



Ottawa, Canada  
K1A 0N2

RFP# CRTC60028724-23-0075

**RETURN BIDS TO :**

**RETOURNER LES  
SOUMISSIONS À:**

**Attention:** Adriana Malikah Martel  
Email:  
[adrianamalikah.martel@crtc.gc.ca](mailto:adrianamalikah.martel@crtc.gc.ca)

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Canadian Radio-  
television and Telecommunications  
Commission**

We hereby offer to sell to His Majesty the King in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

**Proposition aux: Canadian Radio-  
television and Telecommunications  
Commission**

Nous offrons par la présente de vendre à Sa Majesté le Roi du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s).

**Instructions : See Herein**

**Comments - Commentaires**

**This document contains a Security Requirement**

**Issuing Office - Bureau de  
distribution**

Canadian Radio-television and  
Telecommunications Commission /  
Conseil de la radiodiffusion et des  
télécommunications canadiennes  
Planning and Process / Planification et processus  
1 promenade du Portage  
Gatineau (Québec) K1A 0N2

<b>Title – Sujet</b> Audio Visual services for a CRTC Hybrid Public Hearing	
<b>Solicitation No. – N° de l’invitation</b> CRTC60028724-23-0075	<b>Date</b> Wednesday, February 15, 2023
<b>Solicitation Closes – L’invitation prend fin at – à 02 :00 PM on – le</b> March 2, 2023	<b>Time Zone Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine: Destination: X Other-Autre:</b>	
<b>Address Inquiries to : - Adresser toutes questions à:</b> Adriana Malikah Martel <a href="mailto:adrianamalikah.martel@crtc.gc.ca">adrianamalikah.martel@crtc.gc.ca</a>	
<b>Telephone No. – N° de téléphone :</b>	
<b>Destination – of Goods, Services, and Construction: Destination – des biens, services et construction :</b>	
<b>Instructions: See Herein Instructions: Voir aux présentes</b>	

<b>Delivery required - Livraison exigée</b>	<b>Delivered Offered – Livraison proposée</b>
<b>Instructions: See Herein Instructions: Voir aux présentes</b>	
<b>Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l’entrepreneur</b>	
<b>Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm (type or print)- Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie)</b>	
<b>Signature</b>	<b>Date</b>



## PART 1 - INFORMATION AND INSTRUCTIONS

### 1.1 Comprehensive Land Claims Agreements

This procurement is subject to the Ta'an Kwach'an Council Final Agreement, Kwanlin Dun First Nation Final Agreement.

### 1.2 Security Requirements

There are security requirements associated with the requirement. For additional information, consult Part 1 - Information and Instructions, clause 1.7.3, Security Requirements, and Part 2 - Resulting Contract Clauses.

### 1.3 Statement of Work

This bid solicitation is being issued for the requirement of **Audio Visual services for a Hybrid Public Hearing** for the Public Hearings Sector – Canadian Radio-television and Telecommunications Commission (CRTC).

The Work to be performed is detailed under Article 2.2 of the resulting contract clauses.

### 1.4 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Section 08 of the standard instructions 2003 is deleted in its entirety. Bids transmitted by CPC Connect service and by facsimile will not be accepted. See article 1.4 entitled Submission of Bids for delivery information.

#### 1.4.1 SACC Manual Clauses

1.4.1.1 Government of Canada Web Standards - B2008C (2014-06-26)

#### 1.4.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “D” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “D” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### 1.5 Submission of Bids

Bids must be submitted only to Canadian Radio-television and Telecommunications Commission (CRTC) by the date, time and place indicated on page 1 of the bid solicitation.



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Electronic proposals must have separate PDF files attached for each section as detailed in Section 1.7 – Evaluation Procedures. The subject line must be in the following format: Subject Line: Proposal for RFP CRTC60028724-23-0075. Total email file size cannot exceed 7MB.

Please note: Electronic Proposals must not be copied to any other address or individual. Failure to comply will be grounds for disqualification and the proposal will not be evaluated.

Ensure name, address, Closing Date, and Solicitation Number are clearly identified.

Failure to comply will be grounds for disqualification and proposal will not be evaluated.

