


Request for Quote  
17-1642-RFQ

**SUBJECT:**

**Film and Production Services  
for the National Collaborating Centre for Aboriginal Health**



DATE OF ISSUE:	August 16, 2017
TO RESPOND BY:	September 6, 2017 @ 1500 Hours (3:00:00 PM Pacific Time)
RESPOND TO:	Sandra Shelke, Purchasing Agent Purchasing Department University of Northern British Columbia 3333 University Way Prince George, BC V2N 4Z9
SIGNATURE AT ISSUE:	

**RECEIPT CONFIRMATION FORM****REQUEST FOR QUOTE****17-1642-RFQ****Film and Production Services****for the National Collaborating Centre for Aboriginal Health**

Please complete this form and mail or fax **IMMEDIATELY** to:

Purchasing Department  
 University of Northern British Columbia  
 3333 University Way  
 Prince George, BC V2N 4Z9

Attn: Sandra Shelke, Purchasing Agent  
 Email: purchasing@unbc.ca

**Failure to return this form may result in no further communication regarding this Request for Quote.**

COMPANY NAME:		
ADDRESS:		
CITY:	PROV:	POSTAL CODE:
CONTACT PERSON:		
CONTACT TELEPHONE:	CONTACT FAX:	
EMAIL:		

I have received a copy of the above noted Request for Quotation.

\_\_\_\_\_ Yes, I will be responding to this Request. Therefore, I authorize the University of Northern British Columbia to send further correspondence that it deems to be of an urgent nature by the following method:

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_ No, I will not be responding.

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
REQUEST FOR QUOTE  
17-1642-RFQ  
Film and Production Services  
for the National Collaborating Centre for Aboriginal Health**

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1.0 INFORMATION AND INSTRUCTIONS

1.1 PURPOSE

The University of Northern British Columbia, hereinafter referred to as the “University” is in the process of selecting a qualified Respondent to provide Film and Production Services, as listed in Attachment A Scope of Work, to the National Collaborating, Centre for Aboriginal Health, hereinafter referred to as the “NCCAHA”.

A Standing Blanket Order will be set up with the successful Respondent for a three (3) year term.

This Request for Quote states the instructions for submitting Quotes, and the procedure and criteria by which a Respondent will be selected.

1.2 DEFINITIONS

Hereinafter, each company receiving this Request for Quote is referred to as a “Respondent”, and a Respondent’s Quote in response to the Request for Quote is referred to as a “Quote”.

1.3 ISSUING OFFICE

University of Northern British Columbia  
Purchasing Department  
3333 University Way  
Prince George, BC V2N 4Z9

Attention: Sandra Shelke, Purchasing Agent  
Email: purchasing@unbc.ca

1.4 KEY DATES

Listed below are the important events and the target dates and times by which the events are expected to be completed:

A.	Issue of Request for Quote	August 16, 2017
B.	Return Receipt Confirmation Form	<b>Immediately</b>
C.	Respondent’s Inquiries	Up to the end of August 22, 2017
D.	University’s Answers	Up to the end of August 25, 2017
E.	Due Date for Submission	September 6, 2017
F.	Evaluation and Clarification of Quotes week of	September 6, 2017

## 1.5 CLOSING DATE AND TIME

Quotes, signed by the Respondent's authorized representative, must be received by the Issuing Office, **no later than 3:00:00 PM (1500 Hours) Pacific Time, September 6, 2017.**

The University will not accept submissions of any Quotes after the closing date and time. Any submissions received after the closing date and time shall be considered disqualified. Under no circumstances, regardless of weather conditions, transportation delays, or any other circumstances, will this deadline be extended.

## 1.6 QUOTE SUBMISSION

The bid table is to be downloaded from Bonfire (see link below), completed and uploaded prior to the closing date and time. Specifications for the various equipment is as per Attachment A of this Request for Quote. Although the Respondent is not required to bid on all items listed, the University encourages the Respondent to do so.

