS ALL ENQUIRIES: Housseynatou Barry
Procurement Specialist
Contracting and Materiel Management Directorate
Canadian Heritage
E-mail: contrats-contracting@pch.gc.ca

The Department of Canadian Heritage (PCH) has a requirement for the above services to be carried out in accordance with the **Statement of Work** attached hereto as **Annex A**. The period of the Standing Offer is from April 1, 2023, to March 31, 2024, with the possibility of extending the period of the standing offer by up to four (4) additional one (1) year option periods, as detailed in the Statement of Work.

If you are interested in undertaking this project, submit your Offer by **2 p.m. EST: March 10, 2023**, by using the following accepted submission method:

Submission via e-mail

PCH will only accept offers by e-mail. Offers transmitted by facsimile or mail to PCH will not be accepted.

The PCH e-mail server cannot accept any e-mail transmission that is 25 MB or plus. It is the responsibility of the Offeror to assure that their complete e-mail offer is delivered to PCH by the specified date and time. Indicate the title of the Request for Standing Offers (RFSO) in the e-mail object, the e-mail address is the following:

Contrats/Contracting (PCH)
contrats-contracting@pch.gc.ca
RFSO: 10222520
Attention: Housseynatou Barry

If due to e-mail or document size issues it is necessary to send documents using more than one e-mail, this is acceptable, but they must be referenced to each other. Offers that arrive after the specified date and time will not be accepted. Offerors are encouraged to keep a confirmation that the e-mail was sent and delivered.

Offerors submitting a proposal are also requested to complete the Offer of Services attached at Annex G.

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PART 1—GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Insurance Requirements, the 942 Call-Up Against a Standing Offer Form, the Mandatory Evaluation Criteria and the Offer of Services Form.

1.2 Summary

The Department of Canadian Heritage (PCH) has a requirement for the provision of services related to the operation of the PCH Technical infrastructure designed for the Summer Sound and Light show presented nightly in the summer on Parliament Hill. The requirement also includes the presentation of the Winter Lights show scheduled to run in December and January. This requirement also covers for other potential events and deployments that will make use of PCH technical infrastructure for these two shows.

The work described herein covers the pre- and post-seasons as well as all aspects of the daily presentation of the multimedia shows.

The Contractor may also be called upon to execute different tasks to aid in the delivery of the PCH mandate. These tasks will always be linked to the deployment and operation of the multimedia show infrastructure. The Contractor will have expertise in the operation of these systems and equipment and as such it is important to be able to deploy these systems in a safe and efficient manner without compromising the main

programs for which this equipment is dedicated to, those being the Summer Sound and Light Show and the Winter lights show.

PCH is seeking outside suppliers to provide technical labour for the setup, operation and removal of the Sound and Light technical production infrastructure. This Request for Standing Offer invites suppliers to submit offers for the work specified in this document. Offers will be evaluated and one (1) Standing Offer will be issued as a result of this process.

The period of the Standing Offer is from April 1, 2023, to March 31, 2024, with four (4) optional periods of 12 months each.

The requirement is subject to the Canadian Free Trade Agreement (CFTA).

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6—Security, Financial and Insurance Requirements, and Part 7—Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

1.5 Other information

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$26,400 for goods and \$105,700 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services or to determine if your concerns are within the Ombudsman's mandate, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

PART 2—OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2022-12-01) Standard Instructions—Request for Standing Offers—Goods or Services—Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2.2 Submission of Offers

The Department of Canadian Heritage (PCH) will only accept offers by e-mail at contrats-contracting@pch.gc.ca. Offers transmitted by facsimile or mail to PCH will not be accepted.

Offers must only be submitted by e-mail by the date and time to the e-mail address indicated on page 1 of the RFSO.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, Offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES** () **NO** ()

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror’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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** () **NO** ()

If so, the Offeror 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—Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors 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 Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the

enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 Offerors.

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential Offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages Offerors 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) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

2.7 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation (contrats-contracting@pch.gc.ca and Housseynatou.barry@pch.gc.ca). Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven (7) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3—OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

The Department of Canadian Heritage (PCH) will exceptionally only accept offers by e-mail at contrats-contracting@pch.gc.ca. Offers transmitted by facsimile or mail to PCH will **not** be accepted.

The PCH e-mail server cannot accept any e-mail transmission that is 25 MB or more. It is the responsibility of the Offeror to assure that their complete e-mail offer be delivered to PCH by the specified date and time. If due to e-mail or document size issues it is necessary to send documents using more than one e-mail, this is acceptable, but they must be referenced to each other. Offers that arrive after the specified date and time will not be accepted.

The Offer must be gathered per section and separated as follows:

- Section I: Technical Offer
- Section II: Financial Offer
- Section III: Certifications
- Section IV: Additional Information

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Basis of Payment detailed in Annex B, Basis of Payment.

Section III: Certifications

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

Section IV: Additional Information

In section 4 of their offer, the Offerors must provide:

1. The Offer of Services attached at Annex G duly filled out and signed.
2. The required insurance requirements, as explained at Part 6—Security, Financial and Insurance Requirements.

PART 4—EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Mandatory Technical Criteria

Mandatory technical criteria are included in Annex F Mandatory Evaluation Criteria.

4.1.2 Financial Evaluation

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

The Offeror must identify prices and rates in accordance with the Annex B Basis of Payment.

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

4.3 Internal Approvals

Bidders should note that all contracts are subject to the Department of Canadian Heritage's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Notwithstanding that a bidder may have been recommended for Contract award, issuance of any contract will be contingent upon internal approval. If such approval is not given, no contract will be awarded.

PART 5—CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions—Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all Offerors must provide with their offer, **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.

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer non-responsive.

5.2.1 Integrity Provisions—Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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 an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.3.1 Status and Availability of Resources

The Offeror certifies that, should a standing offer be issued to them as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

5.3.2 Education and Experience

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

PART 6—SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A—Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A—Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, Offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Insurance Requirements

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

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

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

PART 7—STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

The Offeror offers to perform the Work in accordance with the Statement of Work at Annex A.

7.2 Security Requirements

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

1. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **SITE ACCESS CLEARANCE**, granted or approved by PCH.
2. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of PCH.
3. The Contractor/Offeror must comply with the provisions of the Security Requirements Check List and security guide (if applicable), attached at Annex C.

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

[2005](#) (2022-12-01) General Conditions—Standing Offers—Goods or Services, apply to and form part of the Standing Offer.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from April 1, 2023, to March 31, 2024.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for up to four (4) additional one (1) year periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the standing offer.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Housseynatou Barry or designated representative
Procurement Specialist
Contracting and Materiel Management Directorate, Canadian Heritage

E-mail: contrats-contracting@pch.gc.ca

Telephone: (519) 317-6451

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, they are responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority

The Project Authority for the Standing Offer is:

[Will be identified at time of issuance of the Standing Offer.](#)

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative

[Will be identified at time of issuance of the Standing Offer.](#)

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is Canadian Heritage.

7.8 Call-up Procedures

- a) Each call-up results in a separate contract between Canada and the Offeror.

- b) The Offeror acknowledges that no costs incurred before the receipt of a signed call-up can be charged to this Standing Offer or any call-ups made against it.
- c) The Offeror acknowledges and agrees that the terms and conditions set out in the Resulting Contract Clauses that form part of this Standing Offer apply to every call-up made under this SO.
- d) Only authorized call-ups are to be accepted. The Offeror agrees only to perform individual call-ups made by an authorized representative of Canada under this Standing Offer outlined below.

7.9 Call-up Instrument

The work will be authorized or confirmed by Canadian Heritage using form 942—Call up Against a Standing offer (Form attached at Annex E).

Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.

7.10 Non-Standing Offer Items

For non-standing offer items, the Identified User may incorporate a total of 25% of the value of the call-up or \$40,000.00 (the lesser of the two) of non-standing offer items in the call-up against a standing offer (including applicable taxes).

7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ _____ (to be inserted at the time of issuance of the Standing Offer) (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2022-12-01), General Conditions—Standing Offers—Goods or Services;
- d) the general conditions 2010C (2022-12-01), General Conditions—services (medium complexity);
- e) Annex A, Statement of Work;

- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Insurance Requirements;
- i) the Offeror's offer dated _____ (to be inserted at the time of issuance of the Standing Offer).

7.13 Certifications and Additional Information

7.13.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.14 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

7.3 Term of Contract

7.3.1 Period of the Contract

The period of the Contract will be identified in each individual call-up against the Standing Offer.

7.4 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.5 Payment

7.5.1 Basis of Payment

The Contractor will be paid firm hourly rates as specified in Annex B of the resulting call-up against the Standing Offer, for work performed in accordance with the Contract. Customs duties are included, and Applicable Taxes are extra.

7.5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under any resultant call-up will not exceed the total price specified in the call-up. Customs duties are included and Applicable Taxes are extra.
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% committed, or
 - b. four 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.

7.5.3 Methods of Payment—Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice 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 performed has been accepted by Canada.

