

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Travaux publics et Services gouvernementaux  
Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7 ième étage  
Montréal  
Québec  
H5A 1L6  
FAX pour soumissions: (514) 496-3822

**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> Service de traduction		
<b>Solicitation No. - N° de l'invitation</b> 21301-163475/B	<b>Date</b> 2015-08-17	
<b>Client Reference No. - N° de référence du client</b> 21301-16-3475		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MTB-739-13405		
<b>File No. - N° de dossier</b> MTB-4-37356 (739)	<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 2015-09-28</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Enquiries to: - Adresser toutes questions à:</b> Carpentier, Patricia		<b>Buyer Id - Id de l'acheteur</b> mtb739
<b>Telephone No. - N° de téléphone</b> (514) 496-3505 ( )		<b>FAX No. - N° de FAX</b> (514) 496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> SERVICE CORRECTIONNEL DU CANADA Toutes les établissements du Québec (voir liste - Annexe A) Canada		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

<b>Delivery Required - Livraison exigée</b> .	<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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

**Issuing Office - Bureau de distribution**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7 ième étage  
Montréal  
Québec  
H5A 1L6

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(See attached document)

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- |        |   |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement;   |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;   |
| Part 3 | Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;   |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;   |
| Part 5 | Certifications: includes the certifications to be provided;   |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and  |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:<br><br>7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Requirement, the Basis of Payment, the list of units, the security requirement check list and any other annexes.

### **1.2 Summary**

#### **Description**

Translation services, including terminological research, on various general and specialized documents of Correctional Service of Canada (CSC), Quebec region.

The workload is estimated at 7 500 000 words to be translated per year. Documents are no longer than 4,000 words. If a document is more than 4,000 words, Canada and the Contractor shall agree to a mutually acceptable deadline.

The Contractor shall be able to check the spelling, grammar and punctuation of texts in both official languages (French, English).

The Contractor shall provide services in both official languages (French and English). The greater part of the work (almost 90%) will consist in translating texts from French to English. The remaining 10% will be translation from English to French.

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The Contractor shall ensure that the terminology used in the various documents is that approved by the CSC. The CSC asks the Contractor to visit the CSC website (Policy and Legislation...) so that the Contractor can become familiar with the terminology used.

#### **Identified User**

Correctional service of Canada

#### **Period of the standing offer**

Three (3) years starting from date of issue with two (2) additional one (1) year periods.

#### **Aboriginal set-aside**

This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#) of the *Supply Manual*.

#### **Trade agreements**

This procurement is set aside from the international trade agreements under the provision each has for set-asides for small and minority businesses.

Further to Article 1802 of the Agreement on Internal Trade (AIT), AIT does not apply to this procurement.

#### **Canadian content**

The requirement is limited to Canadian services.

#### **Funding**

Up to a maximum of 300 000\$ could be issued to the Aboriginal firm having submitted an acceptable offer with the lowest price.

### **1.3 Security Requirements**

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the [Industrial Security Program \(ISP\)](#) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

## 1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (03-07-2015) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 90 days

### 2.2 Submission of Offers

Offers 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 Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers 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, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer 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 Offeror a FPS in receipt of a pension?

YES ( ) NO ( )

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

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

By providing this information, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?



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**YES ( ) NO ( )**

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

## **2.4. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors 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 Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

## **2.5. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 Offerors.

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1. Offer Preparation Instructions**

Canada requests that offerors provide their offer in separately bound sections as follows:

- Section I:        Technical Offer (3 hard copies)
- Section II:       Financial Offer (2 hard copies)
- Section III:      Certifications (1 hard copy)

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

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre 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 colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Offer**

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

##### **3.1.1 Payment by Credit Card**

Canada requests that offerors complete one of the following:

- (a)                ( ) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_  
Master Card \_\_\_\_\_

- (b) ( ) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

### Section III: Certifications

Offerors must submit the certifications required under Part 5.

### Section IV: Additional Information

#### 3.1.2 Offeror's Proposed Site(s) or Premises Requiring Safeguarding Measures

- 3.1.2.1 As indicated in Part 6 under Security Requirements, the Offeror must provide the full address(es) of the Offeror's and proposed individual(s) site(s) or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

- 3.1.2.2 The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Offeror and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

###### a) Contractor (Offeror)

The Contractor must prove that the firm has completed at least two (2) or more projects involving at least two (2) million words translated per year within the last five (5) years. The Contractor must provide documentary proof of these projects (copies of invoices or other relevant documents, such as letters from clients confirming the services were performed).