The Respondent's Quote can be uploaded at:

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It is strongly recommend that you give yourself sufficient time and at least ONE (1) hour before Closing Time to begin the uploading process and to finalize your submission. File size limit is 100mb. Multiple files can be uploaded if exceeding this limit. When using Bonfire, each item of requested information is instantly sealed and will only be visible by the University after the Closing Time. Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed. You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission. Minimum system requirements: Internet Explorer 8/9/10+, Google Chrome, or Mozilla Firefox. Javascript must be enabled. If assistance is required during the upload, contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit the help forum at <https://bonfirehub.zendesk.com/hc>

THE SIGNATURE PAGE, SCHEDULE II MUST BE SIGNED AND ALL INFORMATION MUST BE RECEIVED PRIOR TO THE CLOSING DATE AND TIME.

**Faxed quote replies WILL NOT be accepted.**

Respondents may not make modifications to their Quotes after the closing date and time except as may be allowed by the University pursuant to Section 1.10.

Amendments must be received in writing prior to the Closing Time to be considered

as part of the Respondent's quote.

The University accepts no responsibility for non-receipt and delays in receipt caused by facsimile transmission and reception problems, equipment failure, or any other similar cause. Verbal, telephonic, facsimile and telex modifications or amendments received after the Closing Time will not be considered and will not form any part of the Quote submitted.

SECTIONS 1.0, 2.0, 3.0 and 4.0, ATTACHMENT A , SCHEDULES I's, II, addenda, specifications, terms and conditions, and any attachments hereto shall become part of any contract entered into between the successful supplier and the University.

Quotes which contain qualifying conditions, may be disqualified or rejected.

The University may reproduce any of the Respondent's Quote and supporting documents for internal use or for any other purpose required by law.

The University will not be obligated in any way by the Respondent's Quote. The University will not return any of the Respondent's Quote and supporting documents to the Respondent.

#### 1.7 WITHDRAWAL OF QUOTE

Quotes may be withdrawn personally, by written notice or by email, provided such notice of withdrawal is received by UNBC prior to the Quote closing time.

#### 1.8 QUOTE COSTS

The Respondent has the sole responsibility for any costs associated with preparing and submitting its Quote in response to the Request for Quote.

In no event will the University be responsible for the costs of preparation or submission of any Quote.

#### 1.9 IRREVOCABLE OFFER

Quotes submitted to the University shall constitute a valid and irrevocable offer which is open for acceptance by the University from and after submission until the expiration of the 60<sup>th</sup> day following the Closing Date specified in Section 1.5.

The University reserves the right to accept the Quote, which it deems most advantageous, and the right to reject any or all Quotes.

The University will not be liable under any contract in connection with this Request for Quote, or the submission of Quote, unless and until the University has accepted one or more Quotes.

#### 1.10 INQUIRIES AND CHANGES

All inquiries **MUST** be emailed before the end of August 22, 2017 to:

Sandra Shelke, Purchasing Agent

Email: [purchasing@unbc.ca](mailto:purchasing@unbc.ca)

The subject line must indicate:

**17-1642-RFQ: Film and Production Services for NCCAH**

The questions received and the answers from the University of Northern British Columbia will be issued in written form and signed by the Purchasing Agent and then issued as an addendum. Any Addenda shall be considered as part of the Quote Documents. All Addendums will be posted on the UNBC Purchasing website [www.unbc.ca/purchasing](http://www.unbc.ca/purchasing) listed as "Active Tenders & RFP's".

In the event the University's server is not available, or for any other situation the University deems reasonable, then the addendums will be faxed to parties whom have returned the Confirmation of Receipt to UNBC.

It is the responsibility of each Respondent to inquire about and clarify any requirements of this Request for Quote, which are not understood.

The University shall not be responsible for, and the Respondent shall not rely upon, any instructions or information given to any Respondent other than in writing in accordance with the requirements of the Request for Quote.

The Request for Quote is not to be discussed with any other University of Northern British Columbia employee except at the direction of the Purchasing Agent. Failure to do so could result in the rejection of your bid. Respondents must obtain their own information on all matters and things that may in any way influence them in making their Quote and fixing prices.

Respondents must satisfy themselves in all respects as to the risks and obligations to be undertaken by them.

If a Respondent discovers any inconsistency, discrepancy, ambiguity, errors, or omissions in this Request for Quote it must notify the University immediately in writing.

The University may, at any time, make and stipulate changes to this Request for Quote.

The University may provide additional information, clarification or modification by written addenda. All addenda shall be incorporated into and become part of the Request for Quote. The University shall not be bound by oral or other informal explanations or clarifications not contained in written addenda.