7.5.4 Electronic Payment of Invoices—Call-up

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s): Direct Deposit (Domestic and International).

7.6 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.

The original must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.

7.7 Insurance—Specific Requirements

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

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

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

7.8 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 cooperate 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](#)."

7.9 Official Languages

The Department is under the obligation to respect the spirit and the letter of the Official Languages Act R.S.1985, C.31 (4th Suppl.). It is therefore imperative that the Contractor when representing the Crown ensures that verbal communications are in the preferred official language of the participants. Written communications will be in the language(s) of the participants and must be submitted to the Project Authority before they are issued. If participants are required to communicate by telephone with the Contractor or his/her representatives, the Contractor must ensure that all persons, including receptionists and other contacts who will be receiving these calls, are bilingual.

7.10 Green Procurement

The Contractor should make every effort to ensure that all documents prepared or delivered under this contract are printed double-sided on Ecologo certified recycled paper or on paper with equivalent post-consumer recycled content, to the extent it is procurable.

It is desirable that the Contractor, in provisioning the Service, procure electronic equipment, such as computer equipment, peripherals and telephony equipment, that meet the most current ENERGY STAR technical specifications for energy efficiency and other environmental specifications such as ISO 14000, WEEE, RoSH, EPEAT and IEEE 1680 standards, without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for GC customers.

It is desirable that the Contractor, in provisioning the Service, procures equipment and implements solutions that minimize the overall energy use without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for GC customers.

It is desirable that the Contractor abide by the guidelines set by the Electronics Product Stewardship Canada's organization for the disposal and recycling of electronic products owned by the Contractor and used to deliver the Service whether this equipment is located on the Contractor's premises or on GC customer premises.

ANNEX A—STATEMENT OF WORK

1. PROJECT TITLE

Technical labour for the setup, operation and removal of the Sound and Light technical production infrastructure.

2. INTRODUCTION

The Department of Canadian Heritage (PCH) has a requirement for the provision of services related to the operation of the PCH Technical infrastructure designed for the Summer Sound and Light show presented nightly in the summer on Parliament Hill.

The requirement also includes the presentation of the Winter Lights show scheduled to run in December and January.

This requirement also covers for other potential events and deployments that will make use of PCH technical infrastructure for these two shows.

2.1 The work involves:

- a) Pre- and post-event preparations, assembly, installation, integration and rehearsals;
- b) The daily setup, operation and tear down of multimedia show;
- c) The setup, operation and tear down of one-off events using parts of the multimedia show infrastructure;
- d) The provisions of necessary technical personnel to conduct these tasks;
- e) Timely maintenance services; and Removal, disassembly, return to PCH storage and cleanup of site and PCH storage areas after each event period.

The work described herein covers the pre- and post-seasons as well as all aspects of the daily presentation of the multimedia shows.

2.1.1 The pre-season includes, but is not limited to, the following:

- a) Preparation of all equipment at the PCH warehouse;
- b) On site setup and testing of all systems;
- c) Integration and rehearsals.

2.1.2 The daily operations include, but are not limited to, the following:

- a) Daily delivery and installation of all temporary equipment;
- b) Daily testing of all systems;
- c) Deployment of moving fixtures and sound systems;
- d) Alignment of projectors;
- e) Operation of the preshow and show presented once per evening.

Summer show start times are currently 10:00 p.m. in July, 9:30 p.m. for the month of August, and 9:00 p.m. for the remainder of the season (start times subject to change at the discretion of PCH).

This work description is the same for the Winter lights show, however, hours of operation will be different. The Winter lights show makes use of the same basic infrastructure. It does, however, use some different equipment due to the scope of the deployment. The Winter lights show is presented in a loop from 5:30 p.m. to 11 p.m., nightly.

The Contractor may also be called upon to execute different tasks to aid in the delivery of the PCH mandate. These tasks will always be linked to the deployment and operation of the multimedia show infrastructure. The Contractor will have expertise in the operation of these systems and equipment and as such it is important to be able to deploy these systems in a safe and efficient manner without compromising the main programs for which this equipment is dedicated to, those being the Summer Sound and Light Show and the Winter lights show.

3. ROLES AND RESPONSIBILITIES

3.1. Contractor's Responsibilities

The Contractor must participate in developing, planning and carrying out the activities described in this Statement of Work. The Contractor must work in collaboration with and under the direction of the individual(s) appointed by PCH (see PCH's Responsibilities). See Appendix 1 to Annex A for a complete overview of the multimedia system and operational procedures.

The Contractor must:

- a) Deliver, install, maintain, operate, dismantle and transport sound, lighting, projection and other equipment indicated in Appendix 1 to Annex A.
- b) Supply all qualified technical personnel required to deliver, install, maintain, operate, dismantle and transport the equipment in accordance with the typical schedule established by PCH in Appendix 3 to Annex A.
- c) Transport, install, maintain and dismantle all other infrastructure required for site logistics, public and staff health and safety (signage, barricades, cable mats, chairs, etc.) as part of the daily routine of the presentation;
- d) Supply a vehicle (minimum towing capacity of 10,000 lb, in good working order and less than 10 years old) equipped with a Class V trailer hitch and 2–5/16 " ball to haul PCH's equipment in car hauler trailers provided by PCH.
- e) Perform pre-show preparations, which includes but are not limited to, address fixtures, verify and install gobos, install hydraulic lifts, install enclosures, install lighting fixtures in enclosures, install projectors in enclosures, install projectors in video trailer, install equipment in trailers, prepare cable looms, install speakers and install equipment on Parliament Hill.
- f) Ensure that all equipment is functional and that it is maintained throughout the event, including performing basic repairs that may be required such as: replacing cables, connectors, fixtures, gobos, etc.;
- g) Inform PCH in writing, using the show report form (see Appendix 4 to Annex A) of any piece of equipment that requires further work beyond the requirements of this Statement of work. This will cover any diagnostics and repairs that require manufacturer certification to complete or when the facilities on site or within PCH are not sufficient to diagnose and repair the equipment. Any electrical work that requires an electrician shall also be identified through this form;

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- h) Review and confirm the work schedule for the Contractor's team to execute the work, in compliance with requirements established by PCH and based on the schedule furnished by PCH one (1) month prior to the beginning of the pre-season;
 - i) Supervise its employees and/or subcontractors;
 - j) Provide all required training and certification to the Contractor's staff, as described in Appendix 2 to Annex A, needed to properly perform all tasks and duties in this Statement of work;
 - k) Fill out a show report form following each performance (see Appendix 4 to Annex A for example) and send it via e-mail nightly at the conclusion of all activities. An internet connection is provided in the control room;
 - l) Make every effort to ensure that shows are presented with consistent high quality that is standard throughout the entire run. This includes, but is not limited to, maintaining the consistency in all lighting cues and fixing cues when incorrect, maintain the projection raster as established in the pre-season, correct any errors to the raster on a nightly basis and maintain all audio levels;
 - m) Ensure that all mandated and legislated safety guidelines are adhered to and promote a safe workplace for the public and for the crew. As a basic requirement, all tripping hazards, of any length of time, must be marked with traffic cones supplied by PCH. Any manholes or cavities that are open, for any duration, must be delineated with manhole fencing provided by PCH;
 - n) Handle PCH equipment with care to minimize daily deployment impact on all equipment, including trailers;
 - o) Report all incidents. Those involving the public shall immediately be reported by staff to the Crew Leader who, upon gathering all the required information, and taking the appropriate actions, will then notify the on-call PCH representative. The Crew Leader will be expected to deal directly with the person or persons involved in the incident and to take note of the name, contact information, time and place and the nature of the incident. Should a Security force be involved, the Crew Leader shall obtain the report number and officer's name. This information shall be transmitted via e-mail to the PCH on-call representative as soon as possible. In the event a PCH representative is on-site, he/she will need to be notified immediately and will take over;
 - p) Work in a cooperative manner with PCH guides or other personnel who are on-site during show nights and whose roles are to greet and interact with members of the public;
 - q) Identify and implement any measures which may be necessary to protect the safety of the public and the technicians. The Contractor shall comply with the Ontario Occupational Health and Safety Act and/or the Canada Labour Code and/or any other jurisdictional mandated legislation. When federal, provincial and municipal provisions treat the same provision differently, the Contractor shall comply with the most rigorous provision;
 - r) Provide Personal Protective Equipment (PPE) to its technicians for all related activities, as required by the Ontario Occupational Health and Safety Act, the Canada Labour Code, any other jurisdictional mandated legislation and by the manufacturers' instructions for the maintenance of any equipment. This includes, but is not limited to, PPE for bulb changing, fog fluid changing, working at height and working inside a construction zone;
 - s) Provide a site safety assessment, including proposed mitigating measures. A preliminary assessment is to be detailed with the PCH Technical Authority prior to arrival on-site when a site plan is available and once on-site when not available. A secondary assessment is to be conducted once deployment has commenced and should be ongoing by the Crew Leaders throughout the event process. This

assessment is for the safety of the Contractor staff, PCH staff, other Contractors as well as the general public and people with business within the area of deployment.