Canada requires that each bid, at solicitation closing date and time or upon request from the Contracting Authority, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with section 17 – 2003 (2022-03-29)

The Bidder's signature indicates acceptance of the terms and conditions governing the resulting contract and the Minister reserves the right to reject any proposal including any condition proposed by the Bidder that would not be, in the opinion of the Contracting Authority, in Canada's interest.

It is the Bidder's responsibility to:

- a. obtain clarification of any terms, conditions or technical requirements contained in the solicitation, if necessary, before submitting a bid;
- b. prepare its bid in accordance with the instructions contained in the bid solicitation;
- c. submit by closing date and time a signed complete bid;
- d. send its bid only to the CRTC Bid Receiving Area specified on Page 1 of the bid solicitation or to the address specified in the bid solicitation;
- e. ensure that the Bidder's name, return address, the bid solicitation number, and bid solicitation closing date and time are clearly visible on the envelope(s) or the parcel(s) containing the bid;
- f. provide a comprehensible and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the bid solicitation; and

Bids will remain open for acceptance for a period of not less than sixty (60) calendar days from the closing date of the bid solicitation, unless specified otherwise in the bid solicitation. Canada reserves the right to seek an extension of the bid validity period from all responsive bidders in writing, within a minimum of three (3) business days before the end of the bid validity period. If the extension is accepted by all responsive bidders, Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive bidders, Canada will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the solicitation.

Bid documents and supporting information must only be submitted in either English or French.

Pricing information must not be included in any section of the proposal other than the Financial Proposal section of the bid.

Bids received on or before the stipulated bid solicitation closing date and time will become the property of Canada and will not be returned. All bids will be treated as confidential, subject to legal obligations including the provisions of the *Access to Information Act*, R.S. 1985, c.A-1 and the *Privacy Act*, R.S. 1985, c. P-21, international obligations and judicial order.



Unless specified otherwise in the bid solicitation, Canada will evaluate only the documentation provided with a Bidder's proposal. Canada will not evaluate information such as references to website addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.

Proposals received after the closing time and date shown will not be considered and will be returned unopened to the sender.

Bidder's signature indicates acceptance of the terms and conditions governing the resulting contract and the Minister reserves the right to reject any proposal including any condition proposed by the Bidder that would not be, in the opinion of the Contracting Authority, in Canada's interest.

A bid cannot be assigned or transferred in whole or in part.

## **1.6 Certifications and Additional Information**

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

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

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

### **1.6.1 Certifications Required with the Bid**

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

#### **1.6.1.1 Integrity Provisions - Declaration of Convicted Offences**

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

### **1.6.2 Certifications Precedent to Contract Award and Additional Information**

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

#### **1.6.2.1 Integrity Provisions – Required Documentation**

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

#### **1.6.2.2 Security Requirements – Required Documentation**



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In accordance with the [requirements of 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>), the Bidder must provide a completed Contract Security Program Application for Registration (AFR) form to be given further consideration in the procurement process.

Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, bidders who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the Bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Bidder will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

### 1.6.2.3 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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

### 1.7 Enquiries - Bid Solicitation

All enquiries must be submitted to the Contracting Authority no later than three (3) calendar days before the bid closing date. Enquiries received after that time may not be answered.

### 1.8 Evaluation Procedures

Bids received will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria specified below:

#### 1.8.1 Technical Evaluation

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

##### 1.8.1.1 Mandatory Technical Criteria

Item No.	Mandatory Technical Criteria (MT)	Met (Y) / Not Met (N)
MT1	MT1 - The bidder must provide a proposal that demonstrates experience providing all services listed in the statement of work within the last five (5) years.	
MT2	MT2 – The bidder must demonstrate that they have delivered at least three (3) hybrid live event providing technical support for speakers/organizers and attendees for professional events with more than 75 attendants within the last five (5) years. The List of events must include the following information: title of the event, size of the audience, description of the technology used, bidders must also provide a minimum of three (3) references with their associated contact information	



	(i.e. Organization, Name, Phone Number, Email Address). References may be used to validate the bidders' experience in delivering professional events.	
<b>MT3</b>	Bidders must provide an attestation stating that they possess the necessary equipment, including the mobile interpretation booth ISO 4043:2016 and the interpretation system ISO standard 20109:2016, to provide the services as described in the statement of work.	

