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Québec

K1A 0S5

Bid Fax: (819) 997-9776

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services 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 therefor.

Proposition aux: Travaux Publics et Services Gouvernementaux 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-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Communication Procurement Directorate/Direction de
l'approvisionnement en communication

360 Albert St. / 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

Title - Sujet Debates Producer	
Solicitation No. - N° de l'invitation 35035-201458/A	Date 2021-02-12
Client Reference No. - N° de référence du client 35035-20-1458	
GETS Reference No. - N° de référence de SEAG PW-\$\$CX-010-79730	
File No. - N° de dossier cx010.35035-201458	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2021-03-03 Heure Normale du l'Est HNE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Lavitt, Marie	Buyer Id - Id de l'acheteur cx010
Telephone No. - N° de téléphone () - ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See herein	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein – Voir ci-inclus	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
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 six 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 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, the Electronic Payment Instruments, and the Federal Contractors Program for Employment Equity - Certification, and the Evaluation Criteria/Evaluation Grid.

1.2 Summary

The Leaders' Debates Commission ("the Commission"), established by Order in Council (OIC) 2018-1322 and amended by Order in Council P.C 2019-1381 and 2020-872, has been mandated to organize two leaders' debates for the next federal general election – one in each official language. The Commission is guided by the pursuit of public interest and by the principles of independence, impartiality, credibility, democratic citizenship, civic education, inclusion and cost effectiveness.

The purpose of this Request for Proposal (RFP) is to contract the promotion, production and distribution of two debates for the next federal election: one in French and one in English.

Bidders are welcome to bid on either the English debate, the French debate, or both. If a bidder bids on both the English and French debate, they are welcome to propose different approaches for each debate. Evaluation criteria are identical for the French and English debates, but French and English bids will be evaluated separately. Bidders who wish to bid on both French and English debates must submit two bids: one for French and one for English.

The RFP is open to sole entities or to joint ventures (organizations may, and are encouraged, to work together as a consortium or joint venture).

Bidders are welcome to suggest any venue and location. All bids must respect the rules and regulations in place to limit the spread of Covid-19, and respond to regulations which may change over time.

The English and French debates shall be held in close proximity approximately two weeks before Election Day.

Definitions: *"debates producer" – this is a generic term which will be used throughout the Statement of Work (SOW) to denote a company or joint venture as the key contractor for all services.*

- 1.2.1** The period of the Contract is from date of Contract to December 15, 2021, inclusive. The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two additional one year periods under the same conditions.
- 1.2.2** There are no security requirements associated with this requirement.
- 1.2.3** The requirement is limited to Canadian services.
- 1.2.4** The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).
- 1.2.5** This procurement is not subject to any Comprehensive Land Claims Agreements.
- 1.2.6** The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification
- 1.2.7** This bid solicitation requests that bidders use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation, by using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC 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
- 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:

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority 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 Ontario.

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

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

- the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

This requirement includes two (2) separate streams based on the language of the leaders' debate.

Stream A – French Leaders debate (details provided in the Annex A Statement of Work)

Stream B – English Leaders debate (details provided in the Annex A Statement of Work)

Bidders may submit a bid for either Stream A or Stream B or for both Streams A and B.

Each stream will be evaluated separately. Bidders bidding on this Request for Proposal are to clearly identify if they are bidding on Stream A or Stream B or bidding on both Stream A and Stream B. This requirement may result in the award of two separate contracts, one for Stream A and one for Stream B.

Stream A - French Leaders debate and Stream B - English Leaders debate:

- The Bidder must submit its bid electronically, in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications*

*The certifications are the same for both Stream A and Stream B.

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 facsimile and/or in paper format will not be accepted.

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) format;
- (b) use a numbering system that corresponds to the bid solicitation

Section I: Technical Bid (Stream A and Stream B)

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.

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Section II: Financial Bid (Stream A and Stream B)

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B, the Mandatory criterion M.3 and point rated criterion R.4 Budget.

3.1.2 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.

If Annex C 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.

Section III: Certifications (Certifications are the same for Stream A and Stream B)

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

PART 4 - PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures for Stream A – French Leaders’ Debate and for Stream B – English Leaders’ Debate

- (a) **Bids submitted for Stream A and Stream B will be evaluated separately**
- (b) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria for Stream A and/or Stream B.
- (c) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation for Stream A – French Leaders’ Debate and for Stream B – English Leaders’ Debate

Bidders are welcome to bid on either the English debate, the French debate, or both. If a bidder bids on both the English and French debate, they are welcome to propose different approaches for each debate. Evaluation criteria are identical for the French and English debates, but French and English bids will be evaluated separately. Bidders who wish to bid on both French and English debates must submit two bids: one for French and one for English.

The RFP is open to sole entities or to joint ventures (organizations may, and are encouraged, to work together as a consortium or joint venture).

Bidders are welcome to suggest any venue and location. All bids must respect the rules and regulations in place to limit the spread of Covid-19, and respond to regulations which may change over time.

The proposal for the production as submitted in response to this RFP is for evaluation purposes and may not be the finalized production approved by the Commission. The successful bidder and its partners will work with the Commission to finalize production details. The final production and its details will require Commission agreement.

4.1.1.1 Mandatory and point rated technical evaluation criteria are included in:

- Annex E (Stream A - French Leaders’ Debate) and
- Annex F (Stream B - English Leaders’ Debate).

Bidders **MUST** meet all the mandatory requirements of the RFP. No further consideration will be given to Bidders not meeting all the mandatory criteria.

To meet the experience requirement described herein, the Bidder must provide sufficient evidence of work. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder. Listing experience without providing any supporting information to describe where and how such experience was obtained will result in the experience not being evaluated and may render the bid non-compliant.

Proposals will be evaluated and rated against the evaluation criteria as defined in detail in this RFP (in Annex E [*Stream A - French Leader Debate*] and in Annex F [*Stream B - English Leader Debate*]).

In their proposal, bidders should also submit a detailed format that specifies:

- 1) How time allocation will be managed.
- 2) How to minimize leaders talking over top of one another.
- 3) How to ensure leaders answer questions posed by the moderator, rather than pivot to talking points.
- 4) How to handle fact checking.

- 5) The role of the moderator: What power, leeway and tools will the moderator have to keep the debate on track?
- 6) How to ensure these debates matter to Canadians.
- 7) Suggestions of innovative and unique ways to connect to and engage with Canadians before, during and after the debates (before the election).
- 8) Other potential risks, and suggested solutions to address those risks

And

Bidders should also provide descriptions of how the debates producer can:

- 9) Reach the greatest number of Canadians, reach Canadians living in rural and remote areas of Canada, reach Indigenous communities, and reach minority communities via radio and/or television broadcasts, in addition to the internet;
- 10) Reach Canadians whose mother tongue is neither French nor English;
- 11) Reach Indigenous Canadians in Indigenous languages;
- 12) Ensure that the leaders' debates are broadcast in a manner available in an accessible way to persons with disabilities;
- 13) Ensure that those who receive the signal know that their distribution of the live debate must be unbranded, un-editorialized, unedited (no live commentary during the debates) and commercial free; and
- 14) Live stream the debate on debates producer's website, and social media channels including, but not limited to, Twitter, Facebook, and Instagram

Definitions for the purposes of the evaluation criteria:

"Debates producer" – this is a generic term which will be used throughout the Statement of Work (SOW) to denote a company or joint venture as the key contractor for all services.

"sufficiently recent" – for the purpose of evaluation "sufficiently recent" means projects previously carried out on or after January 1, 2016.

4.1.2 Financial Evaluation for Stream A – French Leaders Debate and for Stream B – English Leaders Debate

The Financial Evaluation will only be utilized in the event there is a tie (the same highest total of points) between the highest rated bidders. The Budget submitted in response to the Mandatory criterion M.3 and the point rated criterion R.4 will be used to determine the winning bid.