- t) Ensure that there are no extra costs to PCH for water supply. There is access to potable water on site, within a reasonable distance. PCH can supply a water dispenser if the Contractor wants a closer supply. The Contractor is responsible for the supply of water bottles for said dispenser at no extra cost to PCH.

3.2. PCH's Responsibilities

PCH is responsible for the production and management of all multimedia shows and other uses of the infrastructure.

PCH will:

- a) Maintain constant liaison with the Contractor to establish and revise procedures to enable the latter to complete the work;
- b) Supply the required technical equipment and infrastructure in good working condition;
- c) Supply safety equipment limited to stanchions, barricades, cones, cable mats, fire extinguishers and signage. As per quantities identified by the Contractor in their site safety assessment;
- d) Provide the Contractor with a revised schedule for each programming season of the show;
- e) Have a representative on call nightly during the show season, who can be reached by phone;
- f) Make the final decision on all technical questions and schedules;
- g) Provide storage areas/secured parking spaces for all equipment and trailers;
- h) Identify a technical coordinator who will be responsible for the following:
 - 1. Managing and coordinating all technical elements of the production;
 - 2. Writing production schedules, including the equipment set-up and dismantling schedule, in collaboration with the Contractor;
 - 3. Ensuring communication between PCH and the various stakeholders;
 - 4. Approving all changes that have an impact on the budget or schedule and that may be beyond the Statement of Work as described in this document;
 - 5. Obtaining the necessary passes and other authorizations (security clearance for site access to Parliament Hill, parking, traffic, etc.);
 - 6. Supervising operations to achieve objectives, quality and safety standards, in compliance with policies established by PCH and the Government of Canada;
 - 7. Acting on the daily equipment and system maintenance and repairs needs based on the show reports. This includes scheduling repairs and fixes to the system or infrastructure;
 - 8. Providing the Contractor with a copy of the operations manual for the multimedia show infrastructure.

4. STAFF SELECTION, TRAINING AND GENERAL GUIDELINES

- 4.1 The proposed staff must meet or exceed the level of experience as stated in Appendix 2 to Annex A and the mandatory requirements in Annex F. The Contractor must submit the names and résumés of all the individuals it is proposing to use for the year ahead for each function. For each resource types except General Technician, up to a maximum of four (4) résumés should be submitted. For the General Technician, up to a maximum of eight (8) résumés should be submitted.

Should new staff be proposed, the Contractor must identify the person they wish to replace and provide the résumé of the proposed replacement. This will enable the Contractor to propose new staff for the required positions and for PCH to evaluate the proposed staff replacements and/or adjustments.

The Contractor must include résumés of all staff that might serve as alternates to cover vacation and sick leave. This will also serve as a requalification system to evaluate proposed resources on an annual basis.

- 4.2 PCH reserves the right to select personnel for certain duties from the roster proposed by the Contractor and the Contractor will have these individuals scheduled for the project.
- 4.3 The Contractor must ensure that staff has received proper training for the operation of the equipment and work practices on Parliament Hill or other sites where shows may be presented.
- 4.4 The Contractor may have access to the equipment for training purposes. Arrangements must be made in advance with the PCH representative. Some pieces of equipment may be unavailable due to maintenance and/or usage by other events.
- 4.5 As required by the Official Languages Act, at least one member of the on-site crew must be bilingual (English and French). The show is presented on Parliament Hill, and it is expected that the crew will occasionally have to interact with and answer questions from the public. Tact, diplomacy and respect are required when dealing with the public. The crew must behave in a professional manner at all times. Horseplay will not be tolerated.
- 4.6 The Contractor must ensure that sufficient personnel with security clearances are scheduled on a daily basis as to not interfere with any project schedules.
- 4.7 Smoking and vaping is permitted only during breaks at the designated area. All by-law regulation must be respected. No cigarette butts will be tolerated near and around the work area. All extinguished smoking materials must be deposited in an appropriate container for disposal. This is subject to change as a result of any new or modified laws that would affect smoking and vaping in public places.
- 4.8 Any and all waste must be deposited in supplied bins (garbage and recyclables). These bins, full or not, will be emptied every Sunday or as required while work is happening on site. The Contractor must dispose of all waste from the Hill at the PCH warehouse facility. Every effort should be made to separate garbage from recyclables. Proper recycling bins and garbage bins and bags will be provided by PCH. If the frequency of emptying must be increased, the Contractor must notify PCH.

5. DRESS CODE

The Contractor must have their team dressed in show blacks with no large logos. PCH must approve on site clothing. A shirt sample with logo size and placement will be requested for approval one month prior to the start of on-site activities at Parliament Hill. Ripped or stained pants, hems and shorts will not be tolerated. Staff should have spare clothing on site. The Contractor must provide the appropriate clothing for its staff. In the case of protocol events (2–3 times per season), all staff must wear clean black clothing with no apparent logo.

6. OCCUPATIONAL HEALTH AND SAFETY

- 6.1 Sites on which the work is to be performed can be considered “construction sites” pursuant to federal, provincial, municipal and site regulations. The Contractor is always subject to federal, provincial and municipal laws. The Contractor shall comply with the most rigorous provision.
- 6.2 The Contractor will be responsible for all costs resulting from its compliance with federal, provincial and municipal laws and regulations regarding occupational health and safety (including occupational health and safety in the construction industry).
- 6.3 All individuals on the Contractor’s roster will be required to wear protective, CSA approved footwear when performing duties related to this Statement of Work. No exceptions will be made. Individuals failing to wear proper safety equipment will be sent away until such a time as they return with the proper protective equipment for the work at hand.
- 6.4 High-visibility safety apparel (ex: safety vest) need to be worn during setup and teardown. This also applies to daily deployment and after show teardown. The Contractor is responsible for providing the appropriate apparel.
- 6.5 To comply with the health and safety on Parliament Hill construction site, the Contractor will be responsible to ensure that all staff working on Parliament Hill have a valid “working a heights” and WHIMIS 2015 training. PCH will arrange the PCL/ED Occupational Health and Safety orientation for the needed personnel.
- 6.6 Some working zones are in the PCL/ED construction site. All safety gear, including but not limited to, safety helmet, glasses, vest, gloves, and boots are to be supplied by the contractor.

7. LICENCES AND PERMITS

The Contractor will be responsible for obtaining all permits needed to perform the work and will be required to conform to all applicable municipal, provincial (Ontario) and federal laws. These permits include, but are not limited to, elevating device licence, counterbalance forklift license, valid driver’s permits for all potential drivers, working at heights certification and WHIMIS. Only certified individuals within the Contractor’s roster will be permitted to do work which requires a licence, certification, or permit.

8. PARKING AND VEHICLES

Parking is not provided on any event site. The only vehicle allowed to access the sites is the truck used to transport the trailers and or the equipment. For access to Parliament Hill, the Contractor will be required to provide vehicle information (make, model and license plate number) to PCH at least 10 working days before the beginning of the work to process security clearance. The truck used will be assigned a parking space

on or near the Hill during the work. Overnight parking is available at the PCH warehouse during the operation period. Parking is at the contractor's risk, PCH is not liable for any accidents, damages or loss. It will be the Contractor's responsibility to find a parking location for its vehicle during "non-show" times.

Equipment trailers are parked less than 5 km away from Parliament Hill. The Contractor will be given the exact location. During pre-season, trailers are taken back to the PCH warehouse on a nightly basis, a 5 km distance from the show site. In the event of a location change, the contractor will be compensated for any mileage above the set daily limit of 60 km;

It is the responsibility of the driver to make sure that trailer loads are secured, that all tongue locks are installed on PCH trailers when parking them for the night, that all wheel chocks are installed and that all doors on the trailers are locked.

APPENDIX 1 TO ANNEX A—MULTIMEDIA SYSTEM AND OPERATIONAL PROCEDURES

1. SHOW SYSTEMS AND INFRASTRUCTURE

The show infrastructure is composed of a mix of different technologies such as moving lights, video projection, automated show control and multi-channel audio playback. A part of the equipment used is being installed on and removed from Parliament Hill on a 'daily basis'. All playback equipment is slaved to time code via the Medialon show control.

The following is a full equipment inventory for Multimedia Shows

1.1. Lighting

- 16 Clay Paky Alpha 800
- 16 Clay Paky Aleda B-Eye K20
- 36 Chauvet, Colorado solo
- 26 Chauvet, Colorado 2 Quad Zoom
- 18 SGM P-6
- 10 DTS, Delta 12 FC
- 8 Clay Paky Super Sharpy
- 12 Clay Paky Sharpie Wash
- 9 Robe Mega Pointe
- 4 Robe Pointe
- 8 Tempest Tornado Enclosures
- 4 Tempest Thunder Enclosures
- 16 Clay Paky Igloo Enclosures
- 2 Custom environmentally controlled lighting enclosures

Programming and control through MA2 and MA2 on PC for operations sitting on a Pathway DMX network.

