



Closing Date	February 20, 2024
Time	2:00 pm EST
REFERENCE NO.:	5Z011-25-0001

RETURN BIDS TO:
Library and Archives Canada
 Contracting and Material Management Division
 550, de la Cité Blvd.
 Gatineau, Quebec K1A 0N4
 Canada
 Email : receptiondesoumission-bidreceiving@bac-lac.gc.ca

RETOURNER LES SOUMISSIONS À :
Bibliothèque et Archives Canada
[Division des contrats, gestion du matériel](#)
 550, de la Cité Blvd.
 Gatineau, Quebec K1A 0N4
 Canada
 Email: receptiondesoumission-bidreceiving@bac-lac.gc.ca

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal To: Library and Archives Canada
 We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.
 On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:

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

Proposition au : Bibliothèque et Archives Canada
 Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s).
 En apposant ma signature ci-après, j'atteste, au nom du soumissionnaire, que j'ai lu la demande de propositions (DP) en entier, y compris les documents incorporés par renvoi dans la DP et que :

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

Title – Sujet	
Digitization of C Format Videotapes	
Solicitation No. – N° de l'invitation 5Z011-25-0001	Date January 11th, 2024
Client Reference No. – N° référence du client 5Z011-25-0001	
GETS Reference No. – N° de référence de SEAG Not Applicable	
Solicitation Closes L'invitation prend fin	Time Zone Fuseau horaire
at – à on – le	2 :00 pm February 20, 2024
	Eastern Standard time (EST) Heure normale de l'Est (HNE)
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address inquiries to – Adresser toute demande de renseignements à : receptiondesoumission-bidreceiving@bac-lac.gc.ca	
Area code and Telephone No.Code regional et N° de téléphone	Facsimile No. / e-mail N° de télécopieur / courriel
873-353-7351	
Instructions: See Herein Instructions: Voir aux présentes	
Delivery required -Livraison exigée	Delivery offered -Livraison proposée
See Herein – Voir aux présentes	
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation) Compétence du contrat : Province du Canada choisie par le soumissionnaire et qui aura les compétences sur tout contrat subséquent (si différente de celle précisée dans la demande)	
Vendor/firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	
e-mail - courriel	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment and the Electronic Payment Instruments.

1.2 Summary

Library and Archives Canada (LAC) has approximately 10,000 hours (4,000 reels) of 1" Type C videotapes in its collection that it intends to digitize for preservation purposes and, when possible, make the content accessible online for research purposes. The tapes are an assortment of running times, ranging from one hour to three hour reel sizes.

LAC requires a Contractor to digitize all of the content on the videotapes to MXF wrapped lossless JPEG2000 files for preservation purposes and h.264 MP4 files for access purposes. The Contractor will also produce an .XML metadata file and a Quality Control Report file for each digitized tape (see Item 2.2 Specifications and Standards for the detailed requirements).

The work will be on an as-and-when needed basis.

The contract will be for a period of three (3) years with the option for LAC to extend for a maximum of two (2) additional one (1) year periods of service under the same terms and conditions.



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1.3 Security Requirements

There are no security requirement associated with this requirement.

1.4 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.



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PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted by email to: receptiondesoumission-bidreceiving@bac-lac.gc.ca by the date and time indicated on page 1 of the bid solicitation.

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

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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or



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- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;



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- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

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

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

2.6 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. 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 five (5) working days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Basis for Canada's Ownership of Intellectual Property

The Library and Archives has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#): 6.5 *where the Foreground consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.*

2.8 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.



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- (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.



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PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Bidders must submit their bids by email only to the Contracting Authority: receptiondesoumission-bidreceiving@bac-lac.gc.ca

The maximum size of an email: **10 MB.**

The maximum size of an individual file in an email: **4MB.**

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

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

Section I: Technical Bid (one (1) electronic copy by email)

Section II: Financial Bid (one (1) electronic copy by email)

Section III: Certifications not included in the Technical Bid (one (1) electronic copy by email)

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

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

For bid transmitted by electronic mail, Canada will not be responsible for late bids received at destination after the closing date and time, even if it was submitted before.

Section I: Technical Bid

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the ATTACHMENT 1 to PART 3 - PRICING SCHEDULE.

3.1.1 Electronic Payment of Invoices – Bid

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

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



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3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

3.1.3 SACC Manual Clauses

Section III: Certifications

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



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ATTACHMENT 1 to PART 3 - PRICING SCHEDULE.

1.1 Pricing Schedule – the Bidder must submit pricing in accordance with the following:

Firm Rates

For evaluation purposes, the Bidder must quote a firm, all inclusive price (in Canadian dollars), for the digitization of **1 hour** of videotape that includes the generation of all specified preservation and access (proxy) files, metadata, quality control reports and the transportation of both the physical videotapes and digital files that will be added to arrive at an overall total evaluated price over a five (5) year period (initial period of three (3) years and two (2) additional one (1) year periods).