**1.8.1.2 Financial Evaluation**

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

**1.8.2. Basis of Selection**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

**1.8.3 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 2 – Resulting Contract Clauses;
2. Before access to sensitive information is provided to the Bidder, the following conditions must be met:
  - (a) the Bidder's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 2 - Resulting Contract Clauses;
  - (b) the Bidder's security capabilities must be met as indicated in Part 2 - Resulting Contract Clauses.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

**1.9 Applicable Laws**

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

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

**1.10 Debriefings**

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

**1.11 Bid Challenge and Recourse Mechanisms**





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- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

## PART 2 - RESULTING CONTRACT CLAUSES

### 2.1 Security Requirements

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

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of **PROTECTED B** issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to **PROTECTED** information, assets or site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the CSP, PWGSC.
3. The supplier is to **receive and store** information or assets and uses its **IT Systems to process, produce or store** information or data. (common SRCL clause 11).
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the contracting authority.
5. The Contractor must comply with the provisions of the:
  - (a) Security Requirements Check List, attached at Annex C.

### 2.2 Statement of Work

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

### 2.3 Standard Clauses and Conditions

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

#### 2.3.1 General Conditions

[2029](#) (2022-12-01) General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

### 2.4 Term of Contract

#### 2.4.1 Period of the Contract

The period of the Contract is from date of Contract to April 21, 2023 inclusive.



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**2.5 Authorities**

**2.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Adriana Malukah Martel  
Title: Procurement Officer  
Directorate: Procurements; Finance and Administrative Services  
Address: 1 promenade du Portage, Gatineau (Québec), J8X 4B1  
Telephone: 873-353-7195  
E-mail address: [adrianamalukah.martel@crtc.gc.ca](mailto:adrianamalukah.martel@crtc.gc.ca)

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

**2.5.2 Project Authority *(To be completed at contract award)***

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ \_\_\_\_ \_\_\_\_  
Facsimile: \_\_\_\_ \_\_\_\_ \_\_\_\_  
E-mail address: \_\_\_\_\_

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

**2.5.3 Contractor's Representative *(To be completed at contract award)***

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Telephone: \_\_\_\_ \_\_\_\_ \_\_\_\_  
Facsimile: \_\_\_\_ \_\_\_\_ \_\_\_\_  
E-mail address: \_\_\_\_\_

**2.6. Payment**

**2.6.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a "firm price" as specified in Annex "A" Statement of Work. Customs duties are included and Applicable Taxes are extra.

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





## 2.6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ *(To be completed at contract award)*. 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.

## 2.6.3 Method of Payment – Multiple Payments

SACC *Manual* clause H1001C (2008-05-12) Multiple Payments

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

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

## 2.6.4 SACC *Manual* Clauses

SACC *Manual* clause C0100C (2010-01-11) Discretionary Audit – Commercial Goods and/or Services

The Contractor's certification that the price or rate is not in excess of the lowest price or rate charged anyone else, including the Contractor's most favoured customer, for the like quality and quantity of the goods, services or both, is subject to verification by government audit, at the discretion of Canada, before or after payment is made to the Contractor.

If the audit demonstrates that the certification is in error after payment is made to the Contractor, the Contractor must, at the discretion of Canada, make repayment to Canada in the amount found to be in excess of the lowest price or rate or authorize the retention by Canada of that amount by way of deduction from any sum of money that may be due or payable to the Contractor pursuant to the Contract.

If the audit demonstrates that the certification is in error before payment is made, the Contractor agrees that any pending invoice will be adjusted by Canada in accordance with the results of the audit. It is further agreed that if the Contract is still in effect at the time of the verification, the price or rate will be lowered in accordance with the results of the audit.

## 2.7 Invoicing Instructions

SACC *Manual* clause H5001C (2008-12-12) Invoicing Instructions



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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
    - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **2.8 Certifications and Additional Information**

### **2.8.1 Compliance**

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

## **2.9 Applicable Laws**

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

## **2.10 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 Articles of Agreement;
- (b) 2029 (2022-12-01) General Conditions - Goods or Services (Low Dollar Value);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Electronic Payment Instruments;
- (g) Annex E, New Mandatory Technical Requirements For Virtual Meetings With Simultaneous Interpretation
- (h) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) (*If the bid was clarified or amended, insert at time of contract award: "*, as clarified on \_\_\_\_\_" *or* "*, as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s)*). (*To be completed at contract award*).