1.2. Video

- 15 Christie Digital HD 20K projectors with lenses
- 10 custom playback computers with quad video outputs
- 2 custom production computers for control of playback computers
- Playback management through Dataton Watchout 6
- Show control through Medialon Show control
- Redundant Video Matrix switching by Lightware
- Video signal distribution via Lightware fiber optic
- 12 Tempest Environmental Enclosures

1.3. Audio

- 3 Meyer M3D Subwoofer
- 10 Meyer Lyon
- 4 Meyer M1D

Optocore fibre network signal distribution system

Meyer Galileo and Callisto signal processing

Playback through Digital Performer 8 and Qlabon Mac

1.4. Special FX

Laser Quantum RGB laser, 30 watts, Control and calibration through Pangolin Show Designer 2000

Smoke Machines, 2 MDG single with no CO2 propellant, and 9 Chauvet Visuvio II

1.5. Other infrastructure

- 6 Hydraulic Platforms for speakers
- 2 SL-12 lifts

1.6. Interactive Projection Trailer

The projection trailer is equipped with Theatrixx controllers and 8 mm xVision video tiles on three sides to create a continuous screen around the sides and back of the video trailer. The video screen is also used to present interactive games prior to the show. The games are run on computers running Touch Designer software housed in the trailer and make use of a camera and Microsoft Kinect per side. The trailer also houses 3 HD20 K projectors (Peace Tower), the laser system, 2 MDG single smoke machines, monitoring cameras, as well as the 4 Meyer M1D and 6 SGM P-6 on the roof. The Interactive projection trailer is deployed nightly for the summer Sound and Light Show. A standalone projection trailer housing 3 HD20K projectors and monitoring cameras is used for the winter show.

1.7. Technical Equipment Addition and Substitution

Note that all the equipment listed above could be updated to accommodate technical design updates and changes to the show content. New equipment can be added or substituted on the present list. The Department of Canadian Heritage (PCH) will inform the Contractor as the information is available and confirmed.

2. SUMMARY OF OPERATIONS

2.1. Pre-Production

During this period, the equipment is tested, installed and transported in trailers at the PCH warehouse in Ottawa and set-up on site. Programming and dry runs of the show are performed on Parliament Hill to ensure that all equipment and infrastructure (communication cables, Parliament Hill permanent lighting system, etc.) are working properly. Staff must obtain the Site Access Clearance prior to the start of this phase to access PCH installations and/or Parliament Hill site. During this period, the Contractor must:

- a) Train specialized personnel on the proper use and care of PCH equipment;
- b) Perform a pre and postseason maintenance, site inspection, inspection of the systems, test of all

equipment, adjustments and optimization of the equipment;

- c) Supply staff for the installation of all the equipment inside the trailers;
- d) Inspect trailers for defective items such as, and not limited to: all lights, connectors and cables, locks, jacks, doors, hinges, and report any defects to PCH technical coordinator for rectification;
- e) Transport trailers to and from Parliament Hill for testing on a daily basis;
- f) Install all the equipment inside the control room on Parliament Hill;
- g) Inspect, test and repair all the equipment on Parliament Hill, including but not limited to architectural lighting used for the show (in collaboration with PCH and PSPC (Public Services and Procurement Canada));
- h) Participate in two (2) to four (4) production meetings with PCH S&L (Sound and Light) team.

2.2. Programming And Dress Rehearsal

The programming and dress rehearsal period is usually up to one week. All daily deployed show equipment is installed on and removed from the Hill every night, as would happen during regular operations. The show and preshow are run several times to test all systems, to adjust cues and do minor modifications if needed. After this test period, the equipment is returned to the PCH warehouse and stored until the show operation is launched.

2.3. Show Operations

Typical show operations are outlined below and are subject to adjustment based on actual requirements. During this period, the Contractor must:

- a) Transport equipment trailers from the PCH warehouse, presently located at 84 Bayview Station Road in Ottawa to Parliament Hill (about 5 km). An alternate parking site for the equipment trailers may be available closer to site;
- b) Position, install, and connect all equipment prior to the show;
- c) Power-up all systems;
- d) Deploy and test audio systems;
- e) Test communication links (DMX, camera, time code, laser, etc.);
- f) Ensure that all systems are working properly, including the Parliament Building's architectural lighting;
- g) Deploy lights;
- h) Check fog fluid levels;
- i) Power-up, and focus video projectors;
- j) Re-adjust moving lights positions and palettes;
- k) Run pre-show music and announcements;
- l) Troubleshoot and do minor repair work on equipment as required;
- m) Fill out inspections, maintenance and repair logs for equipment;
- n) Report any equipment needing further repair to PCH on-call representative through the daily show report;
- o) Run the show;
- p) Dismantle, store in trailers and return all equipment to PCH warehouse, or alternate parking after the

show;

- q) Fill out daily show report stating, but not limited to, weather, attendance, hours worked, issues with equipment, spectator comments, etc.;
- r) Perform preventive maintenance on equipment;
- s) Perform a visual inspection of all equipment on a weekly basis;
- t) Perform the weekly tasks;
- u) Keep the site and production areas clean on a daily basis.

2.4. Tasks To Be Performed on A Weekly Basis

The Contractor's Crew Leader is responsible for deploying the proper staff for scheduled tasks. Typically, the staff involved in a specific task should be the one to complete it, unless time or other issues prevent them from completing the task. In these cases, another member of the team will complete the task and any possible tasks not completed on the scheduled day shall be completed the following day. Spot checks will be performed by the on-call coordinator to ensure these tasks are performed properly and on schedule. In the event of a show cancellation, every effort will be made by the Contractor to complete the scheduled tasks within 2 days to get back on schedule. In the event that a scheduled task can be performed by the technician on call for a cancellation, the on-call tech is expected to complete the task that evening.

- a) Day 1: Housekeeping catwalk and back access, lift inspection, stanchion's inspection and repair
- b) Day 2: Inspect and clean lighting and projector enclosures, including fixtures and projectors. Vacuum all filters
- c) Day 3: Roof inspection. Special effects and loom inspection and maintenance.
- d) Day 4: Inventory of consumables and tools, inspect and clean all trailers, in and out.
- e) Day 5: Vacuum and clean control room equipment and space, Empty and clean garbage.

2.5. Post-Production

Following the last show, the Contractor must:

- a) Return all equipment to PCH warehouse for storage;
- b) Remove equipment from trailers;
- c) Remove all equipment from the video trailer;
- d) Clean, test and store all equipment in proper cases;
- e) Remove and replace gobos from moving lights;
- f) Clean work site on Parliament Hill and PCH warehouse;
- g) Supply PCH with an end-of-season list of deficiencies and possible improvements;
- h) Support with Repair and Maintenance of the equipment;
- i) Attend a season debriefing meeting with PCH S&L (Sound and Light) show team.

APPENDIX 2 TO ANNEX A—FUNCTIONS DESCRIPTION

1. CL – Crew Leader

This position requires one (1) person per evening during the show season, but a minimum of two (2) are required for the duration of the Standing Offer to allow for rest time or substitutions, should substitutions be needed. It is expected that the Crew Leader will not work more than 5 days in a row.

The Crew Leader must manage the team on-site and see that all elements for the operation of the shows are in place and working. They must ensure that all phases of the production and site operations run smoothly. The Crew Leader must assist the crew during all parts of the daily setup.

These persons must also act as the main technicians, and therefore must be familiar with all the equipment used and have an excellent technical knowledge for troubleshooting and solving systems and equipment issues.

The required services and abilities required for this position may include, but are not limited to, the following:

- a) Ensuring liaison between the Department of Canadian Heritage (PCH) and the Contractor (work schedule, equipment list, etc.);
- b) Attending preparatory meetings at the request of PCH;
- c) Supervising the Contractor's on-site personnel;
- d) Interact with the public in a courteous and diplomatic manner;
- e) Coordinate the installation, operation and removal for the Contractor;
- f) Managing technical problems that arise and informing the PCH Sound and Light on call coordinator of these problems as quickly as possible;
- g) Include the PCH on-call representative in finding solutions to the aforementioned technical issues;
- h) Filling out and submitting daily show reports and staff time sheets when required;
- i) Keeping the infrastructure operation manual up to date. This includes, but is not limited to, methodologies, as built plans of infrastructure and other systems critical information required to make the system operate normally;
- j) Submitting an evaluation report on all production elements at the end of the event;
- k) Implementing safety guidelines on site, to ensure the safety of the crew and of visitors and the public.
- l) Includes all general technician tasks

All persons in this position shall possess the following:

- a) Competence, good working knowledge and troubleshooting skills of the equipment used, specifically moving lights, multiple-universe DMX networks, automated show control, computer networking and video projection systems;
- b) Excellent understanding of running a show or event;
- c) Ability to read, interpret and follow lighting plans, patch sheets and other relevant documents;
- d) Knowledge of three phases temporary electrical installations and show industry best practices and regulations;
- e) Efficient use of diagnostic tools (DMX tester, multimeter, etc.);

- f) Capacity to resolve problems efficiently and rapidly (troubleshooting);
- g) Capacity to work under pressure and with little or no supervision;
- h) Ability to work outdoors in difficult climatic conditions;
- i) Have a knowledge of and work within the Ministry of Labour of Ontario regulations and guidelines as they pertain to workplace health and safety and best practice.