The Bid Evaluation Budget is requested only for the purpose of evaluation in the event of the tie. It will not form a binding document of the contract, nor in any negotiation nor the Basis of Payment.

4.2 Basis of Selection Financial Evaluation for Stream A – French Leaders Debate and for Stream B – English Leaders Debate

4.2.1 Basis of Selection – Highest Technical Rating

1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation;
 - (b) meet all mandatory technical evaluation criteria; and
 - (c) obtain the required minimum points for the technical evaluation criteria which are subject to point rating."
2. Bids not meeting (a) or (b) or (c) will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract for this requirement.

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4.2.2 This requirement may result in the award of two separate contracts, one for Stream A and one for Stream B, or a single contract for both. Canada reserves the right to not award any contract should there be deemed to not be a submission which completely fulfills the requirement

4.2.3 Tiebreaker Determination

Step 1: When two more proposals have obtained the same highest total number of points, the proposal with the lowest total price for the budget submitted in response to Mandatory Criterion *M.3* and Point Rated Criterion *C.4 Sample Budget* will be recommended for the award of a contract.

Step 2: In the event, following a successful technical and financial evaluation, one or more bids have an equal total amount of points, the Contracting Authority will select the bid with the highest points under criteria for: R.3.2 Production, as the winning bid.

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.

5.2.2 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#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

5.2.3.1.1 SACC Manual clause A3050T (2020-07-01) Canadian Content Definition

5.2.3.2 Status and Availability of Resources

5.2.3.2.1 SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

5.2.3.3 Education and Experience

5.2.3.3.1 SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

5.2.3.4 Price Certification

SACC Manual clause C0002T (2010-01-11) Price Certification - Canadian-based Suppliers (other than agency and resale outlets)

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

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

6.1.1 Optional Services (Additional Optional Debates)

The Contractor grants to Canada the irrevocable option to acquire services described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

6.2 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>) issued by Public Works and Government Services Canada.

6.2.1 General Conditions

2035 (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

6.2.2 Supplemental General Conditions

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

6.3 Security Requirements

6.3.1 There is no security requirement applicable to the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from contract award to December 15, 2021, inclusive

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two 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 before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Contract is not subject to the Comprehensive Land Claims Agreements

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Public Works and Government Services Canada
Acquisitions Branch
Communication Procurement Directorate

Attn.: Marie Lavitt or delegate

E-mail Address: TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is:

The name and contact information will be provided in the resulting contract.

In its absence, the Project Authority is:

The name and contact information will be provided in the resulting contract.

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

6.5.3 Contractor's Representative

Primary Contact		Alternate	
Name:		Name:	
Title:		Title:	
Telephone:		Telephone:	
E-mail :		E-mail :	

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in Annex B, to a limitation of expenditure of as agreed to and indicated at contract award. 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.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$_____. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Monthly Payment

SACC Manual clause H1008C (2008-05-12) Monthly Payment

6.7.4 Direct Request by Customer Department

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

6.7.5 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

6.7.6 Discretionary Audit

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

6.8 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.
2. Invoices must be forwarded to the following authorities:
 - a) One copy must be forwarded by e-mail to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.
E-mail: (to be identified in any resulting contract).
 - b) One copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

E-mail: TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca

6.9 Certifications and Additional Information

6.9.1 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 are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

6.9.3 SACC Manual Clauses

SACC Manual Clause A3060C (2008-05-12) Canadian Content Certification

6.9.4 SACC Manual Clauses

In accordance with *General Conditions - Higher Complexity - Services 2035 08 (2008-05-12)*
Replacement of specific individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - a. the name, qualifications and experience of the proposed replacement; and
 - b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

6.10 Applicable Laws

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

6.11 Priority of Documents

If there is a discrepancy between the wordings 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 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information;
- c) the general conditions 2035 (2020-05-28), General Conditions - Higher Complexity - Services);
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) the Contractor's bid dated _____.

6.12 Insurance

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

6.13 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".

ANNEX A

STATEMENT OF WORK

Title: Leaders' Debates

A.1. Background

The Leaders' Debates Commission ("the Commission"), established by Order in Council (OIC) 2018-1322 and amended by Order in Council P.C 2019-1381 and 2020-872, has been mandated to organize two leaders' debates for the next federal general election – one in each official language. The Commission is guided by the pursuit of public interest and by the principles of independence, impartiality, credibility, democratic citizenship, civic education, inclusion and cost effectiveness.

The Commission will work to make debates a more predictable, reliable and stable element of federal election campaigns. The Commission believes debates are a fundamental part of the democratic process and that the public interest should be paramount in debate organization.

The Commission will prepare a report to Parliament, following the debates, outlining findings, lessons learned and recommendations.

A.2. Objectives

Leaders' debates that reach all Canadians, including those with disabilities, those living in remote areas and those living in official language minority communities, particularly Canadian Indigenous languages.

Leaders' debates that are effective, informative and compelling and benefit from the participation of the leaders who have the greatest likelihood of becoming Prime Minister or whose political parties have the greatest likelihood of winning seats in Parliament.

Leaders' debates that are organized in a clear, open and transparent manner, with a format and moderator that encourages civil discourse and discussion.

Leaders' Debates that encourage participation and engagement from a broad range of Canadians and make innovative use of social and new media, in an effort to reach as many Canadians as possible, on as many platforms as possible, and to be open, accessible, diverse, informative, compelling and engaging.

A.3. Purpose

The purpose of this requirement is to contract the promotion, production and distribution of two debates for the next federal election: one in French and one in English.

A.3.1 Additional Optional Debates

The Commission may also require the promotion, production and distribution of more than the two debates for the next federal election on an "if and when" required basis. Additional optional debates are at the sole discretion of the Commission and will be authorized by the PWGSC Contracting Authority as an amendment to the Contract.

Definitions: "**debates producer**" – this is a generic term which will be used throughout the Statement of Work (SOW) to denote a company or joint venture as the Contractor for all services

A.4. Dates and Location

The English and French debates shall be held in close proximity approximately two weeks before Election Day.

Contractors are welcome to suggest any venue and location. All bids must respect the rules and regulations in place to limit the spread of Covid-19, and respond to regulations which may change over time.

A.4.1 Location and Travel

Travel associated with the production of the debates may be reimbursed by the Commission. All travel is subject to pre-approval by the Commission. Travel rates should be in accordance with National Joint Council rates and the allowances for contractors.

A.5. Scope of Work

Within the parameters of the Contract, the debates producer must promote, produce and distribute one English and/or one French debate, in a comprehensive and cost-effective manner. The Contractor must consider the key objectives of the Commission when developing its proposal for a production. The debates producer will be responsible for, but not limited to, providing the following:

- Undertake effective on-going project management of the production. This includes creating and updating production timelines, budgeting, coordinating tasks, seeking approval as required and managing subcontractors as required;
- In consultation with the Commission, the co-ordination of participation with political parties that the Debates Commissioner has deemed eligible for participation in the leaders' debates;
- Distribution of the debate, free of charge;
- Promotion;
- Live production;
- Transmission services;
- Live broadcast online, social media, on demand services;
- Audio, visual and digital production for broadcast;
- Set design and lighting;
- Creation of a brand neutral visual identity;
- Photographic services including storage platforms;
- All personal and technical equipment required for the performance of this contract;
- Creating a recording of each debate, and delivering to the Commission, in a format capable of being played on all mediums;
- Adhering to accessibility standards and implementation;
- Physical and IT security.

In order to achieve this scope of work, the Commission encourages respondents to consider the potential inclusion of multiple organizations, to provide comprehensive distribution and promotion, and engage a wide range of editorial views.

A.5.2 Responsibilities

The debates producer will be responsible for all of the items listed in sections A.5.3-A.5.14 below as well as:

- Providing the Commission with a production plan and timeline for execution of the contract;
- Co-ordinating with political parties - in consultation with the Commission - over location, time, format;
- Ensuring that the production is complete, on schedule and within the budget as approved by the Commission
- All payments to staff and subcontractors including per diems, accommodation, travel and honoraria; and
- Handling media inquiries and issues management that relate to the debate promotion, production, and distribution.

