

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des**  
**soumissions - TPSGC**  
**11 Laurier St. / 11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0B2 / Noyau 0B2**  
**Gatineau**  
**Québec**  
**K1A 0S5**  
**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Closed captioning services	
<b>Solicitation No. - N° de l'invitation</b> E60ZS-141017/C	<b>Date</b> 2015-07-02
<b>Client Reference No. - N° de référence du client</b> 20141017	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZF-526-29313	
<b>File No. - N° de dossier</b> 526zf.E60ZS-141017	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-08-10</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Payer, Manon	<b>Buyer Id - Id de l'acheteur</b> 526zf
<b>Telephone No. - N° de téléphone</b> (819) 956-6007 ( )	<b>FAX No. - N° de FAX</b> (819) 956-9235
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA CLOSED CAPTIONING & VISUAL INTERPR. 171 SLATER STREET OTTAWA Ontario K1P 5H7 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Linguistic Services Division / Division des services linguistiques  
PSBID, PWGSC / DIASP,TPSGC  
11 Laurier St. / 11, rue Laurier  
10C1/Place du Portage, Phase III  
Gatineau  
Québec  
K1A 0S5

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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**TITLE: SIMULTANEOUS REAL TIME CLOSED CAPTIONING SERVICES IN CANADIAN-FRENCH AND CANADIAN-ENGLISH FOR THE HOUSE OF COMMONS OF THE PARLIAMENT OF CANADA**

Bid solicitation # #E60ZS-141017/C for the provision of the following services: bilingual real time closed captioning services for the House of Commons of the Parliament of Canada.

**REISSUE OF A BID SOLICITATION**

This bid solicitation cancels and supersedes previous bid solicitation number E60ZS-141017/B dated January 15, 2014 with a closing of February 26, 2015 at 2:00 PM.

**PART 1 – GENERAL INFORMATION**

**1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Financial Capability: includes specific requirements that Bidders must respond; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, Basis of Payment, Task Authorization, Sample MS Office Excel Spreadsheet for Period Usage Reports – Contracts with TAs.

**1.2 Summary**

- 1.2.1 The Translation Bureau, which reports to Public Works and Government Services Canada (PWGSC), requires, on an as and when requested basis, simultaneous real time Closed Captioning Services for the House of Commons of the Parliament of Canada which will be broadcast via Webcast on ParIVu and on the Cable Public Affairs Channel (CPAC) on CC1 in Canadian-English and on CC3 in Canadian-French.
- 1.2.2 The Translation Bureau seeks one or two companies to provide simultaneous real time Closed Captioning Services in Canadian-French and in Canadian-English of the daily Chamber proceedings (ex. Private Members Business, Government Orders, Statements by Members, Oral Questions, Routine Proceedings and Adjournment Proceedings) and televised committees broadcast on CPAC and/or ParIVu, as well as special events, such as the reading of the Budget and the Speech from the Throne.

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1.2.3 At the most, two (2) contracts may be awarded under this request for proposal:

- Work Stream 1 – Canadian-French Closed Captioning
- Work Stream 2 – Canadian-English Closed Captioning

Bidders may submit a bid for a single work stream, or separate bids for both.

1.2.4 The term of any subsequent contract will be for one (1) year, starting on contract award. Any resulting Contract will include an option to extend the resulting Contract by up to five (5) additional one (1) year periods, under the same conditions.

1.2.5 This requirement is subject to the Agreement on Internal Trade (AIT)..

### **1.3 Debriefings**

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

## **PART 2 – BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

The [2003](#) (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Bids will be valid for at least 60 days from the closing date of the bid solicitation, unless otherwise specified in the solicitation.

Insert: Bids will be valid for one hundred eighty (180) calendar days from the closing date of the bid solicitation, unless otherwise specified in the solicitation.

### **2.2 Submission of Bids**

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation. Bids transmitted to PWGSC by electronic mail will not be accepted.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### **2.3 Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, Bidders must provide in writing before contract award for each question below, the answer and, as applicable, the information required.

If the Contracting Authority has not received the answer to the question and, as applicable, the information required by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the answer and, as applicable, the information required. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### **Definitions**

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act \(PSSA\)](#), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, [the Members of Parliament Retiring Allowances Act](#), R.S., 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

#### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes ( ) No ( )

If so, the Bidder must provide the following information for all FPS in receipt of a pension, as applicable:

- (a) name of former public servant; and
- (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; and
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

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

## **2.4 Inquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## **2.5 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in ONTARIO. Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## **2.6 Basis of Canada's Ownership of Intellectual Property**

The Translation Bureau has determined that any intellectual property arising from the performance of work under the resulting contract will belong to Canada when the material created or produced consists of material protected by copyright, except computer software and related documentation.

## **PART 3 – BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (4) hard copies and (2) soft copies on CD, DVD;  
Section II: Financial Bid (1) hard copie;  
Section III: Certifications (1) hard copie; and  
Section IV: Additional Information (1) hard copie.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

The Bidder can bid on more than one Work Stream of work specified in the Statement of Work, in Annex A, but must submit one separate bid for each specified Work Stream of work. Canada requests that the Bidder clearly identifies in the first pages of its bid which Work Stream of work it is bidding on.

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](#).

To assist Canada in reaching its objectives, Bidders should:

1. use paper containing fiber certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
2. use an environmentally-preferable format including black and white printing instead of color printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs or binders.

#### **Section I: Technical Bid**

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Part 4, Evaluation Procedures, contains additional instructions that Bidders should consider when preparing their technical bid.

## Section II: Financial Bid

- A. Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- B. Bidders must submit their price FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- C. When preparing their financial bid, Bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.6, Payment, of Part 7 of the bid solicitation.

### D. Price Breakdown

In their financial bids, Bidders must provide a price breakdown for the firm unit price quoted in response to the pricing schedule detailed in Attachment 1 to Part 3.

#### 1. Estimated Cost of Professional Fees

- 1.1 For each individual labour category for closed captioning, Bidders must provide:
  - a) the estimated cost of professional fees; and
  - b) the cost basis (comprised of the quoted all inclusive fixed hourly rate and the estimated corresponding number of working hours). Bidders must specify the number of hours included in a working year, exclusive of meal breaks.

#### 1.2 Applicable taxes

In the price breakdown, the Applicable Taxes are to be shown separately. [\[Instructions to the Bidder: consult Article 01, interpretation, of the 2035, General Conditions - Higher Complexity services, for the definition of the term "Applicable Taxes".\]](#)

## Section III: Certifications

In Section III of their bid, Bidders should provide the certifications required under Part 5 and, as applicable, any related documentation.

## Section IV: Additional Information

In Section IV of their bid, Bidders should provide:

- 1. their legal name;
- 2. their Procurement Business Number (PBN);
- 3. the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
- 4. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;

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## ATTACHMENT 1 TO PART 3, PRICING SCHEDULE WORK STREAM 1

### **WORK STREAM 1 - CANADIAN-FRENCH CLOSED CAPTIONING**

1. The Bidder must complete this pricing schedule for each Work Stream and include it in its financial bid.
2. The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.
3. The price included in this pricing schedule include the total estimated cost of any travel and living expenses that may need to be incurred described in Part 7 of the bid solicitation required to be done, delivered or performed inside the National Capital Region (NCR) defined in the National Capital Act, (R.S.C., 1985, c. N-4), article 2, available on the Justice Website (<http://laws.justice.gc.ca/eng/acts/N-4/>).
4. Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.
5. **WORK STREAM 1 - CANADIAN-FRENCH CLOSED CAPTIONING**

The price includes a proportional distribution of all inclusive costs.

The definition of all-inclusive fixed hourly rate is: The all-inclusive price includes a proportional distribution of the following costs in the fixed hourly rate:

- Provision of closed captioning services
- Updating terminology databases before and after the sessions
- Costs related to the provision of services such as long distance charges, costs related to the audio equipment, etc.
- Management and Service improvement
- Monthly or quarterly performance reports
- Technical Setup Fee (scheduled 15 minutes before the start of the event)
- Technical preparation time before broadcast
- Testing the modem five (5) minutes before the event when waiting is not required
- Captioner's preparation time 15 minutes before the start of the event
- Other costs (ex. staff training) will be prorated in the fixed hourly rate
- Any other costs related directly or indirectly to closed captioning in Canadian-French.

**5.1 FOR SERVICES RENDERED DURING THE INITIAL PERIOD OF THE CONTRACT  
 (TWELVE FIRST MONTHS FROM CONTRACT AWARD):**

<b>Work Stream 1 – Canadian-French Closed Captioning (INITIAL PERIOD)</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Activity to be closed captioned</b>	<b>Hourly rate, all inclusive</b>	<b>Volumetric data</b>	<b>Total (B x C)</b>
House of Commons proceedings, Committee meetings and special events	\$ /hour	Approx. 1,820 hours	\$
<b>Total price (sum for column D) for the initial period:</b>			\$

**5.2 FOR SERVICES RENDERED DURING THE FIRST OPTION YEAR:**

<b>Work Stream 1 – Canadian-French Closed Captioning (OPTION PERIOD 1)</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Activity to be closed captioned</b>	<b>Hourly rate, all inclusive</b>	<b>Volumetric data</b>	<b>Total (B x C)</b>
House of Commons proceedings, Committee meetings and special events	\$ /hour	Approx. 1,820 hours	\$
<b>Total price (sum for column D) for the first option year:</b>			\$

**5.3 FOR SERVICES RENDERED DURING THE SECOND OPTION YEAR:**

<b>Work Stream 1 – Canadian-French Closed Captioning (OPTION PERIOD 2)</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Activity to be closed captioned</b>	<b>Hourly rate, all inclusive</b>	<b>Volumetric data</b>	<b>Total (B x C)</b>
House of Commons proceedings, Committee meetings and special events	\$ /hour	Approx. 1,820 hours	\$
<b>Total price (sum for column D) for the second option year:</b>			\$

**5.4 FOR SERVICES RENDERED DURING THE THIRD OPTION YEAR:**

<b>Work Stream 1 – Canadian-French Closed Captioning (OPTION PERIOD 3)</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Activity to be closed captioned</b>	<b>Hourly rate, all inclusive</b>	<b>Volumetric data</b>	<b>Total (B x C)</b>
House of Commons proceedings, Committee meetings and special events	\$ /hour	Approx. 1,820 hours	\$
<b>Total price (sum for column D) for the third option year:</b>			\$

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**526zf**  
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**5.5 FOR SERVICES RENDERED DURING THE FOURTH OPTION YEAR:**

<b>Work Stream 1 – Canadian-French Closed Captioning (OPTION PERIOD 4)</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Activity to be closed captioned</b>	<b>Hourly rate, all inclusive</b>	<b>Volumetric data</b>	<b>Total (B x C)</b>
House of Commons proceedings, Committee meetings and special events	\$ /hour	Approx. 1,820 hours	\$
<b>Total price (sum for column D) for the fourth option year:</b>			\$

**5.6 FOR SERVICES RENDERED DURING THE FIFTH OPTION YEAR:**

<b>Work Stream 1 – Canadian-French Closed Captioning (OPTION PERIOD 5)</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Activity to be closed captioned</b>	<b>Hourly rate, all inclusive</b>	<b>Volumetric data</b>	<b>Total (B x C)</b>
House of Commons proceedings, Committee meetings and special events	\$ /hour	Approx. 1,820 hours	\$
<b>Total price (sum for column D) for the fifth option year:</b>			\$

**Total price for Work Stream 1 - Canadian-French Closed Captioning:**

<b>Work Stream 1 – Canadian-French Closed Captioning</b>	
Total price for the initial period	\$
Total price for the first option period (one year)	\$
Total price for the second option period (one year)	\$
Total price for the third option period (one year)	\$
Total price for the fourth option period (one year)	\$
Total price for the fifth option period (one year)	\$
<b>Total price for bid, Work stream 1 – Canadian-French Closed Captioning</b>	<b>\$</b>

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## ATTACHMENT 2 TO PART 3, PRICING SCHEDULE WORK STREAM 2

### **WORK STREAM 2 - CANADIAN-ENGLISH CLOSED CAPTIONING**

1. The Bidder must complete this pricing schedule for each Work Stream and include it in its financial bid.
2. The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.
3. The price included in this pricing schedule include the total estimated cost of any travel and living expenses that may need to be incurred described in Part 7 of the bid solicitation required to be done, delivered or performed inside the National Capital Region (NCR) defined in the National Capital Act, (R.S.C., 1985, c. N-4), article 2, available on the Justice Website (<http://laws.justice.gc.ca/eng/acts/N-4/>).
4. Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

### 5. **WORK STREAM 2 - CANADIAN-ENGLISH CLOSED CAPTIONING**

The price includes a proportional distribution of all inclusive costs.

The definition of all-inclusive fixed hourly rate is as follows:

Definition rate fixed schedule all inclusive: The all-inclusive price includes a proportional distribution of the following costs in the fixed hourly rate:

- Provision of closed captioning services
- Updating terminology databases before and after the sessions
- Costs related to the provision of services such as long distance charges, costs related to the audio equipment, etc.
- Management and Service improvement
- Monthly or quarterly performance reports
- Technical Setup Fee (scheduled 15 minutes before the start of the event)
- Technical preparation time before broadcast
- Testing the modem five (5) minutes before the event when waiting is not required
- Captioner's preparation time 15 minutes before the start of the event
- Other costs (ex. staff training) will be prorated in the fixed hourly rate
- Any other costs related directly or indirectly to closed captioning in Canadian-English.