## **2.11 SACC Manual Clauses**

### **2.11.1 Electrical equipment**

SACC Manual Clause B1501C (2018-06-21)

All electrical equipment supplied under the Contract must be certified or approved for use in accordance with the Canadian Electrical Code, Part 1, before delivery, by a certification organization accredited by the Standards Council of Canada.



## **2.12 Dispute Resolution**

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".



**ANNEX "A" to PART 1 OF THE BID SOLICITATION  
Statement of Work (SOW)**

**1.0 Project Title:**

Audio Visual services for a CRTC Hybrid Public Hearing.

**2.0 Background:**

The Canadian Radio-television and Telecommunications Commission (CRTC) is an administrative tribunal that regulates and supervises broadcasting and telecommunications in Canada. The CRTC also oversees compliance with Canadian Anti-Spam Legislation (CASL). As an administrative tribunal, the CRTC works to serve the needs and interests of consumers, citizens, and creators. The CRTC reports to Parliament through the Minister of Canadian Heritage.

The CRTC seeks to ensure that Canadians have access to a world-class communication system. One of the ways in which the CRTC fulfills its mandate is through the conduct of public hearings. The duration of each hearing varies usually from one to five days, but in certain circumstances may last for a longer period. Hearings can be held in the National Capital Region or various locations across Canada.

**3.0 Project Requirement / Objective:**

The objective of this contract is to obtain audiovisual services from a contractor for a CRTC Hybrid Public Hearing starting on April 17th, 2023 (Set-up April 15th, 2023, testing/dry-run on April 15th and/or April 16th 2023) at the Kwanlin Dün Cultural Centre, Whitehorse, Yukon, until no later than April 21st, 2023.

**4.0 Scope of Work / Tasks:**

There will be up to 100 attendees. Presentations and questions will be made in person and in the platform Zoom simultaneously. The hearing will be live streamed by the contractor on a 3rd party website. The contractor will need to provide the following services, but not limited to:

- Installation of all equipment needed to provide the full service as described in this scope of work, setup of the rooms, testing, operation, webcasting and dismantling of audio video and simultaneous interpretation (SI). A minimum of five (5) technicians must be on site and available for conducting and monitoring the video conference, camera operation, audio, webcast and the interpreters for simultaneous interpretation (SI).
- Active audio, web and video production of the contracted equipment to produce an uninterrupted video of the live hearing. Filming of the presenters in the hearing room and/or Zoom participants ;
- Effective control of audio and visual levels in room, Zoom and on the web;
- Qualified replacement employees will be available onsite and in production to ensure any single point of failure, including but not limited to, all equipment, cables and networks, and capture and transmission devices used in the production and in the transmission of the in-room audio and video webcast, can be remedied immediately.
- The contractor must have performed the testing of all audio, video equipment and remote communication connections a minimum of 30 minutes before the scheduled start time each day of the public hearing. Testing will be performed to the satisfaction of the CRTC onsite technician and hearing secretary.
- Video production:
  - Produce an uninterrupted 720p video quality of the live hearing. Filming of the presenters in the hearing room and/or Zoom participants which will need to be live streamed and hosted on the web with English and French closed captioning and presented on Zoom and on the TVs in the 3 hearing rooms.
  - Minimum of 3 HD Cameras and 1 operator



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- Webcast hosting (livestreaming) (unlimited viewers):
  - Host the live streaming of the hearing.
  - Create web pages/channels in English, French and Original (floor) spoken languages at least a month in advance.
  - Pages/Channels must be customizable and approved with Project Authority's graphics/logo from the CRTC.
  - Provided the CRTC links for the webcast 3 weeks before the start date of the public hearing.
  - Conduct testing of the internet connection with webcast platform at the venue, and troubleshoot any problems.
  - Hold a dry run on April 15<sup>th</sup> and/or 16<sup>th</sup> and conduct testing. Running the webcast equipment and troubleshooting as needed for the Hybrid Public Hearing.
  - The Contractor must have the entire webcast set-up and ready a minimum of 30 minutes before the scheduled start time each day.
  - Stream the Hearing content/video live, allowing simultaneous interpretation.
  - The CRTC will provide URL in English and French for closed captioning which will be displayed simultaneously with the video from the hearing feed (English and French).
  