The Commission will be responsible for the following:

- Providing a contact person to be the liaison with the debates producer for the duration of the Contract;
- Consultation, advice and guidance throughout the Contract;
- Handling media inquiries and issues management in consultation with the debates producer;
- Ensuring the timely and transparent communication of debate consultations and negotiations to the public;
- Determining which party leaders are eligible for participation in the leaders' debates; and
- Working with the debates producer to co-ordinate with the political parties. The Commission does not expect to be involved in negotiations with parties, but may take a more active role should the need arise.

A.5.3 Meetings

Kick-off planning session with the Commission: the debates producer must organize a mutually agreeable date and time for a virtual meeting within ten days of the contract award date.

After the kick-off planning session, the debates producer must organize regular virtual status update meetings:

- From the date of contract award, until 8 weeks before debates: bi-weekly (every two weeks);
- During the election period (after the issue of the writs) meetings will be weekly;
- Raise urgent issues requiring immediate attention and action within one working day of the issue becoming known;
- Meetings will include a progress report on each of the logistical components of debate promotion, production and distribution. This report will identify issues, progress, expected date of completion and be detailed as requested by the Commission; and
- Meetings will include a budget review.

A.5.4 Broadcast Quality

The debates producer must provide coverage of the highest professional quality using the HD 1080i standard, and using technical equipment and production values consistent with national broadcast standards. The debates producer's audio-visual feed must be made available on request to broadcasters and others who wish to connect to the HD signal.

The debates producer must offer a HD-SDI (NTSC) signal with embedded audio as the standard output and must also make the live coverage available on digital media services, providing live streaming and content for social media channels such as but not limited to YouTube, Facebook, Instagram and Twitter.

A.5.5 Format and Moderator

A.5.5.1 a. Moderator

The Commission seeks a moderator with:

- Journalistic credibility;
- Political knowledge and experience;
- Broadcast experience moderating discussions and panels with multiple guests; and
- Confidence, command and judgement required to keep the debate on track.

A.5.5.2 Format

The Commission seeks a format that:

- Seeks to uphold the values for the debates, outlined above;
- Avoids unnecessary complexity;
- Limits interruptions, while allowing time for open debate;
- Ensures the moderator can intervene to keep the debate on track;
- Enables the moderator to ask follow-up questions and challenge to ensure answers are factual; and
- Uses plain, accessible language in the questions.

A.5.5.2.a Detailed information for consideration by the Commission

1. How time allocation will be managed
2. How to ensure leaders don't talk over top of one another
3. How to ensure leaders answer questions posed by the moderator, rather than pivot to talking points
4. How to handle fact checking
5. The role of the moderator: What power, leeway and tools will the moderator have to keep the debate on track?
6. How to ensure these debates matter to Canadians.
7. Suggestions of innovative and unique ways to connect to and engage with Canadians before, during and after the debates (before the election)
8. Other potential risks, and suggested solutions to address those risks

To respect journalistic independence, the Commission will not be involved in the choice, order or duration of topics or questions posed to leaders in the debates.

A.5.5.3 Format Compliance

The debates producer must ensure compliance with the following acts and regulations;

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

A.5.6 Venue & On-site Support

It is expected that the debates producer will:

- Suggest a venue, dates and location that can accommodate all the required logistics and timing considerations of having the debates in close proximity and does not favour any particular participant;
- Adhere to all Covid-19 regulations;
- Ensure the venue has all of the necessary requirements, including but not limited to:
 - Technical production, and IT requirements;
 - Adequate and security cleared staff;
 - Adequate staffing levels for all work;
 - Can meet all physical and cyber security needs;
 - Unlimited internet capability and cellular network capacity for staff, parties, media, etc. including back up connectivity;
 - Separate dressing rooms for each party leader;
 - Separate private work spaces for each party;
 - Media areas including scrum space, and separate areas for pre and post- debate broadcasts;
 - Space for production (control rooms, moderator dressing room, studio, production offices etc.);
 - Space for interpreters, and translation equipment and booths as required;
 - Space and provisions (water, sufficient power, etc.) for catering, hair & make up;
 - Space and considerations for media, parties and Commission secretariat, etc.;
 - Sufficient parking, power and loading docks for broadcast trucks, campaign buses, staff, media etc.;
 - All required power for production, broadcast and media;
- Liaise and negotiate contracts with the venue, create floor plans, furnishings, book all venue staff, and develop installation and tear-out schedules;
- In consultation with the Commission, ensure the venue is accessible;
- Provide media access and required facilities at the venue;
- Arrange and provide for support services such as a business service centre (copier, fax, printer, shredder) – monitors with RF/cable service, internet, etc.);
- Provide bandwidth at venue for live streaming, social media, and on-site connectivity;
- In consultation with the Commission, ensure venue requirements (location, logistics, space, security, etc.) meet the needs of political parties other stakeholders;
- Ensure secure parking is available for political parties, staff, media etc.;
- Ensure the provision of comprehensive onsite security services;
- Provide immediate access to comprehensive medical services, including fully trained staff to deal with medical emergencies;
- Create and – if required because of Covid-19 regulations – implement back up plan for a virtual debate;
- Provide a detailed risk management plan for natural and man-made disasters during the early planning stages of the debates, including updating the plan as required throughout the duration of the project, and overseeing and modifying the plan as needed during the event. Implementing and responding to a risk or disaster during the event is the responsibility of the debates producer.

A.5.7 Languages & Accessibility

The debates producer work with the Commission to:

- Provide simultaneous interpretation of both debates in both official languages;
- Ensure the debates are available in languages other than French and English;
- Reach Indigenous Canadians in Indigenous languages;
- Provide live sign language interpretation (for broadcast) in both Langue des signes Québécoise (LSQ) and American Sign Language (ASL), using certified ASL/LSQ interpreters, and separate interpreters for each leader and moderator;
- Provide live closed captioning in both official languages;
- Provide a closed-captioned copy of the debate, available in both official languages post-debate, re-captioned; and
- Provide live described video in both official languages.

The debates producer must consult with the Commission to ensure that the provision of alternate formats listed in this section take into consideration accessibility legislation, such as the Accessible Canada Act.

A.5.8 Production

The debates producer will be responsible for all production, including but not limited to:

- Set and lighting design: materials for set and lighting design, rentals as required, construction, storage and shipping, installation and focus, live lighting direction, construction and load in/load out;
- Wardrobe, hair & make up for moderator (leaders are responsible for their own wardrobe, hair & make up);
- Photographer and photography choices and finishing of all photography work;
- All required IT for production and distribution, as well as on-site production;
- Visual identity, look and feel of the debates and all associated products (i.e.: accreditation badges, signage etc.);
- Discussions and consultations with the Commission on how to reference and involve the Commission during the broadcast;
- Interpretation, translation, transcription services;
- Onsite liaison with parties, including management of leader arrivals;
- Hospitality, as required;

A.5.9 Broadcast, Distribution and Reach

The debates producer must:

- Distribute the debate, and provide a live feed of the debates to all interested distributors, free of charge, across Canada;
- Provide photography services, and make photo database available on the web, free of charge;
- Provide all equipment required for distribution;
- Distribute signal of the debate unbranded, un-editorialized, unedited (with no commentary during the live debates) and commercial free;
- Ensure back up connectivity; and
- Ensure IT security.