- 1.1.1 The Bidder **MUST** provide a firm, all inclusive per diem rate, inclusive of all payroll, overhead costs and profits required for the proposed individual to complete the work (note: rates are not to be quoted as ranges). Failure to submit pricing as requested will render the proposal non-compliant.
- 1.1.2 In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid hourly rates as follows, for work successfully performed in accordance with the Contract, Goods and Services Tax of Harmonized Sales Tax (GST/HST) is extra, if applicable.

2. Financial Proposal

The Bidder must complete this pricing schedule and include it in its financial bid. The Bidder must quote a firm lot, all-inclusive price (in Canadian dollars), for the digitization of **10,000 hours** of 1” Type C videotapes that includes the generation of all specified preservation and access (proxy) files, metadata, quality control reports and transportation of both the physical videotapes and digital files.

Period	(A) # hour of recording	(B) Firm hourly rate per hour of digitization	(A X B = C) Total Price
Year 1 – Initial Period April 1, 2024 to March 31, 2025	Up to: 2,000		
Year 2 – Initial Period April 1, 2025 to March 31, 2026	Up to: 2,000		
Year 3 – Initial Period April 1, 2026 to March 31, 2027	Up to: 2,000		



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Option year 1 April 1, 2027 to March 31, 2028	Up to: 2,000		
Option year 2 April 1 st , 2028 to March 31, 2029	Up to: 2,000		
Total Firm lot all-inclusive price for up to 10,000 hours of recording			

** The estimated number of hours of recording indicated herein do not reflect a commitment by LAC and are provided for the purposes of bid evaluation only



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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures (Lowest Responsive Proposal)

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
 - (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- 1.1 The Bidder must provide the necessary documentation to demonstrate compliance with this requirement.
- (a) The Bidder/Firm is advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will **not** constitute “demonstrated” for the purpose of the evaluation
 - (b) The Bidder/Firm must clearly demonstrate in the proposal how the experience was gained or knowledge was attained, supported by resumes and any necessary supporting documentation
 - (c) The Bidder/Firm must provide complete details as to where, when and how (through which activities/responsibilities) the stated qualifications/experience were obtained. In order to demonstrate when experience was obtained, the bidder must indicate the duration of such experience, specifying the start and end dates (month and year at a minimum). In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not normally be counted more than once
 - (d) It is recommended that the Bidder/Firm include a grid in their proposals, cross-referring statements of compliance with the supporting data and resume evidence contained in their proposals. Note: the compliance grid, by itself DOES NOT constitute demonstrated evidence.

4.1.1 Technical Evaluation

4.1.1.1. Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. **The Bidder must provide the necessary documentation to support compliance with this requirement.** Each mandatory technical criterion must be addressed separately. **Use the grid below to cross-reference the proposal.** Any bid failing to meet the mandatory technical criteria will be declared non-responsive.



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Number	Mandatory Criterion	Met	Not Met	Cross Reference to The Proposal
M1	<p>Transfer Facility</p> <p>Provide detailed descriptions in the proposal of how the criteria listed below will be achieved. Simply stating that these specifications will be complied to, does not constitute demonstrated evidence. The Bidder's proposed facility for performing the digitization work must be able to demonstrate that all assets (videotapes and digital files) are protected onsite.</p> <ul style="list-style-type: none"> (a) All work will be performed in one (1) facility; (b) Videotape storage rooms are environmentally controlled with a temperature of 8°-20° Celsius and a relative humidity of 20-40%. (c) Entry points to storage and transfer areas are controlled and monitored; (d) Adequate fire protection system is in place; (e) Procedure to log, track, inspect and clean the videotapes. (f) IT infrastructure to support the throughput and the storing of digital files on site in a secure and access protected manner including backup, retention and disposition of files. <p>Each of these criteria will be verified should a site inspection be required as per ATTACHEMENT 2 TO PART 4, Site Inspection Conformity Verification List. See item 4.1.3 for details.</p>			<p>A = Page(s) __</p> <p>B = Page(s) __</p> <p>C = Page(s) __</p> <p>D = Page(s) __</p> <p>E = Page(s) __</p> <p>F = Page(s) __</p>
M2	<p>Technical Infrastructure</p> <p>The Bidder must have the required technical infrastructure in place. The Bidder must describe in detail in the</p>			



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Number	Mandatory Criterion	Met	Not Met	Cross Reference to The Proposal
	<p>proposal its hardware and software system and solutions that will be used to deliver the technical specifications elaborated in the Statement of Work, Item 2.2 Specifications and Standards.</p> <p>(a) Make, model and year of the hardware used for the digitization;</p> <p>(b) Make and version of the software used for the digitization;</p> <p>(c) A description of the setup and configuration for the hardware and software system and solutions to generate the required outputs as defined in the Statement of Work;</p> <p>(d) A description of the solution(s) used to backup and restore, maintain retention and execute disposition of the digital files in a timely manner.</p>			<p>A = Page(s) __</p> <p>B = Page(s) __</p> <p>C = Page(s) __</p> <p>D = Page(s) __</p>
**Bids that have met M1 and M2 with the lowest financial proposals will be evaluated on M3.				
M3	<p>Pilot Project</p> <p>A pilot run of up to three videotapes digitized through the end to end process. (See ATTACHMENT 1 to PART 4 for details)</p>			

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.