All the above competencies and skills must be clearly reflected in the respective résumés.

2. SO — Show Operator

This position requires one (1) person per evening. A minimum of two (2) qualified individuals are required for the duration of the Standing Offer to allow rest time or substitutions should they be needed. It is expected that the Show Operator will not work more than 5 days in a row.

The Show Operator must operate and supervise the show control system, as well as perform systems tests, adjust focus positions and play certain manual cues. The Show Operator must assist the crew during all parts of the daily setup. He or she must have excellent knowledge of all equipment used (computers, audio, video, lighting, show control, networks and projection), a good understanding of show control technologies and advanced troubleshooting skills. The Show Operator may also be called upon to upload new content into Watchout.

All persons in this position must be able to execute, but are not limited to, the following tasks and responsibilities:

- a) Perform all General Technicians tasks;
- b) Help with daily installation of the video projectors (power and signal hook-up);
- c) Power-up and test all show systems (lighting, audio, communication, laser and show control);
- d) Perform troubleshooting on all show systems;
- e) Support the Video Technician and Crew Leader during troubleshooting;
- f) Assist the Video Technician with video projector setup;
- g) Assist the crew in daily setup and teardown of the show;
- h) Work effectively under pressure;
- i) Interact with the public in a courteous and diplomatic manner;
- j) Ensure safety on site for crew and visitors;
- k) Work outdoors in difficult climatic conditions;
- l) Includes all general technician tasks.

All the above competencies and skills must be clearly reflected in the respective résumés.

3. VT — Video Technician

This position requires one (1) person per evening, but a minimum of two (2) are required for the duration of the Standing Offer to allow for rest time or substitutions should they be needed. It is expected that the Video Technician will not work more than 5 days in a row.

The Video technician must install, operate and maintain the large image projection equipment and video trailer on a daily basis.

All persons in this position must be able to execute, but are not limited to, the following tasks and responsibilities:

- a) Perform and supervise the daily installation of the projector trailer (positioning, levelling, electrical and communication hook-ups, etc.);
- b) Inspect the projectors, clean filters and projector housings;
- c) Perform a visual inspection of the projectors and brackets;
- d) Check air filters and lenses, weekly;
- e) Power-up and focus of all projectors;
- f) Test projectors, computers and communication links;
- g) Align, edge blend and focus images on the building;
- h) Change projector bulbs when required, using the pre-aligned bulb replacement unit;
- i) Oversee the projectors during the show;
- j) Prepare and secure projectors for transport after the show;
- k) See that the video trailer is cleaned daily and vacuumed weekly to keep foreign contaminants from entering the projector ventilation systems;
- l) Perform advanced troubleshooting on the projection system;
- m) Perform basic trouble shooting to the Watchout Playback system;
- n) Perform all General Technicians tasks;
- o) Assist the crew in all other task for the setup and teardown of the show;
- p) Interact with the public in a courteous and diplomatic manner;
- q) Ensure safety on site for crew and visitors;
- r) Work outdoors in difficult climatic conditions;
- s) Includes all general technician tasks.

All the above competencies and skills must be clearly reflected in the respective résumés.

4. GT — General Technician/Driver

This position requires one (1) resources per evening, having the added duties of the driver*, but a minimum of three (3) are required for the duration of the Standing Offer to allow for rest time or substitutions should they be needed. It is expected that the GT/Drivers will not work more than 5 days in a row.

The General Technicians must install and hook-up the PA system, install and hook-up all lighting fixtures, trailers, run cables, cable mats, install rope and stanchions, chairs for special guests, install temporary signage (sandwich boards), crowd control when required for the safety of the public, daily load in and load out of the equipment and drive the vehicle to transport trailers. It is the sole responsibility and duty of the driver to make sure that all equipment is properly secured prior to moving the trailers.

Anyone assigned to this position must have a good knowledge of the equipment used in the production of an outdoor show, specifically with regards to temporary electrical installation and DMX networks. The General Technician must be able to work under low supervision and may be required to interact with the public.

All persons in this position shall be able to execute but are not limited to the following tasks and responsibilities:

- a) Install, assist in the troubleshooting and remove all types of equipment used in the show;
- b) Perform demanding manual labour (lifting 50 lb), pushing and pulling heavy equipment (dollies);
- c) Work outdoors in difficult climatic conditions;
- d) Work at heights of up to 15 feet on a stepladder or extension ladder;
- e) Install and use ground support systems, trusses, and lifts;
- f) Install and connect all equipment, electrical, Optical Fibre and DMX;
- g) Handle all equipment safely and delicately;
- h) Interact with the public in a courteous and diplomatic manner;
- i) Ensure safety on site, crew and visitors;
- j) Be conscientious and proactive in the performance of their daily tasks.

*The driving task can be done by the Show operator or the Video technician at no extra cost to PCH in situations pre-approved by PCH.

All the above competencies and skills must be clearly reflected in the respective résumés.

5. MT — Maintenance Technician

This position requires at least one (1) person. The Maintenance Technician will be called upon on an as-needed basis to perform maintenance and repair work on the show equipment. PCH does not guarantee a minimum number of hours.

Required work may include but is not limited to:

- a) Repair damaged connectors on cables, posts, panels and racks;
- b) Replace PCBs and modules in equipment;
- c) Maintain and repair moving lights;
- d) Troubleshoot and repair DMX, audio and video distribution systems, troubleshoot computer networks;
- e) Fill out maintenance and service logs;
- f) Interact with the public in a courteous and diplomatic manner.

All the above competencies and skills must be clearly reflected in the respective résumés.

6. MAOP — MA2 Operator Programmer

This position requires at least one (1) person. It is expected that the MAOP will not work more than 5 days in a row. It should be noted that the MAOP is not required on a full-time basis during show run therefore show run staff could also qualify to serve as an MAOP.

When a new show is deployed or new elements are added to the existing show, the MAOP must operate and supervise the lighting system, perform systems tests and participate in the programming of the show. When necessary the MAOP must also participate in the adjusting of cues during the run and ensure the health of the system when issues are identified.

All persons in this position must be able to execute, but are not limited to the following tasks and responsibilities:

- a) Program all lighting cues through the MA2 system used on the shows. Cues will be designed by the PCH contracted lighting designer, PCH appointed technical coordinator or any other PCH appointed staff or Contractor;
- b) Read and interpret lighting plots, cue sheets, patch sheets and all other relevant documentation;
- c) Perform troubleshooting on lighting systems;
- d) Perform programming to time code playback system as well as ensuring proper time code tracking of all cues;
- e) Work effectively under pressure;
- f) Interact with the public in a courteous and diplomatic manner;
- g) Ensure safety on site for crew and visitors;
- h) Work outdoors in difficult climatic conditions.

All the above competencies and skills must be clearly reflected in the respective résumés.

APPENDIX 3 TO ANNEX A—TYPICAL SCHEDULES 2023–2024

Sound and Light Show	
Period	Action
Weeks 1–2 3 rd and 4 th week of April 5 x 8 hours days/week	Equipment preparation at the Department of Canadian Heritage (PCH) warehouse Test and address all lighting fixtures Test and address all projectors Load lighting fixtures and projector in enclosures Test and load all cables Install and test video projectors in video trailer as well as the video tile system and interactive games system Preparation of all audio Infrastructure Load cases and trailers
Weeks 3–4 1 st and 2 nd week of May 5 x 8 hours days/week 2 x 6 hours nights for video alignment and lighting alignment	Move and install control equipment on Parliament Hill Dispatch equipment with crane to Parliament roof and sound and light Catwalk Install lighting, sound and video infrastructure Hook-up and test playback equipment and speakers Test and repair DMX and power connectors Run all electrical cable and infrastructure. Test communication links Begin show programming Interactive projection trailer installation, hook up and on-site alignment and calibration
Week 5 3 rd and 4 th week of May 5 x 8–10 hours evening-nights	Video raster and proofing Audio Alignment Integration of new content (if applicable) Continue show testing, rehearsal
Week 6 4 th week of May 5 x 8 hours evening-nights	Full rehearsals including daily deployment of equipment which includes: Interactive projection trailer installation, hook up and on-site alignment and calibration Audio deployment: Tree M3D subs in front of interpretation wall, 2 Genie SL12 lifts supporting 1 Lyon each (2 total) far surround LR Lighting deployment: 2 Tempest Tornado enclosures housing 3 moving lights each.
July 4 th and 5 th 2 x 8-hours evening	Equipment restore on Parliament Hill Final dry run
July 6 th to Labour day 8 hours evenings	Summer Season
2 nd week of September 5 x 8 hours days	Return equipment to PCH warehouse Clean Parliament Hill
3 rd week of September 5 x 8 hours days	Finish on-site removal Equipment maintenance, repair and storage at PCH warehouse Season debrief, season closing, final invoicing

