

**TELEFILM
C A N A D A**

**PARTNER
OF ▶
CHOICE**

BID SOLICITATION

REQUEST FOR PROPOSAL

**CARBON FOOTPRINT ASSESSMENT AND DECARBONIZATION
STRATEGIES**

TFC-PGA-DEC-2023.10.27

Ce document est également disponible en français.

TELEFILM.CA    

Request for Proposal (RFP)

Telefilm Canada is currently looking for **sustainability consultancy services**.

The contents of this document and any information obtained through discussions with Telefilm Canada personnel pursuant to the preparation of your response must be treated as confidential and proprietary information of Telefilm Canada. No contact should be made by your company to any of your suppliers.

Please provide comprehensive information to the attached questions by **November 17th, 2023, at the latest**, after which time further proposals will not be accepted.

Should you have any questions, do not hesitate to contact us at the e-mail address provided in this document.

TELEFILM.CA    

TELEFILM **PARTNER** **PARTENAIRE**
CANADA **OF** **DE**
CHOICE **CHOIX**

Contents

1. RFP Content	4
1.1. Tender Documentation.....	4
1.2. Response Structure	4
2. RFP process, terms, and conditions	5
2.1. Enquiries	5
2.2. Modification of bid solicitation	5
2.3. Schedule and deadlines	5
2.4. Format of submission	6
2.5. Response deadline	6
2.6. Partial responses	6
2.7. Clarification on RFP	6
2.8. Validity of bids	6
2.9. Evaluation of submission	6
2.10. Additional Information	7
2.11. Health and safety	7
2.12. General conditions	7
2.13. Resource persons	8
2.14. Disclaimer.....	8
2.15. Security requirements	9
2.16. Applicable laws.....	9
2.17. Confidentiality.....	9
2.18. Access to Information and Privacy.....	9
3. Background information	11
3.1. Telefilm Canada	11
3.2. Legal framework.....	12
4. Project Description and Requirements	13
4.1. Situation today.....	13
4.2. Future Situation	13
4.3. Legal.....	15
5. Supplier’s Proposal	16
5.1. Proposal description.....	16
5.2. Supplier’s profile.....	16
5.3. Domain Expertise	17
5.4. Scope specific questions.....	19
5.5. Financials	21
6. Annexes of the Tender	22

1. RFP Content

1.1. Tender Documentation

The tender is composed of the following documents:

- RFP Document
- Annex A – Telefilm Canada Contract Terms
- Annex B – Q&A Template Form

1.2. Response Structure

In evaluating responses, Telefilm Canada (“**Telefilm**” or the “**Corporation**”) will consider in full the responses received to this tender. To address all these areas, responders are asked to address all questions under [Section 5](#) of this document. Responses received shall be clear, comprehensive, and concise. Your tender response shall be comprised of the following:

- Response to all questions in [Section 5](#) of this document, with cross-references where appropriate;
- Full proposal covering full scope of the tender;
- Full financial quotation with all services and/or products accounted for matching your proposal;
- A rate card or pricing catalogue for additional services and/or goods that can complement your bid for additional scope in the future, related to the present set of requirements.

2. RFP process, terms, and conditions

2.1. Enquiries

Any query necessary for the preparation of the response must be addressed in writing by e-mail to dl-appel4@telefilm.ca.

2.2. Modification of bid solicitation

Telefilm reserves the right to amend or otherwise modify, clarify, or correct this bid solicitation, in whole or in part, at any time following the opening date of the bid solicitation.

Bidders will be notified of any amendment or modification by way of an addendum, which will be annexed to the bid solicitation and form an integral part thereof.

2.3. Schedule and deadlines

The RFP will follow the dates below:

Activity	Due Date
RFP released to potential suppliers	October 27
Notice of intent to respond <i>All suppliers must notify Telefilm by email at dl-appel4@telefilm.ca of their intent to respond to the RFP. The notice of intent to respond should include the following information:</i> <ul style="list-style-type: none">– <i>Intent to respond (yes or no)</i>– <i>Company name</i>– <i>Name of contact person</i>– <i>Telephone number of contact person</i>– <i>Email address of single contact person</i>	November 3
Receipt of all questions regarding the RFP <i>These must be directed by email by completing Annex B: Q&A Template Form and sent to: dl-appel4@telefilm.ca</i>	November 6
Response to Q&A Form by phone conference <i>Please arrange scheduling by contacting: dl-appel4@telefilm.ca</i>	November 10
Supplier's return proposal	November 17, aligned with p.2
Interviews with shortlisted suppliers only	Week of November 27*

Electronic format of all proposals must be received by **November 17, 2023, at the latest**. Electronic responses not received by this time will be disqualified.