Should more than one bid be recommended, the bid with the lowest price will be evaluated under M3 first. The second bid with the lowest price will be evaluated if needed, so on and so forth.

4.1.2 Financial Evaluation

4.1.2.1 The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded FOB destination, Canadian customs duties and excise taxes included.



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4.1.2.2 Bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada will be as per rate in effect on the bid solicitation closing date.

4.1.2.3 The total proposed price is to be exclusive of the Goods and Services (GST) and/or the Harmonized Sales Tax (HST). Such amounts will be added as applicable upon award of the contract.

4.1.3 Site Inspection (Optional)

A site inspection, by the LAC Technical Authority, may also be performed at any time and at LAC's cost to confirm that the Contractor:

- a) Conforms to the storage requirements for the videotapes; and,
- b) Has the facilities and equipment to deliver the throughput as per proposed plan.

The Site Inspection verification list is included at ATTACHEMENT 2 TO PART 4.

The cost of the site inspection will be borne by LAC.

Note:

Failure to pass the Site Inspection verification will result in LAC instructing the Contractor to rectify any deficiencies in order to comply with the verification list.

Failure to satisfactorily rectify deficiencies with agreed upon timeframe may result in contract termination.

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria - Mandatory Technical Criteria

SACC *Manual* Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria

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.



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ATTACHMENT 1 to PART 4

PILOT PROJECT

Successful bidder will be requested by LAC to execute a pilot run of up to three videotapes digitized through the end to end process, at no cost or obligation to LAC. The details and exit criteria of this pilot are expected to be reviewed and agreed upon prior to execution. The cost of transportation for the pilot project will be borne by LAC.

The following criteria will determine the pilot project as successful:

Pilot project hard drive or other storage device will be received, unpacked and inspected. The arriving data will be scanned for viruses and a file integrity check will be performed against the given digital signature (i.e. checksum) as the data files are copied to a high performance work area.

The video files will be played to verify their completeness and compatibility with LAC's systems. The video files will be analyzed by automated quality control (QC) software and the results will be compared to the QC logs produced by the Contractor.

A video file is rejected if:

- It fails a checksum test on receipt from the Contractor;
- The video file does not match the LAC specifications for file type, compression codec and compatibility (see the Statement of Work, item 2.2 Specifications and Standards);
- The playback contains digital dropouts, audio clipping or distortion, digital freeze frames or other identifiable digital compression errors that could not be attributable to the original analog recording;
- The playback contains the presence of an abnormally high level of analog dropouts or analog tracking errors encoded in the file that cannot be accounted for by previous observations indicating that the tape was not properly played back during the digitization process;
- The quality control report does not match LAC's specifications (see the Statement of Work, item 2.2.3 Quality Control Report Specifications);
- The file directory specifications do not match LAC's specifications (see the Statement of Work, item 2.2.4 File Directory Specifications);

Note:

- The Bidder will be notified that the migration process pilot project was successful;
- Failure to succeed in the completion of the pilot project will result in the second highest rated Bidder being requested by LAC to successfully execute a pilot project.



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ATTACHMENT 2 to PART 4

Site Inspection: Conformity Verification List

1	Conforms to the storage requirements for videotapes (see M1 Transfer Facility)
	<p>Environment</p> <ul style="list-style-type: none"> • Has heating, ventilation and air conditioning (HVAC) system to provide for required temperature and RH in storage areas as per Statement of Work. • Conditions on site will be measured
	<p>Security system</p> <ul style="list-style-type: none"> • Entry points to storage and transfer areas are controlled and monitored.
	<p>Fire protection system</p> <ul style="list-style-type: none"> • Adequate fire protection system is in place.
	<p>Procedures to log, track, inspect, clean videotapes</p> <ul style="list-style-type: none"> • (Walkthrough of the process).
2	Has the facility and equipment to deliver the throughput as per proposed plan (see M2 Technical Infrastructure and Statement of Work 2.2)
	<p>Technical specifications Verification of the following:</p> <ul style="list-style-type: none"> • Equipment in working order and functioning according to the manufacturer's specifications; • Ability to copy videotapes to required file formats; • Generation of metadata in required format; • Ability to monitor and report on quality control. • Ability to create and manage file directories; • Ability to copy files to, and store on, hard disk drives.