###### b) Staff

The proposed staff of Contractor and subcontractors must have at least two (2) years of translation experience within the past five (5) years (from French to English) **and** must *be a member in good standing of a recognized Translators Order / Association* of a Canadian Province. Please provide a justifying document (copy of document) for each proposed employees.

The proposed staff of Contractor and subcontractors must be proficient in both official languages (French, English). Yes ( ☐ ) No ( ☐ )

Proposition must enclose, for each proposed employees a curriculum vitae which demonstrate the required experience and a *proof of membership (in good standing) in a recognized Translators Order / Association* of a Canadian Province.

#### 4.1.2 Financial Evaluation

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

#### 4.2 Basis of Selection - Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

This request for Standing Offer is part of an aboriginal set-aside and up to a maximum of 300 000\$ could be issued to the Aboriginal firm having submitted an acceptable offer with the lowest price.

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### 5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

#### 5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Offeror must provide with its offer, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

#### 5.1.2 Additional Certifications Required with the Offer

##### 5.1.2.1 Set-aside for Aboriginal Business

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#) of the *Supply Manual*.
2. The Offeror:
  - i. certifies that it meets, and will continue to meet throughout the duration of the Offer, the requirements described in the above-mentioned annex.
  - ii. agrees that any subcontractor it engages under the Offer must satisfy the requirements described in the above-mentioned annex.
  - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Offeror must check the applicable box below:
  - i. ☐ The Offeror is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.  
**OR**
  - ii. ☐ The Offeror is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.

- 
4. The Offeror must check the applicable box below:
- i. ☐ The Aboriginal business has fewer than six full-time employees.
  - OR**
  - ii. ☐ The Aboriginal business has six or more full-time employees.
5. The Offeror must, upon request by Canada, provide all information and evidence supporting this certification. The Offeror must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Offeror must provide all reasonably required facilities for any audits.
6. By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

#### Owner/Employee Certification - Set-aside for Aboriginal Business

If requested by the Standing Offer Authority, the Offeror must provide the following certification for each owner and employee who is Aboriginal:

1. I am \_\_\_\_\_ (*insert "an owner" and/or "a full-time employee"*) of \_\_\_\_\_ (*insert name of business*), and an Aboriginal person, as defined in [Annex 9.4](#) of the *Supply Manual* entitled "Requirements for the Set-Aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
Printed name of owner and/or employee

\_\_\_\_\_  
Signature of owner and/or employee

\_\_\_\_\_  
Date

## Set-aside under the Procurement Strategy for Aboriginal Business

This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business see [Annex 9.4](#) of the *Supply Manual*.

Further to Article 1802 of the [Agreement on Internal Trade](#) (AIT), AIT does not apply to this procurement.

### 5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

#### 5.2.1 Integrity Provisions – List of Names

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

#### 5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](#) website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

#### 5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

##### 5.2.3.1 Canadian Content Certification

SACC Manual clause [A3050T](#) (27-11-2014) Canadian Content Definition

### 5.2.3.2 Status and Availability of Resources

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

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

### 5.2.3.3 Language skills

The bidder certify that he have the language skill required to execute the work stated in the Statement of work.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Certification

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

## PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
  - (d) the Offeror's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7A - Standing Offer;



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- 
- (e) the Offeror must provide the address(es) of proposed site(s) or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, Offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

- 7.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

#### 7.2 Security Requirements

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of **PROTECTED B** issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
2. The Contractor/Offeror personnel requiring access to **PROTECTED** information, assets or work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store **PROTECTED** information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of **PROTECTED B**.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
  - (b) Industrial Security Manual (Latest Edition)

- 7.2.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Standing Offer.

#### 7.2.2 Offeror's Site(s) or Premises Requiring Safeguarding

- 7.2.2.1 The Offeror must diligently maintain up-to-date, the information related to the Offeror's and individual(s) site(s) or premises, where safeguarding measures are required in the performance of the Work, for the following addresses:

*(will be determined at the issue of the standing offer)*

**7.2.2.2** The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Offeror and individual(s) hold a valid security clearance at the required level.

### **7.3 Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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>) issued by Public Works and Government Services Canada.