**5.1 FOR SERVICES RENDERED DURING THE INITIAL PERIOD OF THE CONTRACT  
 (TWELVE FIRST MONTHS FROM CONTRACT AWARD) :**

<b>Work Stream 2 – Canadian-English Closed Captioning (INITIAL PERIOD)</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Activity to be closed captioned</b>	<b>Hourly rate, all inclusive</b>	<b>Volumetric data</b>	<b>Total (B x C)</b>
House of Commons proceedings, Committee meetings and special events	\$ /hour	Approx. 1,820 hours	\$
<b>Total price (sum for column D) for the initial period:</b>			\$

**5.2 FOR SERVICES RENDERED DURING THE FIRST OPTION YEAR:**

<b>Work Stream 2 – Canadian-English Closed Captioning (OPTION PERIOD 1)</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Activity to be closed captioned</b>	<b>Hourly rate, all inclusive</b>	<b>Volumetric data</b>	<b>Total (B x C)</b>
House of Commons proceedings, Committee meetings and special events	\$ /hour	Approx. 1,820 hours	\$
<b>Total price (sum for column D) for the first option year:</b>			\$

**5.3 FOR SERVICES RENDERED DURING THE SECOND OPTION YEAR:**

<b>Work Stream 2 – Canadian-English Closed Captioning (OPTION PERIOD 2)</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Activity to be closed captioned</b>	<b>Hourly rate, all inclusive</b>	<b>Volumetric data</b>	<b>Total (B x C)</b>
House of Commons proceedings, Committee meetings and special events	\$ /hour	Approx. 1,820 hours	\$
<b>Total price (sum for column D) for the second option year:</b>			\$

**5.4 FOR SERVICES RENDERED DURING THE THIRD OPTION YEAR:**

<b>Work Stream 2 – Canadian-English Closed Captioning (OPTION PERIOD 3)</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Activity to be closed captioned</b>	<b>Hourly rate, all inclusive</b>	<b>Volumetric data</b>	<b>Total (B x C)</b>
House of Commons proceedings, Committee meetings and special events	\$ /hour	Approx. 1,820 hours	\$
<b>Total price (sum for column D) for the third option year:</b>			\$

**5.5 FOR SERVICES RENDERED DURING THE FOURTH OPTION YEAR:**

<b>Work Stream 2 – Canadian-English Closed Captioning (OPTION PERIOD 4)</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Activity to be closed captioned</b>	<b>Hourly rate, all inclusive</b>	<b>Volumetric data</b>	<b>Total (B x C)</b>
House of Commons proceedings, Committee meetings and special events	\$ /hour	Approx. 1,820 hours	\$
<b>Total price (sum for column D) for the fourth option year:</b>			\$

**5.6 FOR SERVICES RENDERED DURING THE FIFTH OPTION YEAR:**

<b>Work Stream 2 – Canadian-English Closed Captioning (OPTION PERIOD 5)</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Activity to be closed captioned</b>	<b>Hourly rate, all inclusive</b>	<b>Volumetric data</b>	<b>Total (B x C)</b>
House of Commons proceedings, Committee meetings and special events	\$ /hour	Approx. 1,820 hours	\$
<b>Total price (sum for column D) for the fifth option year:</b>			\$

**5.7 TOTAL PRICE FOR WORK STREAM 2 - CANADIAN-ENGLISH CLOSED CAPTIONING:**

<b>Work Stream 2 – Canadian-English Closed Captioning</b>	
Total price for the initial period	\$
Total price for the first option period (one year)	\$
Total price for the second option period (one year)	\$
Total price for the third option period (one year)	\$
Total price for the fourth option period (one year)	\$
Total price for the fifth option period (one year)	\$
<b>Total price for bid, Work Stream 2 – Canadian-English Closed Captioning</b>	\$

## **PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Refer to Attachment 1 to Part 4 Technical Criteria Work Stream 1 – Canadian-French Closed Captioning MTCF.

Refer to Attachment 2 to Part 4 Technical Criteria Work Stream 2 – Canadian-English Closed Captioning MTCE.

##### **4.1.1.2 Rated Technical Criteria**

Refer to Attachment 1 to Part 4 Technical Criteria Work Stream 1 – Canadian-French Closed Captioning RTC1F.

Refer to Attachment 2 to Part 4 Technical Criteria Work Stream 2 – Canadian-English Closed Captioning RTC1E.

Point-rated technical criteria not addressed will be given a score of zero.

##### **4.1.1.3 Demonstration**

The Bidder will have to do a demonstration consisting of a simulation (Refer to Rated Technical Criteria RTC2).

Refer to Attachment 1 to Part 4 Rated Criteria - Work Stream 1 - Canadian-French Closed Captioning RTC2F.

Refer to Attachment 2 to Part 4 Rated Criteria - Work Stream 2 - Canadian-English Closed Captioning RTC2E.

#### **4.1.2 Financial Evaluation**

4.1.2.1 For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

4.1.2.2 The volumetric data included in the pricing schedule detailed in Attachment 1 to Part 3 are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

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## 4.2 Basis of Selection

### 4.2.1. Basis of Selection – Highest Combined Rating of Technical Merit (60%) and Price (40%)

4.2.1.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all the mandatory evaluation criteria; and
- (c) for the Work Stream 1 - Canadian-French closed captioning obtain the required minimum number of points specified in the Point Rated Criteria and participate in the required demonstration specified in the Attachment 1 to Part 4 for the point rated technical criteria.
- (d) for the Work Stream 2 - Canadian-English closed captioning obtain the required minimum number of points specified in the Point Rated Criteria and participate in the required demonstration specified in the Attachment 2 to Part 4 for the point rated technical criteria.

4.2.1.2 Bids not meeting 4.2.1.1 above will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

4.2.1.3 The selection will be based according to the highest combined rating of technical merit and price. A proportion of 60% will be given to technical merit, and 40% will be given to price, as explained in 4.2.1.2, 4.2.1.5 and 4.2.1.6, below.

4.2.1.4 The rating for the technical merit of each responsive bid will be calculated by dividing the number of points obtained by the total obtainable number of points for technical merit, and multiplying the result by 60, see example below.

4.2.1.5 In order to obtain the rating for the price, the price of the lowest responsive bid will be divided by the price of each responsive bid, and the result multiplied by 40, see example below.

4.2.1.6 The combined rating of technical merit and price of each responsive bid will be determined by the addition of the ratings of technical merit and price, see example below.

4.2.1.7 Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

4.2.1.8 In the event that two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid with the highest technical rating will be recommended for award of a contract.

4.2.1.9 The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of the technical merit and price, respectively. In the example given, the total number of points that can be obtained is 135, and the lowest evaluated price is \$45,000.00.

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		<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Score for All the Point Rated Technical Criteria</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	115/135 x 60 = 51.11	89/135 x 60 = 39.56	92/135 x 60 = 40.89
	<b>Pricing Score</b>	(45,000 /55,000) x 40 = 32.73	(45,000 /50,000) x 40 = 36.00	(45,000 /45,000) x 40 = 40.00
<b>Combined Score</b>		83.84	75.56	80.89
<b>Overall assessment</b>		First	Third	Second

## ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA WORK STREAM 1 CANADIAN-FRENCH CLOSED CAPTIONING

### 1. Mandatory Technical Criteria (MTCF)

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

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

Number	Mandatory Technical Criteria	Bid Preparation Instructions
<b>MTC1F</b>	From September 1 <sup>st</sup> , 2007 to August 31, 2014, the Bidder must have a minimum of forty-eight (48) months (cumulative) experience in providing real-time Canadian-French closed captioning for live broadcasts on networks.	<p>The Bidder must provide the information below to clearly demonstrate the (48) months (cumulative) experience and meets the MTC1F criterion.</p> <ol style="list-style-type: none"> <li>1) The number of months of experience in providing Canadian-French closed captioning for live broadcasts on networks.</li> <li>2) The period of such closed captioning services from September 1<sup>st</sup>, 2007 to until August 31, 2014 expressed in the form of (month/ year to month/year).</li> <li>3) For each client to which closed captioning services were provided during the period set out in point 2 above:               <ol style="list-style-type: none"> <li>i name of client;</li> <li>ii name of contact person with phone number or email address; and</li> <li>iii title of the Canadian-French program for which the Bidder provided real-time closed captioning in Canadian-French.</li> </ol> </li> </ol>

Number	Mandatory Technical Criteria	Bid Preparation Instructions
<b>MTC2F</b>	<p>The Bidder must provide a detailed description of the proposed solution to produce live, real-time <b>Canadian-French</b> closed captioning of the daily Chamber proceedings and televised committee meetings on CPAC and ParIVU, as well as special events, such as the Federal Budget and the Speech from the Throne.</p>	<p>The Bidder must provide the information listed below to clearly demonstrate that the MTC2F criterion will be met.</p> <p>The description of the proposed «solution» must include:</p> <ul style="list-style-type: none"> <li>i. The type of technology used</li> <li>ii. The process (with illustrations) of the technology</li> <li>iii. How the technology is kept up to date (e.g. databases)</li> <li>iv. Location (facilities) from which the technology is used (e.g. soundproof booth, office, etc.)</li> <li>v. Minimum number of resources required to ensure the effective use of the technology and their respective roles.</li> </ul> <p>The Bidder must demonstrate that the proposed solution satisfies the requirements of the Statement of Work (Annex A) of this RFP.</p>
<b>MTC3F</b>	<p>The Bidder must prepare a contingency plan in case of failure of any element of its closed captioning solution to ensure the availability and continuity of service.</p>	<p>To clearly demonstrate that the MTC3F criterion is met, the Bidder must provide a contingency plan which includes, as a minimum, the following elements:</p> <ol style="list-style-type: none"> <li>1) <b>Equipment</b> – Process that the Bidder will put in place when the equipment fails.</li> <li>2) <b>Personnel</b> – Process that the Bidder will put in place to ensure that staff is available, as required, in case of extended hours (evening/weekends/holidays), of illness or other.</li> <li>3) <b>Quality control</b> – Process that the Bidder will put in place to ensure quality control.</li> <li>4) Elements 1), 2) and 3) must be appropriate to the requirement, achievable and set out in detail.</li> <li>5) The Bidder must demonstrate that the proposed solution satisfies the requirements of the Statement of Work (Annex A) of this RFP.</li> </ol>
<b>MTC4F</b>	<p>The Bidder must demonstrate during the three (3) trials (see details of the demonstration at RTC2F) that he can produce closed captioning in an</p>	<p>To clearly demonstrate that the MTC4F criterion is met, the Bidder must demonstrate that he can produce the closed captioning in an average time of 10 seconds or less.</p>

Number	Mandatory Technical Criteria	Bid Preparation Instructions
	<p>average time of 10 seconds or less in order to continue the evaluation process of the rated criteria.</p> <p>An average closed captioning which exceeds 10 seconds will be unsatisfactory and the Bidder will be declared non compliant.</p>	

2. **Point Rated Technical Criteria and Demonstrations**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in accordance with the following evaluation criteria.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each rated technical criterion should be addressed separately.

The Bidder must demonstrate an understanding of the tasks and the approach to achieving them. To obtain the maximum number of points, the Bidder must clearly and concretely demonstrate how he or she meets each criterion by providing an explanation. Merely repeating what is described in the request for proposal is insufficient.

Rated Technical Criteria (RTC) and Scores	Minimum number of points required	Maximum number of points
<b>RTC1F Bidder's experience</b>	<b>0</b>	<b>756</b>
<b>RTC2F Demonstration of Canadian-French Closed Captioning</b>	<b>0</b>	<b>360</b>
RTC2.1F Delay	0	60
RTC2.2F End-to-end accuracy	0	60
RTC2.3F Accents in written French and punctuation	0	30
RTC2.4F Uppercase and lowercase letters	0	30
RTC2.5F Change of speaker	0	30
RTC2.6F Omissions	0	30
RTC2.7F Text colour	0	30
RTC2.8F Representation of numbers	0	30
RTC2.9F Atmosphere descriptors	0	30
RTC2.10F Interpreters interventions	0	30
<b>OVERALL SCORE</b>	<b>0</b>	<b>1116</b>

<b>RATED TECHNICAL CRITERIA RTC1F BIDDER EXPERIENCE</b>		
<b>Maximum number of points: 756 points</b>		
<b>Rated Technical Criterion RTC1F</b>	<b>Submission Instructions</b>	<b>Weighting (points)</b>
<p>From September 1<sup>st</sup>, 2007 to August 31, 2014, the Bidder must have a minimum of forty-eight (48) months (cumulative) experience in providing real-time Canadian-French closed captioning live broadcasts on Canadian networks.</p> <p>Points will be awarded for each additional month, exceeding the minimum of 48 months, up to a maximum of 84 months.</p>	<p>To demonstrate that the Bidder meets the RTC1F criterion, the Bidder must provide in a table the information below:</p> <ol style="list-style-type: none"> <li>1) the title of the show that the Bidder has provided <b>Canadian-French</b> closed captioning for live broadcasts on Canadian networks;</li> <li>2) the period (month/year to month/year);               <ol style="list-style-type: none"> <li>i. the name of the client;</li> <li>ii. the name of a contact person (with telephone number or email address)</li> </ol> </li> </ol>	<p><b>Maximum: 756 points</b></p> <p>For each month of experience over 48 months, 9 points per month will be given</p> <p><b>Example: 59 months 59 – 48 months = 11 months X 9 points=99 points</b></p>

<b>RATED TECHNICAL CRITERIA RTC2F DEMONSTRATION OF CANADIAN-FRENCH CLOSED CAPTIONING</b>
<p><b>The Bidder shall demonstrate through an off-site demonstration that the Canadian-French closed captioning currently being produced live meets the criteria set out below.</b></p> <p><b>For each sample, we will evaluate all the criteria listed below, add the points obtained for each sample and establish an average.</b></p> <p><b>The number of points for the demonstration will be established by adding the points obtained <u>for the three samples</u> divided by the number of samples.</b></p> <p><b><u>The final grade will be the average of the three samples, meaning the total maximum number of points (360) divided by 3 for a total of 120 points.</u></b></p> <p>The Bidder will have to close caption in real time and in closed circuit with the evaluation team three (3) samples of various events:</p> <ul style="list-style-type: none"> <li>• One (1) sample of the Question Period in the House of Commons (15 minutes)</li> <li>• Two (2) samples from the House of Commons debates and Parliamentary Committees (15 minutes each for a total of 30 minutes).</li> </ul> <p>There will be a ten (10) minute break between each sample.            Each sample will be evaluated individually against the rated criteria found below.</p>

**Evaluation procedure:**

Canada will contact, by email and at least 48 hours in advance, the Bidder to provide him or her with the date and time of the demonstration. The Bidder must confirm his or her presence within 24 hours of reception of this email.

