

TABLE OF CONTENTS

PART 1 – INVITATION TO SUBMIT A BID

1. Summary
2. Security Requirement
3. Statement of Work
4. Standard Instructions, Clauses and Conditions
5. Submission of Bids
6. Mandatory Certifications Required Precedent to Contract Award
7. Enquiries – Bid Solicitation
8. Evaluation Procedures
9. Basis of Selection
10. Security Requirement
11. Basis for Canada's Ownership of Intellectual Property
12. Applicable Laws
13. Debriefings

Attachment 1 to Part 1 – Work Experience Templates

Attachment 2 to Part 1 – Certifications

Attachment 3 to Part 1 – Pricing Schedule

PART 2 – RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. General Conditions
5. Specific Individual(s)
6. Term of Contract
7. Authorities
8. Event Assignment
9. Cancellation / Reassignment
10. Postponement
11. Payment
12. Invoicing Instructions
13. Suspension
14. Compliance with Certifications
15. Applicable Laws
16. Priority of Documents
17. Government Site Regulations
18. Proactive Disclosure of Contracts with Former Public Servants *(if applicable)*

List of Annexes

- | | |
|---------|---------------------------------|
| Annex A | Statement of Work |
| Annex B | Interpretation Events |
| Annex C | Basis of Payment |
| Annex D | Event Assignment Sheet |
| Annex E | Security Requirements Checklist |

PART 1 – INVITATION TO SUBMIT A BID

1. Summary

The Translation Bureau has a requirement for conference interpretation services in both official languages (English and French), as and when requested in the Ottawa professional domicile zone. The Ottawa professional domicile zone is defined as the area within a 60 km radius of Ottawa City Hall. Up to 20 contracts could be awarded as a result of this Invitation to Tender:

- Up to five (5) contracts for Work Stream 1 – High Profile Events (secret clearance)
- Up to five (5) contracts for Work Stream 2 – High Profile Events (enhanced clearance)
- Up to ten (10) contracts for Work Stream 3 – Medium Profile Events (enhanced clearance)

See Annex B, for the list of Interpretation Events.

2. Security Requirement

There is a security requirement associated with the requirement. For additional information, consult Part 1 – Invitation to Submit a Bid, clause 10. Security Requirement, and Part 2 - Resulting Contract Clauses.

3. Statement of Work

The Work to be performed is detailed in Annex A – Statement of Work.

4. 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 (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) 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.

2003 (2013-06-01) Standard Instructions – Goods or Services – Competitive Requirements, is incorporated by reference into and forms part of the bid solicitation.

5. Submission of Bids

5.1 Bids must be submitted by the date, time and place indicated on page 1 of the bid solicitation in one of the three following ways:

- a) In person at reception on the 10th Floor, 171 Slater Street, Ottawa, Ontario; or,
- b) By fax at 613-996-4460; or,
- c) By email at: BT_ContratsSIC.TR_CISContracts@tpgsc-pwgsc.gc.ca

5.2 Bids are required to include a cover page, indicating:

- Vendor/Firm Name and Address;
- Telephone number;
- Name and title of the person authorized to sign on behalf of Vendor /Firm; and
- Signature and date.

If the required cover page is not submitted as requested, the Contracting Authority will contact the Bidder and provide a deadline by which the required cover page must be submitted.

5.3 Bids must include the following documents for each of the work streams in the bid:

- i. Response to mandatory technical criteria for the work stream in which it is bidding. Bidders are invited to demonstrate their experience by completing the appropriate template found in Attachment 1 to Part 1 – Work Experience Templates;
- ii. A completed Attachment 3 to Part 1 – Pricing Schedule including the bidder's firm all-inclusive daily rate per interpreter.

5.4 Bids must include one copy of the completed Attachment 2 to Part 1 – Certifications including:

- Code of Conduct Certification including a complete list of names of all individuals who are currently directors of the Bidder;
- Former Public Servant Certification;
- Federal Contractors Program for Employment Equity Certification; and
- Status and Availability of Resources certification.

5.5 Canada requests that bidders provide only one (1) copy of their bid and use a numbering system that corresponds to the bid solicitation.

5.6 If there is a discrepancy between the wording of the soft copy and the hard copy (if a hard copy is provided), the wording of the hard copy will have priority over the wording of the soft copy.

6. Mandatory Certifications Required Precedent to Contract Award

See Attachment 2 to Part 1 – Certifications.

7. Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 calendar days before the bid closing date. Enquiries received after that date may not be answered.

8. Evaluation Procedures

Bids received will be assessed in accordance with the entire requirement of the bid solicitation, including the technical and financial evaluation criteria, the security requirements and the certifications specified below.

8.1 Technical Evaluation

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation. Bids which fail to meet the mandatory technical criteria for the work stream in which it is bidding, will be declared non-responsive.

8.1.1 Mandatory Technical Criteria (MTC) for Work Stream 1 – High Profile Events

The bids must meet the mandatory technical criteria specified below for Work Stream 1. The Bidder must provide the necessary documentation to support compliance with this conference interpretation requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately using the same numbering system.

Bidders are invited to demonstrate their experience by completing Attachment 1 to Part 1 – Work Experience Templates for Work Stream 1.