The Commission is seeking descriptions of how the debates producer can:

- Reach the greatest number of Canadians, reach Canadians living in rural and remote areas of Canada, reach Indigenous communities, and reach minority communities via radio and/or television broadcasts, in addition to the internet;
- Reach Canadians whose mother tongue is neither French nor English;
- Reach Indigenous Canadians in Indigenous languages;
- Ensure that the leaders' debates are broadcast in a manner available in an accessible way to persons with disabilities;
- Ensure that those who receive the signal know that their distribution of the live debate must be unbranded, un-editorialized, unedited (no live commentary during the debates) and commercial free; and
- Live stream the debate on debates producer's website, and social media channels including, but not limited to, Twitter, Facebook, and Instagram;

A.5.10 Marketing

The debates producer must promote the debates in both official languages and Indigenous languages to Canadians, both in advance of the debates (to encourage Canadians to watch and listen live) and after-the-fact (to encourage Canadians who weren't able to engage live, to watch and listen to the stored video or links after the debates, before the election). The debates producer should also communicate the accessibility features that will be provided for the debate broadcast.

The following information should be considered when developing a comprehensive marketing plan for traditional, new and social media. Including:

- Terrestrial radio
 - Promos or commercials in regular rotation, equal to or exceeding regularly promoted programming; and
 - Promotion of debates in advance of live airing, and of content available to watch/listen to after the debates
- Terrestrial television
 - Promos or commercials in regular rotation, equal to or exceeding regularly promoted programming;
 - Promotion of debates in advance of live airing, and of content available to watch/listen to after the debates; and
 - Public Service Announcements (PSA), ready to air at the discretion of programmers
- Online
 - Debate producer's website
 - Direct marketing (i.e.: email newsletters)
- Social media
 - Twitter: Regular tweets and promotions leading up to the debates, during the debates, and after the debates (in advance of the election); and "Tweet to remind"
 - Facebook/Instagram: Regular posts and promotions leading up to the debates, during the debates, and after the debates in advance of the election)
 - Google (YouTube placement, ensuring searchable key words and markers in place in Google search);
 - Regular promotions leading up to the debates, during the debates and after the debates (in advance of the election).

A.5.11 Post-production deliverables

After the debates, in advance of the election, the debates producer must provide, in consultation with the Commission, the following:

- A full, unedited, un-editorialized debate video available to stream on the debates producer's platforms within 8 hours of the end of the debate, and available up to and including election day;
- A full, unedited, un-editorialized, unbranded debate video delivered to the Commission in a format suitable for distribution on all types of media, within 8 hours of the end of the debate;
- A full, unedited, un-editorialized, debate video available to stream on YouTube, Twitter, Facebook and any other social media platforms where the debates producer is active, within 8 hours of the end of the debate, and be available up-to and including election day;
- An un-editorialized, edited version of the debate - question-by-question – posted to the debates producer's platforms, up to and including Election Day, in the type of media requested. For further clarity: this is the entire debate, edited into shorter videos of each question and answer.
- An un-editorialized, edited, unbranded version of the debate - question-by-question – available within 8 hours of the end of the debate. For further clarity: this is the entire debate, edited into shorter videos – each question and answer;
- An un-editorialized, edited version of the debate - question-by-question – posted to YouTube, Twitter, Facebook and any other social media platforms where the debates producer is active within 8 hours of the end of the debate, and be available up-to and including election day;
- All post-production material must be made available in accessible formats; and
- Formats and technical specifications to be confirmed by Commission.

A.5.12 Data and Metrics

In an effort to inform future debates, and to help the Commission prepare its report to Parliament, the debates producer must measure and share data on reach, and suggest ideas of how to measure the *impact* of the debates.

The debates producer must:

- Share all audience data with the Commission, no later than five weeks post-debate. Including but not limited to:
 - Live television and radio broadcast ratings (AMA, share, rank, reach, etc.)
 - Podcast statistics (ratings, location, etc.)
 - Live stream data (ratings, location, etc.)
 - YouTube data
 - Social media data (likes, engagement data, watches etc.)
 - Reasonable efforts to break down all data by age range, geography and other available categories; and
 - Suggest innovative ways to measure *impact* of the debates, as well as reach.

A.5.13 Security & Cybersecurity

It is expected that the debates producer will:

- Work with the Commission and security and intelligence agencies as designated during the entire length of the contract on ensuring the security, integrity and cyber security of the debates, the broadcasts and distribution and incorporate advice of security and intelligence agencies on best practices, including but not limited to:

- Ensure that the original and any copies of the material are safeguarded, and be able to demonstrate to a high degree of certainty that the original recordings cannot be adulterated after broadcast;
- Demonstrate minimum availability of 99.999% uptime, during the debate broadcast for example, by sub-contracting a professional anti-DOS (Denial of Service) services;
- Provide a mechanism to be able to prove the authenticity of distributed recordings;
- Ensure that the physical security of the broadcast and file distribution infrastructure is maintained to the commercially sensitive standard;
- Use Government of Canada defined security cleared personnel, wherever required, and replace personnel who fail clearance;
- If using cloud-based infrastructure, using security standards as per advice of the Commission or its security partners;
- Have dedicated IT security personnel who will be responsible for overseeing cybersecurity of debate infrastructure;
- Ability to patch and monitor servers and cybersecurity infrastructure;
- Provide an overall threat risk assessment (covering aspects of physical and cyber security);
- Monitor network ingress/egress and capture all system, application, netflow and DNS logs, Ensure these logs are preserved in a non-Internet connected system and protected against unauthorized access and/or modification;
- Be responsible for providing a secure method of file log transfer and provide the Commission with the necessary components to implement this capability;
- Demonstrate disaster recovery and business continuity capability as per recommended industry standards (I.e.: during a denial-of-service event or a loss of vital equipment);
- Demonstrate incident response capability, to ensure technical and security incidents are effectively reported and resolved, as per recommended industry standards; and
- Ensure Supply Chain integrity as per GC/CCCS standards.

A.5.14 Budget

The Commission's expectation is that Bidders will absorb the costs of all services that – historically – have been provided by such organizations.

The Commission is prepared to provide funding for services not generally provided by such organizations, and services that are above and beyond the historical expectations of a debates producer (such as the obligation to distribute the signal freely, alternative formats for accessibility, or the cost of cyber security measures).

Budgets or budget items may be subject to negotiation throughout the contract term, and subject to approval of the Commission for the portions funded by the Commission.

ANNEX B

BASIS OF PAYMENT

STREAM A – FRENCH LEADERS DEBATES AND STREAM B – ENGLISH LEADERS DEBATES

Annex B reflects the negotiated values and conditions between the Commission and Contractor. In select circumstances the commission will be prepared to provide modest, incremental funding for services not generally provided or services that are above and beyond the traditional expectations of a debates producer (such as the obligation to signal freely. alternative formats for accessibility or the cost of cyber security measures).

B.1 Monthly Payments

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.

B.2 Direct and Subcontracted Expenses

B.2.1 Direct Expenses

Direct expenses include any expenses directly incurred by the Contractor during the performance of the Work or for the purpose of the project, relating to the purchase or rental of materials, equipment, supplies, or other required items. Direct expenses may include, but are not limited to, the following: badges; equipment rental; audio visual equipment and services; commercial transportation; requirement-specific insurance coverage (at the request of the Project Authority); and any project-specific communication charges, parking costs, and other related fees.

All expenses, general and administrative, normally incurred in providing the services are to be included in the prices for services identified in the contract, and will not be permitted as reimbursable direct expenses under the Contract.

B.2.2 Subcontracting

Subcontracted items include any expenses incurred during the performance of the Work or for the purpose of the project for which a separate contract exists between the Contractor and the person or firm providing the goods / services.

All subcontracted requirements will be provided within the cost negotiated for the fulfillment of the requirement. Invoices from second-tier subcontractors (the subcontractors of the Contractor's subcontractors) are not required under the Contract.

B.3 Travel and Living Expenses

The Contractor will be responsible for all travel and living expenses incurred in the performance of the Work, and as pre-approved by the Project Authority.

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, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive.