At the time agreed upon by both parties, the evaluation will be conducted as follows:

- Master Control will send the audio signal to the Bidder by telephone line (unaltered audio signal or digitally coded audio signal);
- the Bidder will perform the real time closed captioning of this audio signal; and
- the resulting closed caption code will be sent live to the second telephone line.

**Note:** No video signal will be sent to the Bidder.

**During that time, the evaluation team will:**

- receive the live coded closed caption signal on the second telephone line. This signal will be sent to a closed captioning encoder to be superimposed on the video signal;
- view the live closed captioning on a video monitor showing live video and sound as well as the coded closed captioning sent by the Bidder; and
- record the demonstration for evaluation purposes.

No.	Rated criterion	Instructions	Weighting (points)
RTC2.1F	<b>Delay</b>	Must ensure the time between the words being spoken and when the captions appear on the screen are synchronized.	An average delay of 0 to 6 seconds = <b>20 points</b>  An average delay of 7 to 8 second = <b>5 points</b>  An average delay of 9 to 10 seconds or more = <b>0 points</b>  <b>Maximum: 20 points per sample</b>  <b>Total maximum of points for the 3 samples = 60 points</b>
RTC2.2F	<b>End-to-End Accuracy</b>	Must ensure the intelligibility of the message, end-to-end accuracy.  The Bidder will be evaluated based on the method used, stenocaptioning or voice recognition.  “End-to-end accuracy” represents the measurement of the integrity of the words spoken by floor speakers or interpreters in the Chamber compared to those that appear in the caption. Errors may include spelling errors, wrong names, punctuation errors, homophones and substituted, omitted or added words. Reformulation and substitution of words that are	<b><u>Stenocaptioning</u></b>  100 to 90% = <b>20 points</b>  80 to 89% = <b>10 points</b>  79% or less = <b>0 points</b>  <b>OR</b>  <b><u>Voice recognition</u></b>  100 to 80% = <b>20 points</b>  70 to 79% = <b>10 points</b>  69% or less = <b>0 points</b>  <b>Maximum: 20 points per sample</b>

		<p>intended to create correct and intelligible captions will not be considered errors.</p> <p>The following formula will be used to obtain the percentage of accuracy: the numbers of words displayed correctly divided by the total number of words spoken, multiplied by 100.</p> <p>For evaluation purposes, the Bidder must provide to the evaluation team the exact transcript of the closed captioning that he just finished in an electronic file (original file of the closed captioner) after the demonstration.</p>	<p><b>Total maximum of points for the 3 samples = 60 points</b></p>
<p><b>RTC2.3F</b></p>	<p><b>French accents and punctuation</b></p>	<p>French accents in written French and punctuation must be used in accordance with the rules of grammar set out in the latest version of the <a href="#">Guide du rédacteur de l'administration fédérale</a></p> <p>You can have access to the guide at the following address:  <a href="http://www.btb.termiumpius.gc.ca">www.btb.termiumpius.gc.ca</a></p>	<p><b><u>French accents</u></b>          No error = <b>5 points</b>          Up to 3 errors = <b>2.5 points</b>          Four errors or more = <b>0 points</b></p> <p><b>AND</b></p> <p><b><u>Punctuation</u></b>          No error = <b>5 points</b>          Up to three errors = <b>2.5 points</b>          Four errors or more = <b>0 points</b></p> <p><b>Maximum = 10 points per sample</b></p> <p><b>Total maximum of points for the 3 samples = 30 points</b></p>

<p><b>RTC2.4F</b></p>	<p><b>Uppercase and lowercase letters</b></p>	<p>Uppercase and lowercase letters must be used in accordance with Canadian Radio-television and Telecommunications Commission (CRTC) recognized Canadian-French standards.</p>	<p>No error = <b>10 points</b>          Consistent with CRTC standards</p> <p>Up to two errors = <b>5 points</b>          Not consistent with CRTC standards up to two times</p> <p>Three errors or more = <b>0 points</b>          Not consistent with CRTC standards up to three times or more</p> <p><b>Maximum: 10 points per sample</b></p> <p><b>Total maximum of points for the 3 samples = 30 points</b></p>
<p><b>RTC2.5F</b></p>	<p><b>Change of speaker</b></p>	<p>Must be indicated either by a closing chevron ( &gt;&gt; ) or by a dash ( - ).</p> <p>The use of the closing chevron or the dash must be done consistently.</p>	<p>No error = <b>10 points</b>          All speaker changes are indicated by using the symbol ( &gt;&gt; ) or the symbol ( - ) with uniformity.</p> <p>Two error = <b>5 points</b>          Failed to indicate change of speaker using the ( &gt;&gt; ) or ( - ) symbol up to two times</p> <p>Three or more errors = <b>0 point</b>          Failed to indicate a change of speaker using the ( &gt;&gt; ) or ( - ) symbol up to three times or more</p> <p>Incorrect symbol or missing symbol = <b>0 points</b>          If the change of speaker is indicated by <b>another symbol</b> or are not indicated using the (&gt;&gt;) or ( - ) symbol.</p> <p><b>Maximum: 10 points per sample</b></p> <p><b>Total maximum of points for the 3 samples = 30 points</b></p>

<b>RTC2.6F</b>	<b>Omissions</b>	Inaudible statements must be indicated by [---]	<p>No error = <b>10 points</b>          All inaudible statements are indicated by the symbol [---]</p> <p>Two errors = <b>5 points</b>          Failed to indicate inaudible statements using [---] up to two times</p> <p>Three errors or more = <b>0 points</b>          Failed to indicate inaudible statements using [---] up to three times or more</p> <p>Incorrect symbol or missing symbol = <b>0 points</b>          If inaudible statements are indicated by <b>another symbol</b> or are not indicated using [---] = <b>0 points</b></p> <p><b>Maximum: 10 points per sample</b></p> <p><b>Total maximum of points for the 3 samples = 30 points</b></p>
<b>RTC2.7F</b>	<b>Text Colour</b>	Subtitles should appear in white superimposed on the image.	<p>Subtitles appear in white superimposed on the image = <b>10 points</b></p> <p>Subtitles that do not appear in white superimposed on the image = <b>0 points</b></p> <p><b>Maximum: 10 points per sample</b></p> <p><b>Total maximum of points for the 3 samples = 30 points</b></p>

<b>RTC2.8F</b>	<b>Representation of numbers</b>	<p>Numbers should be written as follows:</p> <p>Years: 2013          Dollar amounts: 400 000,00 \$          Numbers: 400 000,15          Percentages: 10 %          Bills: C-45</p>	<p>No error = <b>10 points</b>          All the numbers are properly represented.</p> <p>Up to two errors = <b>5 points</b></p> <p>Three errors or more = <b>0 points</b></p> <p><b>Maximum: 10 points per sample</b></p> <p><b>Total maximum of points for the 3 samples = 30 points</b></p>
<b>RTC2.9F</b>	<b>Atmosphere descriptors</b>	<p>Must add the atmosphere descriptors (e.g. laughter, silence, applause, noise or technical difficulties).</p>	<p>No error = <b>10 points</b>          Atmosphere descriptors were included throughout.</p> <p>Up to two errors = <b>5 points</b>          Atmosphere descriptors were not added up to two times.</p> <p>Three errors or more = <b>0 points</b>          Atmosphere descriptors were not added three or more times.</p> <p><b>Maximum: 10 points per sample</b></p> <p><b>Total maximum of points for the 3 samples = 30 points</b></p>
<b>RTC2.10F</b>	<b>Interpreter's interventions</b>	<p>Must display "Voice of interpreter" at the beginning of the interpreter's interventions.</p>	<p>No error = <b>10 points</b>          Interpreters intervention are always indicated by "Voice of interpreter".</p> <p>Up to two errors = <b>5 points</b>          Interpreters interventions are not indicated by "Voice of interpreter" up to two times.</p> <p>Three errors or more = <b>0 points</b>          Interpreters interventions are not indicated by "Voice of interpreter" three or more times.</p> <p><b>Maximum : 10 points per sample</b></p> <p><b>Total maximum of points for the 3 samples = 30 points</b></p>

## ATTACHMENT 2 TO PART 4, TECHNICAL CRITERIA WORK STREAM 2 CANADIAN-ENGLISH CLOSED CAPTIONING

### 1. Mandatory Technical Criteria (MTCE)

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

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

Number	Mandatory Technical Criteria	Bid Preparation Instructions
<b>MTC1E</b>	From September 1 <sup>st</sup> , 2007 to August 31, 2014, the Bidder must have a minimum of forty-eight (48) months (cumulative) experience in providing real-time Canadian-English closed captioning for live broadcasts on networks.	<p>The Bidder must provide the information below to clearly demonstrate the (48) months (cumulative) experience and meets the MTC1E criterion.</p> <ol style="list-style-type: none"> <li>1) The number of months of experience in providing Canadian-English closed captioning for live broadcasts on networks.</li> <li>2) The period of such closed captioning services from September 1<sup>st</sup>, 2007 to until August 31, 2014 expressed in the form of (month/ year to month/year).</li> <li>3) For each client to which closed captioning services were provided during the period set out in point 2) above:               <ol style="list-style-type: none"> <li>(i) name of client;</li> <li>(ii) name of contact person with phone number or email address; and</li> <li>(iii) title of the Canadian-English program for which the Bidder provided real-time closed captioning in Canadian-English.</li> </ol> </li> </ol>

Number	Mandatory Technical Criteria	Bid Preparation Instructions
<b>MTC2E</b>	<p>The Bidder must provide a detailed description of the proposed “solution” to produce live, real-time <b>Canadian-English</b> closed captioning of the daily Chamber proceedings and televised committee meetings on CPAC and ParIVU, as well as special events, such as the Federal Budget and the Speech from the Throne.</p>	<p>The Bidder must provide the information listed below to clearly demonstrate that the MTC2E criterion will be met.</p> <p>The description of the proposed “solution” must include:</p> <ol style="list-style-type: none"> <li>i. The type of technology used</li> <li>ii. The process (with illustrations) of the technology</li> <li>iii. How the technology is kept up to date (e.g. databases)</li> <li>iv. Location (facilities) from which the technology is used (e.g. soundproof booth, office, etc.)</li> <li>v. Minimum number of resources required to ensure the effective use of the technology and their respective roles.</li> </ol> <p>The Bidder must demonstrate that the proposed solution satisfies the requirements of the Statement of Work (Annex A) of this Request for proposal.</p>
<b>MTC3E</b>	<p>The Bidder must prepare a contingency plan in case of failure of any element of its closed captioning solution to ensure the availability and continuity of service.</p>	<p>To clearly demonstrate that the MTC3E criterion is met, the Bidder must provide a contingency plan which includes, as a minimum, the following elements:</p> <ol style="list-style-type: none"> <li>1) <b>Equipment</b> – Process that the Bidder will put in place when the equipment fails.</li> <li>2) <b>Personnel</b> – Process that the Bidder will put in place to ensure that staff is available, as required, in case of extended hours (evening/weekends/holidays), of illness or other.</li> <li>3) <b>Quality control</b> – Process that the Bidder will put in place to ensure quality control.</li> <li>4) Elements 1), 2) and 3) must be appropriate to the requirement, achievable and set out in detail.</li> <li>5) The Bidder must demonstrate that the proposed solution satisfies the requirements of the Statement of Work (Annex A) of this Request for proposal.</li> </ol>
<b>MTC4E</b>	<p>The Bidder must demonstrate during the three (3) trials (see details of the demonstration at RT2F that he can produce closed captioning in an average time of 10 seconds or less in order to continue the evaluation process of the rated</p>	<p>To clearly demonstrate that the MTC4E criterion is met, the Bidder must demonstrate that he can produce the closed captioning in an average time of 10 seconds or less.</p>

Number	Mandatory Technical Criteria	Bid Preparation Instructions
	<p>criteria.</p> <p>An average closed captioning which exceeds 10 seconds will be unsatisfactory and the Bidder will be declared non compliant.</p>	

## 2. Rated Technical Criteria and Demonstrations

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in accordance with the following evaluation criteria.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

The Bidder must demonstrate an understanding of the tasks and the approach to achieving them. To obtain the maximum number of points, the Bidder must clearly and concretely demonstrate how he or she meets each criterion by providing an explanation. Merely repeating what is described in the request for proposal is insufficient.