## 1.11 SELECTION PROCESS

Because the University bases any decision to award a contract on the Quotes submitted, Respondents should include all requirements, terms or conditions it may have in their Quote, and should not assume that any opportunity will exist to add such matters after the Quote is submitted.

If the University determines, in its sole discretion, that one Respondent is clearly more highly qualified than the others under consideration, it may decide to award a contract directly to that Respondent.

The University reserves the right, at its sole discretion, to negotiate, clarify, and request additional information with any Respondent as it sees fit, or with another Respondent or Respondents concurrently. In no event will the University be required to offer any modified terms to any other Respondent. The University shall incur no liability to any other Respondent, as a result of such negotiations or modifications.

#### 1.12 BASIS OF SELECTION

The University will not necessarily accept the lowest price or any Quote. Any implication that the lowest or any Quote will be accepted is hereby expressly negated.

The University will not be limited as to its criteria for evaluation of Quotes. The University may take into account whatever criteria and considerations it wishes to. These may include:

- 1.12.1 Any features or advantages which are unique to the Respondent's Quote, which the University has not listed in Attachment A.
- 1.12.2 The Respondent's relevant experience, qualifications and success in providing service and product described in Attachment A, with a demonstrated understanding of and experience working with Aboriginal peoples.
- 1.12.3 The quality of the Quote, specifically; Quotes shall be prepared in a straight forward manner, and shall describe the Respondent's offering(s) in a format that is reasonably consistent, comprehensible and appropriate to the purpose.
- 1.12.4 The contractual terms proposed by the Respondent, that would govern any contractual relationship with the University.
- 1.12.5 The Respondent's price.
- 1.12.6 The Respondent's references and examples of previous relevant work.
- 1.12.7 Adequacy of resources to be applied to the project, including back-up

resources available.

### 1.13 RIGHT TO REJECT

UNBC reserves the right to reject any or all bids and to accept any bid it considers advantageous. The lowest or any Quote may not necessarily be accepted if UNBC determines, at its sole discretion and after appropriate investigation and evaluation, that:

1.13.1 The Request for Quote must be cancelled due to financing problems or changing economic circumstances

1.13.2 Information becomes available after the Request for Quote closing which significantly changes the scope or extent of the project

1.13.3 The bids, or any of the bids, exceed the projected spending approval

### 1.14 CONTRACTUAL OBLIGATION

Mandatory Contractual Provisions (Mandatory Provisions) that will govern any subsequent contract issue are outlined in this Request for Quote. The Respondent's Quote is automatically deemed to include the Respondent's agreement to the Mandatory Provisions unless the Respondent expressly and specifically provides otherwise in its Quote.

Mandatory Provisions are listed in Section 3.0. The Respondent may not modify any Mandatory Provisions in its Quote. If the Respondent has any Mandatory Provision or wishes to incorporate or use any Respondent standard terms and conditions, the Respondent shall append such materials to its Quote and indicate thereon such Mandatory Provisions. The Respondent's Mandatory Provisions will also be considered as part of the selection process.

### 1.15 CONTRACT PROVISIONS BY REFERENCE

The University's acceptance of the Respondent's Quote by issuance of a Standing Blanket Order shall create a contract between the University and such Respondent containing all specifications, terms and conditions in the Request for Quote. Any exceptions taken by the Respondent which are not included in the Standing Blanket Order will not form part of the contract.

In the event of a conflict between the terms and conditions of the Request for Quote and information submitted by a Respondent, the terms and conditions of this Request for Quote will govern.

### 1.16 CONFIDENTIALITY

The Respondent acknowledges that the University is a public body subject to the *Freedom of Information and Protection of Privacy Act* (the Act). The Respondent shall review the Act and determine the categories of records which are exempted



from disclosure under the Act. The Respondent shall clearly mark "Confidential" on all information regarding the items and conditions, financial and/or technical aspects of the Respondent's Quote, which in the Respondent's opinion are of a proprietary or confidential nature at the relevant item or page.

If the University receives a request for information under the Act which includes information provided by the Respondent, the University will give the Respondent notice of such request and the Respondent will respond to such notice within 20 days or less. If the Respondent does not respond to the notice from the University, the University will proceed to process the request for information. The University shall use all reasonable efforts to hold all information marked "Confidential" by the Respondent in strict confidence but shall not be liable for any inadvertent disclosure.