#### **7.3.1 General Conditions**

2005 (03-07-2015) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

### **7.4 Term of Standing Offer**

#### **7.4.1 Period of the Standing Offer**

*(will be determined at the issue of the standing offer)*

The period for making call-ups against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_.

#### **7.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two additional one year period, from \_\_\_\_\_ to \_\_\_\_\_ *(will be determined at the issue of the standing offer)* under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

### **7.5. Authorities**

#### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Patricia Carpentier  
Title: Procurement Specialist  
Public Works and Government Services Canada  
Acquisitions Branch

Telephone: 514-496-3505  
Facsimile: 514-496-3822

E-mail address: [patricia.carpentier@tpsgc-pwgsc.gc.ca](mailto:patricia.carpentier@tpsgc-pwgsc.gc.ca)

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The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### 7.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 7.5.3 Offeror's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

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

### 7.6 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.

### 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Correctional Service of Canada, Quebec region. See list at Annex D.

### 7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer or any other electronic document.

## 7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed 100 000\$ (Applicable Taxes included).

## 7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (*Applicable Taxes excluded*) (**will be determined at the issue of the standing offer**) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or \_\_\_\_\_ months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 7.11 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (03-07-2015), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2035 (03-07-2015) General Conditions – Higher Complexity - Services
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, List of units;
- h) Annex D, Security Requirements Check List;
- i) the Offeror's offer dated \_\_\_\_\_ .

## 7.12 Certifications

### 7.12.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing additional information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

### 7.12.2 SACC Manual Clauses

SACC Manual clause M3060C (12-05-2008) Canadian Content Certification  
SACC Manual clause M3020C (11-01-2010) Status and Availability of Resources

### 7.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_.

## B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### 7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

### 7.2 Standard Clauses and Conditions

#### 7.2.1 General Conditions

[2035](#) (03-07-2015), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

Section 15 Interest on Overdue Accounts, of [2035](#), (03-07-2015), General Conditions - Professional Services (Medium Complexity will not apply to payments made by credit cards.

#### 7.2.2 SACC Manual Clauses

[A9113C](#) (27-11-2014) Handling of Personal Information

### 7.3 Term of Contract

#### 7.3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

### 7.4 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.

### 7.5 Payment

#### 7.5.1 Basis of Payment

Canada must pay the Offeror in accordance with the Basis of Payment in Annex B Basis of Payment for Work performed pursuant to the Standing Offer.

## 7.5.2 Terms of Payment

H1008C (12-05-2008) Monthly Payment

## 7.5.3 SACC Manual Clauses

SACC Manual Clauses A9117C (30-11-2007), T1204 - Direct Request by Customer Department

## 7.5.4 Payment by Credit Card

The following credit card is accepted: \_\_\_\_\_.

**OR**

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

## 7.5 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

1. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the following address for certification and payment.

Regional Manager, Administration  
Correctional Service of Canada (CSC)  
Regional Headquarters, Quebec  
3 Place Laval, 2<sup>nd</sup> floor  
Laval Quebec H7N 1A2

A copy of the translation request shall also be sent to the originator of the request. Appendix "C" contains a list of the various operational units.

2. The invoice must indicate the following information: name of the requestor, financial coding of the operational unit (301, 325, 37009...), date of sending to the applicant, title of the document (name and FPS of inmate in such case), number of pages, number of words translated and the cost.

## 7.6 Insurance

SACC Manual clause G1005C (12-05-2008) Insurance

## 7.7 SACC Manual Clauses

SACC Manual clause A3000C (27-11-2014) Aboriginal Business Certification

## ANNEX "A" - STATEMENT OF WORK

The Correctional Service of Canada (CSC) needs translation services, including terminological research, on various general and specialized documents of CSC, Quebec region.

The Workload will include:

### 1.1 Context

The CSC estimates that there would be 22,500,000 words to be translated during the three (3) first firm years of this standing offer. Documents are no longer than 4,000 words. If a document is more than 4,000 words, Canada and the Contractor shall agree to a mutually acceptable deadline.

### 1.2 Objectives

The Contractor shall be able to check the spelling, grammar and punctuation of texts in both official languages (French, English).

The Contractor shall provide services in both official languages (French and English). The greater part of the work (almost 90%) will consist in translating texts from French to English. The remaining 10% will be translation from English to French.