Rated Technical Criteria (RTCE) and Scores	Minimum number of points required	Maximum number of points
<b>RTC1E Bidder's experience</b>	<b>0</b>	<b>756</b>
<b>RTC2E Demonstration of Canadian-English Closed Captioning</b>	<b>0</b>	<b>345</b>
RTC2.1E Delay	0	60
RTC2.2E End-to-end accuracy	0	60
RTC2.3E Punctuation	0	15
RTC2.4E Uppercase and lowercase letters	0	30
RTC2.5E Change of speaker	0	30
RTC2.6E Omissions	0	30
RTC2.7E Text colour	0	30
RTC2.8E Representation of numbers	0	30
RTC2.9E Atmosphere descriptors	0	30
RTC2.10E Interpreters interventions	0	30
<b>OVERALL SCORE</b>	<b>0</b>	<b>1101</b>

<b>RATED TECHNICAL CRITERIA RTC1E BIDDER EXPERIENCE</b>		
<b>Maximum number of points: 756 points</b>		
<b>Rated Technical Criterion RTC1E</b>	<b>Submission Instructions</b>	<b>Weighting (points)</b>
<p>From September 1<sup>st</sup>, 2007 to August 31, 2014, the Bidder must have a minimum of forty-eight (48) months (cumulative) experience in providing real-time Canadian-English closed captioning for live broadcasts on networks.</p> <p>Points will be awarded for each additional month, exceeding the minimum of 48 months, up to a maximum of 84 months.</p>	<p>To demonstrate that the Bidder meets the RTC1E criterion, the Bidder must provide in a table the information below:</p> <ol style="list-style-type: none"> <li>1) the title of the show for which the Bidder has provided <b>Canadian-English</b> closed captioning for live broadcasts on Canadian networks;</li> <li>2) the period (month/year to month/year); the name of the client;               <ol style="list-style-type: none"> <li>i. name of the client;</li> <li>ii. the name of a contact person (with telephone number or email address)</li> </ol> </li> </ol>	<p><b>Maximum: 756 points</b></p> <p>For each month of experience over 48 months , 9 points per month will be given</p> <p><b>Example : 59 months            59 – 48 months = 11 months X 9 points=99 points</b></p>

<b>RATED TECHNICAL CRITERIA RTC2E            DEMONSTRATION OF CANADIAN-ENGLISH CLOSED CAPTIONING</b>
<p><b>The Bidder shall demonstrate through an off-site demonstration that the Canadian-English closed captioning currently being produced live meets the criteria set out below.</b></p> <p><b>For each sample, we will evaluate all the criteria listed below, add the points obtained for each sample and establish an average.</b></p> <p><b>The number of points for the demonstration will be established by adding the points obtained <u>for the three samples</u> divided by the number of samples.</b></p> <p><b><u>The final grade will be the average of the three samples, meaning the total maximum number of points (345) divided by 3 for a total of 115 points.</u></b></p> <p>The Bidder will have to close caption in real time and in closed circuit with the evaluation team three (3) samples of various events:</p> <ul style="list-style-type: none"> <li>• One (1) sample of the Question Period in the House of Commons (15 minutes)</li> <li>• Two (2) samples from the House of Commons debates and parliamentary committees (15 minutes each for a total of 30 minutes).</li> </ul> <p>There will be a ten minute break between each sample.</p> <p>Each sample will be evaluated individually against the rated criteria found below.</p>

**Evaluation procedure:**

Canada will contact, by email and at least 48 hours in advance, the Bidder to provide him or her with the date and time of the demonstration. The Bidder must confirm his or her presence within 24 hours of reception of this email.

At the time agreed upon by both parties, the evaluation will be conducted as follows:

- Master Control will send the audio signal to the Bidder by telephone line (unaltered audio signal or digitally coded audio signal);
- the Bidder will perform the real time closed captioning of this audio signal; and
- the resulting closed caption code will be sent live to the second telephone line.

**Note:** No video signal will be sent to the Bidder.

**During that time, the evaluation team will:**

- receive the live coded closed caption signal on the second telephone line.
- This signal will be sent to a closed captioning encoder to be superimposed on the video signal;
- view the live closed captioning on a video monitor showing live video and sound as well as the coded closed captioning sent by the Bidder; and
- record the demonstration for evaluation purposes.

<b>No.</b>	<b>Rated criterion</b>	<b>Instructions</b>	<b>Weighting (points)</b>
<b>RTC2.1E</b>	<b>Delay</b>	Must ensure the time between the words being spoken and when the captions appear on the screen are synchronized.	An average delay of 0 to 6 seconds = <b>20 points</b>  An average delay of 7 to 8 second = <b>5 points</b>  An average delay of 9 to 10 seconds or more = <b>0 point</b>  <b>Maximum: 20 points per sample</b>  <b>Total maximum of points for the 3 samples = 60 points</b>

<b>RTC2.2E</b>	<b>End-to-End Accuracy</b>	<p>Must ensure the intelligibility of the message, end-to-end accuracy.</p> <p>The Bidder will be evaluated based on the method used, stenocaptioning or voice recognition.</p> <p>“End-to-end accuracy” represents the measurement of the integrity of the words spoken by floor speakers or interpreters in the Chamber compared to those that appear in the caption. Errors may include spelling errors, wrong names, punctuation errors, homophones and substituted, omitted or added words. Reformulation and substitution of words that are intended to create correct and intelligible captions will not be considered errors.</p> <p>The following formula will be used to obtain the percentage of accuracy: the numbers of words displayed correctly divided by the total number of words spoken, multiplied by 100.</p> <p>For evaluation purposes, the Bidder must provide to the evaluation team the exact transcript of the closed captioning that he just finished in an electronic file (original file of the closed captioner) after the demonstration.</p>	<p><b><u>Stenocaptioning</u></b></p> <p>100 to 90% = <b>20 points</b></p> <p>80 to 89% = <b>10 points</b></p> <p>79% or less = <b>0 points</b></p> <p><b>OR</b></p> <p><b><u>Voice recognition</u></b></p> <p>100 to 80% = <b>20 points</b></p> <p>70 to 79% = <b>10 points</b></p> <p>69% or less = <b>0 points</b></p> <p><b>Maximum: 20 points per sample</b></p> <p><b>Total maximum of points for the 3 samples = 60 points</b></p>
<b>RTC2.3E</b>	<b>Punctuation</b>	<p>Must be in accordance with the rules set out in the latest edition of the Canadian Style Guide available at: <a href="http://www.btb.termiumplus.gc.ca">www.btb.termiumplus.gc.ca</a></p>	<p>No errors = <b>5 points</b></p> <p>Up to 3 errors = <b>2.5 points</b></p> <p>Four errors or more = <b>0 points</b></p> <p><b>Maximum : 5 points per sample</b></p> <p><b>Total maximum of points for the 3 samples = 15 points</b></p>

<b>RTC2.4E</b>	<b>Uppercase and lowercase letters</b>	<p>Uppercase and lowercase letters must be used in accordance with Canadian Radio-television and Telecommunications Commission (CRTC) recognized Canadian-English standards.</p>	<p>No error = <b>10 points</b>          Consistent with CRTC standards</p> <p>Up to two errors = <b>5 points</b>          Not consistent with CRTC standards up to two times</p> <p>Three errors or more = <b>0 points</b>          Not consistent with CRTC standards three times or more</p> <p><b>Maximum: 10 points per sample</b></p> <p><b>Total maximum of points for the 3 samples = 30 points</b></p>
<b>RTC2.5E</b>	<b>Change of speaker</b>	<p>Must be indicated either by a closing chevron ( &gt;&gt; ) or by a dash ( - ).</p> <p>The use of the closing chevron or the dash must be done consistently in all the texts of the session.</p>	<p>No error = <b>10 points</b>          All speaker changes are indicated by using the symbol (&gt;&gt;) or the symbol ( - ) with uniformity.</p> <p>Two errors = <b>5 points</b>          Failed to indicate change of speaker using the (&gt;&gt;) or ( - ) symbol up to two times</p> <p>Three or more errors = <b>0 point</b>          Failed to indicate a change of speaker using the ( &gt;&gt; ) or ( - ) symbol three times or more</p> <p>Incorrect symbol or missing symbol = <b>0 points</b>          If the change of speaker is indicated by <b>another symbol</b> or are not indicated using the (&gt;&gt;) or ( - ) symbol.</p> <p><b>Maximum: 10 points per sample</b></p> <p><b>Total maximum of points for the 3 samples = 30 points</b></p>

<b>RTC2.6E</b>	<b>Omissions</b>	Inaudible statements must be indicated by [---]	<p><b>No error = 10 points</b>          All inaudible statements are indicated by the symbol [---]</p> <p><b>Two errors = 5 points</b>          Failed to indicate inaudible statements using [---] up to two times</p> <p><b>Three errors or more = 0 point</b>          Failed to indicate inaudible statements using [---] three times or more</p> <p><b>Incorrect symbol or missing symbol = 0 point</b>          If inaudible statements are indicated by <b>another symbol</b> or are not indicated using [---]</p> <p><b>Maximum: 10 points per sample</b></p> <p><b>Total maximum of points for the 3 samples = 30 points</b></p>
<b>RTC2.7E</b>	<b>Text Colour</b>	Subtitles should appear in white superimposed on the image.	<p>Subtitles appear in white superimposed on the image  <b>= 10 points</b></p> <p>Subtitles that do not appear in white superimposed on the image  <b>= 0 point</b></p> <p><b>Maximum: 10 points per sample</b></p> <p><b>Total maximum of points for the 3 samples = 30 points</b></p>

<b>RTC2.8E</b>	<b>Representation of numbers</b>	<p>Numbers should be written as follows:</p> <p>Years: 2013          Dollar amounts: \$400,000.00          Numbers: 400,000.15          Percentages: 10%          Bills: C-45</p>	<p>No error = <b>10 points</b>          All the numbers are properly represented</p> <p>Up to two errors = <b>5 points</b></p> <p>Three errors or more = <b>0 point</b></p> <p><b>Maximum: 10 points per sample</b></p> <p><b>Total maximum of points for the 3 samples = 30 points</b></p>
<b>RTC2.9E</b>	<b>Atmosphere descriptors</b>	<p>Must add the atmosphere descriptors (e.g. laughter, silence, applause, noise or technical difficulties).</p>	<p>No error = <b>10 points</b>          Atmosphere descriptors were included throughout</p> <p>Up to two errors = <b>5 points</b>          Atmosphere descriptors were not added up to two times</p> <p>Three errors or more = <b>0 point</b>          Atmosphere descriptors were not added three or more times</p> <p><b>Maximum: 10 points per sample</b></p> <p><b>Total maximum of points for the 3 samples = 30 points</b></p>
<b>RTC2.10E</b>	<b>Interpreter's interventions</b>	<p>Must display "Voice of interpreter" at the beginning of the interpreter's interventions.</p>	<p>No error = <b>10 points</b>          Interpreters intervention are always indicated by "Voice of interpreter"</p> <p>Up to two errors = <b>5 points</b>          Interpreters interventions are not indicated by "Voice of interpreter" up to two times</p> <p>Three errors or more = <b>0 point</b>          Interpreters interventions are not indicated by "Voice of interpreter" three or more times</p> <p><b>Maximum: 10 points per sample</b></p> <p><b>Total maximum of points for the 3 samples = 30 points</b></p>

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## PART 5 – CERTIFICATIONS

Bidders must provide the required certifications and associated information 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 in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

### 5.1 Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting authority will inform the Bidder of the period within which information must be provided. Failure to comply with the request of the Contracting Authority and submit the certifications by the deadline, the bid will be declared inadmissible.

#### 5.1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#) (2014-09-25). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

#### 5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

The Bidder must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity certification before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority before contract award with a completed Federal Contractors Program for Employment Equity certification for each member of the Joint Venture. Attachment 1 to Part 5, Certifications Precedent to Contract Award, includes a copy of the certification.

Solicitation No. - N° de l'invitation  
**E60ZS-141017/C**  
Client Ref. No. - N° de réf. du client  
**20141017**

Amd. No. - N° de la modif.  
File No. - N° du dossier  
**526zf.E60ZS-141017**

Buyer ID - Id de l'acheteur  
**526zf**  
CCC No./N° CCC - FMS No./N° VME

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### 5.1.3 Certifications Precedent to contract award

The certificates included in the attachment 1 to Part 5, Certifications Precedent to contract award, should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the contracting authority will inform the Bidder of the period within which information must be provided. Failure to comply with the request of the Contracting Authority and submit the certifications by the deadline, the bid will be declared inadmissible

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## ATTACHMENT 1 TO PART 5, CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

### 1. Federal Contractors Program For Employment Equity - Certification

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

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

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

Instructions to the Bidder: Complete both A and B.

A. Instructions to the Bidder: Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

or

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

B. Instructions to the Bidder: Check only one of the following:

- B1. The Bidder is not a Joint Venture.

or

- B2. The Bidder is a Joint venture. Instructions to the Bidder: Refer to the Joint Venture section of the Standard Instructions. If the Bidder is a Joint Venture, it must provide the Contracting Authority before contract award with a completed Federal Contractors Program for Employment Equity certification for each member of the Joint Venture.

## PART 6 – FINANCIAL REQUIREMENTS

### 6.1 Financial Capability

SACC Manual clause [A9033T \(2012-07-16\)](#) Financial Capability

## PART 7 – RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation. *(Delete this sentence at contract award.)*

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Annex A, and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_.

#### 7.1.1 Optional Goods or Services, or both

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

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

#### 7.1.2 Task Authorization

- A.** Work described at Annex A, Statement of Work, will be performed under the Contract on an “as and when requested basis”.
- B.** With respect to the Work mentioned under paragraph A of this clause,
1. an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;
  2. the TA Authority and limit will be determined in accordance with paragraph C of this clause;
  3. the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;
  4. the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and
  5. the TA, inclusive of any revisions, will be authorized under the Contract through the use of Task Authorization Form in Annex C. An authorized TA consist of a completed Annex A sent by e-mail to the Contractor. by the TA Authority.

- C. TA Authority and Limit:** The Project Authority or his representative may authorize individual TAs inclusive of any revisions up to a limit of \$300,000.00, Applicable Taxes extra. Any TA for which the total value would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor.
- D.** The authority specified under paragraph C of this clause is granted subject to the sum specified in the Contract under clause 7.5.2 (Canada's Total Liability, Cumulative Total of all authorized TAs not being exceeded).

### 7.1.3 Task Authorization Process

**7.1.3.1** For each weekly task authorization (TA) or modification to a TA authorized, the Project Authority or his representative will send by e-mail via [BTsoustitrage.TBClosedcaptioning@tpsgc-pwgsc.gc.ca](mailto:BTsoustitrage.TBClosedcaptioning@tpsgc-pwgsc.gc.ca), to the Contractor, a request to perform a task prepared by using the Task Authorization Form in Annex C, containing as a minimum:

- the task or revised task description of the Work required, including:
  - the details of the activities or revised activities to be performed;
  - a description of the deliverables or revised deliverables to be submitted; and
  - a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;
- the Contract basis (bases) of payment applicable to the task or revised task; and
- the Contract method(s) of payment applicable to the task or revised task and, as applicable, the associated schedule of milestones.
  