Number	Mandatory Technical Criteria for Work Stream 1 – High Profile Events	Instructions for Preparing the Proposal
MTC 1.1	The Bidder's proposed interpreter(s) must be accredited by the Translation Bureau.	The bidder must provide the following information to clearly demonstrate that it satisfies criterion MTC 1.1: 1) Name(s) of proposed interpreter(s) To verify accreditation, each proposed interpreter's name will be checked against the Translation Bureau's Conference Interpretation Service list of accredited interpreters.

Number	Mandatory Technical Criteria for Work Stream 1 – High Profile Events	Instructions for Preparing the Proposal
MTC 1.2	<p>The Bidder’s proposed interpreter(s) listed in response to criterion MTC 1.1 above must have a minimum of 10 days’ experience providing interpretation services in the last three (3) years, in at least one (1) of the high profile events listed in Annex B - Interpretation Events.</p> <p>For evaluation purposes:</p> <ul style="list-style-type: none"> – One (1) day’s experience is equivalent to an assignment on any given day regardless of the duration of the assignment day. For example: a 3 day assignment is equivalent to 3 days of experience. – The last three (3) years is equivalent to the period of <i>(month and day to be inserted)</i> 2010 to <i>(month and day to be inserted)</i> 2013. 	<p>The bidder must provide the following information to clearly demonstrate that it satisfies criterion MTC 1.2:</p> <ol style="list-style-type: none"> 1) Number of days’ experience; 2) Day/month/year for each day of experience; 3) Level of event for each day of experience listed in 2) above (see Annex B - Interpretation Events). 4) Description of event provided in 3) above. 5) Name of client organization who received interpretation services on the days indicated in 2) above; and 6) For each client organization cited as a reference in 5) above, the Bidder must provide: <ul style="list-style-type: none"> – the name of a contact; and – the contact’s current telephone number and/or email address.
MTC 1.3	<p>The Bidder’s proposed interpreter(s) listed in response to criterion MTC 1.1 above must have a minimum of five (5) days’ experience in consecutive interpretation in at least one (1) of the high profile events listed in Annex B - Interpretation Events.</p> <p>For evaluation purposes:</p> <ul style="list-style-type: none"> – One (1) day’s experience is equivalent to an assignment on any given day regardless of the duration of the assignment day. For example: a 3 day assignment is equivalent to 3 days of experience. 	<p>The bidder must provide the following information to clearly demonstrate that it satisfies criterion MTC 1.3:</p> <ol style="list-style-type: none"> 1) Number of days’ experience in consecutive interpretation; 2) Day/month/year for each day of experience; 3) Level of event for each day of experience listed in 2) above (see Annex B - Interpretation Events). 4) Description of event provided in 3) above. 5) Name of client organization who received interpretation services on the days indicated in 2) above; and 6) For each client organization cited as a reference in 5) above, the Bidder must provide: <ul style="list-style-type: none"> – the name of a contact; and – the contact’s current telephone number and/or email address.

8.1.2 Mandatory Technical Criteria (MTC) for Work Stream 2 – High Profile Events

The bids must meet the mandatory technical criteria specified below for Work Stream 2. The Bidder must provide the necessary documentation to support compliance with this conference interpretation requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately using the same numbering system.

Bidders are invited to demonstrate their experience by completing Attachment 1 to Part 1 – Work Experience Templates for Work Stream 2.

Number	Mandatory Technical Criteria for Work Stream 2 – High Profile Events	Instructions for Preparing the Proposal
MTC 2.1	The Bidder's proposed interpreter(s) must be accredited by the Translation Bureau.	The bidder must provide the following information to clearly demonstrate that it satisfies criterion MTC 2.1: 1) Name(s) of proposed interpreter(s) To verify accreditation, each proposed interpreter's name will be checked against the Translation Bureau's Conference Interpretation Service list of accredited interpreters.
MTC 2.2	The Bidder's proposed interpreter(s) listed in response to criterion MTC 2.1 above must have a minimum of 10 days' experience providing interpretation services in the last three (3) years, in at least one (1) of the high profile events listed in Annex B - Interpretation Events. For evaluation purposes: – One (1) day's experience is equivalent to an assignment on any given day regardless of the duration of the assignment day. For example: a 3 day assignment is equivalent to 3 days of experience. – The last three (3) years is equivalent to the period of <i>(month and day to be inserted)</i> 2010 to <i>(month and day to be inserted)</i> 2013.	The bidder must provide the following information to clearly demonstrate that it satisfies criterion MTC 2.2: 1) Number of days experience; 2) Day/month/year for each day of experience; 3) Level of event for each day of experience listed in 2) above (see Annex B - Interpretation Events). 4) Description of event provided in 3) above. 5) Name of client organization who received interpretation services on the days indicated in 2) above; and 6) For each client organization cited as a reference in 5) above, the Bidder must provide: – the name of a contact; and – the contact's current telephone number and/or email address.