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35035-201458

Amd. No. - N° de la modif.
File No. - N° du dossier
cx010.35035-201458

Buyer ID - Id de l'acheteur
cx010
CCC No./N° CCC - FMS No./N° VME

The National Joint Council Travel Directive is available at: <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>. and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

With respect to Modules 2, 3, and 4 of the Directive, meals will be reimbursed based on receipts up to a maximum of the daily allowances specified in Appendix C or D of the Directive, as applicable. If receipts are unavailable, the Contractor may sign a Declaration in order to receive reimbursement.

Note: The Contractor is not an employee of Canada and as such, is not eligible for any Government of Canada employee benefits as they pertain to the National Joint Council Travel Directive, or otherwise. This includes any provisions pertaining to "travel status" as set out in the Directive which are not expressly permitted herein.

Solicitation No. - N° de l'invitation
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cx010
CCC No./N° CCC - FMS No./N° VME

ANNEX C

ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);

ANNEX D

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada 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 Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's website](#).

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

OR

- ☐ A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

ANNEX E

EVALUATION CRITERIA / EVALUATION GRID – STREAM A

Bids submitted for Stream A and Stream B will be evaluated separately

REQUEST FOR PROPOSAL: 35035-201458/A

SUBMISSION TITLE : STREAM A – LEADERS’ DEBATE FRENCH

BIDDER:

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EVALUATION SUMMARY – STREAM A		
MANDATORY TECHNICAL CRITERIA	ACHIEVED	NOT ACHIEVED

POINT RATED TECHNICAL CRITERIA – STREAM A	MAXIMUM POSSIBLE POINTS	MINIMUM POINTS	SCORE ACHIEVED
R.1 Capability and Experience	10	6	
R.2 Proposed Senior Personnel	25	13	
R.3 Approach & Methodology	50	40	
R.4 Budget	15	5	
TOTAL SCORE	100	64	

MANDATORY AND POINT RATED REQUIREMENTS - TECHNICAL EVALUATION

Bidders are welcome to bid on either the English debate, the French debate, or both. If a bidder bids on both the English and French debate, they are welcome to propose different approaches for each debate. Evaluation criteria are identical for the French and English debates, but French and English bids will be evaluated separately. Bidders who wish to bid on both French and English debates must submit two bids: one for French and one for English.

The RFP is open to sole entities or to joint ventures (organizations may, and are encouraged, to work together as a consortium or joint venture).

Bidders are welcome to suggest any venue and location. All bids must respect the rules and regulations in place to limit the spread of Covid-19, and respond to regulations which may change over time.

The proposal for the production as submitted in response to this RFP is for evaluation purposes and may not be the finalized production approved by the Commission. The successful bidder and its partners will work with the Commission to finalize production details. The final production and its details will require Commission agreement.

Proposals will be evaluated and rated against the evaluation criteria as defined in detail in this RFP (in Annex E [*Stream A - French Leader Debate*] and in Annex F [*Stream B - English Leader Debate*]).

To meet the experience requirement described herein, the Bidder must provide sufficient evidence of work. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder. Listing experience without providing any supporting information to describe where and how such experience was obtained will result in the experience not being evaluated and may render the bid non-compliant.

MANDATORY TECHNICAL EVALUATION CRITERIA – STREAM A

Bidders **MUST** meet all the mandatory requirements of the RFP. No further consideration will be given to Bidders not meeting all the mandatory criteria.

The Mandatory requirements are:

M.1 EXPERIENCE OF THE BIDDER

The Bidder should provide two examples of previous projects similar in scope and complexity to work described in Annex A – Statement of Work, which demonstrate the technical and financial capability as well as the experience of the Bidder in promotion, production and distribution.

In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

M.1 Experience of the Bidder	Compliant Yes	Compliant No
M.1.1 The Bidder must provide examples of two projects where it is demonstrated they have successfully delivered projects of similar complexity. For each project description, the Bidder must provide a description of the services that the Bidder was responsible for providing, including but not limited to:		
M.1.2 The type, dates, duration and physical location of the event;		
M.1.3 Who and what the event was for;		
M.1.4 Its dollar value equivalent (in cash or in kind); and		
M.1.5 Sources of funding.		
COMMENTS:		

M.2 EXPERIENCE OF THE PROPOSED PERSONNEL

The Bidder must provide the curricula vitae (CV) for the producer and moderator.

The CVs must clearly show that all personnel have:

- a minimum of five years demonstrated experience in their area of specialization;
- experience moderating on projects of similar complexity;
- journalistic credibility,
- political knowledge and experience; and
- broadcast experience moderating discussions and panels with multiple guests.

The Bidder must outline their role in the proposal, and their language skills.

M.2 Experience of the Proposed Personnel	Compliant Yes	Compliant No
M.2. The Bidder has provided a list of proposed producer(s) and moderator(s); their roles for the Leaders' Debates and a CV that outlines: minimum of five years demonstrated experience; experience moderating on projects of similar complexity; journalistic credibility; political knowledge and experience; and broadcast experience moderating discussions and panels with multiple guests.		
COMMENTS:		

M.3 BUDGET

The Bidders must provide a sample expected budget. The sample budget must outline all costs associated with producing, distributing and promoting the debate(s). The sample budget must indicate which costs will be absorbed by the Bidder, and which costs the Bidder expects to be funded by the Commission.

The Commission will not make any advance payments. The payment schedule must be based on the actual work performed.

M.3 Budget	Compliant Yes	Compliant No
M.3. The Bidder has provided a sample of the expected budget that identifies each component and all the costs associated with it. The budget is inclusive of the producing, distributing and promoting the debates and demonstrates a division of costs between the bidder and Commission.		
COMMENTS:		

PROPOSALS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS WILL BE CONSIDERED NON RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION

POINT RATED TECHNICAL CRITERIA – STREAM A

Bidders should self-identify, in the grids below, what the page reference number is. Should the evaluators not locate the reference on the page number indicated, they will review the rest of the bid to try and locate the applicable information. No points will be removed or awarded for the page numbers provided.

Proposals will be evaluated and scored in accordance with specific evaluation criteria as detailed in this section.

Definitions for the purposes of the evaluation criteria:

“Debates producer” – this is a generic term which will be used throughout the Statement of Work (SOW) to denote a company or joint venture as the key contractor for all services.

“sufficiently recent” - for the purpose of evaluation “sufficiently recent” means projects previously carried out on or after January 1, 2016.

R.1 Capability and Experience (maximum 10 points, minimum 6 points)

The Bidder should provide two (2) examples of previous projects similar in scope and complexity to work described in Annex A – Statement of Work, which demonstrate the technical and financial capability as well as the experience of the Bidder in promotion, production and distribution.

Specifically the Bidder should provide a brief description of each project, in particular:

- a) the type of event,
- b) the dates,
- c) the duration and physical location of the event,
- d) who and what the event was for,
- e) who the client/pool partners were (if applicable),
- f) its dollar value equivalent (in cash or in kind) and source of funding.

In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

R.1 Points	0 points	3 points per project that meets this definition	5 points per project that meets this definition
Capability and Experience	Information not provided Or Description does not demonstrate the Bidder's capability to promote, produce and distribute leaders' debates.	Information unclear, incomplete Or Involves only one example of similar scope and complexity Or Does not clearly demonstrate that previous projects were similar in scope and complexity to work described in	Information clear and complete. Clearly demonstrates the Bidder's capability to meet requirements described in Annex A – Statement of Work. Examples are sufficiently recent

		Annex A - Statement of Work	
R.1 Capability and Experience - Rating	Score	Page reference in Bid	Comments
Project 1			
Project 2			

R.2 Proposed Senior Personnel (maximum 25 points, minimum 13 points)

The Bidder should demonstrate the project teams' qualifications and demonstrate that its proposed senior personnel have the profile and track record to deliver leaders' debates to a very high level of quality as follows:

R.2.1 Producer

The Bidder should identify the proposed producer(s) of the debate and provide a description of why this person or team has the qualifications and experience to produce a high-quality leaders' debate.