- the contractor will receive a Task Authorization (TA), once a week preceding the week of activities in question, including any revisions, authorized and issued pursuant to this clause and to the extent specified in the TA only authorized;
  
- weekly TA indicates to the contractor that it is an estimate of the hours scheduled weekly for the daily proceedings of the House of Commons as per ParlVU and televised parliamentary committee meetings as per the schedule of weekly televised committees prepared by the production team of the House of Commons;
  
- the Project Authority or his representative may authorize by email, work based on an estimated number of hours required for weekly activities. The Contractor must perform closed captioning of daily activity to the end, even if it exceeds the time scheduled for this day;
  
- after checking on ParlVU, the Project Authority or his representative sends by e-mail via the address [BTsoustitrage.TBClosedcaptioning@tpsgc-pwgsc.gc.ca](mailto:BTsoustitrage.TBClosedcaptioning@tpsgc-pwgsc.gc.ca), to the contractor, a monthly adjustment of each weekly authorizations of the month to reflect the actual hours of the daily proceedings of the House of Commons and televised parliamentary committees meetings to finalize the financial changes before the monthly billing.
  
- the Contractor will invoice in accordance with the basis of payment under the contract for work performed by the actual hours included in the monthly adjustment.
  
- for each weekly TA, the Project Authority or his representative sends, by e-mail via the address [BTsoustitrage.TBClosedcaptioning@tpsgc-pwgsc.gc.ca](mailto:BTsoustitrage.TBClosedcaptioning@tpsgc-pwgsc.gc.ca), the contractor (with the Contracting Authority in carbon copy), on Thursday preceding the week of

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activities to closed caption, a request to perform a task using the Task Authorization Form in Annex C, containing as a minimum:

- i The number of the weekly task;
- ii The date on which the weekly task was authorized;
- iii The contract number;
- iv The Contractor's name;
- v Tasks to be performed, including:
  1. The number of the House of Commons sitting for the activities to closed caption and the name of the parliamentary committee meetings to closed caption; and
  2. Activities schedule (start and end time of the planned activities);
- vi The total estimated duration of the day's tasks for a given week.

#### 7.1.3.2 Monthly authorized (TA):

At the end of the month, the Project Authority or his representative sends by e-mail via the address [BTsoustitrage.TBClosedcaptioning@tpsgc-pwgsc.gc.ca](mailto:BTsoustitrage.TBClosedcaptioning@tpsgc-pwgsc.gc.ca), to the contractor, the amended TA form with the Monthly Production Report to confirm the actual hours of weekly tasks with adjustment for monthly billing.

The amended TA form must contain the following items in the order in which they are presented:

- weekly TA numbers included in the monthly modification;
- date the weekly tasks were authorized in the weekly TA forms;
- contract number;
- contractor's name;
- sitting number;
- number of actual hours (rounded to the nearest 15 minutes);
- hourly rate;
- billable cancellations;
- total cost without tax;
- total taxes;
- full billable cost.

#### 7.1.3.3 Deadline following receipt of the TA

Within 24 hours of the receipt of the TA, the Contractor must provide, by email, to the Project Authority or his representative, a response prepared using the TA form received from the Project Authority or his representative, containing as a minimum:

1. a confirmation that the weekly tasks will be executed;
2. the total number of hours;
3. the hourly rate;
4. the estimated total cost proposed for the execution of the weekly tasks or if applicable, the revised tasks; and
5. applicable taxes.

#### 7.1.3.4 TA Authorization

7.1.3.4.1 The Project Authority or his representative will authorize the TA based on:

- the request submitted to the Contractor pursuant to clause 7.1.3;

- the received Contractor's response pursuant to clause 7.1.3.3; and
- the agreed total estimated cost for performing the weekly task or, as applicable, monthly revised task.

7.1.3.4.2 The authorized TA will be issued to the Contractor by e-mail via the address [BTsoustitrage.TBClosedcaptioning@tpsgc-pwgsc.gc.ca](mailto:BTsoustitrage.TBClosedcaptioning@tpsgc-pwgsc.gc.ca),

#### **7.1.3.5. Minimum Work Guarantee - All Authorized TAs**

- 7.1.3.5.1 "Maximum Contract Value" means the sum specified in Contract clause 7.5.2 Canada's Total Liability, Cumulative Total of all authorized TAs; and "Minimum Contract Value" means 5% of the Maximum Contract Value.
- 7.1.3.5.2 Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 7.1.3.5.3 of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- 7.1.3.5.3 In the event that Canada does not request Work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.
- 7.1.3.5.4 Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **7.1.4 Periodic Usage Reports - Contracts with TAs**

- 7.1.4.1 The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.
- 7.1.4.2 No later than 15 calendar days after the end of each month, the Contractor must submit to the Contracting Authority and Project Authority or his representative a periodic usage report containing in an electronic spreadsheet (such as MSOffice Excel), the data elements specified in Annex D - Monthly Production Report.

Where at the end of a reporting period, no changes are required to be made to the data contained in the previous report submitted, the Contractor must submit to the Contracting Authority and Project Authority or his representative a usage report marked 'NIL'.

#### **7.1.5 Explanation of the report requirement**

The contractor must maintain detailed records of all approved tasks for each task authorization (TA). The file must include:

For each modified TA:

The modified task authorization form must include the following information in the order that they are presented:

1. HoC sitting number
2. Sitting or Committee Date
3. Planned start time
4. Planned end time
5. Actual start time
6. Actual end time
7. Actual duration
8. Number of actual hours (rounded to the nearest 15 minutes)
9. Hourly rate
10. Billable cancellations
11. Total cost without tax
12. Total taxes
13. Full billable cost

## 7.2 Standard Clauses and Conditions

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

### 7.2.1 General Conditions

2035 ([2014-09-25](#)), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## 7.3 Term of Contract

### 7.3.1 Period of the Contract

The period of the Contract is from date of Contract to \_\_\_\_\_ [fill in end date of the period](#) inclusive.

### 7.3.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to five (5) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### 7.3.3 Option to Extend - Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of six (6) months under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 30 calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

#### 7.3.4 Termination on Thirty Days Notice

Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

### 7.4 Authorities

#### 7.4.1 Contracting Authority

The Contracting Authority for the Contract is:

Manon Payer  
Supply Team Leader/ Linguistic Services Division (ZF)  
Public Works and Government Services Canada  
Acquisitions Branch  
11 Laurier Street, Place du Portage, Phase III, 10C1-5  
Gatineau, Québec  
K1A 0S5  
Telephone : 819-956-6007  
Facsimile : 819-956-2675  
Email: [manon.payer@tpsgc-pwgsc.gc.ca](mailto:manon.payer@tpsgc-pwgsc.gc.ca)

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

#### 7.4.2 Project Authority

The Project Authority for the Contract is: [\(Fill in at time of contract award\)](#)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_ - \_\_\_ - \_\_\_  
Facsimile: \_\_\_ - \_\_\_ - \_\_\_  
E-mail address: \_\_\_\_\_

In his or her absence, the Project Authority is: [\(Fill in at time of contract award\)](#)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_ - \_\_\_ - \_\_\_

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Facsimile: \_\_\_-\_\_\_-\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all questions concerning the Work under the Contract. However, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

The Project Authority is responsible for the overall financial management of the Contract and for ensuring, with the assistance and advice of the Technical Authority, that the goals and objectives of the Program are successfully met in order to provide quality closed captioning services to the House of Commons.

The Project Authority may appoint a representative to deal with the contractor of the technical elements of the work; this person is designated "Technical Authority".

### 7.4.3 Technical Authority

The Technical Authority for the Contract is: [\(Fill in at time of contract award\)](#)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_-\_\_\_-\_\_\_  
Facsimile: \_\_\_-\_\_\_-\_\_\_  
E-mail address: \_\_\_\_\_

The Technical Authority is responsible for answering all questions relating to the technical aspect of the work to be performed under this contract. However, any subsequent change can be authorized only through a contract amendment issued by the Contracting Authority.

The Technical Authority must inform the Project Authority of any problems that could affect the financial management of the contract and the contractor's ability to provide the services needed by the House of Commons.

### 7.4.4 Contractor's Representative

The Contractor's Representative for the Contract is: [\(Fill in at time of contract award.\)](#)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 7.5 Payment

### 7.5.1 Basis of Payment Authorized TA

#### 7.5.1.1 TA subject to a Limitation of Expenditure

When the basis of payment specified in a TA authorized and issued under the Contract is limitation of expenditure, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized TA, as determined in

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accordance with the basis of payment cost elements, in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's total liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work specified in the authorized TA will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the TA Authority before their incorporation into the Work specified in the authorized TA. 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 authorization of the TA Authority. The Contractor must notify the TA Authority in writing as to the adequacy of this sum:

1. when it is 75 percent committed, or
2. four (4) months before the final delivery date specified in the authorized TA, or
3. as soon as the Contractor considers that the authorized TA funds are inadequate for the completion of the Work specified in the authorized TA,

whichever comes first.

If the notification is for inadequate authorized TA funds, the Contractor must provide to the TA Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

## 7.5.2 Canada's Total Liability

### Cumulative Total of All Authorized TAs

- A. Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_ (*insert amount at contract award*). Customs duties are included and the Applicable Taxes are extra.
- B. 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.
- C. The Contractor must notify the Contracting Authority, in writing, as to the adequacy of this sum:
  1. when it is 75 percent committed, or
  2. four (4) months before the Contract expiry date, or
  3. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required and requested in all authorized TAs, inclusive of any revisions, the applicable basis of payment of which is limitation of expenditure contract clause 7.5.1.1, TA subject to a Limitation of Expenditure,

whichever comes first.

- D. 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.

### 7.5.3 Method of Payment

#### 7.5.3.1 Payment method - AT allowed

- 7.5.3.1.1 The following method of payment will form part of the authorized TA:
- 7.5.3.1.2 For the Work specified in an authorized TA subject to a limitation of expenditures:
- 7.5.3.1.3 **Monthly Payments:**  
Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:
- 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;
  - all such documents have been verified by Canada;
  - the Work performed has been accepted by Canada.

### 7.5.4 SACC Manual Clauses

[C0705C \(2007-11-01\)](#) Discretionary Audit

### 7.6 Invoicing Instructions

- 7.6.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices shall not be submitted until all work identified in the invoice is completed. The invoice must include:
- Date;
  - Name and address of the CONSIGNEE;
  - Item / Reference Number, deliverable and/or description of work (ex.: event, hourly rate, number of hours per event);
  - Contract serial number and financial codes, PWGSC file number, Client Reference Number (CRN);
  - Invoiced amount (without tax);
  - Amount of appropriate tax shown separately;
  - Procurement Business Number (PBN);
  - The specified event and date (ex.: Question Period, HoC Sitings, special events or Parliamentary Committees), the planned start and end time, the actual start and end time, the actual duration and the actual billed duration of the event, indication of cancellation of an event if it was cancelled less than 24 hours prior to the event.

If notification of cancellation of a Parliamentary Sitting, event or Committee is less than 24 hours prior to the event, Canada will pay half an hour of the supplier hourly rate for the entire day regardless of the number of cancellations received in one day for the day's events.

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Invoices shall be sent by email to the Project Authority and Contracting Authority no later than the 15<sup>th</sup> day of the month following the last month of activities to be billed.

An Excel report on production monitoring entitled "Monthly Production Report" must be produced each month in support of the invoice (see Annex D for example).

**Pre Event:** Billing starting time: to the minute of the beginning of the event.

**Post Event:** Billing finishing time: to reflect a maximum of 15 minutes after the closing of the event.

Example: If the event ends at 2:22 pm. The billing for the end of the event will be until 2:30 maximum.

The original invoice must be sent, by email, to the Project Authority, at the following address, for certification and payment: [\(Fill in at time of contract award\)](#)

A copy of the invoice must be sent, by email, to the Contracting Authority to the following address:  
[manon.payer@pwgsc-tpsgc.gc.ca](mailto:manon.payer@pwgsc-tpsgc.gc.ca)

## 7.7 Certifications

### 7.7.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, 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.

### 7.7.2 Federal Contractors Program for Employment Equity - Default by the Contractor

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

## 7.8 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. *(to be completed at contract award - insert the name of the province or territory as specified by the Bidder in its bid, if applicable).*

## 7.9 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) the general conditions 2035 [\(2014-09-25\)](#), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;

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- (e) the signed Task Authorizations (including all of its annexes, if any); and  
(f) the Contractor's bid dated \_\_\_\_\_ (*Insert the date (year-month-day) of the bid. If the bid was clarified or amended, at time of contract award, add, as applicable:*, as clarified on \_\_\_\_\_ (year-month-day)" and", as amended on \_\_\_\_\_ (year-month-day).

### 7.10 Foreign Nationals

SACC Manual clause [A2001C \(2006-06-16\)](#), Foreign Nationals (Foreign Contractor)  
SACC Manual clause [A2000C \(2006-06-16\)](#), Foreign Nationals (Canadian Contractor)

### 7.11 Insurance

Insurance Requirements.  
SACC Manual clause [G1005C \(2008-15-12\)](#), Insurance

### 7.12 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 Secretariat of Canada.

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## ANNEX A - STATEMENT OF WORK – WORK STREAM 1 WORK STREAM 1 - CANADIAN-FRENCH CLOSED CAPTIONING

### A.1 CONTEXT

Since September 2007, the Translation Bureau, an organization within Public Works and Government Services (PWGSC), has provided the House of Commons (HoC) of the Parliament of Canada with real-time bilingual closed captioning (CC) during the daily Question Period via webcast on ParlVU [parlvu.parl.gc.ca/parlvu/upcomingevents](http://parlvu.parl.gc.ca/parlvu/upcomingevents) and the Cable Public Affairs Channel (CPAC) [cpac.ca](http://cpac.ca), in Canadian-English on CC1 and in Canadian-French on CC3.