Number	Mandatory Technical Criteria for Work Stream 2 – High Profile Events	Instructions for Preparing the Proposal
MTC 2.3	<p>The Bidder's proposed interpreter(s) listed in response to criterion MTC 2.1 above must have a minimum of five (5) days' experience in consecutive interpretation in at least one (1) of the high profile events listed in Annex B - Interpretation Events.</p> <p>For evaluation purposes:</p> <ul style="list-style-type: none"> – One (1) day's experience is equivalent to an assignment on any given day, regardless of the duration of the assignment day. For example: a 3 day assignment is equivalent to 3 days of experience. 	<p>The bidder must provide the following information to clearly demonstrate that it satisfies criterion MTC 2.3:</p> <ol style="list-style-type: none"> 1) Number of days experience in consecutive interpretation; 2) Day/month/year for each day of experience; 3) Level of event for each day of experience listed in 2) above (see Annex B - Interpretation Events). 4) Description of event provided in 3) above. 5) Name of client organization who received interpretation services on the days indicated in 2) above; and 6) For each client organization cited as a reference in 5) above, the Bidder must provide: <ul style="list-style-type: none"> – the name of a contact; and – the contact's current telephone number and/or email address.

8.1.3 Mandatory Technical Criteria (MTC) for Work Stream 3 – Medium Profile Events

The bids must meet the mandatory technical criteria specified below for Work Stream 3. The Bidder must provide the necessary documentation to support compliance with this conference interpretation requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately using the same numbering system.

Bidders are invited to demonstrate their experience by completing Attachment 1 to Part 1 – Work Experience Templates for Work Stream 3.

Number	Mandatory Technical Criteria for Work Stream 3 – Medium Profile Events	Instructions for Preparing the Proposal
MTC 3.1	The Bidder's proposed interpreter(s) must be accredited by the Translation Bureau.	<p>The bidder must provide the following information to clearly demonstrate that it satisfies criterion MTC 3.1:</p> <ol style="list-style-type: none"> 1) Name(s) of proposed interpreter(s) <p>To verify accreditation, each proposed interpreter's name will be checked against the Translation Bureau's Conference Interpretation Service list of accredited interpreters.</p>
MTC 3.2	<p>The Bidder's proposed interpreter(s) listed in response to criterion MTC 3.1 above must have a minimum of 20 days' experience providing interpretation services in the last five (5) years in at least one (1) of the medium profile events listed in Annex B - Interpretation Events.</p> <p>For evaluation purposes:</p> <ul style="list-style-type: none"> – One (1) day's experience is equivalent to an assignment on any given day regardless of the duration of the assignment day. For example: a 3 day assignment is equivalent to 3 days of experience. – The last five (5) years is equivalent to the period of <i>(month and day to be inserted)</i> 2008 to <i>(month and day to be inserted)</i> 2013. 	<p>The bidder must provide the following information to clearly demonstrate that it satisfies criterion MTC 3.2:</p> <ol style="list-style-type: none"> 1) Number of days experience; 2) Day/month/year for each day of experience; 3) Level of event for each day of experience (see Annex B - Interpretation Events); 4) Description of event provided in 3) above. 5) Name of client organization who received interpretation services on the days indicated in 2) above; and 6) For each client organization cited as a reference in 5) above, the Bidder must provide: <ul style="list-style-type: none"> – the name of a contact; and – the contact's current telephone number and/or email address.

8.2 Financial Evaluation

8.2.1 The Bidder's rates must be submitted in accordance with the pricing schedule illustrated in Attachment 3 to Part 1.

8.2.2 The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

8.2.3 The number of days included in the pricing schedule illustrated in Attachment 3 to Part 1 is provided for bid evaluation purposes only. It is not to be considered as a contract guarantee.

9. Basis of Selection

9.1 Work Stream 1

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive.

Should there be more than one responsive bid with same lowest evaluated price for Work Stream 1, the winning bidder will be selected by a draw. Each name will be written on a piece of paper and all pieces of paper will be folded in four and placed in an open box. The winning bidder's name will be drawn from the box and handed to one of the bid evaluators present. The draw will be attended by 2 witnesses.

The first five (5) responsive bids with the lowest evaluated price for Work Stream 1 will be recommended for award of a contract, the lowest evaluated price being ranked first.

9.2 Work Stream 2

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive.

Should there be more than one responsive bid with same lowest evaluated price for Work Stream 2, the winning bidder will be selected by a draw. Each name will be written on a piece of paper and all pieces of paper will be folded in four and placed in an open box. The winning bidder's name will be drawn from the box and handed to one of the bid evaluators present. The draw will be attended by 2 witnesses.

The first five (5) responsive bids with the lowest evaluated price for Work Stream 2 will be recommended for award of a contract, the lowest evaluated price being ranked first.

9.3 Work Stream 3

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive.

Should there be more than one responsive bid with same lowest evaluated price for Work Stream 3, the winning bidder will be selected by a draw. Each name will be written on a piece of paper and all pieces of paper will be folded in four and placed in an open box. The winning bidder's name will be drawn from the box and handed to one of the bid evaluators present. The draw will be attended by 2 witnesses.

The first ten (10) responsive bids with the lowest evaluated price for Work Stream 3 will be recommended for award of a contract, the lowest evaluated price being ranked first.

10. Security Requirement

1. Before a contract is awarded, the following conditions must be met:
 - (a) The Bidder must hold a valid organization security clearance as indicated in Part 2 –Resulting Contract Clauses;
 - (b) The Bidder's proposed individuals requiring access to classified or protected information or assets or sensitive work sites must meet the security requirement as indicated in Part 2 – Resulting Contract Clauses;
 - (c) The Bidder must provide the name of all individuals who will require access to classified or protected information or assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations – Instructions to Bidders" document (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) on the Departmental Standard Procurement Documents website.