***This date has been updated on November 17, 2023.**

These dates are a guide to the time frame expected for this RFP. Dates may change and the supplier's contact person will be notified of any changes.

2.4. Format of submission

Your response should be structured in accordance with the requirements contained in the RFP and should align with each requirements of the RFP by cross-reference to the relevant section number. Suppliers are encouraged to supply innovative solutions in responding to this RFP, however, suppliers must strictly adhere, at all times, to the requirements of this RFP. You should include any additional supporting information or alternative proposals as a separate section titled "Alternative Options".

Responses must include one electronic copy sent via e-mail to dl-appel4@telefilm.ca with clear indication in the subject as follows: **BID SOLICITATION [CARBON FOOTPRINT AND DECARBONIZATION - TELEFILM]**, along with a signature authorization letter indicating that the appointed representative is authorized to sign on behalf of the firm and thus to bid on its behalf.

2.5. Response deadline

Submissions are due as set in [Section 2.3](#) above, provided however that, if the deadline set for submission is extended, Telefilm will also specify the new date and hour for submission which will replace the above deadline.

Any submission received by Telefilm after expiry of the deadline referred above will not be considered.

2.6. Partial responses

Partial proposals not meeting the requirements specified in this RFP will not be considered.

2.7. Clarification on RFP

The Supplier should direct any questions arising during the preparation of the response to this RFP, or requests for clarification, in writing by e-mail using the attached **Annex B: Question and Answer (Q&A) form** to dl-appel4@telefilm.ca. Questions received after the due date indicated on the schedule in [Section 2.3](#) will not be answered.

We have planned clarification calls to respond to your **Question and Answer (Q&A) form** as indicated on the schedule in [Section 2.3](#); please contact the Telefilm resource persons to arrange timing.

Please note that Telefilm will edit the question(s) so that the proprietary nature of the enquiry is eliminated, and the question(s) and answer(s) can be shared with all bidders.

2.8. Validity of bids

The content and pricing of the submission must remain valid for a period of 120 days after the date of the deadline set forth for the receipt of bids.

2.9. Evaluation of submission

Criteria	Weight (%)
Strategy / Proposed methodology (e.g., project management, understanding of the issues)	30
Technical capability / Expertise of the firm and of available/assigned resources in sustainable development / Any value-added resources	40
Quality of submission / Interview	10
Fees	20
Overall	100

It is Telefilm’s expectation that the selected service provider has sustainability and Equity, Diversity and Inclusion practices in place.

Telefilm will also assess your company’s social media presence.

Suppliers should have demonstrated a thorough understanding of the bid solicitation and their capacity to carry out the work, in accordance with all applicable professional standards.

Submissions will be reviewed for compliance with this RFP and reviewed in relation to the general criteria listed above.

2.10. Additional Information

Telefilm will have the right to ask for additional information to verify a bidder’s information. Failure to comply and to cooperate with any request or requirement imposed by Telefilm will render the bid non-responsive.

Please note that Telefilm also reserves the right to conduct a survey of Suppliers’ facilities and/or examine their technical, managerial, and financial capabilities to determine if they are adequate to meet the requirements of the bid solicitation.

2.11. Health and safety

The Supplier is expected to follow all laws, regulations and directives applicable to the services set out in this RFP, including with regard to occupational health and safety.

2.12. General conditions

By submitting a proposal, the Supplier is agreeing to all conditions and terms stated in this RFP, including the following:

- All information related to the bid may be written in either of Canada’s official languages (i.e. French and English)
- Information relating to this document may not be released without the express written consent of Telefilm