And

The Bidder should identify the team responsible for the "hands on" decisions relating to debate production.

R.2.1 Points	0 points	3 points	5 points
Producer	Information not provided Or Does not demonstrate the capability of the proposed producer to deliver on leaders' debate requirements.	Information unclear, incomplete Or Demonstrates some relevant experience with events of some scope and complexity Or Personnel identified will not be the ones responsible for the "hands on" decisions relating to debate production	Information clear and complete. Clearly demonstrates capability across a range of events of similar scope and complexity Personnel identified will be the one(s) responsible for the "hands on" decisions relating to debate production
R.2.1 Rating – Producer	Score	Page reference in Bid	Comments

R.2.2 Moderator

The Bidder should identify the proposed moderator(s) of the debate and provide a description of why this person has the profile, journalistic credibility, qualifications and broadcast experience to moderate a high quality national leaders' debate.

If a proposal contains multiple moderators or journalists, bidders must provide a description for each person and their experience, and a detailed description of what their role will be in the debate.

R.2.2 Points	0 points	10 points	20 points
Moderator	Information not provided Or Does not demonstrate the capability of the moderator(s) to deliver on leaders' debate requirements.	Information unclear, incomplete Or Demonstrates some relevant experience with events of some scope and complexity. Or Does not clearly identify the role of the moderator(s) Or Moderator(s) does not have journalistic credibility or broadcast experience moderating discussions	Information clear and complete. Clearly identifies the role of the moderator(s) Clearly demonstrates capability across a range of events of similar scope and complexity Moderator(s) has journalistic credibility and broadcast experience moderating discussions
R.2.2 Rating – Moderator	Score	Page reference in Bid	Comments

R.3 Approach & Methodology (maximum 50 points, minimum 40 points)

Drawing on Annex A – Statement of Work, the Bidder should provide a proposed approach and methodology to the promotion, production and distribution of the leaders' debate, including specifics on how the work will be carried out.

Bidders should refer to details in section A.5.5.2.

In their proposal, bidders should also submit a detailed format that specifies:

- How time allocation will be managed.
- How to minimize leaders talking over top of one another.
- How to ensure leaders answer questions posed by the moderator, rather than pivot to talking points.
- How to handle fact checking.
- The role of the moderator: What power, leeway and tools will the moderator have to keep the debate on track?
- How to ensure these debates matter to Canadians.

- g) Suggestions of innovative and unique ways to connect to and engage with Canadians before, during and after the debates (before the election).
- h) Other potential risks, and suggested solutions to address those risks

and

In their proposal, bidders should specify how they will reach Canadians in languages other than French and English. Bidders should propose ways to reach Indigenous Canadians in Indigenous languages. Bids will be evaluated based on the number of languages proposed, but also on the ability to distribute and promote the debates in those languages.

In their proposal, bidders should provide descriptions of how the debates producer can:

- a) Reach the greatest number of Canadians, reach Canadians living in rural and remote areas of Canada, reach Indigenous communities, and reach minority communities via radio and/or television broadcasts, in addition to the internet;
- b) Reach Canadians whose mother tongue is neither French nor English;
- c) Reach Indigenous Canadians in Indigenous languages;
- d) Ensure that the leaders' debates are broadcast in a manner available in an accessible way to persons with disabilities;
- e) Ensure that those who receive the signal know that their distribution of the live debate must be unbranded, un-editorialized, unedited (no live commentary during the debates) and commercial free; and
- f) Live stream the debate on debates producer's website, and social media channels including, but not limited to, Twitter, Facebook, and Instagram

R.3.1 Promotion

The Bidder should provide a promotion plan for traditional, digital and social media as described in A.5.10 Marketing of Annex A – Statement of Work

R.3.1 Points	0 points	3 points	5 points
Promotion	Information not provided Or Limited response to stated requirements; limited means for Canadians to become aware of the debate; and limited encouragement to Canadians to watch and listen to the debate live and after the fact.	Information unclear, incomplete Or Shows evidence of some adequate elements but with inconsistent planning effort across traditional, digital and social media, and with few new elements to distinguish from the promotion of past leaders' debates.	Information clear and complete. Provides comprehensive planning across traditional, digital and social media, with elements equal to or exceeding regularly promoted programming and stronger elements as compared to past leaders' debates.
R.3.1 Rating – Promotion	Score	Page reference in Bid	Comments

R.3.2 Production

The Bidder should provide a detailed format, design and production plan, including proposed venue, security and other production requirements, as set out in the following areas of Annex A - Statement of Work:

A.5.2 Responsibilities
A.5.4 Broadcast Quality
A.5.5 Format and Moderator
A.5.6 Venue & On-site Support,
A.5.7 Languages & Accessibility,
A.5.8 Production

R.3.2 Points	0 points	10 points	20 points
Production	<p>Information not provided</p> <p>Or</p> <p>Limited response to stated requirements; limited production and journalistic standards; limited adherence to Commission principles.</p> <p>Or</p> <p>No format proposed</p>	<p>Information unclear, incomplete</p> <p>Or</p> <p>Shows some strong design and planning elements but with weaknesses in certain areas or lacking specific details and plans.</p> <p>Or</p> <p>Does not specify ability to provide debate(s) in languages other than French and English, and/or does not specify how Indigenous languages will be provided and promoted</p> <p>Or</p> <p>Proposed format does not fully answer questions posed by Commission in A.5.5 or fails to identify perceived challenges and solutions</p>	<p>Information clear and complete.</p> <p>Consistent, strong and innovative approaches to venue, format and production planning. Strong evidence of high journalistic standards and adherence to Commission principles. Including a detailed description of how the work will be carried out.</p> <p>Clearly specifies how the debate will be available in languages other than French and English, and how Indigenous languages will be provided and promoted</p> <p>Proposed format clearly answers the questions posed by the Commission in A.5.5 and identifies further challenges to success and offers solutions to those challenges.</p>
R.3.2 Rating – Production	Score	Page reference in Bid	Comments
A.5.2 Responsibilities			
A.5.4 Broadcast Quality			

A.5.5 Format and Moderator			
A.5.6 Venue & On-site Support,			
A.5.7 Languages & Accessibility,			
A.5.8 Production			

R.3.3 Distribution

The Bidder should provide details to explain how it proposes to meet the requirements set out Annex A – Statement of Work:

A.5.9 Broadcast Distribution and Reach

A.5.11 Post-Production

A.5.12 Data and Metrics

A.5.13 Security and Cybersecurity

In their bid, bidders should suggest innovative ways to measure impact of the debates, as well as reach.

R.3.3 Points	0 points	15 points	25 points
Distribution	Information not provided Or Limited response to stated requirements.	Information unclear, incomplete Or Some significant omissions or weaknesses in responding to stated requirements.	Information clear and complete. Clear evidence of the Bidder's capability and willingness to meet or exceed stated requirements and details on how they will do so.
R.3.3 Rating - Distribution	Score	Page reference in Bid	Comments
A.5.9 Broadcast Distribution and Reach			
A.5.11 Post-Production			
A.5.12 Data and Metrics			
A.5.13 Security and Cybersecurity			

R.4 Budget (maximum 15 points, minimum 5 points)

The Bidder should provide a sample budget as per M3. The budget must outline all costs associated with producing, distributing and promoting the debate(s).

- The Bidder should identify each component and all the costs associated with it.
- The budget should include the costs for the production, distribution and promotion of the debates.
- The budget should indicate the anticipated allocation of the costs between the Bidder and the Commission.
- The Bidder should include a proposed payment schedule that does not include advance payments.