11. Basis for Canada's Ownership of Intellectual Property

The Translation Bureau has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds: where the material developed or produced consists of material subject to copyright.

12. 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, the applicable laws specified shall be deemed acceptable to the bidders.

13. 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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

**ATTACHMENT 1 to PART 1
WORK EXPERIENCE TEMPLATES**

It is the Bidder's responsibility to ensure that all the information required in the mandatory technical criteria is provided in their bid.

Work Stream 1 – High Profile Events

Bidders can use the template below to provide the information required for each proposed interpreter.

Criterion MTC 1.1:

Name of proposed interpreter: _____
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Criterion MTC 1.2:

The proposed interpreter's number of days' experience in providing interpretation services in the last three (3) years (minimum 10 days):	
--	--

Provide the following for each day's experience:

Day 1	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 2	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 3	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 4	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 5	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 6	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 7	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 8	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 9	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 10	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

- One (1) day's experience is equivalent to an assignment on any given day, regardless of the duration of the assignment day. For example: a 3 day assignment is equivalent to 3 days of experience.
- The last three (3) years is equivalent to the period of *(month and day to be inserted)* 2010 to *(month and day to be inserted)* 2013.
- For a list of interpretation events, see Annex B - Interpretation Events.

Criterion MTC 1.3:

The proposed interpreter's number of days' experience in consecutive interpretation (minimum 5 days):	
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Provide the following for each day's experience:

Day 1	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 2	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 3	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of a contact:	
	Contact's current telephone number and/or email address:	

Day 4	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 5	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

- One (1) day's experience is equivalent to an assignment on any given day, regardless of the duration of the assignment day. For example: a 3 day assignment is equivalent to 3 days of experience.
- For a list of interpretation events, see Annex B - Interpretation Events.

Work Stream 2 – High Profile Events

Bidders can use the template below to provide the information required for each proposed interpreter.

Criterion MTC 2.1:

Name of proposed interpreter: _____
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Criterion MTC 2.2:

The proposed interpreter’s number of days’ experience in providing interpretation services in the last three (3) years (minimum 10 days):	
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Provide the following for each day’s experience:

Day 1	Experience date (Day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact’s current telephone number and/or email address:	

Day 2	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact’s current telephone number and/or email address:	

Day 3	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 4	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 5	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 6	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 7	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 8	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 9	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 10	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

- One (1) day's experience is equivalent to an assignment on any given day, regardless of the duration of the assignment day. For example: a 3 day assignment is equivalent to 3 days of experience.
- The last three (3) years is equivalent to the period of *(month and day to be inserted)* 2010 to *(month and day to be inserted)* 2013.
- For a list of interpretation event, see Annex B - Interpretation Events.

Criterion MTC 2.3:

The proposed interpreter's number of days' experience in consecutive interpretation (minimum 5 days):	
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Provide the following for each day's experience:

Day 1	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 2	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 3	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 4	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 5	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

- One (1) day's experience is equivalent to an assignment on any given day, regardless of the duration of the assignment day. For example: a 3 day assignment is equivalent to 3 days of experience.
- For a list of interpretation events, see Annex B - Interpretation Events.

Work Stream 3 – Medium Profile Events

Bidders can use the template below to provide the information required for each proposed interpreter.

Criterion MTC 3.1:

Name of proposed interpreter: _____
--

Criterion MTC 3.2:

The proposed interpreter’s number of days’ experience in providing interpretation services in the last five (5) years (minimum 20 days):	
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Provide the following for each day’s experience:

Day 1	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact’s current telephone number and/or email address:	

Day 2	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact’s current telephone number and/or email address:	

Day 3	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 4	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 5	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 6	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 7	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 8	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 9	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 10	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 11	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 12	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 13	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 14	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 15	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 16	Experience date (Day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 17	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 18	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 19	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

Day 20	Experience date (day/month/year):	
	Level of event:	
	Description of event:	
	Name of client organization who received interpretation services:	
	Name of contact:	
	Contact's current telephone number and/or email address:	

- One (1) day's experience is equivalent to an assignment on any given day, regardless of the duration of the assignment day. For example: a 3 day assignment is equivalent to 3 days of experience.
- The last five (5) years is equivalent to the period of *(month and day to be inserted)* 2008 to *(month and day to be inserted)* 2013.
- For a list of interpretation events, see Annex B - Interpretation Events.

ATTACHMENT 2 to PART 1 CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Contract Award

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. 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 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 with this request will also render the bid non-responsive or will constitute a default under the Contract.

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 Former Public Servant Certification

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 with FPS, bidders must provide the information required below before contract award.

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 FPS in receipt of a pension, as applicable:

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

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

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

1.3 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Human Resources and Skills Development Canada - Labour's](#) website.

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.

1.4 Status and Availability of Resources certification

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

**ATTACHMENT 3 to PART 1
PRICING SCHEDULE**

The number of days included in the pricing schedule illustrated in Attachment 3 to Part 1 is provided for bid evaluation purposes only. It is not to be considered as a contract guarantee.

The rates specified below, when quoted by the Bidder, include the total estimated cost of all travel and living expenses that may need to be incurred for:

- a. Work described in Part 2, Resulting Contract Clauses, of this bid solicitation required to be performed within the Ottawa professional domicile zone, defined as the area within a 60 km radius of Ottawa City Hall;
- b. travel between the successful bidder's place of business and the Ottawa professional domicile zone indicated in (a); and
- c. the relocation of resources

to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the firm all-inclusive daily rate per interpreter to any contract that may result from the bid solicitation.