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PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](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 Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.3 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](#) website.



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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.



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PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

There is no security requirement applicable to the Contract.



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PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

[2035 \(2022-12-01\), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.](#)

Section 31 - Audit, of the General Conditions 2035 is deleted and replaced by the following section 31:

7.2.1.1 2035 - 31 (2023-11-28) Audit

1. To enable Canada to determine whether the Work has been performed and the price charged for the Work is in accordance with the Contract terms and whether best value has been achieved for Canada, the Contractor must maintain complete and accurate records of the estimated and actual cost of the Work.
2. Such records include all tender calls, quotations, contracts, correspondence, source documents for accounting entries such as Excel or other spread sheets in numeric and machine-readable form (not PDF copies), books and ledgers of initial accounting entries, work sheets, spreadsheets and other documentation supporting cost allocations, computations, reconciliations and assumptions made by the Contractor in relation to the Contract. Copies are generally not acceptable and can only be used where originals are unavailable due to unusual circumstances, such as fire, flood or theft.
3. The Contractor must establish and maintain an accounting system that enables Canada to readily identify these records.
4. These records must be made available on request, for examination by Canada, or by persons designated to act on behalf of Canada during normal business hours at the contractor's office or place of business. In the event that no such location is available, then the financial records, together with the supporting or underlying documents and records, must be made available for examination at a time and location that is convenient for Canada.



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5. The Contractor must maintain such records, and Canada and its authorized representatives will have the right to examine such records, at all times during the term of this Contract and for a period of seven years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. Should an examination reveal any overpayments by Canada, these will be claimed by Canada and immediately repaid by the Contractor.
6. Canada and its authorized representatives have the right to examine, and to make copies of, or extract from, all such records in whatever form they may be kept, relating to or pertaining to this Contract kept by or under the control of the Contractor, including but not limited to those kept by the Contractor, its employees, agents, successors, and subcontractors.
7. The Contractor must cause all subcontractors at any tier and all other persons directly or indirectly controlled by, or affiliated with the Contractor, to comply with the requirements of this clause as if they were the Contractor.

7.2.2 Supplemental General Conditions

[4007](#) (2022-12-01), Canada to Own Intellectual Property Rights in Foreground Information apply to and form part of the Contract.

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from April 1, 2024 to and including March 31, 2027.

7.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one-year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least two (2) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.4.5 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.



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7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Anne-Marie Aubry
 Procurement Team Leader
 Contracting and Materiel Management Division
 Library and Archives Canada
 550 de la Cité Boulevard
 Gatineau, Québec
 K1A 0N4

Telephone: **873-353-7351**
 Email address: anne-marie.aubry@bac-lac.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.

7.5.2 Project Authority [To be inserted 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.

7.5.3 Technical Authority

The Technical Authority for the Contract is: *[To be inserted at contract award]*

Name: _____
 Title: _____
 Organization: _____
 Address: _____



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Telephone: ___-___-_____
 Facsimile: ___-___-_____
 E-mail address: _____

The Technical Authority named above 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 Technical Authority, however the Technical 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.

7.5.4 Contractor's Representative *[To be inserted at contract award]*

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 Payment

7.7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$ *[To be inserted at contract award]*. Customs duties are included and Applicable Taxes are extra.

7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ *[To be inserted 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.



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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.

7.7.3 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.

7.7.4 SACC Manual Clauses

SACC Manual clause [A9117C](#) (2007-11-30) T1204 - Direct Request by Customer Department

7.7.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Direct Deposit (Domestic and International);

7.7.6 Time Verification

SACC Manual clause [C0711C](#) (2008-05-12) Time verification, apply to and form part of the Contract.

7.8 Invoicing Instructions

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

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;

7.9 Certifications and Additional Information

7.9.1 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



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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.

7.10 Applicable Laws

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

7.11 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) the supplemental general conditions [4007](#) (2022-12-01), Canada to Own Intellectual Property Rights in Foreground Information apply to and form part of the Contract;
- (c) the general conditions [2035 \(2022-12-01\) Higher Complexity - Services, apply to and form part of the Contract.](#);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Electronic Payment Instruments;
- (g) the Contractor's bid dated *[To be inserted at contract award]*.

7.12 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance - No Specific Requirement

7.13 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](#)".



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ANNEX “A”

STATEMENT OF WORK

1. Scope

1.1 Title

Digitization of 1” Type C Videotapes

1.2 Introduction

Library and Archives Canada (LAC) has approximately 10,000 hours (4,000 reels) of 1” Type C videotapes in its collection that it intends to digitize for preservation purposes and, when possible, make the content accessible online for research purposes. The tapes are an assortment of running times, ranging from one hour to three hour reel sizes.