If the University's response to a request under the Act is appealed to the Office of the Information and Privacy Commissioner, the Respondent shall have the burden of proof per section 57 (3) of the Act. The Respondent shall be responsible for all costs related to its confidentiality requirements.

If the University declares and marks certain information about the University to be received by the Respondent as "Confidential", the Respondent must not disclose such "Confidential" information to any third parties unless authorized to do so in writing by the University.

The Respondent and The University agree that the reciprocal obligations of confidentiality will survive the termination of any contract that might arise between the parties.

## 2.0

### 2.1 COSTS

All fees and expenses must be quoted excluding Sales Tax (GST & PST). Each Respondent shall provide separate prices for:

2.1.1 Any charges not specified in the above which will or may be billed to the University by the Respondent in performing the work proposed. In addition, the Respondent shall clearly indicate any known possibility for unanticipated charges to the University, other than the Respondent's charges specified in its Quote, as well as make any suggestions for cost savings in any area.

2.1.2 Proposed Fees and Expenses detailed in Attachment "A".

### 2.2 DELIVERY DATES

The Respondent and the NCCAH Manager or designate will work out timely delivery of the material(s) as/when they are requested by NCCAH.

## 3.0 MANDATORY CONTRACTUAL PROVISIONS

The following terms and conditions are mandatory and shall be deemed to be incorporated into the contract.

### 3.1 THE UNIVERSITY'S AUTHORIZED REPRESENTATIVES

The only persons who are or shall be authorized to speak or act for the University in any way with respect to the Standing Blanket Order resulting from this Request for Quote are those in the positions of UNBC Purchasing Agent and those listed on the Standing Blanket Order.

The Respondent further agrees that it does not rely upon any information given or statements made by representatives of the University with regard to the Respondent's Quote or work to be performed, unless in written form.

### 3.2 AMENDMENTS

No amendment of the contract resulting from this Quote process shall be effective unless it is reduced to writing and executed by the University's Purchasing Agent and by the individual signing the Respondent's Quote.

### 3.3 NOTICES

All notices provided hereunder shall be given in writing and delivered in person, by facsimile, or by registered or certified mail, return receipt requested addressed as follows:

If to the University:

Purchasing Department  
University of Northern British Columbia  
Attention: Sandra Shelke, Purchasing Agent  
3333 University Way  
Prince George, BC V2N 4Z9

Fax No. (250) 960-5507

The person signing the Respondent's Quote in response to the University's Request for Quote, at the Respondent's address indicated in such Quote; or to such other person or address as either may designate for itself in writing and provide to the other. Notice shall be deemed given when delivered the third business day following the day such notice is deposited in the mail, or upon facsimile transmission. In the event of any interruption in the ordinary postal service, any such notice shall be delivered or sent by facsimile transmission and not mailed.

### 3.4 INDEMNITY

The Respondent shall indemnify the University for all damage suffered by it due to the negligent actions or wrongful acts of the Respondent, its employees, servants or agents. The Respondent shall indemnify and hold harmless the University, its Board of Governors, its employees, students, servants and agents from all claims, demands, losses, costs, damages, actions, suits, or proceedings initiated by third

parties arising from the negligence of the Respondent, his employees, servants, or agents.

### 3.5 INSURANCE

The Respondent warrants and represents that it has the following insurance coverage:

#### 3.5.1 PROFESSIONAL LIABILITY INSURANCE, no less than:

Limit Per Claim: \$ 1,000,000.<sup>00</sup>  
Aggregate Policy Limit: \$ 2,000,000.<sup>00</sup>

#### 3.5.2 GENERAL LIABILITY INSURANCE

General Liability Insurance with a limit of not less than \$2,000,000.00 inclusive per occurrence for bodily injury, (including death) and damage to property including loss of use thereof. Such insurance shall include coverage for broad form property damage, contractual liability, completed operations and product liability. The University shall be named as an additional insured on the policy, but only with respect to the operations of the Respondent in the performance of this contract.

#### 3.5.3 AUTOMOBILE LIABILITY INSURANCE

Automobile Liability Insurance for a limit of not less than \$2,000,000.00 for all owned, leased or rented licensed vehicles used in the performance of the contract.