### A.2 REQUIREMENT

- A.2.1 On a date to be determined by the Project Authority or his representative, the contractor must provide, real-time Canadian-French CC of the daily Chamber proceedings (*Private Members, Business, Government Orders, Statements by Members, Oral Questions, Routine Proceedings and Adjournment Proceedings*) and televised committees broadcast on CPAC and/or ParlVU, as well as special events, such as the reading of the Budget and the Speech from the Throne.
- A.2.2 The service must be provided in accordance with the HoC's changing schedule. The contractor must provide CC when the House and committees are in session, which is normally from mid-September to mid-December and from the end of January to mid-June. The service must also be offered when the House is called back for an emergency during a recess or at any other time (weekends, statutory holidays). The proposed solution should support prolonged service delivery. The sittings of the House of Commons and committee meetings may be extended or delayed. Televised committees may also be added after the schedule is established. The contractor must be able to provide real-time closed captioning without interruption throughout the sitting/day.

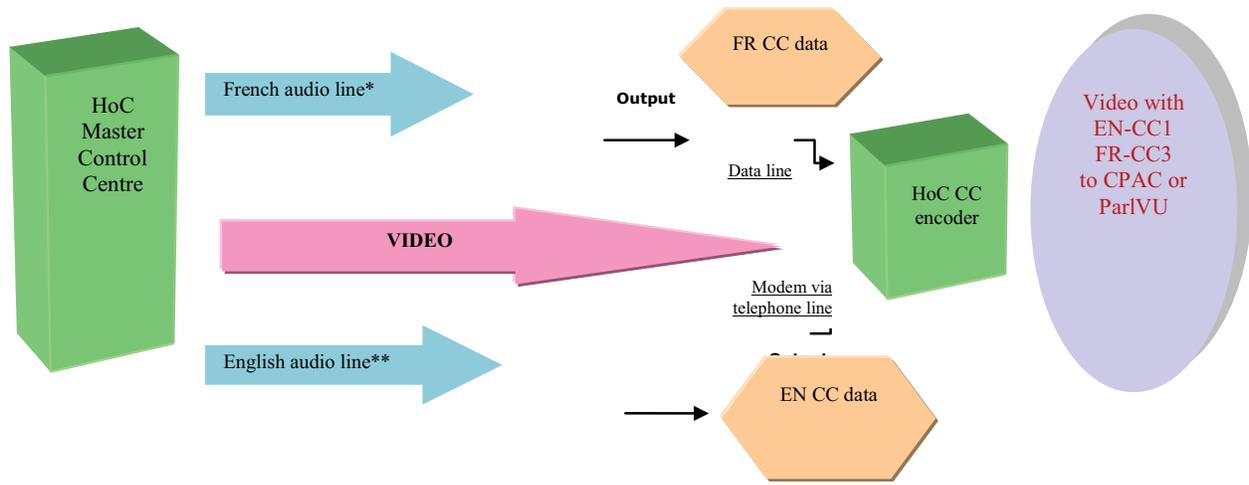
### A.3 TECHNICAL ELEMENTS OF CC BROADCAST

#### A3.1 Summary of process

The House of Commons Master Control Centre (Master Control) sends an English or French audio signal to the contractor depending on the language the speaker is using or through an onsite interpreter. Master Control manages the signal (floor and interpreter) so that the contractor only has to connect to one link in order to receive the signal. Master Control then continuously receives the subtitles from the contractor to feed its CC encoder using a dial-up modem. The CC encoder is programmed to broadcast on CC1 (English) and CC3 (French) on television via CPAC, and by webcast on ParlVU.

#### A3.2 Detailed description of procedure

The following diagram includes the CC in both official languages for the House.



\* Floor speaker in French or French interpretation of English speaker  
\*\* Floor speaker in English or English interpretation of French speaker

CC: Closed Captioning  
HoC: House of Commons

#### A.3.2.1 Master Control

The French and English audio signal is provided from the House offices in Ottawa as a standard +4dBu connection. This audio signal includes an MP's voice in the language of origin, or an interpreter's voice in the same language. The signal is broadcast quality and does not change from one speaker to the next. Master Control feeds the live event via output tracks for both the Chamber and committees.

#### A.3.2.2 Audio line (French Canadian)

The contractor along with Master Control determines how the Chamber's audio signal will be transmitted. Master Control transmits the signal directly, by telephone line or by digital encoder. Any other method of transmission proposed by the contractor must be reviewed by the Technical Authority. The contractor will cover the costs for using the line during the event. The contractor must connect to the audio source and confirm that a signal is present, at least 15 minutes prior to the event (Master Control usually provides music). If there is no signal a few minutes prior to the event, the contractor will call the technical emergency number provided.

#### A.3.2.3 CC Contractor (French Canadian)

The contractor receives the signal via the method described in 3.2.2 and sends it to the CC solution. The CC signal is produced continuously, without interruption, with an average delay not exceeding six (6) seconds in relation to the incoming audio signal and the signal is consistent with the EIA-608 standard.

#### **A.3.2.4 CC data (French Canadian)**

The CC produced by the contractor is transmitted to Master Control on a single line for which the long distances charges (if applicable) are covered by the contractor. Master Control uses Evertz CC encoders and receives CC through a telephone line (modem). Master Control provides the telephone lines in its facilities and covers the monthly costs. Any other method of transmission proposed by the contractor must be reviewed by the Technical Authority.

#### **A.3.2.5 Master Control's CC encoder**

Master Control uses the Evertz 8084AD model, which allows simultaneous CC encoding in two languages. CC3 is the standard for French CC. CC1 is the standard for English CC. The encoder receives CC through a dial-up modem only.

#### **A.3.2.6 Video signal containing CC on CC3**

Chamber debates are broadcast live on CPAC and ParlVU. Committee meetings are recorded and broadcast on CPAC as part of its programming. See [parlvu.parl.gc.ca/parlvu/upcomingevents](http://parlvu.parl.gc.ca/parlvu/upcomingevents). The broadcast delay on CPAC is minimal, while on ParlVU, it can be as long as 60 seconds, like most live webcasts.

### **A.4 SCOPE OF WORK**

*Note: The inclusion of volumetric data in this document does not represent a commitment by Canada that its future use of the services described below will be consistent with this data.*

#### **A.4.1 Chamber proceedings**

A.4.1.1 Chamber proceedings (including Question Period) last up to about eight hours every day and can extend into the evening. During a normal parliamentary year (September to June) there can be approximately 1,120 hours of live broadcasting over 135 days.

#### **A.4.2 Televised committees**

A.4.2.1 Only some committee meetings are televised. The Committee Chair makes the decision to broadcast the meetings several days in advance, and sometimes with less than 24 hours notice. The House of Commons Broadcasting Service maintains and updates a weekly calendar of televised committees, which informs those involved of any changes that were announced.

A.4.2.2 The televised committee meetings are about two hours long and two meetings may be held at the same time in different meeting rooms, several times per week. Over 700 hours can be broadcast in one year. Committees are generally held while Chamber proceedings are in session; however, a committee can be called back at any time of the year.

A.4.2.3 Given that the committee schedule can change often, and sometimes on short notice, the House advises all those involved, including the contractor of any last minute changes using calendars sent by email. Committee meetings can be late, extended, interrupted or go in camera. In these cases, the contractor must react quickly.

### **A.5 CONTRACTOR'S DUTIES**

As and when required, the contractor must provide Canadian-French CC of Chamber proceedings and committee meetings (up to three events simultaneously) as follows:

#### **A.5.1 For Chamber proceedings, the contractor shall:**

A.5.1.1 Contact the technician at Master Control at least 15 minutes prior to each session to establish a connection in order to receive the audio signal for the Chamber (or for CPAC).

A.5.1.2 Receive the Canadian-French audio signal from Master Control and provide an audio link (including the required equipment) to transmit the audio signal to its own facilities.

A.5.1.3 Post a message for 15 minutes prior to the session stating that CC will be available.

**Note:** *Fifteen days before the parliamentary session, the Technical Authority will provide the contractor with the wording of the message to be posted, and any subsequent changes to the message during the contract period.*

A.5.1.4 Provide captioning as soon as a speaker's voice is heard on the audio channel.

A.5.1.5 Create the CC and send it to Master Control using a separate telephone line.

A.5.1.6 Provide seamless CC for all (100%) Chamber proceedings.

A.5.1.7 Consult the parliamentary proceedings calendar at [parlvu.parl.gc.ca/parlvu/upcomingevents](http://parlvu.parl.gc.ca/parlvu/upcomingevents) in order to determine the resources required to meet the demand and any last-minute changes (delays, cancellations, extensions, interruptions, in camera, etc.).

## **A.5.2 For committee meetings, the contractor shall:**

A.5.2.1 Consult the parliamentary proceedings calendar at [parlvu.parl.gc.ca/parlvu/upcomingevents](http://parlvu.parl.gc.ca/parlvu/upcomingevents) and the televised committee meeting schedule (see example attached in Annex A.1), which may be amended until 6 p.m. (*Eastern Standard Time or Eastern Daylight Time*) the night before, provided by the technical authority in order to determine the resources required to meet the demand and any last-minute changes (additions, delays, cancellations, extensions, etc.).

A.5.2.2 For each committee meeting, establish audio and CC connection with the meeting room equipment, through dedicated telephone lines.

A.5.2.3 Receive the French audio signal and provide an audio link (including the required equipment) to transmit this audio signal to its own facilities.

A.5.2.4 Post a message for 15 minutes prior to the session stating that CC will be available.

A.5.2.5 Provide captioning services as soon as a speaker's voice is heard on the audio channel.

A.5.2.6 Send the CC code to the encoding device via a separate telephone line.

A.5.2.7 Provide seamless CC for the whole (100%) committee meeting.

## **A.6 QUALITY CRITERIA**

The CC produced by the contractor shall meet the following criteria:

A.6.1 **Flow:** The CC output must make it possible to follow the speakers' flow to ensure synchronism.

A.6.2 **Display:** The text is displayed using three (3) line roll-up above the graphic box located at the bottom of the screen (indicating the speaker's name, title, political affiliation and riding) in Canadian-French on CC3.

**Note:** *The House adds the graphic box. The captions must not hide any information contained in this box.*

A.6.3 **Delay:** The delay must not exceed six (6) seconds during a session.

“Delay” means the time elapsed between the words spoken in Canadian-French during the live session (by floor speakers or interpreter) and the captions appearing on Master Control’s screens, prior to being broadcast.

A.6.4 **End-to-end accuracy:** End-to-end accuracy should be 90% if stenography is used and at least 80% if the contractor is using voice recognition.

**Note:** *Canada will conduct necessary ad hoc quality control to ensure compliance with its requirements.*

“End-to-end accuracy” represents the measurement of the integrity of the words spoken by floor speakers or interpreters in the Chamber compared to those that appear in the caption. Errors may include spelling errors, wrong names, punctuation errors, homophones and substituted, omitted or added words. End-to-end accuracy is the number of words shown correctly compared to the total number of words spoken. Reformulation and substitution of words that are intended to create correct and intelligible captions will not be considered errors.

A.6.5 **French accents and punctuation:** French accents and punctuation must be used in accordance with the rules set out in *Guide du rédacteur* (which are available on the Internet at [www.btb.termiumplus.gc.ca/tpv2guides/guides/redac](http://www.btb.termiumplus.gc.ca/tpv2guides/guides/redac))

A.6.6 **Uppercase and lowercase:** Uppercase and lowercase letters must be used in accordance with Canadian Radio-television and Telecommunications Commission (CRTC) recognized Canadian-French standards.

A.6.7 **Change of speaker:** Change of speaker must be indicated either by a closing chevron ( >> ) or by a dash ( - ), with consistency.

A.6.8 **Omissions:** Omissions must be indicated by [---].

A.6.9 **Text colour:** Text colour of captions must be white and captions must be superimposed on the image.

A.6.10 **Representation of numbers :** The representation of numbers in figures should be displayed as shown below:

Years: 2013  
Dollar amounts: 400 000,00 \$  
Numbers: 400 000,15  
Percentages: 10 %  
Bills: C-45

A.6.11 **Atmosphere descriptors :** Atmosphere descriptors such as laughter, silence, applause, noise and technical difficulties must be included.

A.6.12 **Interpreters statements :** Interpreters statements must be indicated by adding «Voice of Interpreter» to the beginning of the statement.

Solicitation No. - N° de l'invitation  
E60ZS-141017/C  
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File No. - N° du dossier  
526zf.E60ZS-141017

Buyer ID - Id de l'acheteur  
526zf  
CCC No./N° CCC - FMS No./N° VME

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## A.7 SPECIAL PROVISIONS

The Contractor must:

- A.7.1 Take responsibility for all telephone and long distance costs incurred from its facilities.
- A.7.2 Take the necessary steps to ensure that service is available at all times while Parliament is in session, on short notice.
- A.7.3 Immediately notify the technical authority and Project Authority or his representative of any technical issues that could negatively impact broadcasting of the CC.

**Note:** *The Master Control will maintain a consistent audio level, but factors beyond its control (speaker not speaking into the microphone; noisy surrounding or a speaker who is speaking in a second language with a strong accent) can affect the audio quality. The Contractor must be able to handle this type of situation.*

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## ANNEX A - STATEMENT OF WORK - WORK STREAM 2 CANADIAN-ENGLISH CLOSED CAPTIONING

### A.1 CONTEXT

Since September 2007, the Translation Bureau, an organization within Public Works and Government Services (PWGSC), has provided the House of Commons (the House) of the Parliament of Canada with real-time bilingual closed captioning (CC) during the daily Question Period via webcast on ParIVU [parlvu.parl.gc.ca/parlvu/upcomingevents](http://parlvu.parl.gc.ca/parlvu/upcomingevents) and the Cable Public Affairs Channel (CPAC) [cpac.ca](http://cpac.ca), in Canadian-English on CC1 and in Canadian-French on CC3.

### A.2 REQUIREMENT

- A.2.1 On a date to be determined by the Project Authority, the contractor must provide, real-time **Canadian-English** CC of the daily Chamber proceedings (*Private Members, Business, Government Orders, Statements by Members, Oral Questions, Routine Proceedings and Adjournment Proceedings*) and televised committees broadcast on CPAC and/or ParIVU, as well as special events, such as the reading of the Budget and the Speech from the Throne.
- A.2.2 The service must be provided in accordance with the HoC's changing schedule. The contractor must provide CC when the House and committees are in session, which is normally from mid-September to mid-December and from the end of January to mid-June. The service must also be offered when the House is called back for an emergency during a recess or at any other time (weekends, statutory holidays). The proposed solution should support prolonged service delivery. The sittings of the House of Commons and committee meetings may be extended or delayed. Televised committees may also be added after the schedule is established. The contractor must be able to provide real-time closed captioning without interruption throughout the sitting/day.