- All costs, charges, expenses, etc., direct and indirect, incurred and/or paid by the Suppliers in order to participate in this RFP shall be the sole responsibility of the Suppliers
- Suppliers may withdraw their bid by email at any time prior to the deadline set forth for the receipt of bids, provided that such withdrawal shall not affect a bidder's ability to submit a new bid within the prescribed bid period
- Telefilm reserves the right to negotiate all terms and conditions in order to enter into a formal contract with the Supplier. This RFP document, the Supplier's response and written addenda may be included in such contract, at Telefilm's sole discretion
- Suppliers may request a debriefing on the results of the bid solicitation process. Suppliers should make the request to Telefilm within 15 business days from receipt of the results of the bid solicitation process
- Mechanisms are available to potential Suppliers to challenge aspects of the procurement process up to and including contract award. Telefilm encourages bidders to first bring their concerns to the attention of the resource persons listed under [Section 2.13](#) below. Should Suppliers continue to be dissatisfied with a decision, they may appeal to Telefilm's Appeal Committee in writing within 10 business days of the date of receipt of the decision at issue
- Telefilm reserves the right to accept none of the bids received, to change the RFP scope and to cancel or reissue the bid solicitation at any time, without justification or obligation to the Suppliers
- Unsolicited telephone calls or visits to Telefilm during the RFP process to obtain proposal status information are prohibited and may result in the supplier being disqualified from the bidding process
- News releases pertaining to this RFP or the award of any contract related to this RFP may not be made without the prior written permission of Telefilm
- All work and materials shall comply with all applicable provincial and federal laws, regulations, ordinances, decrees or other binding statutory instruments; applicable building leases; and directions of inspectors appointed by proper authorities having jurisdiction. Where certification of material is required by Telefilm, the Supplier shall make all such certificates available for inspection

If the Supplier does not agree with particular conditions or terms stated in this RFP, such conditions or terms must be discussed in detail with the Telefilm resource persons before a proposal is submitted.

2.13. Resource persons

Elisa Suppa and Amandine Gournay

Email: dl-appel4@telefilm.ca

2.14. Disclaimer

This RFP and its attachments shall remain the sole property of Telefilm and contain all information the Supplier may require preparing a proposal as requested by Telefilm.

The Supplier is advised that if confirmation or clarification of the contents or any further information is required, it should contact the Telefilm resource persons in this RFP in the first instance.

The acceptance of a submission to this RFP is not to be construed as representing or creating any binding obligation on Telefilm to enter into any legal commitment whatsoever. Furthermore, in responding to this RFP, the Supplier is deemed to specifically acknowledge the following:

- Notwithstanding any representation by or on behalf of Telefilm or any estimate of quantities by Telefilm shown in this RFP or otherwise given to the Supplier (now or in the future), Telefilm shall be under no obligation to purchase any particular quantity of products or services
- The Supplier places no reliance on any such representation or estimates and will place no reliance upon any future representation or estimate that may be provided unless that representation or estimate is noted in the signed contract
- Telefilm shall have no liability to the Supplier whether in contract, extracontractual civil liability, tort or otherwise with respect to the giving of any such representation or estimate

2.15. Security requirements

The successful Supplier will need to have obtained any security screening or clearance that may be requested by Telefilm. This includes but is not limited to security screenings for the proposed core resources. Suppliers should indicate, in their bid submission, any security assessment that is readily available for the proposed resources.

2.16. Applicable laws

This RFP process shall be subject to, and governed by, the laws of the Province of Quebec and the federal laws of Canada applicable therein.

2.17. Confidentiality

This document contains confidential information belonging to Telefilm, which is provided solely to enable Suppliers to evaluate the bid solicitation. In obtaining this document and having knowledge of its content, the recipient agrees to keep the information contained herein confidential and not to reproduce or otherwise disclose it to anyone other than the persons directly responsible for evaluating the content of the bid solicitation, unless otherwise explicitly authorized by Telefilm.

Telefilm reserves the right to request that this document and any other confidential information provided to Suppliers in the course of this bid solicitation process be destroyed once a Supplier has completed the evaluation. Telefilm further reserves the right to ask Suppliers to confirm such destruction.

2.18. Access to Information and Privacy

Suppliers acknowledge that Telefilm is a Crown corporation subject to the *Access to Information Act* (Canada) and the *Privacy Act* (Canada). This RFP, and any information, in any form, provided, obtained, created, or communicated by the Suppliers to Telefilm, are therefore subject to the *Access to Information Act* and the *Privacy Act*. The Suppliers acknowledge that Telefilm is required to handle such information in accordance with the provisions of the *Access to Information Act* and the *Privacy Act*.

Suppliers further acknowledge that personal information, as defined by the *Privacy Act*, submitted to Telefilm in connection with responses to this RFP or with operations related thereto is provided in accordance with the following Personal Information Collection Statement.