### 3.6 WorkSafe BC Coverage

The Respondent with whom the University wishes to contract warrants and represents that it shall comply with the relevant WorkSafe BC requirements.

The Respondent shall maintain and require Subcontractor(s) to maintain WorkSafe BC coverage and shall at all times pay or cause to be paid any assessment or contribution required to be paid pursuant to the WorkSafe Act. Said coverage shall fully cover all employees, employers, partners, proprietors, officers and directors of Respondent and Subcontractors involved in any aspects of The Work at the Place of Work. Prior to Commencement Date, Date of the issuance of the final payment and at any other time during the Contract, the University may request the Respondent and Subcontractors to provide evidence that all required assessments and contributions have been paid. If the Respondent and/or Subcontractors fail to do so the University may deduct the amount of assessment or contribution from any payment due or to become due to Respondent and/or Subcontractor(s).

### 3.7 GOVERNING LAW

Any contract resulting from this Request for Quote shall be governed by and interpreted in accordance with the laws of The Province of British Columbia, except the International Sale of Goods.

### 3.8 ASSIGNMENT

Any agreement made as a result of this Request for Quote may not be assigned or transferred by either party to such agreement without the prior written approval of the University.

4.0

### 4.1 TERMINATION BY THE UNIVERSITY

This Agreement may be terminated by the University on immediate notice to the Respondent:

4.1.1 if the Respondent defaults in the payment of any amount due and payable to the University hereunder and such default remains unremedied for a period of TEN (10) days after notice or demand from the University; or

4.1.2 if the Respondent defaults in the performance or observance of any term or condition of the contract or persistently or repeatedly defaults in the performance or observance of any term or condition of the contract, and in each case such default remains unremedied for a period of FIFTEEN (15) days after notice from the University, or in the case of a default which cannot reasonably be remedied within such period, the Respondent fails to take immediately and diligently carry out, steps to remedy such default in accordance with instructions of the University; or

4.1.3 If the Respondent is prevented or hindered from providing service at the time or times required by the University and in accordance with the terms and conditions of the contract due to any strike, lockout or other labour disturbance affecting employees of the Respondent, notwithstanding that any such strike, lockout or labour disturbance may constitute Force Majeure hereunder.

4.1.4 if funding is not available.

### 4.2 TERMINATION BY THE RESPONDENT

This Agreement may be terminated by the Respondent, on thirty (30) days written notice to the University.

### 4.3 CONSEQUENCES OF TERMINATION

If the contract is terminated as herein provided, the following provisions shall apply:

4.3.1 The Respondent shall cease forthwith the provision of Service under the contract;

4.3.2 The University shall pay to the Respondent the amounts due to the Operator (if any).

#### 4.4 REJECTED WORK

4.4.1 Defective work, whether the result of poor workmanship, use of defective products, or damage through carelessness or other act or omission of the successful Respondent and whether incorporated in the Work or not, which has been rejected by UNBC shall be re-executed promptly at the successful Respondent's expense.

#### 4.5 FORCE MAJEURE

The University shall not be liable for any damage, breach of contract, or breach of covenant contained in this contract, due to causes beyond control of the University, and in particular, (but not so as to restrict the generality of the foregoing) it shall not be liable for damages or breach caused by act of God, acts of military or civil authorities, war, riot or civil disobedience, fire, explosion, strikes, lock outs or other labour unrest, including picketing, (whether lawful or not), nor shall it be liable for damages or breaches of covenant or contract caused by its being unable to obtain labour, materials, or facilities, and the University shall not, in any event, under any circumstances whatever, be liable for consequential damage or special damages to any person arising by reason of any of the aforesaid matters.

It is further expressly agreed by the parties that should legislation and/or budgetary direction by the Ministry of Advanced Education or Ministry of Finance or other duly constituted governmental authority adversely affect either party to this Request for Quote so as to frustrate the intent of this Request for Quote, or any part thereof then this Request for Quote may, at the option of the University, be at an end and void.

In any event, should the University be of the opinion that this Request for Quote cannot continue due to circumstances beyond its control and jurisdiction, it shall thereupon be, at the option of the University, terminated and at an end and no action of any sort shall be taken against the University as a result thereof.

#### 4.6 PAYMENT

Payment shall be net 30 after receipt of invoice. All work listed therein shall be done to the satisfaction of the NCCAH Manager prior to any payment being made.