The Contractor shall ensure that the terminology used in the various documents is that approved by the CSC. The CSC asks the Contractor to visit the CSC website ([www.csc-scc.gc.ca](http://www.csc-scc.gc.ca), section: Policy and Legislation) so that the Contractor can become familiar with the terminology used.

Translation means returning a text of departure in another language and encloses all the stages to produce a final text, including terminological search.

### 1.3 Tasks

The deliverable (final work) must be compatible with the CSC technological environment, which is now MS Office 2007 (dated July 2015) and shall follow the evolution of compatible during the standing offer. The Contractor shall not produce the documents in WordPerfect and then convert them.

The Contractor and/or the subcontractors shall perform the work at his own place of business on its premises duly accredited (*see 1.5 a below*). Due to security requirements, it is forbidden to perform the work in a telework situation.

Documents will be shared between Canada and the Contractor electronically and in a safe way, in accordance with the NORMS ESTABLISHED BY THE GOVERNMENT OF CANADA IN REGARDS TO PROTECTION OF INFORMATION. Therefore, before transmitting any work, the parties must ensure that the information is safely protected and sent using a compatible software with the CSC technological environment (ENTRUST Entelligence v9, dated July 2015).

Because the documents to be translated are confidential, the Contractor shall not keep any document for more than 5 working days after he delivered the reports at the Correctional Service of Canada satisfaction.



#### 1.4 Deliverable:

Information received by the Contractor and those delivered to CSC must be safely protected according with the norms established by the Government of Canada in regards to Protection of Information. The Contractor must not use any incompatible software to those of CSC. Furthermore, the Contractor shall follow the format, layout and font of the source texts.

The Contractor shall translate the texts and send them to the center officers within the following times, taking into account that normal working hours are from 08:00 to 16:00; the count therefore begins on the day and at the time of receipt of the documents to be translated, i.e. :

- |    |   |                       |
|----|---|-----------------------|
| 1) | <b>General</b> documents                    | five (5) working days |
| 2) | <b>Specialized</b> documents                | four (4) working days |
| 3) | Documents <b>identified as being urgent</b> | 48 hours              |

**General** documents are administrative documents or all documents not related to inmate's case management. They could account for approximately 20% of the work required under this contract.

**Specialized** documents are all documents related to cases management i.e. all documents related to inmates. Specialized documents account for approximately 80% of the work required under this contract.

Document **identified as being urgent** (general or specialized) by the CSC (around 5% of the work) shall be completed within 48 working hours of receipt of the request, at the same price per word than the one indicated for general work, in the basis of payment.

If an electronic version of the documents to be translated is not available, the firm shall create an electronic file, which it will then translate.

Approval from the Project Officer (Regional Manager, Administration) is required before any **highly technical document** demanding more time-consuming research is translated.

The CSC will assess the quality of the work. If the CSC decides that the work, in whole or in part, is not of good quality, the Contractor shall do the work again at his own expense. In such cases, errors shall be identified and the translation returned to the Contractor. The corrections shall be made and the translation returned to the Contractor. The corrections shall be made and the translation returned to the CSC within 24 working hours.

The Project Officer, or designate, is responsible for the technical content as regards requirements, as well as acceptable and approval of deliverables.

The translator's initials shall appear on the documents.

#### 1.5 Workplace

a) **LOCAL** : The Contractor shall perform the work at his own place of business on its premises which has received written certification by the Canadian Industrial Security Directorate (CISD) of Public Works and Government Services Canada (PWGSC). As already mentioned above (*art. 1.3*), due to security requirements, it is forbidden to perform the work in a telework situation.

b) **TRAVEL** : No travel at all is required to perform the work of this contract.

#### 1.6 Working language

The Contractor shall provide services in both official languages (French, English). (*see 2<sup>nd</sup> paragraph of 1.2 above*)

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## **Additional Provisions**

### **1.7 PROTECTED C**

No Protected C information at all must be the work of this contract.

### **1.8 Transmission Charges**

The Contractor shall assume the cost of returning documents to the CSC.

### **1.9 Meetings**

The Contractor shall meet with the Project Officer (Regional Manager, Administration) when the latter deems it necessary. Meetings details should be fixed after agreement between the Project Officer and the Contractor. Living expenses for these meetings will be at each parties expenses.