1. For services performed during the FIRST SIX (6) MONTHS following the contract award:

1.1 Firm all-inclusive daily rate per interpreter for conference interpretation services

A	B	C	D
Service	Number of days	Firm all-inclusive daily rate per interpreter	Total (B x C)
Conference Interpretation Services	25*	\$ _____	\$ _____
TOTAL PRICE FOR THE ENTIRE PERIOD OF THE CONTRACT (sum of column D)			\$ _____

* For evaluation purposes only.

PART 2 – RESULTING CONTRACT CLAUSES

1. Security Requirement

(The security requirements that are not applicable to the contract will be removed when the contract is awarded).

1.1 Work Stream 1

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, **hold a valid Facility Security Clearance at the level of TOP SECRET or SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to **CLASSIFIED** information, assets or sensitive work site(s) must **EACH** hold a valid personnel security screening at the level of **TOP SECRET or SECRET**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror **MUST NOT** remove any **CLASSIFIED** information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex E;
 - (b) *Industrial Security Manual* (Latest Edition). <http://ssi-iss.tpsgc-pwgsc.gc.ca/msi-ism/msi-ism-eng.html>

]

1.2 Work Stream 2

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, **hold a valid Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to **PROTECTED** information, assets or sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror **MUST NOT** remove any **PROTECTED** information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at Annex E;
- (b) Industrial Security Manual (Latest Edition). <http://ssi-iss.tpsgc-pwgsc.gc.ca/msi-ism/msi-ism-eng.html>

1.3 Work Stream 3

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, **hold a valid Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to **PROTECTED** information, assets or sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror **MUST NOT** remove any **PROTECTED** information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex E;
 - (b) Industrial Security Manual (Latest Edition). <http://ssi-iss.tpsgc-pwgsc.gc.ca/msi-ism/msi-ism-eng.html>

2. Statement of Work

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

3. 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 \(SACC\) 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.

4. General Conditions

2035 (2013-06-27) General Conditions - Higher Complexity - Services applies to and forms part of the Contract.

5. Specific Individual(s)

The Contractor must provide the services of the following individual(s) to perform the Work as stated in the Contract: _____ *(to be inserted when contract is awarded)*.

6. Term of Contract

The period of the Contract is from date of Contract *(to be inserted when contract is awarded)* inclusive, or until the maximum contract value has been reached, whichever comes first.

7. Authorities

7.1 Contracting Authority

The Contracting Authority for the Contract is:

Gila Sperer
Public Works and Government Services Canada
Interpretation and Parliamentary Translation Directorate
Conference Interpretation Services

Vanguard Building
171 Slater Street, 10th Floor
Ottawa, Ontario
K1A 0S5
Telephone: 613-336-3345
Fax: 613-996-4460
Email: gila.sperer@pwgsc-tpsgc.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 anyone, other than the Contracting Authority.

7.2 Project Authority

The Project Authority for the Contract is:

(to be inserted when contract is awarded)

The Project Authority, or designated representative(s), 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 be made only through a contract amendment issued by the Contracting Authority.

7.3 Contractor's Representative

(to be inserted when contract is awarded)

8. Event Assignment

8.1 Assignment

8.1.1 The Work to be performed under the Contract will be on an as-and-when requested basis by assignment to an event or events. The Work described in the Assignment must be in accordance with the scope of the Contract.

8.1.2 At the Project Authority's discretion, a specific Contractor can be assigned to an event. The work will be distributed as equally as possible among all contracts within a given month. If no Contractor can perform the assignment, Canada reserves the right to have the assignment performed by other means.

8.1.3 The Project Authority will provide the Contractor with a completed Event Assignment Sheet using the template in Annex D. The Event Assignment Sheet will contain the details of the event to be performed, including the times, dates and locations applying to the event, as well as the Contractor's deadline for responding. The Event Assignment Sheet will also indicate the applicable basis of payment as specified in the Contract.

8.1.4 The Contractor must confirm its availability for the Assignment by email to the Contracting Authority, by the deadline indicated in the Event Assignment Sheet.

8.2 Order of Ranking

Work Stream *(to be inserted when contract is awarded)*
(to be inserted when contract is awarded) contracts were awarded as a result of Public Works and Government Services Canada bid solicitation number: _____ *(insert number)*.
The contractors' order of ranking is as follows: *(to be inserted when contract is awarded)*

9. Cancellation / Reassignment

9.1 Cancellation before the start of the event: If an Event is cancelled, after the Contractor has been confirmed for the event, the Contractor must remain available between the hours of 8:00 a.m. and 5:00 p.m. for all the days of the assignment. The Contractor may be re-assigned, at the same firm all-inclusive daily rate per interpreter, to a different Conference Interpretation event or to Parliamentary Interpretation for some or all the cancelled days. If the Contractor is not re-assigned for that same period, the Contractor will be entitled to payment in the full amount specified in the Event Assignment Sheet.

9.2 Cancellation during the event: If all or part of an Event is cancelled once the Event has begun, the Contractor will be entitled to payment in the full amount specified in the Event Assignment Sheet for the days worked. The Contractor must remain available between the hours of 8:00 a.m. and 5:00 p.m. for all the days of the assignment. The Contractor may be re-assigned, at the same firm all-inclusive daily rate per interpreter, to a different Conference Interpretation event or to Parliamentary Interpretation, at the discretion of the Project Authority, for any remaining days on the Event Assignment Sheet.