Winter Lights Show	
Period	Action
Week 1 3rd week of November 2x 8 hours days	Equipment preparation at PCH warehouse Address fixtures Load cases and trailers Test all cables Install and test video projectors in video trailer
Week 1–2 3rd week of November 4 × 8 hours days 2 × 6 hours nights for video alignment	Move and install control equipment to Parliament Hill Install lighting and sound infrastructure, video servers Install video projectors and platforms Hook-up and test playback equipment and speakers Test and repair DMX and power connectors Run feeders Test communication links
Late November, early December	Show programming, testing, final rehearsal rain delays, end of rehearsal wrap up Daily deployment of equipment for show includes: Interactive projection trailer installation, hook up and on site alignment and calibration 2 Tempest Tornado enclosures housing 3 moving lights each
First week of December	Launch of program
Season lasts until early January (6–10)	Show is presented nightly from 5:30 p.m. to 11 p.m., 12 p.m. on December 31
January week 2 5 × 8 hours days	Return equipment to PCH warehouse Clean Parliament Hill
January week 3 2–3 × 8 hours days	Finish on-site removal Equipment maintenance and repair at PCH warehouse Season debrief, season closing, final invoicing

APPENDIX 4 TO ANNEX A—TYPICAL SHOW REPORT FORM

Show Report			202X
Sound and Light			
Show Time:		Date:	
Estimated Attendance:			
Weather Conditions:			
Network:			
Video:			
Lighting:			
Audio:			
Special Effects:			
Logistics:			
Other:			
Crew Leader:		GT:	
Show Operator:		Driver:	
Video Operator:		The Department of Canadian Heritage On Call Rep.:	

ANNEX B—BASIS OF PAYMENT
B.1 EVALUATION SCENARIO

Offerors are responsible for submitting their prices in the two (2) tables below and returning it, completed, with their proposal, in accordance with the bidding instructions in Part 3, Section 3.1. The prices offered will be in effect for the period from the issuance of the Standing Offer to March 31, 2024, and up to four (4) additional one (1) year option periods.

If the price is not provided for a component, a price of zero will be assigned for that component and the Offeror will be provided an opportunity to agree with the zero amount as the price to provide the item or service. If the Offeror agrees then the Basis of Payment/Pricing Schedule will be considered compliant. However, if the Offeror declines, the Offer will be deemed non-compliant, and no further evaluation will be performed.

The number of hours and quantities are for evaluation purpose only and do not constitute a minimum of expected hours for the life of the Standing offer.

Hourly rates (excluding applicable taxes).				
Code	Function	Hours total	Hourly Rate	Sub-Total
CL	Crew Leader	650	\$	\$
SO	Show Operator	650	\$	\$
VT	Video Technician	650	\$	\$
GT	General Technician	650	\$	\$
GT	General Technician (Driver)	650	\$	\$
MT	Maintenance Technician	40	\$	\$
MAOP	Grand MA Programmer Operator	12	\$	\$
Evaluation Price for hourly rates (CL+SO+VT+GT+GT+MT+MAOP)				\$
Vehicle rate (excluding applicable taxes)				
Code	Description	Quantity	Rate	Sub Total
V D	Vehicle all-inclusive daily rate with up to 60 km of use included	7	\$	\$
V W	Vehicle all-inclusive weekly (7 days) rate with up to 420 km of use included	4	\$	\$
V M	Vehicle all-inclusive monthly (up to 31 days) rate with up to 1860 km of use included	2	\$	\$
V KM	Vehicle, price per km exceeding 60 km/day	100	\$	\$
Evaluation Price for vehicle rate (V D + V W + V M + VKM)				\$
Evaluation price (evaluation price for hourly rates + evaluation price for Vehicle rate)				\$

B.2 BASIS OF PAYMENT

For the new summer Sound and Light show, it can be assumed that the pre-season work will be done in April and May and that the show will start in the first week of July. The number of technicians may vary depending on the new production requirements. Final crew numbers for the season will be confirmed once the show has been rehearsed. Pre-season and post-season activities may also be modified, and the modified requirements shall be billed as per the established hourly rates

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to the Contract.

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

B.2.1 Overtime Work

All proposed personnel must be available to work outside normal office hours during the duration of the Standing Offer. No overtime charges resulting of daily or weekly number of hours, and/or weekend, evening or night will be authorized under this Standing Offer. Payment will be for hours worked. If a contractor's employee is entitled to receive premium pay for work on a federal public holiday, the Department of Canadian Heritage (PCH) can be charged no more than 1½ times their regular rate of pay for each hour worked.

B.2.2 Eating Periods

The schedule allows for a one (1) hour eating period (meal break) free from work for every 5 hours of work. The Crew Leader is responsible for coordinating breaks with PCH to ensure that operations are not affected. Contractors might be required to reduce the meal break to 30 minutes for operational purposes. All modifications to the one hour eating period must be communicated to PCH to ensure the impact on show presentation is limited.

B.2.3 Price Adjustments

Beginning in Year 2 (April 1, 2024) and applying to all option years, prices will be adjusted annually by applying an economic indicator to the previous year's prices. The annual average of the percentage change in the Core Consumer Price Index (CPI), as published by the Bank of Canada, will be used to determine the prices for year 2, and any option years exercised. The data used to calculate the annual average percentage change can be found at the following Bank of Canada webpage:

[Consumer Price Index, 2000 to Present—Bank of Canada](#)

The prices of the previous year will be multiplied by the "% change" published for the twelve-month period preceding the Standing Offer anniversary date (for the following year) or the month preceding the month in which the option is exercised.

B.2.4 Professional Fees/Firm All-Inclusive Prices

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

B.2.4.1 Initial Period of the Standing offer (April 1 2023, to March 31, 2024)

2023-24 Hourly rates, excluding taxes

Code	Function	Hourly Rate
CL	Crew Leader	\$
SO	Show Operator	\$
VT	Video Technician	\$
GT	General Technician	\$
GT	General Technician (Driver)	\$
MT	Maintenance Technician	\$
MAOP	Grand MA Programmer Operator	\$

2023-24 Towing vehicle rates, excluding taxes

Code		Rate
V D	Vehicle all-inclusive daily rate with up to 60 km of use included	\$
V W	Vehicle all-inclusive weekly (7 days) rate with up to 420 km of use included	\$
V M	Vehicle all-inclusive monthly (up to 31 days) rate with up to 1860 km of use included	\$
V KM	Vehicle, price per km exceeding 60 km/day	\$

B.2.5 Option Periods

This section is only applicable if the option to extend the Standing Offer is exercised by Canada.

If the option to extend the Standing Offer is exercised by Canada, the hourly rates will be adjusted in accordance with section B.2.3 Price Adjustment and inserted in the table below at the time of exercising the option year.

During the extended period of the Standing Offer specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Standing Offer extension.

B.2.5.1 Option Period 1 (April 1, 2024, to March 31, 2025)

2024-25 Hourly rates, excluding taxes

Code	Function	Hourly Rate
CL	Crew Leader	\$
SO	Show Operator	\$
VT	Video Technician	\$
GT	General Technician	\$
GT	General Technician (Driver)	\$
MT	Maintenance Technician	\$
MAOP	Grand MA Programmer Operator	\$

2024-25 Towing vehicle rates, excluding taxes

Code		Rate
V D	Vehicle all-inclusive daily rate with up to 60 km of use included	\$
V W	Vehicle all-inclusive weekly (7 days) rate with up to 420 km of use included	\$
V M	Vehicle all-inclusive monthly (up to 31 days) rate with up to 1860 km of use included	\$
V KM	Vehicle, price per km exceeding 60 km/day	\$

B.2.5.2 Option Period 2 (April 1, 2025, to March 31, 2026)
2025-26 Hourly rates, excluding taxes

Code	Function	Hourly Rate
CL	Crew Leader	\$
SO	Show Operator	\$
VT	Video Technician	\$
GT	General Technician	\$
GT	General Technician (Driver)	\$
MT	Maintenance Technician	\$
MAOP	Grand MA Programmer Operator	\$

2025-26 Towing vehicle rates, excluding taxes

Code		Rate
V D	Vehicle all-inclusive daily rate with up to 60 km of use included	\$
V W	Vehicle all-inclusive weekly (7 days) rate with up to 420 km of use included	\$
V M	Vehicle all-inclusive monthly (up to 31 days) rate with up to 1860 km of use included	\$
V KM	Vehicle, price per km exceeding 60 km/day	\$

B.2.5.3 Option Period 3 (April 1, 2026, to March 31, 2027)
2026-27 Hourly rates, excluding taxes