### **1.10 Inspection and approval**

All the accomplished work and all the products delivered within the framework of the standing offer will be subjected to the inspection and to the approval of the Project Officer indicated in the present demand.

*(In the French Version, the masculine has been used in the text to make it easier to read.)*

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## ANNEX "B" BASIS OF PAYMENT

Table 1

Translation request	<u>Firm price per word*</u> 1st period of 3 years of the standing offer From _____ to _____ (will be determined at the issue of the standing offer)	<u>Firm price per word*</u> OPTION 1 4 <sup>th</sup> year of the standing offer From _____ to _____ (will be determined at the issue of the standing offer)	<u>Firm price per word*</u> OPTION 2 5 <sup>th</sup> year of the standing offer From _____ to _____ (will be determined at the issue of the standing offer)
	_____ \$ / word	_____ \$ / word	_____ \$ / word

*\*The firm price per word includes delivery fees and any other fees, applicable taxes extra.  
For evaluation purpose, the estimated number of words per year is 7 500 000 words.*

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## **ANNEX « C » LIST OF UNITS**

(See attached document)

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**ANNEX « D »**

**SECURITY REQUIREMENT CHECK LIST**

(See attached document)

## **ANNEX « C »**

### **LIST OF UNITS**

<b>301</b>	<b>CORRECTIONAL SERVICE CANADA REGIONAL HEADQUARTERS 3 PLACE LAVAL, 2<sup>nd</sup> FLOOR LAVAL, QC H7N 1A</b>	<b>Phone : 450-967-3311  Fax. : 450-967-3326 Regional Manager Administration</b>
<b>302</b>	<b>CORRECTIONAL SERVICE CANADA COLLÈGE DU PERSONNEL 5500 LEVESQUE EAST BLV LAVAL, QC H7C 1N7</b>	<b>Phone : 450-661-9550  Fax. : 450-664-6610 Director</b>
<b>312</b>	<b>CORRECTIONAL SERVICE CANADA FEDERAL TRAINING CENTER – PLACE 600 600 MONTEE ST-FRANÇOIS LAVAL, QC H7C 1S5</b>	<b>Phone : 450-661-9620  Fax. : 450-664-6535 Director</b>
<b>320</b>	<b>CORRECTIONAL SERVICE CANADA FEDERAL TRAINING CENTER – PLACE 6099 6099 LEVESQUE EAST BLV LAVAL, QC H7C 1P1</b>	<b>Phone : 450-661-7786  Fax. : 450-661-9485 Director</b>
<b>321</b>	<b>CORRECTIONAL SERVICE CANADA DONNACONA INSTITUTION 1537 ROUTE 138 DONNACONA, QC G3M 1C9</b>	<b>Phone : 418-285-2455  Fax. : 418-285-2027 Director</b>
<b>325</b>	<b>CORRECTIONAL SERVICE CANADA JOLIETTE INSTITUTION 400 MARSOLAIS STREET JOLIETTE, QC J6E 8V4</b>	<b>Phone : 450-752-5257  Fax. : 450-752-1765 Director</b>
<b>341</b>	<b>CORRECTIONAL SERVICE CANADA ARCHAMBAULT INSTITUTION MEDIUM 242 MONTEE GAGNON STE-ANNE-DES-PLAINES, QC J0N 1H0</b>	<b>Phone : 450-478-5960  Fax. : 450-478-7655 Director</b>
<b>342</b>	<b>CORRECTIONAL SERVICE CANADA ARCHAMBAULT INSTITUTION MINIMUM 244 MONTÉE GAGNON STE-ANNE-DES-PLAINES, QC J0N 1H0</b>	<b>Phone : 450-478-5933  Fax. : 450-478-7655 Director</b>