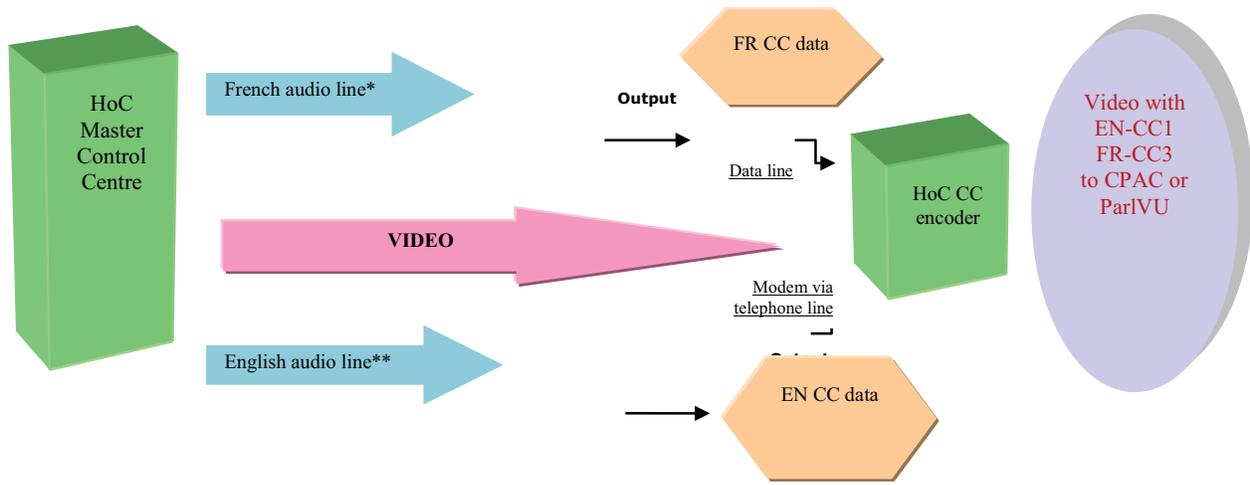
### A.3 TECHNICAL ELEMENTS OF CC BROADCAST

#### A3.1 Summary of process

The House of Commons Master Control Centre (Master Control) sends an English or French audio signal to the contractor depending on the language the speaker is using or through an onsite interpreter. Master Control manages the signal (floor and interpreter) so that the contractor only has to connect to one link in order to receive the signal. Master Control then continuously receives the subtitles from the contractor to feed its CC encoder using a dial-up modem. The CC encoder is programmed to broadcast on CC1 (Canadian-English) and CC3 (Canadian-French) on television via CPAC, and by webcast on ParIVU.

#### A3.2 Detailed description of procedure

The following diagram includes the CC in both official languages for the House.



\* Floor speaker in French or French interpretation of English speaker  
\*\* Floor speaker in English or English interpretation of French speaker

CC: Closed Captioning  
HoC: House of Commons

#### A.3.2.1 Master Control

The (Canadian-French and Canadian-English) audio signal is provided from the House offices in Ottawa as a standard +4dBu connection. This audio signal includes an MP's voice in the language of origin, or an interpreter's voice in the same language. The signal is broadcast quality and does not change from one speaker to the next. Master Control feeds the live event via output tracks for both the Chamber and committees.

#### A.3.2.2 Audio line (Canadian-English)

The contractor along with Master Control determines how the Chamber's audio signal will be transmitted. Master Control transmits the signal directly, by telephone line or by digital encoder. Any other method of transmission proposed by the contractor must be reviewed by the Technical Authority.

The contractor will cover the costs for using the line during the event. The contractor must connect to the audio source and confirm that a signal is present, at least 15 minutes prior to the event (Master Control usually provides music). If there is no signal a few minutes prior to the event, the contractor will call the technical emergency number provided.

#### A.3.2.3 CC Contractor (Canadian-English)

The contractor receives the signal via the method described in **B.3.2.2** and sends it to the CC solution. The CC signal is produced continuously, without interruption, with an average delay not exceeding six (6) seconds in relation to the incoming audio signal and the signal is consistent with the EIA-608 standard.

#### A.3.2.4 CC data (Canadian-English)

The CC produced by the contractor is transmitted to Master Control on a single line for which the long distances charges (if applicable) are covered by the contractor. Master Control uses Evertz CC encoders and receives CC through a telephone line (modem). Master Control provides the telephone lines in its facilities and covers the monthly costs. Any other method of transmission proposed by the contractor must be reviewed by the Technical Authority.

#### A.3.2.5 Master Control's CC encoder

Master Control uses the Evertz 8084AD model, which allows simultaneous CC encoding in two languages. CC1 is the standard for English CC. CC3 is the standard for French CC. The encoder receives CC through a dial-up modem only.

#### A.3.2.6 Video signal containing CC on CC1

Chamber debates are broadcast live on CPAC and ParlVU. Committee meetings are recorded and broadcast on CPAC as part of its programming. See [parlvu.parl.gc.ca/parlvu/upcomingevents](http://parlvu.parl.gc.ca/parlvu/upcomingevents). The broadcast delay on CPAC is minimal, while on ParlVU, it can be as long as 60 seconds, like most live webcasts.

### A.4 SCOPE OF WORK

**Note** *The inclusion of volumetric data in this document does not represent a commitment by Canada that its future use of the services described below will be consistent with this data.*

#### A.4.1 Chamber proceedings

A.4.1.1 Chamber proceedings (including Question Period) last up to about eight hours every day and can extend into the evening. During a normal parliamentary year (September to June) there can be approximately 1,120 hours of live broadcasting over 135 days.

#### A.4.2 Televised committees

A.4.2.1 Only some committee meetings are televised. The Committee Chair makes the decision to broadcast the meetings several days in advance, and sometimes with less than 24 hours notice. The House of Commons Broadcasting Service maintains and updates a weekly calendar of televised committees, which informs those involved of any changes that were announced.

A.4.2.2 The televised committee meetings are about two (2) hours long and two (2) meetings may be held at the same time in different meeting rooms, several times per week. Over 700 hours can be broadcast in one year or more, day and night. Committees are generally held while Chamber proceedings are in session; however, a committee can be called back at any time of the year.

A.4.2.3 Given that the committee schedule can change often, and sometimes on short notice, the House advises all those involved, including the contractor of any last minute changes using calendars sent by email. Committee meetings can be late, extended, interrupted or go in camera. In these cases, the contractor must react quickly.

## A.5 CONTRACTOR'S DUTIES

As and when required, the contractor must provide Canadian-English CC of Chamber and committee proceedings (up to three events simultaneously) as follows:

### A.5.1 For Chamber proceedings, the contractor shall:

A.5.1.1 Contact the technician at Master Control at least 15 minutes prior to each session to establish a connection in order to receive the audio signal for the Chamber (or for CPAC).

A.5.1.2 Receive the **canadian-english** audio signal from Master Control and provide an audio link (including the required equipment) to transmit the audio signal to its own facilities.

A.5.1.3 Post a message for 15 minutes prior to the session stating that CC will be available.

**Note:** *Fifteen days before the parliamentary session, the Technical Authority will provide the contractor with the wording of the message to be posted, and any subsequent changes to the message during the contract period.*

A.5.1.4 Provide captioning as soon as a speaker's voice is heard on the audio channel.

A.5.1.5 Create the CC and send it to Master Control using a separate telephone line.

A.5.1.6 Provide seamless CC for all (100%) Chamber proceedings.

A.5.1.7 Consult the parliamentary proceedings calendar at [parlvu.parl.gc.ca/parlvu/upcomingevents](http://parlvu.parl.gc.ca/parlvu/upcomingevents) in order to determine the resources required to meet the demand and any last-minute changes (delays, cancellations, extensions, interruptions, in camera, etc.).

### A.5.2 For committee meetings, the contractor shall:

A.5.2.1 Consult the parliamentary proceedings calendar at <http://parlvu.parl.gc.ca/parlvu/upcomingevents.aspx?lang=E> and the televised committee meeting schedule (see example attached in Annex A.1), which may be amended until 6 p.m. (*Eastern Standard Time or Eastern Daylight Time*) the night before, provided by the Technical Authority in order to determine the resources required to meet the demand and any last-minute changes (additions, delays, cancellations, extensions, etc.).

A.5.2.2 For each committee meeting, establish audio and CC connection with the meeting room equipment, through dedicated telephone lines.

A.5.2.3 Receive the **canadian-english** audio signal and provide an audio link (including the required equipment) to transmit this audio signal to its own facilities.

A.5.2.4 Post a message for 15 minutes prior to the session stating that CC will be available.

A.5.2.5 Provide captioning services as soon as a speaker's voice is heard on the audio channel.

A.5.2.6 Send the CC code to the encoding device via a separate telephone line.

A.5.2.7 Provide seamless CC for the whole (100%) committee meeting.

## A.6 QUALITY CRITERIA

The CC produced by the contractor shall meet the following criteria:

A.6.1 **Flow:** The CC output must make it possible to follow the speakers' flow to ensure synchronism.

A.6.2 **Display:** The text is displayed using three-line roll-up above the graphic box located at the bottom of the screen (indicating the speaker's name, title, political affiliation and riding) in English on CC1 and in French on CC3.

**Note:** The House adds the graphic box. The captions must not hide any information contained in this box.

A.6.3 **Delay:** The delay must not exceed six (6) seconds during a session.

"Delay" means the time elapsed between the words spoken in Canadian-English during the live session (by floor speakers or interpreter) and the captions appearing on Master Control's screens, prior to being broadcast.

A.6.4 **End-to-end accuracy :** End-to-end accuracy should be 90% if stenography is used and at least 80% if the contractor is using voice recognition.

**Note:** Canada will conduct necessary ad hoc quality control to ensure compliance with its requirements.

"End-to-end accuracy" represents the measurement of the integrity of the words spoken by floor speakers or interpreters in the Chamber compared to those that appear in the caption. Errors may include spelling errors, wrong names, punctuation errors, homophones and substituted, omitted or added words. End-to-end accuracy is the number of words shown correctly compared to the total number of words spoken. Reformulation and substitution of words that are intended to create correct and intelligible captions will not be considered errors.

A.6.5 **Punctuation :** Punctuation must be used in accordance with the rules set out in *Guide du rédacteur* (which is available on the Internet at [www.btb.termiumplus.gc.ca/tpv2guides/guides/redac](http://www.btb.termiumplus.gc.ca/tpv2guides/guides/redac)).

A.6.6 **Uppercase and lowercase:** Uppercase and lowercase letters must be used in accordance with Canadian Radio-television and Telecommunications Commission (CRTC) recognized Canadian-English standards.

A.6.7 **Change of speaker :** Change of speaker must be indicated either by a closing chevron ( >> ) or by a dash ( - ), with consistency.

A.6.8 **Omissions :** Omissions must be indicated by [---].

A.6.9 **Text colour :** Text colour of captions must be white and captions must be superimposed on the image.

A.6.10 **Representation of numbers:** The representation of numbers in figures should be displayed as shown below:

Years: 2013  
Dollar amounts: \$400,000.00

Solicitation No. - N° de l'invitation  
E60ZS-141017/C  
Client Ref. No. - N° de réf. du client  
20141017

Amd. No. - N° de la modif.  
File No. - N° du dossier  
526zf.E60ZS-141017

Buyer ID - Id de l'acheteur  
526zf  
CCC No./N° CCC - FMS No./N° VME

---

Numbers: 400,000.15  
Percentages: 10%  
Bills: C-45

A.6.11 **Atmosphere descriptors:** Atmosphere descriptors such as laughter, silence, applause, noise and technical difficulties must be included.

A.6.12 **Interpreters statements :** Interpreters statements must be indicated by adding «Voice of Interpreter» to the beginning of the statement.

## A.7 SPECIAL PROVISIONS

The contractor must:

- A.7.1 Take responsibility for all telephone and long distance costs incurred from its facilities.
- A.7.2 Take the necessary steps to ensure that service is available at all times while Parliament is in session, on short notice.
- A.7.3 Immediately notify the technical authority and Project Authority of any technical issues that could negatively impact broadcasting of the CC.

**Note:** *The Master Control will maintain a consistent audio level, but factors beyond its control (speaker not speaking into the microphone; noisy surrounding or a speaker who is speaking in a second language with a strong accent) can affect the audio quality. The contractor must be able to handle this type of situation.*

**Annex A-1 Sample Televised Committees Meetings Schedule**

**SCHEDULE OF TELEVISED COMMITTEE MEETINGS / HORAIRES DE RÉUNIONS DES COMITÉS TÉLÉVISÉS** Last update: 25/11/2013 18:23 a11/p11

Week of June 3rd, 2013 / Semaine du 3 juin, 2013

	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	19:00	19:30	20:00	20:30	21:00
Mon Lun 3	253-D																	JUST 15:30 - 17:30							
	237-C																	ETHI 15:30 - 17:30							
	C-110																								
Tues Mar 4	253-D																								
	237-C																								
	C-110																								
Wed Mer 5	253-D																								
	237-C																								
	C-110																								
Thurs Jeudi 6	253-D																								
	237-C																								
	C-110																								
Fr/Ven 7	253-D																								
	237-C																								
	C-110																								

## ANNEX B - BASIS OF PAYMENT WORK STREAM 1

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract and the authorized TA, the Contractor will be paid the all inclusive firm hourly rate indicated below.