1.3 Objectives of the Requirement

LAC requires a Contractor to digitize all of the content on the videotapes to MXF wrapped lossless JPEG2000 files for preservation purposes and h.264 MP4 files for access purposes. The Contractor must also produce an .XML metadata file and a Quality Control Report file for each digitized tape (see Item 2.2 Specifications and Standards for the detailed requirements).

2. Requirements

2.1 Tasks, Activities, Deliverables and/or Milestones

Library and Archives Canada is responsible for:

2.1.1 Packaging

- Providing the Contractor with a paper and electronic Shipment Record File (SRF) that details the tapes contained in each shipment;
- Packing the videotapes in LAC supplied containers and/or pallets with the SRF;
- Providing encrypted hard drives with USB 3 interface;
- Receiving hard disk drives (conforming to the Statement of Work item 2.2 Specifications and Standards) from the Contractor that contain the digitized content;

2.1.2 Quality Control

- Scanning received data for viruses and performing a file integrity check against the checksum;



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- Verifying the files' completeness and compatibility with LAC systems;
- Analyzing the files with quality control software and comparing the results to the quality control logs produced by the Contractor;
- Notifying the Contractor that the digitization process was successful and that the offsite temporary backup can be deleted OR notifying the Contractor that the digitization process was unsuccessful and that the process must be redone.

The Contractor will be responsible for:

- Scheduling the pickup and delivery of the videotapes from LAC's facility in Gatineau, Quebec to the Contractor's facility and from the Contractor's facility back to LAC;
- Receiving the videotapes, unpacking them and resolving any discrepancies with the SRF;
- Inspecting the videotapes to verify that they can be safely digitized;
- Rejecting and returning any videotapes considered to be too much at risk for digitization;
- Cleaning the videotapes (baking is a treatment of last resort and cannot be done without the approval of LAC's technical authority);
- Ensuring that all videotapes provided by LAC are not mishandled, damaged, lost or stolen;
- Digitizing the videotapes according to LAC's technical specifications described in this Statement of Work, under item 2.2 Specifications and Standards, (see also Section 5.1 Schedule and Estimated Level of Effort) (Work Breakdown Structure))
- Generating a file checksum that adheres to the Statement of Work, item 2.2 Specifications and Standards to accompany the files in transport;
- Shipping the files to LAC on the rugged external hard disk drives provided by LAC, with the digitization data stored in a consistent directory structure (see the Statement of Work, item 2.2 Specifications and Standards);
- Reporting operational output on a per shipment basis. Such reports will include the quantity of videotapes digitized; the quantity of videotapes that were not able to be digitized including reasons for the videotape's rejection; and other information as may be mutually agreed by the Contractor and LAC's Technical Authority;
- Maintaining copies of all digital files until the files have been received, analyzed, and accepted by LAC;
- Deleting backups of migrated recordings that the LAC has accepted;
- Storing videotapes until the digital files have been successfully received and analyzed by LAC in case the digitization procedure needs to be repeated;
- Updating the SRF to indicate the quantity of videotapes and hours of digitized content as well as any revised technical remarks regarding the videotapes;
- Packing the videotapes for return to LAC in LAC's containers and/or pallets after the digital files have been accepted.

2.2 Specifications and Standards

2.2.1 Video File Specifications



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Preservation master files are to be encoded directly to a compliant lossless J2K stream in the MXF OP1a format (i.e. there is to be no intermediary encoding format). Specifically, LAC uses interlaced 4:2:2 YUV color space sampled at CCIR601 levels and rate, meaning the resolution of each field is 720x240 in NTSC (National Television System Committee). Parameter defaults for lossless J2K are:

- RateControl = None (meaning fully variable)
- CodeBlockSize = 64x64
- WaveletKernelFactor = Reversible 5x3
- TransformLevel = 5
- QuantisationFactor = 0
- J2KProgressionStyle = LRCP
- CodeStreamFormat = J2K
- PLT = off
- PPT = on
- SOP= off
- EPH= off
- BitsPerSample = 10
- Layers = 1

Checksum must be MD5

MXF files are to be OP1a compliant and contain video, audio, metadata and time code essence tracks.

- The files must be compliant with SMPTE MXF standards;
- The files are to be created in LOSSLESS compression mode;
- Files must preserve the SMPTE 12M time code of the original recording if present. If the original recording does not contain a readable time code, a time code signal should be created for the migrated program beginning at 01:00:00:00;
- Delivered JPEG2000 MXF files must be compatible with LAC systems. LAC currently employs systems complying with Material eXchange Format (MXF), a file format for interchanging and storing audiovisual material.