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343	<b>CORRECTIONAL SERVICE CANADA REGIONAL RECEPTION CENTER 246 MONTÉE GAGNON STE-ANNE-DES-PLAINES, QC J0N 1H0</b>	<b>Phone : 450-478-5977  Fax. : 450-478-7661 Director</b>
345	<b>CORRECTIONAL SERVICE CANADA DRUMMOND INSTITUTION 2025 JEAN-DE-BRÉBEUF STREET DRUMMONDVILLE, QC J2B 7Z6</b>	<b>Phone : 819-477-5112  Fax. : 819-477-9893 Director</b>
350	<b>CORRECTIONAL SERVICE CANADA COWANSVILLE INSTITUTION 400 FORDYCE ROAD COWANSVILLE, QC J2K 3N7</b>	<b>Phone : 450-263-3073  Fax.: 450-263-0325 Director</b>
352	<b>CORRECTIONAL SERVICE CANADA LA MACAZA INSTITUTION 321 DE L'AÉROPORT ROAD LA MACAZA, QC J0T 1R0</b>	<b>Phone : 819-275-2315  Fax.: 819-275-3079 Director</b>
368	<b>CORRECTIONAL SERVICE CANADA PORT-CARTIER INSTITUTION 1 DE L'AÉROPORT ROAD PORT-CARTIER, QC G5B 2W2</b>	<b>Phone : 418-766-7070  Fax. : 418-766-6258 Director</b>
37001	<b>CORRECTIONAL SERVICE CANADA MONTREAL-METROPOLITAIN DISTRICT 200 RENÉ-LÉVESQUE WEST BLV WEST TOWER, 9<sup>TH</sup> FLOOR, SUITE 917 MONTREAL, QC H2Z 1X4</b>	<b>Phone : 514-283-1776  Fax. : 514-283-1783 District</b>
director		
37002	<b>CORRECTIONAL SERVICE CANADA LONGUEUIL AREA 550 CHAMBLY ROAD, SUITE 280 LONGUEUIL, QC J4H 3L8</b>	<b>Phone : 450-928-4311  Fax. : 450-928-4306 Area Director</b>

## **ANNEX « C »**

### **LIST OF UNITS**

<b>37003</b>	<b>CORRECTIONAL SERVICE CANADA VILLE-MARIE AREA 5151 DE LA SAVANE STREET, SUITE 200 MONTREAL, QC H4P 1V1</b>	<b>Phone : 514-283-1210  Fax. : 514-496-1752 Area Director</b>
<b>37005</b>	<b>CORRECTIONAL SERVICE CANADA MARTINEAU CCC 10345 SAINT-LAURENT BLV MONTREAL, QC H3L 2P1</b>	<b>Phone : 514-383-1673  Fax. : 514-383-1282 CCC Director</b>
<b>37006</b>	<b>CORRECTIONAL SERVICE CANADA OGILVY CCC 435 OGILVY STREET MONTREAL, QC H3N 1M3</b>	<b>Phone : 514-273-5246  Fax. : 514-273-0628 CCC Director</b>
<b>37007</b>	<b>CORRECTIONAL SERVICE CANADA SHERBROOKE CCC 2190 SHERBROOKE EAST STREET MONTREAL, QC H2K 1C7</b>	<b>Phone : 514-283-1789  Fax. : 514-283-3975 CCC Director</b>
<b>37009</b>	<b>CORRECTIONAL SERVICE CANADA GRANBY AREA 180 PRINCIPALE STREET, 2<sup>E</sup> ÉTAGE GRANBY, QC J2G 2V6</b>	<b>Phone : 450-372-5861  Fax. : 450-372-4754 Area Director</b>
<b>37010</b>	<b>CORRECTIONAL SERVICE CANADA HOCHELAGA CCC 6905 HOCHELAGA BLV MONTREAL, QC H1N 1Y9</b>	<b>Phone : 514-496-4417  Fax. : 514-496-4416 CCC Director</b>
<b>37011</b>	<b>CORRECTIONAL SERVICE CANADA ESTRIE AREA 1650 KING WEST STREET, SUITE 201 SHERBROOKE, QC J1J 2C3</b>	<b>Phone : 819-564-4235  Fax. : 819-564-5721 Area Director</b>
<b>37012</b>	<b>CORRECTIONAL SERVICE CANADA MAISONNEUVE AREA 2030 PIE IX BLV, SUITE 420 MONTREAL, QC H1V 2C8</b>	<b>Phone : 514-283-1424  Fax : 514-496-6798 Area Director</b>