### WORK STREAM 1 - CANADIAN-FRENCH CLOSED CAPTIONING

**B.1 Initial Contract Period (From \_\_\_\_\_ to \_\_\_\_\_ ).**

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

<b>Work Stream 1– Canadian-French closed captioning (INITIAL PERIOD - ONE YEAR)</b>	
<b>Activity to be closed captioned</b>	<b>Hourly rate, all inclusive</b>
House of Commons proceedings, Committee meetings and special events	_____ \$ <i>(The rate will be included at contract award)</i>

**B.2 For services rendered during the FIRST OPTION YEAR (From \_\_\_\_ to \_\_\_\_ ).**

This section applies only if the contract extension option is exercised by Canada.

During the extended period of the contract specified below, the Contractor will be paid as specified below to perform all the work related to the extended period of the contract, the authorization of weekly tasks and in accordance with the Statement of Work conditions.

<b>Work Stream 1 – Canadian-French closed captioning (OPTION PERIOD 1 )</b>	
<b>Activity to be closed captioned</b>	<b>Hourly rate, all inclusive</b>
House of Commons proceedings, Committee meetings and special events	_____ \$ <i>(The rate will be included at contract award)</i>

**B.3 For services rendered during the SECOND OPTION YEAR (From \_\_\_\_ to \_\_\_\_ ).**

This section applies only if the contract extension option is exercised by Canada.

During the extended period of the contract specified below, the Contractor will be paid as specified below to perform all the work related to the extended period of the contract, the authorization of weekly tasks and in accordance with the Statement of Work conditions.

<b>Work Stream 1 – Canadian-French closed captioning (OPTION 2)</b>	
<b>Activity to be closed captioned</b>	<b>Hourly rate, all inclusive</b>
House of Commons proceedings, Committee meetings and special events	_____ \$ <i>(The rate will be included at contract award)</i>

Solicitation No. - N° de l'invitation  
E60ZS-141017/C  
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Amd. No. - N° de la modif.  
File No. - N° du dossier  
526zf.E60ZS-141017

Buyer ID - Id de l'acheteur  
526zf  
CCC No./N° CCC - FMS No./N° VME

**B.4 For services rendered during the THIRD OPTION YEAR (From \_\_\_\_ to \_\_\_\_ ).**

This section applies only if the contract extension option is exercised by Canada.

During the extended period of the contract specified below, the Contractor will be paid as specified below to perform all the work related to the extended period of the contract, the authorization of weekly tasks and in accordance with the Statement of Work conditions.

<b>Work Stream 1 – Canadian-French closed captioning (OPTION 3)</b>	
<b>Activity to be closed captioned</b>	<b>Hourly rate, all inclusive</b>
House of Commons proceedings, Committee meetings and special events	____,____ \$ <i>(The rate will be included at contract award)</i>

**B.5 For services rendered during the FOURTH OPTION YEAR (From \_\_\_\_ to \_\_\_\_ ).**

This section applies only if the contract extension option is exercised by Canada.

During the extended period of the contract specified below, the Contractor will be paid as specified below to perform all the work related to the extended period of the contract, the authorization of weekly tasks and in accordance with the Statement of Work conditions.

<b>Work Stream 1 – Canadian-French closed captioning (OPTION 4)</b>	
<b>Activity to be closed captioned</b>	<b>Hourly rate, all inclusive</b>
House of Commons proceedings, Committee meetings and special events	____,____ \$ <i>(The rate will be included at contract award)</i>

**B.6 For services rendered during the FIFTH OPTION YEAR (From \_\_\_\_ to \_\_\_\_ ).**

This section applies only if the contract extension option is exercised by Canada.

During the extended period of the contract specified below, the Contractor will be paid as specified below to perform all the work related to the extended period of the contract, the authorization of weekly tasks and in accordance with the Statement of Work conditions.

<b>Work Stream 1 – Canadian-French closed captioning (OPTION 5)</b>	
<b>Activity to be closed-captioned</b>	<b>Hourly rate, all inclusive</b>
House of Commons proceedings, Committee meetings and special events	____,____ \$ <i>(The rate will be included at contract award)</i>

## ANNEX B - BASIS OF PAYMENT WORK STREAM 2

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract and the authorized TA, the Contractor will be paid the all inclusive firm hourly rate indicated below.

### WORK STREAM 2 - CANADIAN-ENGLISH CLOSED CAPTIONING

#### **B2.1 Initial Contract Period (From \_\_\_\_ to \_\_\_\_).**

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

<b>Work Stream 2 – Canadian-English closed captioning (INITIAL PERIOD – ONE YEAR)</b>	
<b>Activity to be closed captioned</b>	<b>Hourly rate, all inclusive</b>
House of Commons proceedings, Committee meetings and special events	__, __ \$ <i>(The rate will be included at contract award)</i>

#### **B2.2 For services rendered during the FIRST OPTION YEAR (From \_\_\_\_ to \_\_\_\_).**

This section applies only if the contract extension option is exercised by Canada.

During the extended period of the contract specified below, the Contractor will be paid as specified below to perform all the work related to the extended period of the contract, the authorization of weekly tasks and in accordance with the Statement of Work conditions.

<b>Work Stream 2 – Canadian-English closed captioning (OPTION 1)</b>	
<b>Activity to be closed captioned</b>	<b>Hourly rate, all inclusive</b>
House of Commons proceedings, Committee meetings and special events	__, __ \$ <i>(The rate will be included at contract award)</i>

#### **B2.3 For services rendered during the SECOND OPTION YEAR (From \_\_\_\_ to \_\_\_\_).**

This section applies only if the contract extension option is exercised by Canada.

During the extended period of the contract specified below, the Contractor will be paid as specified below to perform all the work related to the extended period of the contract, the authorization of weekly tasks and in accordance with the Statement of Work conditions.

<b>Work Stream 2 – Canadian-English closed captioning (OPTION 2)</b>	
<b>Activity to be closed captioned</b>	<b>Hourly rate, all inclusive</b>
House of Commons proceedings, Committee meetings and special events	__, __ \$ <i>(The rate will be included at contract award)</i>

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**B2.4 For services rendered during the THIRD OPTION YEAR (From \_\_\_\_ to \_\_\_\_ ).**

This section applies only if the contract extension option is exercised by Canada.

During the extended period of the contract specified below, the Contractor will be paid as specified below to perform all the work related to the extended period of the contract, the authorization of weekly tasks and in accordance with the Statement of Work conditions.

<b>Work Stream 2 – Canadian-English closed captioning (OPTION 3)</b>	
<b>Activity to be closed captioned</b>	<b>Hourly rate, all inclusive</b>
House of Commons proceedings, Committee meetings and special events	____,____ \$ <i>(The rate will be included at contract award)</i>

**B2.5 For services rendered during the FOURTH OPTION YEAR (From \_\_\_\_ to \_\_\_\_ ).**

This section applies only if the contract extension option is exercised by Canada.

During the extended period of the contract specified below, the Contractor will be paid as specified below to perform all the work related to the extended period of the contract, the authorization of weekly tasks and in accordance with the Statement of Work conditions.

<b>Work Stream 2 – Canadian-English closed captioning (OPTION 4)</b>	
<b>Activity to be closed captioned</b>	<b>Hourly rate, all inclusive</b>
House of Commons proceedings, Committee meetings and special events	____,____ \$ <i>(The rate will be included at contract award)</i>

**B2.6 For services rendered during the FIFTH OPTION YEAR (From \_\_\_\_ to \_\_\_\_ ).**

This section applies only if the contract extension option is exercised by Canada.

During the extended period of the contract specified below, the Contractor will be paid as specified below to perform all the work related to the extended period of the contract, the authorization of weekly tasks and in accordance with the Statement of Work conditions.

<b>Work Stream 2 – Canadian-English closed captioning (OPTION 5)</b>	
<b>Activity to be closed captioned</b>	<b>Hourly rate, all inclusive</b>
House of Commons proceedings, Committee meetings and special events	____,____ \$ <i>(The rate will be included at contract award)</i>

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### ANNEX C-1 EXAMPLE OF WEEKLY TASK AUTHORIZATION FORM

Date: (yy/mm/dd): \_\_\_\_/\_\_\_\_/\_\_\_\_

Weekly Task no: \_\_\_\_\_

Contract no: \_\_\_\_\_

Contractor name: \_\_\_\_\_

On the Parliament of Canada ParlVu site, you will find the Projected Order of Business, the House of Commons (HoC) sitting number, the start and end date and the duration of the sitting for each day of the week of \_\_\_\_\_.

<http://parlvu.parl.gc.ca/parlvu/>

Parliamentary Business including the Question Period for closed captioning

HoC Sitting No	Date yy/mm/dd	Start Time	End Time	Total Planned Duration
HoC Sitting No 18		11 :00	19:00	10 h
HoC Sitting No 19		10 :00	22:05	12 h 5 min.
HoC Sitting No 20		14 :00	23:59	9 h 59 min.
HoC Sitting No 21		10 :00	19 :00	9 h
HoC Sitting No 22		10 :00	14 :30	4 h 30 min.

The Parliamentary Business description can be found on the Parliament of Canada site under the Projected Order of Business link:

<http://www.parl.gc.ca/HousePublications/Publication.aspx?Pub=projected&Language=E&Mode=1&Parl=41&Ses=2>

We ask that you also check these sites regularly, as it is the official schedule of Parliamentary Business published by Parliament and subject to change without notice.

This task is estimated at XX hours and XX minutes. Please complete the table below.

HoC Sitting No	Number of Hours	Hourly Rate	Total	Taxes	Grand total with taxes

It should be noted that this is only an estimate since the House of Commons can adjourn later than planned and the schedule is subject to changes without notice.

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**You will also find below the televised committees schedule for closed captioning for the week of...**

<b>Date dd/mm/yy</b>	<b>Committee</b>	<b>Start Time</b>	<b>End Time</b>	<b>Total Planned Duration</b>	<b>Location</b>
	TRAN	15:30	17:30	2 h	253-D
	FINA	15:30	17:30	2 h	237-C
	CIMM	11:00	13:00	2 h	253-D
	SDIR	13:00	14:00	1 h	253-D
	CHPC	8:45	10:45	2 h	237-C
	OGGO	15:30	16:30	1 h	237-C
	FINA	11:00	14:00	3 h	C-110
	PACP	15:30	17:30	2 h	237-C
	OGGO	15:30	17:30	2 h	253-D
	JUST	8:45	11:15	2 h 30	237-C

This task is estimated at XX hours and XX minutes. Please complete the table below.

<b>Committee no.</b>	<b>Number of Hours</b>	<b>Hourly Rate</b>	<b>Total</b>	<b>Taxes</b>	<b>Grand total with taxes</b>

Please verify your emails regularly. The House of Commons (HoC) may send regular schedule updates via email during the week.

In order to ensure optimal service delivery, you must, in accordance with the contract terms and conditions, confirm via email within 24 hours of reception of this email, to [BTsoustirage.TBClosedcaptioning@tpsgc-pwgsc.gc.ca](mailto:BTsoustirage.TBClosedcaptioning@tpsgc-pwgsc.gc.ca), that you agree to perform the work for the above mentioned events and that you confirm that the indicated rate is accurate.

I accept this task.

Thank You!

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**ANNEX C-2 EXAMPLE OF MODIFIED MONTHLY TASK AUTHORIZATION FORM**

Date of modified TAs (yy-mm-dd): 2015-03-03

<b>Weekly TA No.</b>	1	2	3	4
<b>Date of weekly authorized TA</b>	2015-02-06	2015-02-13	2015-02-20	2015-02-27
<b>Modified TA No.</b>	1-A	2-A	3-A	4-A
<b>Contract No.</b>				
<b>Name of contractor</b>				

After verification of the Parliament of Canada ParIVu site (<http://parivu.parl.gc.ca/parivu/>), you will find the Monthly Production Report that includes the actual hours of the tasks for the month of February, 2015.

We ask that you check the attached Monthly Production Report and that you confirm in the tables below the cost of the modified weekly tasks:

HoC sitting No.	Number of actual hours rounded up to the last 15 minutes	Hourly Rate	Indication of billable cancellations	Total	Taxes	Grand total with taxes

Committee	Number of actual hours rounded up to the last 15 minutes	Hourly Rate	Indication of billable cancellations	Total	Taxes	Grand total with taxes

You must, in accordance with the contract terms and conditions, confirm via email within XX days of reception of this email, to [BTsoustitrage.TBClosedcaptioning@tpsgc-pwgsc.gc.ca](mailto:BTsoustitrage.TBClosedcaptioning@tpsgc-pwgsc.gc.ca) that you accept these modifications and that you confirm that the indicated rate is accurate.

I accept this modified task.

Thank You!

## ANNEX D – MONTHLY PRODUCTION REPORT

Example of spreadsheet for the Monthly Production Report  
 Monthly Production Report - Closed Captioning of **Parliamentary Committees and Special Events**

MONTHLY PRODUCTION REPORT									
Comité ou événement spécial / Committee or Special Event	Date du comité ou événement spécial / Committee or Special Event Date	Heure début prévue / Planned Start Time	Heure fin prévue / Planned End Time	Heure début réelle / Actual Start Time	Heure fin réelle / Actual End Time	Durée totale réelle / Total Actual Duration	Durée totale facturée (arrondie aux 15 min. près) / Billed Duration (rounded to the nearest 15 min.)	Indication d'annulation (moins de 24 h avant événement) / Event Cancellation Indication (if less than 24 hours before event)	Notes

Example of spreadsheet for the Monthly Production Report  
 Monthly Production Report - Closed Captioning of **HoC Sitings (Chamber Proceedings)**

MONTHLY PRODUCTION REPORT									
No séance Cdc / HoC Sitting No.	Date de séance Cdc/ HoCSitting Date	Heure début prévue / Planned Start Time	Heure fin prévue / Planned End Time	Heure début réelle / Actual Start Time	Heure fin réelle / Actual End Time	Durée totale réelle / Total Actual Duration	Durée totale facturée (arrondie aux 15 min. près) / Billed Duration (rounded to the nearest 15 min.)	Indication d'annulation (moins de 24 h avant événement) / Event Cancellation Indication (if less than 24 hours before event)	Notes