9.3 If the Contractor is re-assigned to a different event, the Project Authority will provide the Contractor with an amendment to the Event Assignment Sheet before the start of the event.

9.4 If the Contractor refuses re-assignment, the Contractor will not be paid for those days on which it has been re-assigned, as indicated in the amended Event Assignment Sheet. For example: if a five (5) day event is cancelled after the second day and the Contractor refuses re-assignment to a three (3) day event in that same period, the Contractor will be paid for only the two (2) worked days.

9.5 If re-assignment comprises more days than those indicated on the Event Assignment Sheet, and if the Contractor is unable to perform the re-assignment on those additional days and refuses re-assignment for that reason, it will not be penalized for such refusal. The Contractor will be entitled to payment in the full amount specified in the Event Assignment Sheet for the days worked.

10. Payment

10.1 Basis of Payment

In consideration of the Contractor satisfactorily completing its obligations under the Event Assignment Sheet, the Contractor will be paid a firm all-inclusive daily rate per interpreter in accordance with the Basis of Payment in Annex C. Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

10.2 Limitation of Expenditure – Cumulative Total of all Event Assignments

1. Canada's total liability to the Contractor under the Contract for all Event Assignments, inclusive of any amendments, must not exceed \$(*to be inserted when contract is awarded*). Goods and Services Tax or Harmonized Sales Tax is included, if applicable.

No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

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. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

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.

10.3 Method of Payment

For the work specified in an Event Assignment Sheet, Canada will pay the Contractor upon completion and delivery of the Work 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 delivered has been accepted by Canada.

10.4 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

11. Invoicing Instructions

The Contractor must submit invoices in accordance with the information required in section 12 of 2035 (2013-06-27) General Conditions - Higher Complexity - Services.

Invoices cannot be submitted until all Work identified on the invoice is completed. An invoice can refer to one or more Event Assignment Sheets for which the services are invoiced.

Invoices must be submitted to the Contracting Authority for verification and payment.

12. Suspension

After two written warnings, the Contracting Authority can suspend individual interpreters provided by the Contractor pursuant to Annex A for lateness, or for unprofessional conduct, for 30 calendar days. If less than 30 calendar days are left in the Contract, the Contracting Authority will suspend the individual interpreter for the remainder of the Contract. Standards for professional conduct and punctuality are set out in Annex A – Statement of Work. In the event that an interpreter is suspended in the course of an event, the Contractor will be paid for the days worked, and will not be paid for the days on which it is suspended.

13. Compliance with Certifications

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

14. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in [*\(to be inserted when contract is awarded\)*](#).

15. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) The Articles of Agreement;
- (b) 2035 (2013-06-27) General Conditions - Higher Complexity - Services
- (c) Annex A, Statement of Work;
- (d) Annex C, Basis of Payment
- (e) Annex E, Security Requirements Checklist;
- (f) Signed Event Assignment Sheets (including all annexes, if any);
- (g) The Contractor's bid dated [*\(to be inserted when contract is awarded\)*](#).

16. Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

(If applicable, the following clause will be added or removed when contract is awarded.)

17. 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: 2012-2](#) of the Treasury Board of Canada Secretariat.

ANNEX A

STATEMENT OF WORK

1. Background

The Translation Bureau is a special operating agency reporting to the Department of Public Works and Government Services Canada charged with supporting the Government of Canada in its efforts to provide services for, and communicate with, Canadians in the official language of their choice. The Conference Interpretation Services offers simultaneous and consecutive interpretation services to various events. Conference interpreters provide interpretation in official languages, in Canada's Aboriginal languages and in foreign languages at events such as: international summits, bilateral or multilateral discussions between heads of state/government, intra- or inter-departmental conferences and meetings between federal ministers and their provincial or territorial counterparts.

2. Terminology

Interpreter: A conference interpreter who is accredited by the Translation Bureau and meets the mandatory criteria for one of the three (3) work streams, as set out in the attached Invitation to Tender.

Event: Event that is outlined on an Event Assignment Sheet.

3. Requirement

The Translation Bureau (TB) has a requirement for conference interpretation services in both official languages (English and French), as and when requested for [\(Event level \(high or medium\) to be inserted here when contract is awarded\)](#) Interpretation Events found in Annex B.

4. Interpreter's responsibilities

4.1 The interpreter(s) must perform the duties of the interpretation profession impartially, since the role of the interpreter(s) is to facilitate communication. Interpretation is a professional and confidential service. The interpreter(s) must be bound by confidentiality and may not disclose any information obtained in the execution of this contract during or after the assignment.

4.2 The interpreter(s) must report to the Project Authority any particular request from a client or any information passed along by a client that can affect the delivery of services provided as part of the Contactor's current assignment or any other future assignment.

4.3 The interpreter(s) must have a very good knowledge of Canadian current events and the workings of the federal government.

4.4 The interpreter(s) must demonstrate a great flexibility with respect to scheduling and the demands of the assignment, be capable of working as part of a team, maintain good interpersonal relations, and maintain a well-groomed appearance, in keeping with the nature of the assignment location.