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R.4 Points	0 points	5 points	15 points
Budget	Information not Provided Or Information unclear, incomplete Or Costs proposed are unreasonable	Budget proposed is detailed and total dollar figure is reasonable, but the allocation of funds doesn't meet the Commission's expectation that Bidders absorb costs historically provided by such organizations.	Information clear and complete. Costs proposed are reasonable and in line with historical norms Clearly demonstrates the bidder will absorb costs traditionally covered by their organization(s) Financial expectations of Commission are reasonable and only for services not generally provided by debate producers or by the bidding organization
R.4 Rating - Budget	Score	Page reference in Bid	Comments

ANNEX F

EVALUATION CRITERIA / EVALUATION GRID – STREAM B

Bids submitted for Stream A and Stream B will be evaluated separately

REQUEST FOR PROPOSAL: 35035-201458/A

SUBMISSION TITLE : STREAM B – LEADERS’ DEBATE ENGLISH

BIDDER:

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EVALUATION SUMMARY – STREAM B		
MANDATORY TECHNICAL CRITERIA	ACHIEVED	NOT ACHIEVED

POINT RATED TECHNICAL CRITERIA – STREAM B	MAXIMUM POSSIBLE POINTS	MINIMUM POINTS	SCORE ACHIEVED
R.1 Capability and Experience	10	6	
R.2 Proposed Senior Personnel	25	13	
R.3 Approach & Methodology	50	40	
R.4 Budget	15	5	
TOTAL SCORE	100	64	

MANDATORY AND POINT RATED REQUIREMENTS - TECHNICAL EVALUATION

Bidders are welcome to bid on either the English debate, the French debate, or both. If a bidder bids on both the English and French debate, they are welcome to propose different approaches for each debate. Evaluation criteria are identical for the French and English debates, but French and English bids will be evaluated separately. Bidders who wish to bid on both French and English debates must submit two bids: one for French and one for English.

The RFP is open to sole entities or to joint ventures (organizations may, and are encouraged, to work together as a consortium or joint venture).

Bidders are welcome to suggest any venue and location. All bids must respect the rules and regulations in place to limit the spread of Covid-19, and respond to regulations which may change over time.

The proposal for the production as submitted in response to this RFP is for evaluation purposes and may not be the finalized production approved by the Commission. The successful bidder and its partners will work with the Commission to finalize production details. The final production and its details will require Commission agreement.

Proposals will be evaluated and rated against the evaluation criteria as defined in detail in this RFP (in Annex E [*Stream A - French Leader Debate*] and in Annex F [*Stream B - English Leader Debate*]).

To meet the experience requirement described herein, the Bidder must provide sufficient evidence of work. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder. Listing experience without providing any supporting information to describe where and how such experience was obtained will result in the experience not being evaluated and may render the bid non-compliant.

MANDATORY TECHNICAL EVALUATION CRITERIA – STREAM B

Bidders **MUST** meet all the mandatory requirements of the RFP. No further consideration will be given to Bidders not meeting all the mandatory criteria.

The Mandatory requirements are:

M.1 EXPERIENCE OF THE BIDDER

The Bidder should provide two examples of previous projects similar in scope and complexity to work described in Annex A – Statement of Work, which demonstrate the technical and financial capability as well as the experience of the Bidder in promotion, production and distribution.

In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

M.1 Experience of the Bidder	Compliant Yes	Compliant No
M.1.1 The Bidder must provide examples of two projects where it is demonstrated they have successfully delivered projects of similar complexity. For each project description, the Bidder must provide a description of the services that the Bidder was responsible for providing, including but not limited to:		
M.1.2 The type, dates, duration and physical location of the event;		
M.1.3 Who and what the event was for;		
M.1.4 Its dollar value equivalent (in cash or in kind); and		
M.1.5 Sources of funding.		
COMMENTS:		

M.2 EXPERIENCE OF THE PROPOSED PERSONNEL

The Bidder must provide the curricula vitae (CV) for the producer and moderator.

The CVs must clearly show that all personnel have:

- a minimum of five years demonstrated experience in their area of specialization;
- experience moderating on projects of similar complexity;
- journalistic credibility,
- political knowledge and experience; and
- broadcast experience moderating discussions and panels with multiple guests.

The Bidder must outline their role in the proposal, and their language skills.

M.2 Experience of the Proposed Personnel	Compliant Yes	Compliant No
M.2. The Bidder has provided a list of proposed producer(s) and moderator(s); their roles for the Leaders' Debates and a CV that outlines: minimum of five years demonstrated experience; experience moderating on projects of similar complexity; journalistic credibility; political knowledge and experience; and broadcast experience moderating discussions and panels with multiple guests.		
COMMENTS:		

M.3 BUDGET

The Bidders must provide a sample expected budget. The sample budget must outline all costs associated with producing, distributing and promoting the debate(s). The sample budget must indicate which costs will be absorbed by the Bidder, and which costs the Bidder expects to be funded by the Commission.

The Commission will not make any advance payments. The payment schedule must be based on the actual work performed.

M.3 Budget	Compliant Yes	Compliant No
M.3. The Bidder has provided a sample of the expected budget that identifies each component and all the costs associated with it. The budget is inclusive of the producing, distributing and promoting the debates and demonstrates a division of costs between the bidder and Commission.		
COMMENTS:		

PROPOSALS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS WILL BE CONSIDERED NON RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION

POINT RATED TECHNICAL CRITERIA – STREAM B

Bidders should self-identify, in the grids below, what the page reference number is. Should the evaluators not locate the reference on the page number indicated, they will review the rest of the bid to try and locate the applicable information. No points will be removed or awarded for the page numbers provided.

Proposals will be evaluated and scored in accordance with specific evaluation criteria as detailed in this section.

Definitions for the purposes of the evaluation criteria:

“Debates producer” – this is a generic term which will be used throughout the Statement of Work (SOW) to denote a company or joint venture as the key contractor for all services.

“sufficiently recent” - for the purpose of evaluation “sufficiently recent” means projects previously carried out on or after January 1, 2016.

R.1 Capability and Experience (maximum 10 points, minimum 6 points)

The Bidder should provide two examples of previous projects similar in scope and complexity to work described in Annex A – Statement of Work, which demonstrate the technical and financial capability as well as the experience of the Bidder in promotion, production and distribution.

Specifically the Bidder should provide a brief description of each project, in particular:

- the type of event,
- the dates,
- the duration and physical location of the event,
- who and what the event was for,
- who the client/pool partners were (if applicable),
- its dollar value equivalent (in cash or in kind) and source of funding.

In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

R.1 Points	0 points	3 points per project that meets this definition	5 points per project that meets this definition
Capability and Experience	Information not provided Or Description does not demonstrate the Bidder's capability to promote, produce and distribute leaders' debates.	Information unclear, incomplete Or Involves only one example of similar scope and complexity Or Does not clearly demonstrate that previous projects were similar in scope and complexity to work described in	Information clear and complete. Clearly demonstrates the Bidder's capability to meet requirements described in Annex A – Statement of Work. Examples are sufficiently recent

		Annex A - Statement of Work	
R.1 Capability and Experience - Rating	Score	Page reference in Bid	Comments
Project 1			
Project 2			

R.2 Proposed Senior Personnel (maximum 25 points, minimum 13 points)

The Bidder should demonstrate the project teams' qualifications and demonstrate that its proposed senior personnel have the profile and track record to deliver leaders' debates to a very high level of quality as follows:

R.2.1 Producer

The Bidder should identify the proposed producer(s) of the debate and provide a description of why this person or team has the qualifications and experience to produce a high-quality leaders' debate.
and

The Bidder should identify the team responsible for the "hands on" decisions relating to debate production.

R.2.1 Points	0 points	3 points	5 points
Producer	Information not provided Or Does not demonstrate the capability of the proposed producer to deliver on leaders' debate requirements.	Information unclear, incomplete Or Demonstrates some relevant experience with events of some scope and complexity Or Personnel identified will not be the ones responsible for the "hands on" decisions relating to debate production	Information clear and complete. Clearly demonstrates capability across a range of events of similar scope and complexity Personnel identified will be the one(s) responsible for the "hands on" decisions relating to debate production
R.2.1 Rating – Producer	Score	Page reference in Bid	Comments

R.2.2 Moderator

The Bidder should identify the proposed moderator(s) of the debate and provide a description of why this person has the profile, journalistic credibility, qualifications and broadcast experience to moderate a high quality national leaders' debate.