#### 4.7 OWNERSHIP

4.7.1 For the purposes of this Request for Quote:

- (a) **"Received Material"** means material and intellectual property including without limitation data, records, reports, photographs, software, and audiovisual material, regardless of medium, whether

complete or otherwise, that is provided by the University to the Respondent for the purposes of undertaking the services set out in Attachment A;

- (b) **“Produced Material”** means material and intellectual property including without limitation data, records, reports, photographs, software, and audiovisual material, regardless of medium, whether complete or otherwise, that is produced by the Respondent or a Subcontractor as a result of undertaking the services set out in Attachment A; and,
  - (c) **“Incorporated Material”** means any material in existence prior to the commencement of services or developed independently of this RFP, and that is incorporated or embedded in the Produced Material by the Respondent or a Subcontractor.
- 4.7.2 The University exclusively owns all property rights and intellectual property rights, including copyright, in the Received Material and the Produced Material.
- 4.7.3 Upon the University’s request, the Respondent must deliver to the University documents that irrevocably waive in the University’s favor any moral rights which the Respondent (or employees of the Respondent) or a Subcontractor (or employees of a Subcontractor) may have in the Produced Material and that confirm vesting in the University of the copyright in the Produced Material, other than any Incorporated Material.
- 4.7.4 Upon any Incorporated Material being embedded or incorporated in the Produced Material and to the extent that it remains so embedded or incorporated, the Respondent grants to the University:
- (a) a non-exclusive, perpetual, irrevocable, royalty-free, worldwide license to use, reproduce, modify, and distribute that Incorporated Material; and,
  - (b) the right to sublicense to third-parties the right to use, reproduce, modify and distribute such Incorporated Material.
- 4.7.5 The Respondent shall secure all necessary assignments, waivers, licenses, consent forms, photo releases and other like agreements (collectively, “Releases”) to ensure the University’s unrestricted use of Produced Material and Incorporated Material and will provide copies of all such Releases to the University upon completion of services. The Respondent warrants that none of the Produced Material or Incorporated Material infringes on the rights of a third party.
- 4.7.6 The University will not be bound to use any of the Produced Material or Incorporated Material should it be deemed unsatisfactory by the

University.

- 4.7.7 All wordmarks, trademarks, logos, and identifications of the University are controlled and protected by the University. Use of such logos, wordmarks, trademarks and identifications is restricted to the University unless written permission is obtained in advance.
- 4.7.8 The Respondent will treat as confidential and will not, without the prior written consent of the University, publish, release, or disclose or permit to be published, released, or disclosed, any Received Material or Produced Material.
- 4.8 SAMPLES

Samples of your recent work must be submitted in a sealed envelope and received by the Issuing Office on or before the closing date or a list of URL links submitted on Bonfire. The Request for Quote number and description are to be clearly marked on the outside of the envelope.

UNBC prefers these samples be submitted via a working URL link (this list may be submitted via Bonfire), however, samples may be submitted via CD Rom or Memory Stick if a URL is not available. CD Rom or Memory Stick samples must be clearly labelled with the Request for Quote number and description, respondent's name, and any other identifying information and must be submitted with your Quote. These samples should demonstrate the contractor's film and production capacity including, developing short documentary films and video clips of events (national forums and dialogue circles), interviews, and performances (singers and dancers).

Shipping charges to and from the University of Northern British Columbia for samples requested in regards to this Request for Quote will be the responsibility of the Respondent. Samples will not be returned.

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**ATTACHMENT A  
SCOPE OF WORK  
REQUEST FOR QUOTE  
17-1642-RFQ**

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**SCOPE OF WORK:**

The National Collaborating Centre for Aboriginal Health, hereinafter referred to as the “NCCAH,” is seeking quotes from established Film and Production Respondents to supply a full range of film and production services on an as and when requested basis. Please note, marketing, graphic design, and general print and web communications services are not required and are not within the scope of this Request for Quote.

The services required may include, but are not limited to, the following;

- Documenting NCCAH events and gatherings in multiple formats including video, photography, and sound.
- Writing, conducting, and filming interviews for inclusion in documentary videos and short video clips.
- Editing videos to produce impactful end product documentary films.
- Reviewing and editing archived raw footage video files to produce new video clips for publication.
- Write, develop, and produce stop motion videos.
- Provide strategic advice and consulting services on how to best utilize existing and new video footage.