The collection and use of personal information are in accordance with the *Privacy Act*, *Telefilm Canada Act* and *Financial Administration Act* (Canada; the “**FAA**”), among others. Personal information may consist of, among other things, the names, coordinates, biographical information and curriculum vitae of a Supplier’s proposed resources, board members, officers, authorized representatives, mandataries and/or references, as applicable. This personal information will be used, among other things, to manage the contracting process, which includes the request for and receipt of proposals, evaluation of bids, selection of contractor, preparation, negotiation, execution, and award of contract. This personal information is included in the personal information banks [Professional Services Contracts \(PSU 912\)](#) and [Accounts Payable \(PSU 931\)](#).

In processing responses to this RFP, Telefilm will share, among other things, said personal information with third parties who operate platforms and/or applications that handle and store information on behalf of Telefilm. Please note that such information may be handled and/or stored outside Canada in accordance with the policies of such service providers on information management and privacy protection.

Any questions, comments, concerns or complaints regarding the administration of the *Privacy Act* and privacy policies may be directed to Telefilm’s Privacy Coordinator by e-mail at ATIP-AIPRP@telefilm.ca, by calling (514) 283-6363 or (800) 567-0890, by fax at (514) 283-8447, or by writing to:

Access to Information and Privacy Coordinator
360, St. Jacques Street, Suite 600
Montréal, Quebec H2Y 1P5

If you are not satisfied with Telefilm’s response to your privacy concerns, you may wish to contact the Office of the Privacy Commissioner of Canada by e-mail at info@priv.gc.ca or by telephone at (800) 282-1376.

By submitting a response to this RFP, a Supplier is declaring to Telefilm that: (i) all personal information submitted to Telefilm in such response and at any time in the future is provided with the consent and knowledge of the individuals concerned; and (ii) it has read and understood the above Personal Information Collection Statement.

3. Background information

3.1. Telefilm Canada

3.1.1 History

Founded in 1967, Telefilm Canada is a Government of Canada Crown corporation in the Canadian Heritage portfolio. Headquartered in Montreal, we serve our clients through four offices located in Vancouver, Toronto, Montreal, and Halifax.

3.1.2 Today

As a PARTNER OF CHOICE, we foster, finance, and promote an ever-evolving screen-based industry in Canada.

Our mandate

Foster and promote the development of the Canadian audiovisual industry in Canada and throughout the world.

Our vision

A screen industry in Canada that, through its resiliency, adaptability, and courage, stands as a bright beacon on the world stage. A leader in independent production, Canada sets the example in sustainable and inclusive screen content that is representative of all.

For more detailed information on our corporation, including a description of our key projects and about our Senior Management Team, please visit our website: www.telefilm.ca

3.2. Legal framework

Telefilm is a Crown corporation subject to the Telefilm Canada Act, as well as to certain provisions found in Part X of the FAA and in Part VIII of the Financial Administration Act (chapter F-10 of the Revised Statutes of Canada, 1970, as it read immediately before September 1, 1984). Under section 131 of the FAA, Telefilm must keep books of account and records, and maintain financial and management control, information systems and management practices.

To this end, Telefilm must ensure that its books, records, systems and practices are kept and maintained in such manner as will provide reasonable assurance that:

- its assets are safeguarded and controlled;
- its transactions are in accordance with the relevant provisions of the FAA and its regulations, its act of incorporation and its by-laws, and that they comply with any instructions it was given; and
- its financial, human and physical resources are managed economically and efficiently, and that its operations are carried out effectively.

As a Crown corporation, Telefilm is also subject to other federal laws and regulations, namely the Access to Information Act and the Privacy Act.

4. Project Description and Requirements

4.1. Situation today

4.1.1. Current Challenges

Telefilm launched its Eco-responsibility Action Plan in 2022, and a deliverable was the establishment of its corporate greenhouse gas (GHG) emissions baseline. Accompanied by external expertise, the corporate baseline for fiscal year 2019 (pre-covid), in alignment with the Greenhouse Gas Protocol, was established. This quantification exercise revealed that 100% of Telefilm's GHG emissions are related to Scope 3 emissions. As part of the overall exercise, Telefilm identified key reduction opportunities associated with its operations and corporate emissions, excluding emissions associated with projects supported financially by Telefilm. All this information will be shared with the supplier selected for this project.

Now targeting the **decarbonization of its activities** across its various business units, Telefilm is looking to reduce emissions and **set a path to net zero by 2050**.

Telefilm aims to measure and report its GHG inventory annually. Results will be made public.

Telefilm now aims to establish quantitative targets on select GHG emissions categories and a stakeholder engagement process for suppliers and landlords.

4.2. Future Situation

4.2.1. Goals and objectives of the RFP

Goal 1) Calculate Telefilm's carbon footprint for fiscal year 2023-2024 to compare it with the baseline year (2019).