Access (proxy) files:

- H264/AVC in .mp4 file format, 2mb/s variable bit rate, resolution 720x486

2.2.2 Metadata Specifications

Metadata stored in .XML file format should contain at minimum the following information:

- Filenames of all digital video files created during the digitization process (MXF preservation file and h.264 .MP4 proxy file);
- Original tape label number (i.e. LAC's shelf number which will be supplied in the Shipment Record File and it is also generally located on the tape itself);



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- LAC program identification numbers or “IDCISN” numbers that will be supplied in the Shipment Record File
- Time and date of migration;
- Message digest algorithm/checksum for all created files **(in MD5 format)**;
- File sizes;
- File types;
- Creating application;
- Codec names;
- Codec quality;
- Aspect ratio;
- Frame dimensions;
- Frame rate;
- Frame count;
- Duration of migrated program (in minutes and seconds);
- Presence of Closed Captioning (if applicable);
- Additional transfer comments or observations during the digitization process (if applicable).

NOTE: A sample .XML schema will be provided as a guide during the Pilot Project phase of the evaluation.

2.2.3 Quality Control Report Specifications

A quality control report is to be delivered:

- In an open format readable without proprietary software (preferably in .xml, .html or .pdf format);
- That contains accurate time code references to highlight any areas of concern or interest detected during digitization including:
 - Program areas containing excessive white or black levels;
 - Program areas containing excessive tracking errors or dropouts;
 - Absence of audio or unexpected silence;
 - High audio levels or audio distortion;
 - Audio phase.

NOTE: The maximum level of dropouts is based on the number of dropouts contained in the original recording. There should not be more dropouts than contained in the original.

2.2.4 File Directory Specifications

LAC will supply an identifying number for each videotape (referred to by LAC as the vault shelf number) as part of the Shipment Record File (SRF).

The identifying number is typically in the following format:

- V# YYMM-#### (ex. V4 9104-0008)



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All files created during the digitization of a videotape must be stored together in one directory:

- Parent folder name = “vault shelf #” (ex. V4_9104-0008)
- Folder contains all associated files
- “vault shelf #”.mxf (preservation master) (ex. V4_9104-0008.mxf)
- “vault shelf #”.mp4 (low resolution proxy) (ex. V4_9104-0008.mp4)
- “vault shelf #”.xml (metadata file) (ex. V4_9104-0008.xml)
- “vault shelf #”.xxx (quality control log file) (ex. V4_9104-0008.pdf)

2.2.5 Hard Disk Drive Specifications

Library and Archives Canada will supply encrypted external hard disk drives with a USB 3.0 interface for data transfer.

2.3 Improvements by LAC and Innovations in Methods and Materials

Any innovations in methods and materials will be identified by the Technical Authority to the contractor in writing. LAC shall notify the Contractor of any proposed improvements in already existing methods and/or materials, and/or any changes to the specifications and standards, Article 2.2 of the Statement of Work used in its digitization workflow.

2.4 Method and Source of Acceptance

Migration Inspection Comparison by LAC

Hard drives are received, unpacked and inspected by LAC personnel. The arriving data is scanned for viruses and a file integrity check is performed. A video conservator plays the video files to verify their completeness and compatibility with our systems. The video files are analyzed by quality control software and the results are compared to the QC logs produced by the Contractor.

The digitization services provided must be performed to the satisfaction of and subject to acceptance by the Technical Authority.

Rejection of Work

LAC will reject a video file if:

- It fails a checksum test on receipt from the Contractor;
- The video files do not match the LAC specifications for file type, compression codec and compatibility (see the Statement of Work, item 2.2 Specifications and Standards);
- The playback contains digital dropouts, audio clipping or distortion, digital freeze frames or other identifiable digital compression errors that could not be attributable to the original analog recording;
- The playback contains the presence of an abnormally high level of analog dropouts or analog tracking errors encoded in the file that cannot be accounted for by previous



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observations indicating that the tape was not properly played back during the digitization process;

- The quality control report does not match LAC’s specifications (see the Statement of Work, item 2.2.3 Quality Control Report Specifications);
- The file directory specifications do not match LAC’s specifications (see the Statement of Work, item 2.2.4 File Directory Specifications);

2.5 Reporting Requirements

2.5.1 Contacts

The Technical Authority will act as the representative who shall be the contact point for all work related communications with the Contractor.

2.5.2 Reporting Schedule

Progress reports are to be communicated after each quality control analysis by the Technical Authority. Communication must be done in writing.

2.6 Project Management Control Procedures

The Technical Authority shall monitor the Contractor’s performance on a per-shipment basis to ensure that the digitization work is carried out in an efficient and timely manner, to LAC’s satisfaction and in accordance with the technical specifications established in the contract. Failure to meet the technical requirements will result in the suspension of all work in progress for Library and Archives Canada. The contractor will be required to remedy all deficiencies prior to the resumption of work.