To view existing NCCAH documentary videos and clips visit: <http://www.nccah-ccnsa.ca/316/Videos.nccah>

The successful Respondent must have a well-established film and production team to undertake a range of services including filming large gatherings, which may involve project scoping, project management, script writing, sound engineering, multiple cameras, video editing, and overall video production

**ABOUT THE NCCAH**

The NCCAH, located at the University Prince George BC Campus supports First Nations, Inuit and Métis peoples in realizing their public health goals and reducing the health inequities that currently exist for Aboriginal populations in Canada. Established in 2005 by the Public Health Agency of Canada, the NCCAH is one of six centres in the National Collaborating Centres for Public Health program.

Using a holistic, co-ordinated and strengths-based approach to health, the NCCAH fosters links between evidence, knowledge, practice and policy through knowledge synthesis, translation, dissemination and exchange activities.



**ADDITIONAL INFORMATION:**

A Standing Blanket Order will be issued to the successful Respondent, if any, for a three (3) year term.

In some instances, travel will be required. Travel will be preapproved by the NCCAH Manager and reimbursed at UNBC rates and policies found at [http://www.unbc.ca/assets/policy/finance/finance\\_travel\\_reimbursement\\_2009.pdf](http://www.unbc.ca/assets/policy/finance/finance_travel_reimbursement_2009.pdf) and must be supported by original receipts and original boarding passes.

A high level of cultural competency is required. The successful Respondent must have demonstrated knowledge of and experience working with First Nations, Inuit, and Métis people. This must be demonstrated in the sample works provided with the Quote.

The successful Respondent shall guarantee the prices quoted in Schedule II for the period of the one (1) year from the closing date of this RFP. Market dictated price increases must be submitted, in writing to the UNBC Contracts & Supply Chain Management Department 30 days prior to the expiry date of the first year, acceptance of any price increase will be provided by UNBC in writing and will take effect 30 days from the date of the acceptance letter.

For each piece of work, the Respondent will submit a first draft to the NCCAH for revisions and/or approval and will work closely with the NCCAH Manager or designated staff to finalize the work.

Timelines for delivery of the finished product will be decided upon at the time of the specific requested services and will be approved in consultation with the NCCAH.

The Respondent will take instruction from and report to the NCCAH manager. In the case of his or her absence, the Manager will designate someone for this role.

The Respondent will treat as confidential and will not, without the prior written consent of UNBC (NCCAH), publish, release, or disclose or permit to be published, released, or disclosed, any materials or information supplied to the Respondents by UNBC (NCCAH). The NCCAH will retain the copyright of all materials produced, either complete or incomplete, as a result of the contract awarded from this Request for Quote, if any.

Respondents are required to list a minimum of three references (preferably from provincial, territorial, or national Aboriginal organizations, or the Public Sector) for whom they have completed similar work in the last twelve months and should include the following information;

- a) Company Name
- b) Contact Name
- c) Address
- d) Phone Number & Fax Number
- e) Type of Work

Please fill out Schedule IV with the above reference information and submit with the quote document.

**SCHEDULE I  
 BIDDER’S SUBMISSION CHECKLIST**

**REQUEST FOR QUOTE  
 17-1642-RFQ**

	<b>YES</b>	<b>NO</b>
1. <b>Schedule I (A) – Bidder Submission Checklist</b>	_____	_____
2. <b>Schedule II – Itemized Price List</b>	_____	_____
3. <b>Schedule III – Quote Signature(s)</b>	_____	_____
4. <b>Schedule IV – Reference Information</b>	_____	_____
5. <b>Section 4.8 Samples of your work</b>	_____	_____
6. <b>Provide a brief history of your organization, including          Number of employees, date of incorporation,          location of head office, and how Personnel          would be assigned to this project.</b>	_____	_____

**DO NOT FAX** your quote to the University. Please read article 1.6 and 4.8. Responses must be uploaded to Bonfire on or before the closing date and time. Samples must also be received by the Issuing Office by uploading a list of URL links to Bonfire or sending CDs or memory sticks on or before the closing date; the Request for Quote number and description are to be clearly marked on the outside of the envelope.

It is not necessary to send the whole document as your Quote Response, only the items listed above are necessary to form your bid response.

