

NOTICE OF PROPOSED PROCUREMENT (NPP) 18-711

EDC TECHNICAL PRODUCTION SUPPORT SERVICES

PURPOSE OF THIS NOTICE:

Export Development Canada (EDC), per its obligations under Chapter Five of the Canadian Free Trade Agreement (CFTA) and Chapter Nineteen of the Comprehensive Economic and Trade Agreement (CETA), is announcing that it is undertaking a Request for Proposal (RFP) process to solicit submissions from vendors interested in entering into an agreement with EDC for Technical Production Support Services.

The term of the Agreement will be for a period of 3 years with an EDC option to extend the Agreement on the same terms and conditions for up to an additional 2 consecutive 1-year terms.

Services include but are not limited to:

Requirement 1:

- A supplier for resourcing and rental requirements as a single provider to support EDC's production program. The resourcing and rental requirements will include but not be limited to the following:
 - Production management, camera assistance, data wrangling, grip duties, composition/mixing, colour design/CGI, equipment rental for industry standard production equipment. Production equipment rentals may include standard commercial production equipment.
 - Technical production support on NewTek Tricaster Advanced 8000 platform as well as EphiPhan Pearl 2 Encoder.
 - Technical installation and maintenance for BrightSign players.
 - On call support for both studio and other production support.
 - Assist with source production management services for international shoots.
 - Camera assistance, data wrangling, grip duties, composition/mixing, colour design/CGI, equipment rental for industry standard production equipment such as Alexa Mini systems, Freely Alta systems, Zeiss prime superspeed lenses etc.

Requirement 2:

- Provide studio support for EDC's webinar and related programs. The supplier must be able to dedicate resources throughout the year as required by EDC.

Operational Requirements include but are not limited to:

- Pre and post production support (editing, mastering, French subtitling)
- Technical production.
- Production coordination including Auto-Cue teleprompting
- Other production related activities as required (i.e.: lobby display support, technical and architectural support etc.)

POTENTIAL SUPPLIERS

Should potential suppliers of these services wish to be included in this process, they must complete a “Letter of Interest” (as detailed below). Without exception, suppliers that do not submit letters of interest will not be considered in the RFP process.

INSTRUCTIONS FOR THE SUBMISSION OF A “LETTER OF INTEREST”

The letter of interest must identify “NPP # 18-711 – EDC Technical Production Support Services”. Letters may be provided in either official language however the Supplier should be advised that its response may be required to be translated in order to be assessed and EDC reserves the right to rely upon its translation as the basis for this assessment.

Letters of Interest must identify the supplier’s:

- Legal name
- Mailing address
- Telephone number
- Website/URL
- Contact (to coordinate receipt of the Non-Disclosure Agreement and RFP)
- Contact’s email address
- Supplier should clearly specify which Stream or Streams the Supplier intends to provide a submission for within the RFP process.

Letters of Interest must be received by EDC by mail or by electronic mail (npp@edc.ca) before 1:00 p.m. Ottawa Time on **July 5, 2019**. Upon receipt of the letter of interest, a Non-Disclosure Agreement (NDA) will be issued to the supplier, who upon execution of the NDA will be entitled to receive the RFP documentation.

The RFP is scheduled to be released the week of **July 8, 2019**.

EDC may, in its sole and absolute discretion, change the foregoing dates and times upon prior written notice to the potential suppliers.

RFP EVALUATION CRITERIA:

(Criteria and their associated weights are estimates and are subject to change at the discretion of EDC.)

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| • Stage II (a) – Written Submission | 50% |
| • Stage II (b) & II (c) – Presentation & Interview | 15% |
| • Stage II (d) - Client References | 5% |
| • Stage III – Financial Assessment | 30% |

NON-DISCLOSURE AGREEMENT:

All participants in any subsequent RFP process will be required to sign EDC’s Non-Disclosure Agreement without amendment prior to receiving the RFP documentation. Additionally, if deemed applicable by EDC, participants will be required to enter into a more detailed Agreement to ensure compliance with the requirements of the Privacy Act, should they be awarded the contract at the completion of the RFP process.

GENERAL:

EDC reserves the right to contact the referenced organizations for the selected provider as part of a subsequent RFP process.

EDC reserves the right to satisfy itself of the financial viability of the selected provider as part of a subsequent RFP process.

All documents and other deliverables provided in response to this NPP become the property of EDC.

This NPP and any submission received in response thereto, any associated RFP and proposal submitted in response thereto, and all related agreements, including a confidentiality agreement and services agreement, will be interpreted and governed by the laws of the Province of Ontario and federal laws of Canada applicable therein.

EDC has issued this NPP in order to solicit information from potential Service Providers. EDC assumes no liability, responsibility or obligation whatsoever to any Service Provider with respect to any aspect of this NPP. EDC has no obligation to reimburse or in any way compensate any Service Provider for expenses incurred in connection with its receipt, review or response to this NPP or in connection with the negotiation of a confidentiality agreement, services agreement, or otherwise.

BACKGROUND – EDC:

EDC is a Crown Corporation that provides financing and risk management services to Canadian exporters and investors in up to 200 markets worldwide.

Founded in 1944, EDC is financially self-sufficient and operates on commercial principles.

Additional detailed information on EDC's services, organization, policies and financial operations is located on EDC's website at www.edc.ca.