Timelines for acceptance of deliverables by LAC

The time required by LAC to accept or reject the deliverables will be dependent on the amount of digitized content being received from the Contractor. One hundred (100) hours of videotape content will take LAC approximately five (5) working days to perform their quality control analysis.

3. Location of Work, Work Site and Delivery Point

The services provided by the Contractor shall be at its own site.

All work must be conducted in one (1) facility.

The material must not leave the Contractor’s facility during the performance of the work.

Due to existing workload and deadlines, all personnel assigned to this contract must be ready to work in close and frequent contact with the Technical Authority and other departmental personnel.



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The Technical Authority or other authorized government representatives may request access to the work in progress and to the premises where any part of the work is being performed. If applicable, travel costs will be borne by Library and Archives Canada.

4. Travel

In the event that travel is required for meetings, interviews, etc., the Contractor will be responsible for all associated travel costs and expenses involving travel from its place of business to the National Capital Region (NCR).

5. Language of Work

The Contractor must confirm that it is capable of providing services in English or French.

6. Project Schedule

6.1 Schedule and Estimated Level of Effort (Work Breakdown Structure)

- LAC is responsible for preparing the material for the two (2) annual shipments. Each shipment will contain 400 reels (approximately 1,000 hours of content).

10,000 hours / 5 year period = 2,000 hours per year
2,000 hours / 2 shipments = 1,000 hours per shipment

- The Contractor has six (6) months from date of receipt to complete the digitization of a shipment of videotapes;
- For every 100 hours of digitized content produced by the Contractor, LAC has five (5) working days to perform quality control analysis before accepting or rejecting the work.

6.2 Shipping and Canadian Customs Duties

The successful bidder will be responsible for the pick-up and return of all videotapes from Library and Archives Canada's Preservation Centre in Gatineau, Quebec, J8T 8L8 at no additional cost to LAC. The videotapes must be repacked and returned to LAC in the same manner as they were received and in the same container or on the same pallet provided by LAC. Where required, the supplier will provide sufficient and appropriate customs documentation to ensure prompt and efficient processing by customs officials. The supplier will be responsible for any custom fees.



Closing Date	February 20, 2024
Time	2:00 pm EST
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ANNEX “B”

BASIS OF PAYMENT

To be completed at contract award

Please refer to Attachment 1 to Part 3 - Pricing Schedule



Closing Date February 20, 2024

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ANNEX "C" ELECTRONIC PAYMENT INSTRUMENTS



PROTÉGÉ B lorsque rempli
PROTECTED "B" when completed

T1204 Information Reporting by Contractor for the payment of invoices

Information T1204 à transmettre par l'entrepreneur pour le paiement des factures

1. The Contractor shall provide the following information within 15 calendar days from date of award of the contract; and return this form with the signed contract. This is a condition of payment.

1. L'entrepreneur doit fournir l'information suivante dans les 15 jours suivant la date d'attribution du marché et retourner ce formulaire avec le contrat signé. Il s'agit d'une condition de paiement.

- a. the legal name of the entity or individual, as applicable, i.e. the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code;

- a. l'appellation légale de l'entité ou du particulier, selon le cas, i.e. le nom associé au numéro d'assurance sociale (NAS) ou au numéro d'entreprise, ainsi que l'adresse et le code postal;

Name / Nom:

Adresse / Adresse:

Are you a former public servant or a person that was incorporated, receiving a GOC pension or lump sum payment? / Êtes-vous un ancien fonctionnaire ou une personne s'étant constituée en société recevant une pension du GC ou un montant forfaitaire?

Are you an aboriginal supplier? / Êtes-vous un fournisseur autochtone?

Yes / Oui

No / Non

Yes / Oui

No / Non

- b. The status of the Contractor:

- b. Le statut juridique de l'entrepreneur:

Individual / Particulier

Partnership / Société de personnes

Corporation / Société

- c. Dans le cas d'un particulier, le NAS de l'entrepreneur ou le numéro d'entreprise ou le numéro de la taxe sur les produits et services (TPS) ou de la taxe de vente harmonisée (TVH) / For individuals, the Contractor's SIN and, if applicable, the BN, or the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number;

- d. Dans le cas d'une société de personnes et d'une société, le numéro d'entreprise, ou si ce dernier n'est pas disponible, le numéro de TPS/TVH. En l'absence d'un numéro d'entreprise ou de TPS/TVH, une société devra fournir son numéro d'impôt de société du feuillet T2, tandis qu'une société de personnes devra fournir le NAS de l'associé qui a signé le marché / For partnerships and corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, corporations must provide their T2 Corporation Tax number, while partnerships must provide the SIN of the partner who has signed the contract; and;

Contractor's SIN: / NAS de l'entrepreneur:

GST/HST number: / Numéro TPS/TVH:

Business Number/ Numéro d'entreprise:

T2 Corp. Tax number: / Numéro d'impôt de société T2

- e. the following certification signed by the Contractor or an authorized officer:

- e. l'attestation suivante, signée par l'entrepreneur ou son représentant autorisé :

"I certify that I have examined the information provided above, including the legal name, address, and Canada Customs and Revenue Agency identifier, (c) or (d) as applicable, and that it is correct and complete, and fully discloses the identification of this Contractor."