Code	Function	Hourly Rate
CL	Crew Leader	\$
SO	Show Operator	\$
VT	Video Technician	\$
GT	General Technician	\$
GT	General Technician (Driver)	\$
MT	Maintenance Technician	\$
MAOP	Grand MA Programmer Operator	\$

2026-27 Towing vehicle rates, excluding taxes

Code		Rate
V D	Vehicle all-inclusive daily rate with up to 60 km of use included	\$
V W	Vehicle all-inclusive weekly (7 days) rate with up to 420 km of use included	\$
V M	Vehicle all-inclusive monthly (up to 31 days) rate with up to 1860 km of use included	\$

V KM	Vehicle, price per km exceeding 60 km/day	\$
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B.2.5.4 Option Period 4 (April 1, 2027, to March 31, 2028)

2026-27 Hourly rates, excluding taxes

Code	Function	Hourly Rate
CL	Crew Leader	\$
SO	Show Operator	\$
VT	Video Technician	\$
GT	General Technician	\$
GT	General Technician (Driver)	\$
MT	Maintenance Technician	\$
MAOP	Grand MA Programmer Operator	\$

2026-27 Towing vehicle rates, excluding taxes

Code		Rate
V D	Vehicle all-inclusive daily rate with up to 60 km of use included	\$
V W	Vehicle all-inclusive weekly (7 days) rate with up to 420 km of use included	\$
V M	Vehicle all-inclusive monthly (up to 31 days) rate with up to 1860 km of use included	\$
V KM	Vehicle, price per km exceeding 60 km/day	\$

B.3 MINIMUM CHARGE FOR CANCELLATION

Every effort is to be made to present the shows every scheduled night. The call for cancellation will be made as soon as possible. In the event of inclement weather or other situations requiring cancellation of a show, the procedure is as follows:

In the event of inclement weather that could adversely affect daily installation, operations or dismantling, PCH's Sound & Light show coordinator will inform the Contractor's designated Crew Leader as well as the company representative as soon as the decision of cancelling the show has been taken. The Contractor must send one operation staff to Parliament Hill to post signage to indicate that the show has been cancelled for that night and to play an audio cancellation message until 15 minutes after the normally scheduled start of show time. The system should be up and running 3 hours before the scheduled start time of the show. The message will be played every 10 minutes. The staff member will need to reset all signage upon their departure.

PCH reserves the sole right to cancel a show. If the Contractor believes that a show should be cancelled for safety reasons, weather, technical or other, they must consult with the PCH on-call representative who will make the final decision.

Cancellation timing	Minimum charge	Instructions
Up to 3 hours prior to installation start	Four hours for one operator for playback of cancellation message.	Post Signage. Playback to start three hours before show time. End fifteen minutes after show time. No setup is required; playback is done on main PA installed on site.
Less Than 3 Hours to Installation	Four hours minimum for all staff. Actual hours, if more than four for the operator of the cancellation message.	Post Signage. Playback to start three hours before show time. End fifteen minutes after show time. No setup is required; playback is done on main PA installed on site.
After Installation Has Started	Four hours minimum or actual hours worked beyond four hours (if applicable). Actual hours worked by operator for cancellation message.	Post Signage. Playback to start three hours before show time or at time of cancellation. End fifteen minutes after show time. No setup is required; playback is done on main PA installed on site. Remove all daily deployed equipment as normal.

B.4 RESOURCE REQUALIFICATION

To advance staff with the required experience, resources will be requalified on or about April 1st of each year. Should the Contractor wish to introduce a new technician or promote within, the résumé of the technician will be analyzed against the mandatory criteria included in Annex F— Mandatory Evaluation Criteria of the RFSO to establish suitability. The PCH technical representative will be making the determination. The Contractor must provide résumé and support documents as outlined in Annex F— Mandatory Evaluation Criteria of the RFSO.

ANNEX C—SECURITY REQUIREMENTS CHECKLIST



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Canadian Heritage	2. Branch or Directorate / Direction générale ou Direction Capital Experience
3. a) Subcontract Number / Numéro du contrat de sous-traitance Sound and Light Operation	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant TBA
4. Brief Description of Work / Brève description du travail New standing offer agreement for the installation, operation and removal of the sound and light equipment on Parliament Hill and other sites. This contract covers the sound and Light show as well as the Winter lights program, Poppy drop and any other requirements using the Sound and Light infrastructure, on the Hill or otherwise. This means the supplier's technicians will have access to Parliament Hill, the interior of East, Center and West Block, PCH control room, and catwalk, including access to roof top, in the course of their daily duty. Regular access to the PCH Warehouse, and daily access to the "Salt Shed" is also needed.	
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>
Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information	
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	
	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
	SECRET SECRET <input type="checkbox"/>
	TOP SECRET TRÈS SECRET <input type="checkbox"/>
	TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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

Special comments:
Commentaires spéciaux : Site access Clearance is requested.

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

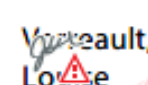
If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

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

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

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Alexandre Cousineau		Title - Titre Senior Technical Coordinator	
Telephone No. - N° de téléphone 613 323 5550		E-mail address - Adresse courriel alexandre.cousineau@pch.gc.ca	
Facsimile No. - N° de télécopieur NA		Date 2022-10-28 15:55:20 -04'00'	
Digitally signed by Cousineau, Alexandre			
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Louise Verreault		Title - Titre Sécurité des contrats	
Telephone No. - N° de téléphone 819-210-0148		E-mail address - Adresse courriel louise.verreault@pch.gc.ca	
Facsimile No. - N° de télécopieur		Date 2022-11-01	
Signature 		Verreault, Louise 2022.11.01 11:39:05 -04'00'	
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	
Telephone No. - N° de téléphone		E-mail address - Adresse courriel	
Facsimile No. - N° de télécopieur		Date	
Signature			
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	
Telephone No. - N° de téléphone		E-mail address - Adresse courriel	
Facsimile No. - N° de télécopieur		Date	
Signature			

ANNEX D—INSURANCE REQUIREMENTS

D.1 COMMERCIAL GENERAL LIABILITY INSURANCE

1. The Contractor must obtain Commercial General Liability Insurance and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation [WSIB] or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability—Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

- n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

D.2 AUTOMOBILE LIABILITY INSURANCE

1. The Contractor must obtain Automobile Liability Insurance and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability—\$5,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits—all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

D.3 ALL RISK IN TRANSIT INSURANCE

1. The Contractor must obtain on the Government's Property and maintain in force throughout the duration of the Contract, All Risk Property in Transit insurance coverage for all applicable conveyances while under its care, custody or control, in an amount of not less than \$2,000,000.00 per shipment. Government Property must be insured on Replacement Cost (new) basis.
2. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
3. The All Risk Property in Transit insurance must include the following:
 - a. Notice of Cancellation: The Contractor will provide the Contracting Authority at least thirty (30) days prior written notice of any policy cancellation or any changes to the insurance policy.
 - b. Loss Payee: Canada as its interest appears or as it may direct.
 - c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Canadian Heritage and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

ANNEX E - 942 CALL-UP AGAINST A STANDING OFFER FORM

Item No. Article n°		Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext. Price Prix prévu
<p>Special Instructions - Instructions spéciales To the Supplier: Your standing offer referred to above is hereby accepted as follows: You are required to supply the goods and/or services shown above at the prices or pricing basis and in accordance with the other terms and conditions stated in the standing offer. Only goods and services included in the standing offer shall be supplied against this call-up. Each shipment shall be accompanied by a packing slip or delivery slip. All invoices, shipping bills and packing slips must show the order number. Au fournisseur: Votre offre permanente, dont le numéro figure ci-haut, est acceptée selon les modalités suivantes: Vous êtes prié de fournir les biens ou services indiqués ci-haut aux prix ou selon les modalités de prix et en conformité des autres conditions stipulées dans l'offre permanente. Ne seront fournis en vertu de la présente commande que les biens et services figurant dans l'offre permanente. Chaque envoi sera accompagné d'un bordereau d'emballage ou d'expédition. Les factures, connaissements et bordereaux d'emballage doivent tous porter le numéro de la demande.</p>							

ANNEX F— MANDATORY EVALUATION CRITERIA

The Offer must meet all mandatory criteria to be considered compliant. Failure on the part of the Offeror not meeting a mandatory criterion will result in the Offer being deemed non-compliant and no further consideration will be given.