5. Teamwork

5.1 In order to ensure continuous interpretation, the interpreter(s) will be required to work as part of a team of interpreters for event assignments. The interpreter(s) will be required to work with interpreter(s) from other companies as directed by the Project Authority. The interpreter(s) will not have the opportunity to choose who they will work with and may not be advised of who they will be assigned to work with until they arrive at the event. Preference will not be given to interpreters who request to work together. For further details, see clause 8, Event Assignment Sheet.

5.2 On average, teams will be composed of two (2) interpreters for events of less than four (4) hours and three (3) interpreters for events of four (4) hours or more.

6. Standards for Professional Conduct

6.1 The Contractor and its interpreter(s) must refrain from deriving any personal gain from information it may have acquired in the course of providing interpretation services.

6.2 Acceptance of an assignment implies a moral undertaking on the Contractor's part that its interpreter(s) is/are to work with all due professionalism.

6.3 The Contractor and its interpreter(s) must refrain from any act which might bring the Translation Bureau into disrepute during the assignment.

6.4 The interpreter(s) must provide colleagues with assistance and have a collegial attitude.

6.5 The Contractor and its interpreter(s) must refrain from any utterance or action prejudicial to the interests of the Translation Bureau.

6.6 The interpreter(s) must not perform any other duties except that of conference interpreter at a conference for which it has been engaged to provide interpretation services.

7. Noise reduction

7.1 Cell phones and other personal electronic devices must be silent during the event.

7.2 Microphones must be switched off during breaks.

8. Punctuality

8.1 Interpreters must be present at the event at least 15 minutes before the start of the event.

9. Appearance

9.1 Interpreters must maintain a well-groomed appearance and dress appropriately for events in line with the event participants.

10. Modes of Interpretation

10.1 The following modes on interpretation may be required:
- Simultaneous interpretation using fixed or mobile equipment

- Consecutive interpretation
- Elbow interpretation
- Liaison interpretation.

10.2 The mode of interpretation for each event will be specified in the Event Assignment Sheet.

11. Briefing Material

11.1 When available, interpreters will receive briefing material for the event. Briefing material may consist of agendas, speaking notes, lists of event participants/speakers, or other relevant documentation.

11.2 Interpreters may receive the briefing material some time before the event, just before the start of the event or during the event.

11.3 Briefing material must be handled as indicated in the Event Assignment Sheet.

12. Schedule

12.1 The start and end times of the event are indicated on the Event Assignment Sheet.

12.2 On average, events take place on weekdays between 8:00 am and 6:00 pm Eastern Standard Time.

12.3 On occasion, events take place on weekends and statutory holidays. The term “statutory holiday” means the following federal statutory holidays: January 1, Good Friday, Easter Monday, Victoria Day, Canada Day, the first Monday of August, Labour Day, Thanksgiving, Remembrance Day, Christmas Day and Boxing Day.

12.4 Interpreter(s) must provide the interpretation services until the scheduled end of the event. Should the event be extended, the Contractor must communicate with the Project Authority. The Project Authority will either, 1) ask the Contractor to continue providing service until the end of the event or, 2) provide a replacement team. Should the Contractor provide services until the end of the event, the Contractor will receive additional compensation in accordance with Annex C– Basis of Payment, Extension of assignment.

13. Region

13.1 The work will take place in the Ottawa professional domicile zone, defined as the area within a 60 km radius of Ottawa City Hall. The Contractor must be willing and able to work in the specified area. There will be no travel allowance.

14. Resources

(The resources work streams below that are not applicable to the contract will be removed when the contract is awarded).

14.1 Work Stream 1 – High Profile Events

14.1.1 The Bidder's proposed interpreter(s) must be accredited by the Translation Bureau.

14.1.2 The Bidder's proposed interpreter(s) must have a minimum of 10 days' experience providing conference interpretation services in the last three (3) years in at least one (1) or more of the high profile events listed in Annex B - Interpretation Events.

14.1.3 The Bidder's proposed interpreter(s) must have a minimum of five (5) days' experience in consecutive interpretation in at least one (1) of the events listed in Annex B - Interpretation Events.

14.2 Work Stream 2 – High Profile Events

14.2.1 The Bidder's proposed interpreter(s) must be accredited by the Translation Bureau.

14.2.2 The Bidder's proposed interpreter(s) must have a minimum of 10 days' experience providing conference interpretation services in the last three (3) years in at least one (1) or more of the high profile events listed in Annex B - Interpretation Events.

14.2.3 The Bidder's proposed interpreter(s) must have a minimum of five (5) days' experience in consecutive interpretation in at least one (1) event listed in Annex B - Interpretation Events.

14.3 Work Stream 3 – Medium Profile Events

14.3.1 The Bidder's proposed interpreter(s) must be accredited by the Translation Bureau.

14.3.2 The Bidder's proposed interpreter(s) must have a minimum of 20 days' experience providing conference interpretation services in the last five (5) years in at least one (1) or more of the medium profile events listed in Annex B - Interpretation Events.