« Je certifie par la présente que j'ai examiné tous les renseignements fournis ci-dessus, y compris l'appellation légale, l'adresse et le numéro identificateur de l'Agence des douanes et du Revenu du Canada, c) ou d) selon le cas, qu'ils sont corrects et complets et qu'ils divulguent clairement l'identité du présent entrepreneur. »

Signature

date



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Demande d'inscription au dépôt direct pour les fournisseurs canadiens

PROTÉGÉ B lorsque rempli PROTECTED "B" when completed Direct Deposit Enrollment Request for Canadian suppliers

Pour les paiements fait au Canada seulement

For payments deposited in Canada only

Demande initiale New Request

Modification Change

Annulation Cancellation

A REMPLIR ÉLECTRONIQUEMENT OU Écrire lisiblement

FILL FORM ELECTRONICALLY OR print clearly

Nom du particulier ou de l'entreprise Surname or CO Name

Prénom Given Name

Adresse Address

Ville City

Code postal Postal Code

Province

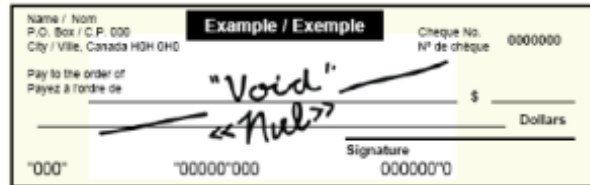
Courriel E-Mail

Téléphone Telephone

S.V.P. joindre un specimen de chèque avec la mention 'NUL' pour votre compte bancaire. Si vous n'avez pas de compte chèque, compléter cette section avec vos informations bancaires.

Please attach a blank cheque for your bank account with 'VOID' written on it. If you don't have a chequing account fill this section with your banking information.

Nom et adresse de l'institution financière Financial institution's name and address



N° succursale - Branch No

N° institution - Institution No

N° compte - Account No

For finance use only/ Pour finances seulement

Code S- _____

By / Par: _____

Account No - N° compte

Institution No - N° institution 3 digits 3 chiffres

Branch No - N° succursale 5 digits 5 chiffres

Attestation

En tant que bénéficiaire des paiements, j'autorise BAC à déposer mes remboursements dans le compte bancaire mentionné ci-dessus et ce, jusqu'à nouvel ordre.

Signature

Certification

I, as the person entitled to receive the payments, authorize LAC to deposit my reimbursements into the above-noted bank account until further notice.

Tel - Tél.

Date



Closing Date	February 20, 2024
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PROTÉGÉ B lorsque rempli
PROTECTED "B" when completed

Renseignements supplémentaires

- Ne remplissez pas ce formulaire si vous avez déjà demandé le dépôt direct et que les renseignements n'ont pas changé.
- Si vous changez de compte bancaire détenu au Canada dans lequel nous déposons un paiement, assurez-vous de nous informer des renseignements relatifs à votre nouveau compte bancaire. De plus, assurez-vous que le paiement est déposé dans le nouveau compte bancaire avant de fermer l'ancien.
- Votre demande de dépôt direct restera en vigueur jusqu'à ce que vous modifiez les renseignements originaux ou que vous annuliez le service.
- Pour interrompre le dépôt direct veuillez remplir ce formulaire en omettant les informations bancaires et en cochant la case 'Annulation'.
- Vous recevrez un courriel contenant le numéro de facture et le montant lorsqu'un paiement sera émis.
- Envoyez votre formulaire dûment rempli par télécopieur au 819-934-5264 ou par courriel à bac.supportfinance-financesupport.lac@canada.ca ou par la poste à Bibliothèque et Archives Canada, Finance, 550 boul de la Cité, 8^{ème} étage, Gatineau QC K1A 0N4

More information

- Please do not fill in this form if you already requested the reimbursement via Direct deposit or if the banking information has not changed.
- If you are changing your bank account held in Canada into which we deposit a payment, be sure to tell us about your new bank account. In addition, make sure you do not close the old bank account before we deposit the payment into the new bank account.
- Your direct deposit request will stay in effect until you change the information or cancel the service.
- To cancel direct deposit service, send this form without the banking info and tick the Cancellation Box
- You will receive an e-mail with the invoice number and the amount to notify you when a payment is issued.
- Send your completed form by email at bac.supportfinance-financesupport.lac@canada.ca or by fax at 819-934-5264 or by mail at Library and Archives Canada, Finance, 550 boul de la Cité, 8th Floor, Gatineau QC K1A 0N4.