- Zoom with interpretation:
  - Responsible for Zoom License (Host/English/French).
  - 3 Laptops to operate Zoom (Host/English/French).
  - Allow for the presenter to be seen, if the presenter is planned to be on-screen and heard by participants.
  - Some presentations will be made by Zoom and the interpretation in English or French provided by the interpreters in the room must be accessible via the application.
  - Send Zoom meeting invite links (one per day) to the hearing Secretary 1 week before the Hearing.  
Meet with the CRTC public hearings team to review the hybrid public hearing event.

#### **Labour Requirements:**

- Delivery and pickup. Installation and dismantle of all equipment.
- Set-up to begin at 9:00 a.m. (MST) on April 15, 2023. Dismantle to be completed on April 21, 2023 no later than 7:00 p.m. (MST) – although this timeline may be brought forward should the hearing finish earlier.
- Operating hours: technicians must be present from 8:30 a.m. (MST) until the hearing adjourns each day (anticipated to finish around 5 p.m. MST but could finish earlier/after), starting April 17, 2023 and ending April 21, 2023. Any changes to the start time will be communicated to the technicians at the hearing by the Hearing Secretary or Project Authority's.

#### **5.0 Deliverables / Timelines:**

Audio-Visual equipment needed for three (3) rooms in which the event is being held:

- 1- The Hearing Room (main room where different groups of presenters will present to CRTC Panel, and CRTC staff tables)
- 2- The Public Examination Room (small room where presenters can view documents)
- 3- The Panel Meeting Room (small room where CRTC staff meet).

The Hearing Room and the Public Examination Room are not adjacent to one another, they are approximately 93 feet from each other. The Panel Meeting Room is in front of the Public Examination Room. If needed, a floor plan of the venue can be provided.

#### **Hearing Room – Longhouse (approx. 72 feet by 84 feet):**



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- A) We will require twenty-five (25) wired mics (Conference or gooseneck directional microphone), as follows:
- The Panel tables requires five (5),
  - The front staff table (perpendicular to the Panel table) requires two (2),
  - The presenters' tables (facing the Panel table) requires eight (8) on the front tables and six (6) on the back tables.

The contractor is responsible for having an extra four (4) back-up microphones to support the 21 active mics.

Note: Final floor plans will be provided in advance of the hearing.

- B) We require simultaneous interpretation using a Bilingual IR Interpretation System. The interpreters will be on-site and require interpretation system and mics as well as three (3) Interpreter's booths; the mobile interpretation booth should be compliant with the ISO 4043:2016 standard which became mandatory on April 1, 2021. Attendees will be able to listen to Floor, French and English feeds using the IR system. The Interpretation System and the set-up should be fully compliant with technical requirements from the Translation Bureau, the ISO standard 20109: 2016 which became mandatory on April 1, 2022. Additional requirements is found in Appendix "E" - New Mandatory Technical Requirements For Virtual Meetings With Simultaneous Interpretation.
- C) We will require professional speakers to deliver quality sound throughout the Hearing Room. Note if applicable: the Kwanlin Dün Cultural Centre will collect S.O.C.A.N. fees (Society of composers, Authors and Music Publishers of Canada) on behalf of the CRTC when any music (background or live) is used at an event.
- D) The Media table and Court Reporter will each require a Media box to receive the floor audio feed.
- E) An audio recording of the Public Hearing is required for each day of the hearing (USB).
- F) The CRTC may need to have videos/presentations played in the Hearing Room. The videos must be seen and heard by everyone in the room, Zoom and on the web. The videos should be playable from a technician console and also from presenters' tables (VGA, audio, HDMI, DisplayPort and mini DisplayPort) as presenters may bring their laptop. We will require the contractor to bring a laptop for presentation from participant.
- G) the Panel table, staff table, presenters' tables and attendees will need 4 televisions 55" or more to see videos/presentations.
- H) Two (2) Laptops is required to operate closed captioning

**Public Examination Room – Artist's Studio (approx. 32 feet by 22 feet):**

- I) A TV with the audio and visual feed from the Hearing Room is required.

**Panel Meeting Room – Classroom A (approximately 20 feet by 29 feet)**

- J) A TV with the audio and visual feed from the Hearing Room is required.