Mandatory Requirements (M)		Met	Not Met	Cross-Reference to Offer
M.1	<p>Company's Experience</p> <p>The Offeror must supply a portfolio that clearly demonstrates having a minimum of two (2) years of experience in the technical operation of outdoor events and shows, and more specifically, in large-scale multimedia events* including:</p> <ul style="list-style-type: none"> a) software-controlled large surface video projection mapping b) automated lighting fixtures controlled by lighting network. c) Network multi-channel surround sound, automated show control systems, use of computer networks and fiber optic distribution. <p>*large-scale multimedia events: presented to 2,000 people or more per presentation</p>			
M.2	<p>Company's Previous Projects</p> <p>The Offeror must provide information on three (3) similar completed projects. Each project summary must include the following information:</p> <ul style="list-style-type: none"> a) Name of project b) Contract value in dollars c) Number of presentations d) Contract period e) Tasks and implications <p>*Name and telephone number of the client may be requested for validation purposes.</p>			
M.3	<p>Health and Safety</p> <p>The Offeror must demonstrate that it has a Health and Safety policy and training program that adheres to the Ontario Ministry</p>			

Mandatory Requirements (M)		Met	Not Met	Cross-Reference to Offer
	of Labour regulations by providing their OHS Policy and Certificate.			
M.4	<p>Resume</p> <p>The Offeror must submit detailed résumés for each of the proposed resources below in order to demonstrate that they satisfy the mandatory requirements for each type of resource.</p>			
M.4.1	<p>Company's representative</p> <p>The Offeror must provide at least one (1) résumé. The résumé of the resource must clearly demonstrate that all the following elements are met:</p> <p>1 - Five (5) years or more of experience as a company representative.</p> <p>2 - Conducted a minimum of three (3) equivalent projects* and describe their involvement in each one.</p> <p>*Equivalent projects: Multimedia projects involving at a minimum a fully synchronized presentation including mapped video, multi-channel audio and automated lighting, presented to crowds of 2,000 people or more per representation and a minimum crew of 3 multidisciplinary technicians for a minimum of 10 presentations.</p>			
M.4.2	<p>Crew leader</p> <p>The Offeror must provide at least two (2) résumés. The résumés of the resources must clearly demonstrate that all the following elements are met:</p> <p>1 - Three (3) years or more of experience as a Crew Leader.</p> <p>2 - Involved in two (2) equivalent projects*, describing their involvement in each one.</p> <p>3 – Industry relevant education, training and certifications.</p> <p>4 - Hands on experience with a good working knowledge with each category of equipment identified in Appendix 1 to Annex A.</p> <p>*Equivalent projects: Multimedia projects involving at a minimum a fully synchronized presentation including mapped video, multi-channel audio and automated lighting, presented to crowds of 2,000 people or more per representation and a</p>			

Mandatory Requirements (M)		Met	Not Met	Cross-Reference to Offer
	<p>minimum crew of 3 multidisciplinary technicians for a minimum of 10 presentations.</p>			
M.4.3	<p>Show Operator</p> <p>The Offeror must provide at least two (2) résumés. The résumé of the resources must clearly demonstrate that all the following elements are met:</p> <p>1 - Two (2) years or more of experience as a Show Operator and/or Programmer. Minimum of 10 presentations per year.</p> <p>2 - One (1) year of experience in operating on MA lighting control platform, including time code tracking and networking. Minimum of 10 presentations per year.</p> <p>3 - Experience with multimedia presentation, with interconnected technical systems.</p> <p>4 - Two (2) years or more of experience in an operational position (i.e., lighting operator, or video technicians, or video operator, or projectionist, or audio operator but excluding general technical labour) using DMX controlled lighting systems, and/or video projection basics (adjusting projectors for proper alignment on multi-projector raster) and/or computer-based audio playback systems with time code and/or time line tracking.</p> <p>5 - One (1) year or more of experience with video presentation software and time tracking.</p>			
M.4.4	<p>Video Technician</p> <p>The Offeror must provide at least two (2) résumés. The résumé of the resources must clearly demonstrate that all the following elements are met:</p> <p>1 - Two (2) years or more of experience as a head video technician working with high brightness projectors (10,000 lumens or more) as a projectionist or any other position relevant to the operation of high-powered projectors.</p> <p>2 - Experience in troubleshooting and adjustment on high brightness projectors.</p> <p>3 - Experience deploying video signal over fiber optic distribution, with video matrix patch (e.g., LightWare), signal conversion and able to trouble shoot it at a high level.</p>			

Mandatory Requirements (M)		Met	Not Met	Cross-Reference to Offer
	4 – Experience in video mapping, blending with 3 projectors or more. Minimum of 2 productions.			
M.4.5	<p>General Technician/Driver</p> <p>The Offeror must provide at least three (3) résumés. The résumé of the resources must clearly demonstrate that all the following elements are met:</p> <p>1 - Two (2) years or more of experience in the entertainment field as a General Technician on indoor and/or outdoor events.</p> <p>2 - Experience in video, lighting <u>and</u> audio deployment involving systems hook up, and basic trouble shooting. Must provide the name of the show(s) as well as the position occupied (up to a maximum of 10).</p> <p>3 - The driver must have:</p> <p style="padding-left: 20px;">a) a valid driver's licence and experience with driving trucks with trailers of 14 feet or more in length.</p>			
M.4.6	<p>Maintenance technician</p> <p>The Offeror must provide at least one (1) résumé. The résumé of the resource must clearly demonstrate that all the following elements are met:</p> <p>1 - College degree in electronics or experience (minimum 2 years as a maintenance technician in the entertainment industry) in the repair and/or maintenance of electronic equipment used in the entertainment industry.</p> <p>2 - One (1) year experience with the deployment and/or programming and/or troubleshooting of network-based DMX distribution systems.</p> <p>3 – One (1) year experience in installation and audio-visual system deployment.</p>			
M.4.7	<p>Grand MA Programmer Operator</p> <p>The Offeror must provide at least one (1) résumé. The résumé of the resource must clearly demonstrate that all the following elements are met:</p> <p>1 - Two (2) years or more of experience as an MA programmer and/or MA operator.</p>			

Mandatory Requirements (M)		Met	Not Met	Cross-Reference to Offer
	2 - One (1) year or more of experience on the system deployment with MA system. 3 - One (1) year or more of experience of programming with time code and/or external triggering source. 4 - Excellent knowledge of computers, lighting, networks and time code. 5 – Experience in a position needing a good understanding of show control technologies and advanced troubleshooting skills.			

In order to advance staff with the required experience, resources will be requalified on or about April 1st of each year. Should the Contractor wish to introduce a new technician or promote within, the résumé of the technician will be analyzed against these mandatory criteria in order to establish suitability. The Department of Canadian Heritage (PCH) technical representative will be making the determination. The résumé and supplied support documents must clearly establish the suitability.

ANNEX G—OFFER OF SERVICES FORM
REQUEST FOR STANDING OFFER 10222520
Technical labour for the setup, operation and removal of the Sound and light technical production infrastructure

(to be filled in by Offeror)	
Offeror's full legal name	
Authorized Representative of Offeror for evaluation purposes (e.g., clarifications)	Name
	Title
	Address
	Telephone #
	Fax #
	E-mail
Offeror's Procurement Business Number (PBN) (see the Standard Instructions 2003)	
Offeror's GST/HST/QST number	
Tax rate to be charged on any resulting contract	Specify percentage: _____ %
Jurisdiction of Contract: Province in Canada the offeror wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Former Public Servants See the Article in Part 2 of the Request for Standing Offer for a definition of "Former Public Servant."	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"

	<p>Is the Bidder a FPS who received a lump sum payment under the terms of a work force reduction program?</p> <p>Yes ____ No ____</p> <p>If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"</p>
<p>Integrity Provisions (as per Part 5 of the Request for Standing Offer)</p>	<p>Integrity Declaration Form</p> <p>An Integrity declaration form must be submitted only when:</p> <ol style="list-style-type: none">1. The supplier, one of its affiliates or a proposed first-tier subcontractor has, in the past three years, been charged with or convicted of a criminal offense in a country other than Canada, that, to the best of the supplier's knowledge and belief, may be similar to one of the listed offences in the Ineligibility and Suspension Policy (the "policy"; and/or2. The supplier is unable to provide any of the certifications required by the Integrity Provisions <p>Click here to complete the form and instructions for its submittal.</p>

	<p>List of names for integrity verification form</p> <p>Section 17 of the Ineligibility and Suspension Policy (http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) requires suppliers, regardless of their status under the policy, to submit a list of names with their bid or offer. The list differs depending on the bidder or Offeror's organizational structure:</p> <ul style="list-style-type: none">- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors- Privately owned corporations must provide a list of the owners' names- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners- Suppliers that are a partnership do not need to provide a list of names <p>Suppliers may use this form to provide the list of names. Failure to submit this information, where required, will render a bid or offer non-responsive, or the supplier disqualified for award of a contract.</p> <p>Complete the form online, print, sign and attach it to the bid.</p>
<p>On behalf of the Offeror, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none">1. The Offeror considers itself and its products able to meet all the mandatory requirements described in the Request for Standing Offer;2. This offer is valid for the period requested in the Request for Standing Offer;3. All the information provided in the offer is complete, true and accurate; and4. If the offeror is awarded a Standing Offer, it will accept all the terms and conditions set out in Part 7—Resulting contract clauses, included in the Request for Standing Offer.	
<p>Signature of Authorized Representative of Offeror</p>	