Objectives:

- Establish a methodology based on a recognized protocol (GHG Protocol);
- Train Telefilm staff in data collection and carbon footprint calculation for subsequent years;
- Develop a carbon calculation tool such as an Excel calculator to facilitate future calculations;
- Train staff in best practices for emissions reporting.

Goal: 2) Establish a decarbonization strategy with quantifiable reduction targets for the business streams that contribute the most to the carbon footprint (for example: pavilions, business travel and IT equipment).

Objectives:

- Prepare an action plan (time period to be determined) that includes quantitative reduction targets and a detailed costs and benefits analysis.

4.2.2. Critical success factors

- Meticulous approach and methodology

- Training of departments and capacity building of staff
- Reporting and presentations
- On-going support throughout the project

4.2.3. Location

This corporate project will cover our offices and our various national and international locations (e.g., Pavilions at markets). We have 4 office locations: Halifax, Montreal, Toronto, and Vancouver.

4.2.4. Timeline for implementation

The project should be in place beginning of December 2023.

Organizational carbon footprint assessment: with methodology and training of staff	February 2024
Decarbonization strategy: action plan including quantitative targets and business case analysis	March 2024

4.2.5. Scope

This scope is limited to Telefilm, as an agency, and where it does “business”. Film productions that are financially supported by Telefilm are considered out of scope.

4.3. Legal

4.3.1. Contract Structure

The contract will be based on the agreement sample provided in **Annex A** structured as follows:

- Head agreement outlining legal terms and general conditions.
- Statement(s) of Work (SoW) to be raised as necessary to cover the full scope of this tender, following full agreement between Telefilm and the selected party.
- Schedule of rates will be attached to the SoW on the cost of services.

4.3.2. Terms and Conditions

Please refer to **Annex A** for Telefilm's General Terms and Conditions.

4.3.3. Period of Contract

The mandate is intended to be granted for a period from December 2023 to March 31st, 2024.

5. Supplier's Proposal

Please provide comprehensive responses to all questions in this section, with a reference to each question. Your proposal should not exceed 5 pages in length (excluding any Appendices such as Resumes, etc.).

5.1. Proposal description

Please describe in a maximum of one page your understanding of the activities and what you will be delivering to Telefilm.

5.2. Supplier's profile

5.2.1. Key strengths

- Specific competencies or skills
- Expertise of the team
- Competitive advantage
- Formal Accreditations
- Other (specify)

5.2.2. Business continuity

Please provide details of the Business Continuity Planning process you have in place. You may wish to include corporately developed documentation and brochures on the subject. Indicate whether you have ever invoked the Business Continuity Plan.

5.2.3. Company ownership

Is your company publicly traded? If it is then please provide a high-level breakdown of the shareholder structure.

If privately held, please provide the following information:

- Description of the corporate structure (e.g., LLC, partnership, JV., etc.)
- Names of all companies within the corporate structure, including any holding companies
- Names of all shareholders of all identified companies, and their percentage of ownership
- Names of all company directors

Please do so in conjunction with [Section 5.2.4.](#)

5.2.4. Bankruptcy

Has the company ever filed for bankruptcy? YES NO

If yes, explain in detail the reasons why, the filing date and the current status.

5.2.5. Industry Certification

Indicate any industry certification, which you consider relevant for your bid (proposal and offer).

5.3. Domain Expertise

5.3.1. Similar major activities

Please provide information for the following points:

- Describe two (2) previous similar corporate sustainability projects that you helped support and deliver successfully within the last 3-5 years, relative to the scope of this RFP, for other customers;
- Explain why they are relevant to the scope of this RFP, what was the size of the project in terms of dollars and effort (FTE);
- Detail major issues or problems that may have occurred and how they were resolved;
- Detail when they were delivered and if they were delivered on-time.

5.3.2. Specific skills and technical know-how

List here your experience relative to the scope of this RFP in:

- Project management
- Tools for calculating GHG emissions (carbon calculators)
- GHG inventory
- Setting of science-based targets
- Task Force on Climate-Related Financial Disclosures (TCFD) reporting
- Training – capacity building
- Knowledge of sustainability obligations for Crown corporations

5.3.3. Existing customers and references

Provide two (2) relevant (see section 5.3.1) current Canadian-based customer references with:

- Project short description
- Company name
- Location
- Contact person, position
- Email and phone

These references should demonstrate the Supplier's ability to deliver the services in a way that resembles Telefilm's requirements and scope.