**6.0 Constraints: (if applicable)**  
**Rate per hour:**

- Should be inclusive of services directly related to the AV services or simultaneous interpretation equipment rental, including but not limited to: a. technicians, b. delivery of





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equipment; c. set up/dismantling and pick up of equipment; and d. daily operation of the equipment.

**7.0 Work Location:**

Kwanlin Dün Cultural Centre, 1171 Front Street, Whitehorse, Yukon.

**8.0 Official Languages:**

English and/or French

**9.0 Travel and Living Expenses:**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel. All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit. Estimated Cost: \$\_\_\_\_\_. *(will be completed at contract award)*  
(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/C/C4005C/10>)

**10.0 Security:**

Security applies to this contract. Please see the Security Requirements Checklist (SRCL)

**11.0 Intellectual Property:**

N/A

**12.0 Management of the Project:**

This project will be managed by the CRTC Public hearings sector.

**13.0 Project Authority: *(To be completed at contract award)*.**

The Project Authority is responsible for the planning of the procurement, providing a clear definition of the requirement, ensuring funding is available and monitoring of the project. The Project Authority provides instructions and interpretations to the Contractor regarding the technical aspects of the work to be done and will recommend payment after acceptance of the work performed.

The Project Authority for the Contracts is:

Name:

Title:

Telephone #:

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**ANNEX "B" to PART 1 OF THE BID SOLICITATION**  
**Basis of Payment**

**1.0 BASIS OF PAYMENT**

His Majesty the King in right of Canada agrees to pay the Contractor a sum not to exceed \$ *(will be completed at contract award)*, plus applicable taxes, for the work performed in accordance to the Statement of Work.

**1.1 Pre-Authorized Travel and Living Expenses:**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel. All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit. Estimated Cost: \$\_\_\_\_\_. *(will be completed at contract award)*  
(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/C/C4005C/10>)

**1.2 Initial Contract Period:** *(will be completed at contract award)*

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below. The Contractor will be paid all-inclusive rates as follows:

**TOTAL ESTIMATED COST—Contract Period (excluding applicable taxes):** *(will be completed at contract award)*

**2.0 LIMITATION OF EXPENDITURES**

No increase in the total liability of His Majesty or in the price of the Work resulting from any design changes, modifications or interpretations of the specifications, will be authorized or paid to the Contractor unless such design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority prior to their incorporation into the Work. The Contractor shall not be obliged to perform any work or provide any service that would cause the total liability of His Majesty to be exceeded without the prior written approval of the Contracting Authority.

**3.0 Multiple Payments**

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

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



#### **4.0 INVOICING INSTRUCTIONS**

The invoices shall be sent to address indicated above. Each invoice should include the contract number, the Contractor's name, address, tax registration number(s) (if applicable), and a description of the work performed, including the number of days worked when the per diem rates are applicable, during the period covered by the invoice. The applicable tax(es) shall be submitted as a separate amount(s) on the invoice.

All of the above will be to the satisfaction of the Project Authority.



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**ANNEX "C" to PART 1 OF THE BID SOLICITATION  
Security Requirement Checklist**

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**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 CRTC		2. Branch or Directorate / Direction générale ou Direction Planning and Process	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Provide audiovisual services for a hybrid public hearing at the Kwanlin Dün Cultural Centre in Whitehorse, Yukon.			
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 type="checkbox"/> No Non	<input checked="" 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 checked="" type="checkbox"/> No Non	<input 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"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS 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"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / 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 checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET- SIGINT<br>TRÈS SECRET - SIGINT         | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / 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

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉE			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).





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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
[Redacted]			
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
[Redacted]			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Dennis Lanthier	Deputy Chief Officer	Lanthier, Dennis <small>Digitally signed by Lanthier, Dennis DN: c=CA, o=GC, ou=CRTC-CRTC, ou=Lanthier, Dennis Date: 2023.02.01 13:09:45 -05'00'</small>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
819-639-1096		Dennis.Lanthier@crtc.gc.ca	2023-02-01
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 checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Adriana Malikhah Martel	Procurement Officer	Martel, AdrianaMalikhah <small>Digitally signed by Martel, AdrianaMalikhah Date: 2023.02.01 13:22:45 -05'00'</small>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
873-353-7195		adrianamalikhah.martel@crtc.gc.ca	2023-02-01
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Jacques Saumur	Quality Assurance Officer	Saumur, Jacques 0 <small>Digitally signed by Saumur, Jacques 0 Date: 2019.10.30 08:16:54 -04'00'</small>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
		jacques.saumur@tpsgc-pwgsc.gc.ca	