If a proposal contains multiple moderators or journalists, bidders must provide a description for each person and their experience, and a detailed description of what their role will be in the debate.

R.2.2 Points	0 points	10 points	20 points
Moderator	Information not provided Or Does not demonstrate the capability of the moderator(s) to deliver on leaders' debate requirements.	Information unclear, incomplete Or Demonstrates some relevant experience with events of some scope and complexity. Or Does not clearly identify the role of the moderator(s) Or Moderator(s) does not have journalistic credibility or broadcast experience moderating discussions	Information clear and complete. Clearly identifies the role of the moderator(s) Clearly demonstrates capability across a range of events of similar scope and complexity Moderator(s) has journalistic credibility and broadcast experience moderating discussions
R.2.2 Rating – Moderator	Score	Page reference in Bid	Comments

R.3 Approach & Methodology (maximum 50 points, minimum 40 points)

Drawing on Annex A – Statement of Work, the Bidder should provide a proposed approach and methodology to the promotion, production and distribution of the leaders' debate, including specifics on how the work will be carried out.

Bidders should refer to details in section A.5.5.2.

In their proposal, bidders should also submit a detailed format that specifies:

- How time allocation will be managed.
- How to minimize leaders talking over top of one another.
- How to ensure leaders answer questions posed by the moderator, rather than pivot to talking points.
- How to handle fact checking.
- The role of the moderator: What power, leeway and tools will the moderator have to keep the debate on track?
- How to ensure these debates matter to Canadians.

- g) Suggestions of innovative and unique ways to connect to and engage with Canadians before, during and after the debates (before the election).
- h) Other potential risks, and suggested solutions to address those risks

and

In their proposal, bidders should specify how they will reach Canadians in languages other than French and English. Bidders should propose ways to reach Indigenous Canadians in Indigenous languages. Bids will be evaluated based on the number of languages proposed, but also on the ability to distribute and promote the debates in those languages.

In their proposal, bidders should provide descriptions of how the debates producer can:

- a) Reach the greatest number of Canadians, reach Canadians living in rural and remote areas of Canada, reach Indigenous communities, and reach minority communities via radio and/or television broadcasts, in addition to the internet;
- b) Reach Canadians whose mother tongue is neither French nor English;
- c) Reach Indigenous Canadians in Indigenous languages;
- d) Ensure that the leaders' debates are broadcast in a manner available in an accessible way to persons with disabilities;
- e) Ensure that those who receive the signal know that their distribution of the live debate must be unbranded, un-editorialized, unedited (no live commentary during the debates) and commercial free; and
- f) Live stream the debate on debates producer's website, and social media channels including, but not limited to, Twitter, Facebook, and Instagram

R.3.1 Promotion

The Bidder should provide a promotion plan for traditional, digital and social media as described in A.5.10 Marketing of Annex A – Statement of Work

R.3.1 Points	0 points	3 points	5 points
Promotion	Information not provided Or Limited response to stated requirements; limited means for Canadians to become aware of the debate; and limited encouragement to Canadians to watch and listen to the debate live and after the fact.	Information unclear, incomplete Or Shows evidence of some adequate elements but with inconsistent planning effort across traditional, digital and social media, and with few new elements to distinguish from the promotion of past leaders' debates.	Information clear and complete. Provides comprehensive planning across traditional, digital and social media, with elements equal to or exceeding regularly promoted programming and stronger elements as compared to past leaders' debates.
R.3.1 Rating – Promotion	Score	Page reference in Bid	Comments

R.3.2 Production

The Bidder should provide a detailed format, design and production plan, including proposed venue, security and other production requirements, as set out in the following areas of Annex A - Statement of Work:

A.5.2 Responsibilities
A.5.4 Broadcast Quality
A.5.5 Format and Moderator
A.5.6 Venue & On-site Support,
A.5.7 Languages & Accessibility,
A.5.8 Production”

R.3.2 Points	0 points	10 points	20 points
Production	<p>Information not provided</p> <p>Or</p> <p>Limited response to stated requirements; limited production and journalistic standards; limited adherence to Commission principles.</p> <p>Or</p> <p>No format proposed</p>	<p>Information unclear, incomplete</p> <p>Or</p> <p>Shows some strong design and planning elements but with weaknesses in certain areas or lacking specific details and plans.</p> <p>Or</p> <p>Does not specify ability to provide debate(s) in languages other than French and English, and/or does not specify how Indigenous languages will be provided and promoted</p> <p>Or</p> <p>Proposed format does not fully answer questions posed by Commission in A.5.5 or fails to identify perceived challenges and solutions</p>	<p>Information clear and complete.</p> <p>Consistent, strong and innovative approaches to venue, format and production planning. Strong evidence of high journalistic standards and adherence to Commission principles. Including a detailed description of how the work will be carried out.</p> <p>Clearly specifies how the debate will be available in languages other than French and English, and how Indigenous languages will be provided and promoted</p> <p>Proposed format clearly answers the questions posed by the Commission in A.5.5 and identifies further challenges to success and offers solutions to those challenges.</p>
R.3.2 Rating – Production	Score	Page reference in Bid	Comments
A.5.2 Responsibilities			
A.5.4 Broadcast Quality			

A.5.5 Format and Moderator			
A.5.6 Venue & On-site Support,			
A.5.7 Languages & Accessibility,			
A.5.8 Production			

R.3.3 Distribution

The Bidder should provide details to explain how it proposes to meet the requirements set out Annex A – Statement of Work:

A.5.9 Broadcast Distribution and Reach

A.5.11 Post-Production

A.5.12 Data and Metrics

A.5.13 Security and Cybersecurity

In their bid, bidders should suggest innovative ways to measure impact of the debates, as well as reach.

R.3.3 Points	0 points	15 points	25 points
Distribution	Information not provided Or Limited response to stated requirements.	Information unclear, incomplete Or Some significant omissions or weaknesses in responding to stated requirements.	Information clear and complete. Clear evidence of the Bidder's capability and willingness to meet or exceed stated requirements and details on how they will do so.
R.3.3 Rating - Distribution	Score	Page reference in Bid	Comments
A.5.9 Broadcast Distribution and Reach			
A.5.11 Post-Production			
A.5.12 Data and Metrics			
A.5.13 Security and Cybersecurity			

R.4 Budget (maximum 15 points, minimum 5 points)

The Bidder should provide a sample budget as per M3. The budget must outline all costs associated with producing, distributing and promoting the debate(s).

- The Bidder should identify each component and all the costs associated with it.
- The budget should include the costs for the production, distribution and promotion of the debates.
- The budget should indicate the anticipated allocation of the costs between the Bidder and the Commission.
- The Bidder should include a proposed payment schedule that does not include advance payments.

Solicitation No. - N° de l'invitation
35035-201458/A
Client Ref. No. - N° de réf. du client
35035-201458

Amd. No. - N° de la modif.
File No. - N° du dossier
cx010.35035-201458

Buyer ID - Id de l'acheteur
cx010
CCC No./N° CCC - FMS No./N° VME

R.4 Points	0 points	5 points	15 points
Budget	Information not Provided Or Information unclear, incomplete Or Costs proposed are unreasonable	Budget proposed is detailed and total dollar figure is reasonable, but the allocation of funds doesn't meet the Commission's expectation that Bidders absorb costs historically provided by such organizations.	Information clear and complete. Costs proposed are reasonable and in line with historical norms Clearly demonstrates the bidder will absorb costs traditionally covered by their organization(s) Financial expectations of Commission are reasonable and only for services not generally provided by debate producers or by the bidding organization
R.4 Rating - Budget	Score	Page reference in Bid	Comments