## **ANNEX « C »**

### **LIST OF UNITS**

<b>39001</b>	<b>CORRECTIONAL SERVICE CANADA EAST-WEST QUEBEC DISTRICT 212 LABELLE BLV, SUITE 202 STE-THERESE, QUÉ J7E 2X7</b>	<b>Phone : 450-420-7601  Fax : 450-420-7600 District Director</b>
<b>39002</b>	<b>CORRECTIONAL SERVICE CANADA LAFERIERE CCC 202 SAINT-GEORGES STREET ST-JEROME, QC J7Z 4Z9</b>	<b>Phone : 450-432-2141  Fax. : 450-432-8657 CCC Director</b>
<b>39003</b>	<b>CORRECTIONAL SERVICE CANADA MARCEL CARON CCC 825 KIROUAC STREET QUEBEC, QC G1N 2J7</b>	<b>Phone : 418-648-3838  Fax. : 418-649-6306 CCC Director</b>
<b>39004</b>	<b>CORRECTIONAL SERVICE CANADA RIMOUSKI AREA 180 CATHÉDRALE AVENUE, SUITE 230 RIMOUSKI, QC G5L 5H9</b>	<b>Phone : 418-722-3288  Fax. : 418-722-3330 Area Director</b>
<b>39005</b>	<b>CORRECTIONAL SERVICE CANADA CHICOUTIMI AREA 255 RACINE EAST STREET, SUITE 400 CHICOUTIMI, QC G7H 7L2</b>	<b>Phone : 418-698-5656  Fax. : 418-698-5588 Area Director</b>
<b>39006</b>	<b>CORRECTIONAL SERVICE CANADA TROIS-RIVIÈRES AREA 25 DES FORGES STREET, SUITE 311 TROIS-RIVIÈRES, QC G9A 6A7</b>	<b>Phone : 819-371-5201  Fax. : 819-371-5206 Area Director</b>
<b>39007</b>	<b>CORRECTIONAL SERVICE CANADA QUEBEC OFFICE 1125 LEBOURGNEUF BLV QUEBEC, QC G2K 0J2</b>	<b>Phone : 418-266-8627  Fax. : 418-623-9739 Area Director</b>

## **ANNEX « C »**

### **LIST OF UNITS**

<b>39009</b>	<b>CORRECTIONAL SERVICE CANADA LAVAL AREA 3131 DE LA CONCORDE EAST BLV, SUITE 512 LAVAL, QC H7E 4W4</b>	<b>Phone : 450-661-8610  Fax. : 450-661-0415 Area Director</b>
<b>39010</b>	<b>CORRECTIONAL SERVICE CANADA ROUYN-NORANDA AREA 151 DU LAC AVENUE, 2<sup>E</sup> ÉTAGE ROUYN, QC J9X 4N6</b>	<b>Phone : 819-762-3541  Fax. : 819-797-9598 Area Director</b>
<b>39011</b>	<b>CORRECTIONAL SERVICE CANADA OUTAOUAIS AREA 15 GAMELIN STREET, SUITE 102 GATINEAU, QC J8Y 1V4</b>	<b>Phone : 819-997-2662  Fax. : 819-953-9490 Area Director</b>
<b>39012</b>	<b>CORRECTIONAL SERVICE CANADA LAURENTIDES AREA 955 MICHÈLE BOHEC BLV, SUITE C BLAINVILLE, QC J7C 5E2</b>	<b>Phone : 450-430-0794  Fax. : 450-430-1709 Area Director</b>
<b>39013</b>	<b>CORRECTIONAL SERVICE CANADA LANAUDIÈRE AREA 1025 MONTEE MASON, SUITE 310 TERREBONNE, QC J6W 5H9</b>	<b>Phone. : 450-961-0200  Fax. : 450-961-0199 Area Director</b>

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## SECURITY REQUIREMENTS CHECK LIST (SRCL)

## LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction
SCC / CSC	Administration Régionale
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Services de traduction	
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	
<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>
Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Restricted to: / Limité à: <input type="checkbox"/>	Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>
7. c) Level of information / Niveau d'information	
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
	SECRET <input type="checkbox"/>
	SECRET <input type="checkbox"/>
	TOP SECRET TRÈS SECRET <input type="checkbox"/>
	TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>





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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

**PART B: PERSONNEL (SUPPLIER) / PARTIE B: PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☐ Yes  
Non Oui

**PART C: SAFEGUARDS (SUPPLIER) / PARTIE C: MESURES DE PROTECTION (FOURNISSEUR)**

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☐ No ☒ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes  
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☐ No ☒ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui

TBS/SCT 350-103(2004/12)

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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production	✓	✓														
IT Media / Support TI	✓	✓														
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).