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**ANNEX "D" to PART 1 OF THE BID SOLICITATION  
ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts to be paid by the following Electronic Payment Instrument(s):

( ) Direct Deposit (Domestic and International);



**ANNEX “E” to PART 1 OF THE BID SOLICITATION**

**New Mandatory Technical Requirements For Virtual Meetings With Simultaneous Interpretation**



# NEW MANDATORY TECHNICAL REQUIREMENTS FOR VIRTUAL MEETINGS WITH SIMULTANEOUS INTERPRETATION



## THE IMPORTANCE OF SOUND QUALITY

- Sound quality greatly affects interpreters' health and safety.
- Good sound quality is also essential for getting your message across to your audience in the other language(s).





## CHALLENGES

Interpretation in meetings with virtual participants is challenging because:

- Sound (and picture) quality is lower than in a regular meeting.
- Sound (and picture) quality is uneven.
- Technical problems crop up.
- Interpreters are experiencing a sharp increase in health and safety incidents and are taking medical leave related to sound quality.



## MANDATORY MICROPHONES



- USB-connected headset (boom microphone positioned close to mouth)

or

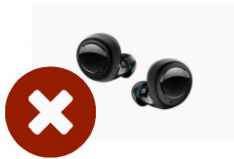


- Conference or gooseneck directional microphone (positioned at correct distance)





## MICROPHONES – PROHIBITED



Bluetooth



Omni-directional  
microphone



Earbuds



Built-in computer  
microphones



## SUGGESTED MICROPHONES\*

### Headsets:

- SENNHEISER PC-8 USB
- KOSS CS300 USB
- LOGITECH H340 USB

### Stand-alone microphones:

- BLUE YETI USB MICROPHONE
- FIFINE GOOSNECK USB MICROPHONE

\*contact Translation Bureau if you have questions





## VIRTUAL AND HYBRID MEETINGS : REQUIREMENTS

### Device



Connect on a computer  
with an ethernet cable



Avoid using WIFI



## VIRTUAL AND HYBRID MEETINGS : REQUIREMENTS

### Avoid using smartphones and tablets

They cannot be connected via  
an ethernet cable and RAM /  
processor strength insufficient

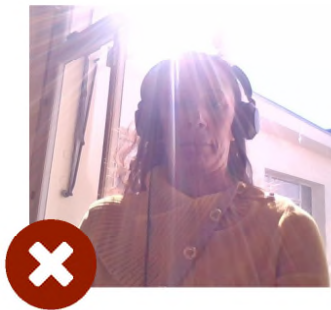
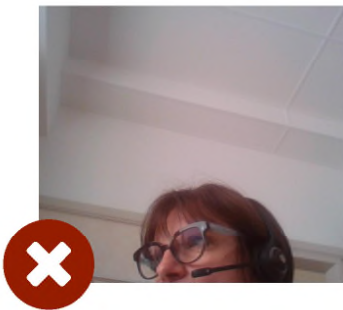






## VIDEO IS ESSENTIAL

- All speakers must turn on their video when taking the floor.
- The speaker should be well framed, and not be backlit.



## SETTING UP

- ✓ Find a quiet space to avoid background noise.
- ✓ Plug in your computer, ethernet cable, headset and microphone.
- ✓ Switch off other applications and sound notifications.
- ✓ Keep other devices separate and muted.
- ✓ Send speaking notes to interpreters.
- ✓ Participate in a sound check – it is critical.






## DURING THE MEETING



- Turn on your camera
- Speak directly into microphone
- Speak at a measured pace
- Turn microphone off after speaking
- Flag issues to meeting moderator/organizer



- Avoid touching the microphone
- Avoid rustling papers close to the microphone



## FINAL REMARKS

- Successful meetings with virtual participants and simultaneous interpretation require high-quality sound and video.
- Proper equipment, connection and preparation are crucial.
- Send us all the relevant documentation well in advance of the meeting to allow interpreters to prepare accordingly.
- Timely access to documents and speeches that will be presented during the meeting is even more critical for interpreters in virtual and hybrid meetings.