ANNEX B

Interpretation Events

High Profile Events (Work Stream 1 and Work Stream 2)	Medium Profile Events (Work Stream 3)
<p>Prime ministerial events:</p> <ul style="list-style-type: none"> – Prime Minister’s visits in Canada and abroad – Press conferences during Prime Minister’s missions – High ranking of participants – High media visibility <p>International events:</p> <ul style="list-style-type: none"> – Events involving high-ranking participants from Canada and one or more other countries – High media visibility <p>Parliamentary events:</p> <ul style="list-style-type: none"> – Events involving the Parliament of Canada <p>Ministerial events:</p> <ul style="list-style-type: none"> – Events involving ministers and / or their teams <p>First Ministers Meetings:</p> <ul style="list-style-type: none"> – Events involving provincial premiers and the Prime Minister <p>Supreme Court events:</p> <ul style="list-style-type: none"> – Supreme Court hearings and/or other events involving the Supreme Court <p>All other events of equivalent profile and complexity.</p>	<p>Interdepartmental events:</p> <ul style="list-style-type: none"> – Events involving senior officials from one or more government departments <p>Deputy Ministers’ events:</p> <ul style="list-style-type: none"> – Events involving one or more Deputy Ministers <p>Assistant Deputy Ministers’ events:</p> <ul style="list-style-type: none"> – Events involving one or more Assistant Deputy Ministers <p>Federal / Provincial / Territorial events:</p> <ul style="list-style-type: none"> – Events involving senior officials for more than one government department <p>National Energy Board:</p> <ul style="list-style-type: none"> – Events involving the National Energy Board <p>Canadian Radio-television and Telecommunications Commission (CRTC):</p> <ul style="list-style-type: none"> – Events involving the CRTC <p>Federal Court:</p> <ul style="list-style-type: none"> – Federal Court hearings and/or other events involving the Federal Court <p>All other events of equivalent profile and complexity.</p>

High-profile event:

High profile event is defined as an event with high media visibility and involving high ranking participants from Canada and/or other countries.

High-ranking participants:

High-ranking participants include presidents, prime ministers, ministers, speakers of parliaments, members of parliament and heads of agencies from Canada and/or other countries.

High media visibility event:

High media visibility event is defined as an event in which journalists show interest, and which appears in televised and other news reports.

ANNEX C

BASIS OF PAYMENT

The Contractor will be paid a firm all-inclusive daily rate per interpreter of _____ for work performed in accordance with the Contract. Applicable taxes are extra. All rates are in Canadian dollars.

1. Extension of assignment

1.1 In the event that the length of an assignment day is extended by less than 20%, the Contractor will not be paid an additional fee.

1.2 In the event that the length of an assignment day is extended by 20% to 50%, the Contractor will be paid an additional half day. A half day will be calculated by dividing the firm all-inclusive daily rate per interpreter by two (2).

1.3 In the event that the length of an assignment day is extended by over 50%, the Contractor will be paid an additional full day.

2. Broadcasting fee

2.1 In the event that the interpreter is broadcast live, the Contractor will be paid an additional 25% of its firm all-inclusive daily rate per interpreter for the assignment day. The Translation Bureau must be advised, in writing, that the assignment was broadcast prior to submission of the invoice.

3. Travel and Living Expenses

3.1 No travel or living expenses will be authorized under this Contract.

ANNEX D

EVENT ASSIGNMENT SHEET

Contractor				
Contract number				
Event Assignment Sheet Number			Date	
Amendment Number (if applicable)			Increase/Decrease	\$
Total Estimated Cost of Event Assignment (GST/HST extra) <u>before</u> any amendments:				\$
Total Estimated Cost of Event Assignment (GST/HST extra) <u>after</u> this amendment:				\$
Amendment History (if applicable)				
Amendment No.:		Authorized Increase or Decrease (GST/HST extra): \$ _____		
Amendment No.:		Authorized Increase or Decrease (GST/HST extra): \$ _____		
Amendment No.:		Authorized Increase or Decrease (GST/HST extra): \$ _____		
Description of the Work required				
Event name:				
Event number:		Mode of interpretation:		
Start date:		End date:		
Daily start time:		Daily end time:		
Event Address:				
Organization:				
Contact:		Telephone number:		
Language requirements: <input type="checkbox"/> English <input type="checkbox"/> French		Will the event be broadcast live? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Total number of days of conference interpretation services	Number of interpreters	Firm all-inclusive daily rate per interpreter	Broadcast fee of 25% (if applicable)	Total
		\$		\$
Total estimated cost of the Event Assignment or Event Assignment Amendment				\$
GST/HST				\$
Total				\$
Instructions for briefing material and documentation				
Other details of the service to be performed:				

Contract Security Requirements	
This task includes security requirements:	<input type="checkbox"/> Yes <input type="checkbox"/> No
See Security Requirements Checklist (SRCL) in Annex E of the contract.	
Contractor's confirmation of resources assigned to the event specified above:	
Name(s) of interpreter(s)	Designated or Proposed Replacement
1	
2	
3	
The Contractor must provide response to this Event Assignment Sheet before the following:	
Response deadline date:	Response deadline time:
Authorization	
By signing this Event Assignment Sheet, the Project Authority or the Contracting Authority or both, as applicable, certify (ies) that the content of this Event Assignment Sheet is in accordance with the Contract.	
Name of Project Authority _____	
Signature _____	Date _____
Name of Contracting Authority (as applicable) _____	
Signature _____	Date _____
Contractor's Signature	
By signing this Event Assignment Sheet, the Contractor accepts the above Event Assignment.	
Name and title of individual authorized to sign for the Contractor _____	
Signature _____	Date _____

ANNEX E
SECURITY REQUIREMENTS CHECKLIST (SRCL)