**Failure to sign your Quote will result in automatic disqualification.**

**SCHEDULE I (A)  
BIDDER'S SUBMISSION CHECKLIST**

**REQUEST FOR QUOTE  
17-1642-RFQ**

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*This quote response form must be completed by each Firm and forwarded to The University of Northern British Columbia. All requirements outlined in the Request for Quote with their submission and any other documentation requested by UNBC, and any important information developed by the Respondent as part of its presentation, must accompany this form.*

**QUOTE**

We, \_\_\_\_\_, having examined the Request for Quote and all other information and documents included in the Request for Quote, do hereby offer and agree to provide film and production services as described.

1. Receipt of the following addenda is acknowledged:
 

Addendum No. _____	Date: _____
Addendum No. _____	Date: _____
Addendum No. _____	Date: _____
  
2. The University reserves the right to waive irregularities and informalities, to reject quotes from Respondents found not to be responsive according to the terms of the invitation, and the right to reject all quotes.

**SCHEDULE II  
ITEMIZED PRICE LIST  
REQUEST FOR QUOTE  
17-1642-RFQ**

I/We hereby list below an itemized unit breakdown of prices as follows:

- NOTE 1:** The bid table is to be downloaded from Bonfire (see link below), completed and uploaded prior to the closing date and time. Specifications for the various equipment is as per Attachment A of this RFQ. Although the Respondent is not required to bid on all items listed, the University encourages the Respondent to do so.
- NOTE 2:** Pricing below must be submitted in Canadian Funds, landed.
- NOTE 3:** Pricing must be submitted excluding taxes

**PROFESSIONAL FEES**

Producer/Creative Consulting: per hour	\$_____ hour
1 x Camera Operator: per hour	\$_____ hour
1 x Camera Operator: per day (8 hours)	\$_____ day
2 x Camera Operators: per hour	\$_____ hour
2 x Camera Operators: per day (8 hours)	\$_____ day
Editing Services: per hour	\$_____ hour
Writer Services: per hour	\$_____ hour
Production coordinator: per hour	\$_____ hour

Any other costs that you may want to invoice to the University.

Quote Expiry Date: \_\_\_\_\_  
(Note: Must be 60 days Minimum)

**SCHEDULE III  
QUOTE SIGNATURE(S)**

**REQUEST FOR QUOTE  
17-1642-RFQ**

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The undersigned agrees not to withdraw or modify this Quote for a period of sixty (60) days from submission deadline.

NAME OF FIRM: \_\_\_\_\_

AUTHORIZING SIGNATURE: \_\_\_\_\_

\_\_\_\_\_  
Print Name

Official Capacity: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province or State: \_\_\_\_\_ Postal or Zip Code: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

*Duly authorized officers of the Vendor(s) shall properly execute the Quote as follows:  
If the Vendor is a corporation, the Quote shall be signed in the name and under the seal of the corporation by a duly authorized officer of the corporation, with the designation of his/her official capacity, and attested properly. The Quote shall show the place in which the corporation is chartered.*

*If the Vendor is an individual, he or she shall sign the Quote in person or by representative and be witnessed, stating the name or style, if any, under which he or she is doing business. If the signing is by representative, his or her power of attorney or other authorization shall be stated, and a certified copy thereof shall be attached to the Quote.*

If the Vendor is a joint venture or partnership, the Quote shall be signed by each of the persons or firms, which is a party to the joint venture agreement. A certified copy of the joint venture agreement shall be attached to the Quote. A joint venture will not be accepted unless the joint venture agreement or some other signed and legally binding instrument is certified and attached to the Quote, containing provisions for one of the parties to the joint venture to be in full direction of the project and to exercise this direction through a single individual, to be appointed Manager of Operations with the consent of all parties to the joint venture agreement.

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**SCHEDULE IV**  
**REFERENCE INFORMATION**  
**REQUEST FOR QUOTE**  
**17-1642-RFQ**

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	Company Name	Contact Name	Address	Phone	Fax
1.	_____	_____	_____	_____	_____
	Project Name	_____			
2.	_____	_____	_____	_____	_____
	Project Name	_____			
3.	_____	_____	_____	_____	_____
	Project Name	_____			
4.	_____	_____	_____	_____	_____
	Project Name	_____			