Please note that references provided above may be directly contacted by Telefilm during the evaluation phase of your bid.

5.3.4. Industry experience

Describe your previous experience and number of customers within the audiovisual industry or with any federal Crown corporations, public entities, provincial/municipal entities or their equivalent.

5.3.5. Diversity & Inclusion

Telefilm is committed to an industry that reflects a culture of mutual respect, dignity and inclusivity and expects that Suppliers embrace these values. Please provide information about your commitments and results toward diversity and inclusion.

5.3.6. Additional relevant information

Provide any additional information on your company, which you believe is useful for Telefilm to know in the context of this Project, such as Industry Best Practices.

5.3.7. Knowledge of Telefilm and conflict of interest

The firm, account manager and proposed resources must not be in conflict of interest with Telefilm.

- Describe any previous experience with Telefilm. Provide Telefilm contact person(s) and location.
- Is any of the employees in your organization related, either personally or professionally, to a person currently employed by Telefilm? If so, please explain.
- To the best of your knowledge, was any Telefilm employee or Supplier previously employed or engaged by your organization?
- Please provide the names of any current or former Telefilm employees employed or engaged by your organization, either:
 - o as a full or part time equivalent, contractor, consultant, subcontractor, etc.
 - o or through a company controlled directly or indirectly by a current or former Telefilm employee
 - o or through a company controlled directly or indirectly by a relative of a current or former Telefilm employee.

5.4. Scope specific questions

5.4.1. In scope items, deliverables

Describe the services you intend to provide to match with our requirements.

Please note that Telefilm requires that the proposed customer facing resources must be fluent in both English and French (reading comprehension, written expression and oral interaction).

5.4.2. Out of scope items

Describe all items or requirements of this RFP that you will not address. If there are out-of-scope services that you can deliver at an additional fee, please note this.

5.4.3. Subcontractors

If you are planning to subcontract part of the scope of this RFP, please enter details here. Explain reason for selection, and previous experience with subcontractor(s).

5.4.4. Training

Explain training plans you will have in place for use of the proposed products/services.

5.4.5. Telefilm involvement, deliverables

Describe what you need from Telefilm to perform successfully.

5.4.6. Project management, approach

Describe how you will manage this engagement and the methodology used for

- project delivery
- incident/problem management and
- security monitoring

5.4.7. Implementation plan

Describe your implementation plan and timeline for this activity:

Detail:

- Resources including for Support Team during duration of the contract, please include resumes (as separate appendixes)
- Roles and responsibilities
- Overall lead-times
- Requirements
- Governance, including escalation process, meetings

5.4.8. Reporting

- Detail the reports that Telefilm will have access to during the implementation and operational phase. If available, provide samples.
- Detail the reports that Telefilm will have access post-implementation. If available, please provide samples.

- List any electronic systems you will grant Telefilm access to.

5.4.9. Additional services

Describe additional services or improvement you might provide in the future related to this project.

5.5 Financials

5.5.1. Pricing mechanism

The proposed charging mechanism must:

- incentivise the Supplier both to reduce costs and to improve performance
- be simple to administer and monitor
- reduce processing costs involved

All prices should be expressed in CAD Dollars. Recurring expenses should be shown monthly.

We are requesting you to propose in this paragraph the most suitable pricing structure matching those criteria. **The prices supplied must give Telefilm a full picture of all expenses or costs (including any yearly escalation in fees)** and Telefilm will assume that all provided costs are exhaustive and thus will not allow further costs to be introduced during contract negotiations, should you be selected.

5.5.2. Currency

Prices should be quoted in CAD dollars.

5.5.3. Payment Terms

Telefilm will expect any selected Supplier to provide consolidated invoices on a monthly basis to include all charges for that month.

5.5.4. Criteria for Rates revisions

We expect the unit prices provided to be fixed for the duration of the agreement. If this will not be the case, please indicate here the criteria that will be used for rate revision.

6. Annexes of the Tender

Annex A – Telefilm Standard Terms and Conditions

See document attached to the RFP. This document contains the standard commercial terms and conditions of Telefilm for service agreements.

Telefilm expects to make no changes to its standard contract. However, if applicable, please identify the sections of the contract that you believe require modification (please provide details).

Annex B – Q&A Template

This is a sample of the Q&A template during the tender.

Annex B – Q&A Template

RFP: Carbon Footprint Assessment and Decarbonization Strategies

October 25, 2023

Questions and Answers

N°	RFP Section	Supplier Question	TFC Response
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