



**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

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|--|--|
| Title - Sujet Visual Interpretation Services | |
| Solicitation No. - N° de l'invitation E60ZS-162353/A | Date 2016-03-02 |
| Client Reference No. - N° de référence du client 20162353 | |
| GETS Reference No. - N° de référence de SEAG PW-\$\$ZF-524-29911 | |
| File No. - N° de dossier 524zf.E60ZS-162353 | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-03-18 | Time Zone Fuseau horaire Eastern Daylight Saving Time EDT |
| F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/> | |
| Address Enquiries to: - Adresser toutes questions à: Blais, Patrick | Buyer Id - Id de l'acheteur 524zf |
| Telephone No. - N° de téléphone (819) 956-5847 () | FAX No. - N° de FAX (819) 956-2675 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 10TH FLOOR 171 SLATER STREET OTTAWA Ontario K1A0S5 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

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



| Item Article | Description | Dest. Code Dest. | Inv. Code Fact. | Qty Qté | U. of I. U. de D. | Destination | Unit Price/Prix unitaire FOB/FAM | Plant/Usine | Delivery Req. Livraison Req. | Del. Offered Liv. offerte |
|--------------|---|------------------|-----------------|---------|-------------------|-------------|----------------------------------|-------------|------------------------------|---------------------------|
| 1 | PROFESSIONAL SVCS - INTERPRETATION OPEN CONTRACT INITIAL PERIOD: FROM 2016-04-01 TO 2017-03-31 225 HOURS OF PROFESSIONAL SERVICES • THE ITEM COVERS THE FOLLOWING SERVICES: ENGLISH INTO ASL - ASL INTO ENGLISH U. OF I. = HRS // QUANTITY = 225.000 | E60ZS | E60ZS | 1 | LOT | \$ | XXXXXXXXXXXX | | See Herein | |

Bid solicitation # E60ZS-162353/A for the provision of Visual Interpretation Services.

PART 1 – GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus 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 and additional information to be provided;
- Part 6 Security, Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include Annex A – Statement of Work, Annex B – Basis of Payment, Annex C – Task Authorization Form (TA), Annex D - Security Requirements Checklist, Annex E – Certifications and Appendix 1 to Annex B.

1.2 Security Requirements

This Bid Solicitation contains security requirements.

For more information, consult Part 6 - Security Requirements and Part 7 – Resulting Contract Clauses, clause 7.3.

1.3 Summary

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

There are four (4) different requirements associated with this bid solicitation. Bidders may bid on all of the requirements.

Requirement # 1 is for up to 900 hours that the Contracting Authority may fulfill in part or in its entirety by the awarding of one (1) or two (2) contracts, each up to 450 hours, as follows: up to 225 hours over a one-year initial period and up to 225 hours over a one-year option period. As described in part 4 – Evaluation Procedures and Basis of Selection, if several bids are ranked equally it is possible that more than 2 contracts will be awarded for requirement # 1.

Requirement # 2 is for up to 400 hours that the Contracting Authority may fulfill in part or in its entirety by the awarding of one (1) contract, as follows: up to 200 hours over a one-year initial period and up to 200 hours over a one-year option period. As described in part 4 – Evaluation Procedures

and Basis of Selection, if several bids are ranked equally it is possible that more than 1 contract will be awarded for requirement # 2.

Requirement # 3 is for up to 2400 hours that the Contracting Authority may fulfill in part or in its entirety by the awarding of one (1), two (2), three (3) or four (4) contracts, each up to 600 hours, as follows: up to 300 hours over a one-year initial period and up to 300 hours over a one-year option period. As described in part 4 – Evaluation Procedures and Basis of Selection, if several bids are ranked equally it is possible that more than 4 contracts will be awarded for requirement # 3.

Requirement # 4 is for up to 1740 hours that the Contracting Authority may fulfill in part or in its entirety by the awarding of one (1), two (2) or three (3) contracts, each up to 580 hours, as follows: up to 290 hours over a one-year initial period and up to 290 hours over a one-year option period. As described in part 4 – Evaluation Procedures and Basis of Selection, if several bids are ranked equally it is possible that more than 3 contracts will be awarded for requirement # 4.

1.4 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](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) 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.

[2003 \(2015-07-03\)](#) Standard Instructions – Goods or Services – Competitive Requirements, is incorporated by reference into and forms part of the bid solicitation.

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

Delete: sixty (60) days
Insert: (90) calendar days

2.2 Submission of Bids

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

NOTE: It is at the bidders' discretion to use *Appendix 1 to Annex B* and *Annex E – Certifications* to submit their bid, or to use their own form to submit the bid.

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;

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- 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.

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 – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than six (6) calendar days before the bid closing date. Enquiries received after that date 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies 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 the province of **Ontario**.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice, without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, the applicable laws specified shall be deemed acceptable to the bidders.

2.6 Basis for Canada’s Ownership of Intellectual Property

The Department of Public Works and Government Services Canada/Translation Bureau has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#): Where the Foreground IP consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

PART 3 – BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- a) Multiple identical bids from the same Bidder will be accepted in response to this bid solicitation.
- b) A bidder may obtain a maximum of two (2) contracts arising from requirement # 1.
- c) A bidder may obtain a maximum of one (1) contract arising from requirement # 2.
- d) A bidder may obtain a maximum of four (4) contracts arising from requirement # 3.
- e) A bidder may obtain a maximum of three (3) contracts arising from requirement # 4.
- f) The Bidder must clearly indicate the requirement on which it is bidding (requirement 1, requirement 2, requirement 3, and/or requirement 4).
- g) The Bidder must clearly indicate the number of contracts on which it is bidding for each requirement.
- h) By bidding on more than one contract, the Bidder undertakes to perform them concurrently.
- i) A Bidder who omits to indicate a number of contracts is deemed to bid on a single contract.

3.2 Financial Bid

- a) Bidders must submit their financial bid in accordance with the Annex B: Basis of Payment set out in Annex B. The applicable tax rate must be shown separately.
- b) It is at the bidders' discretion to use *Appendix 1 to Annex B* to submit their bid.

3.3 Certifications

- a) Bidders must submit the certifications required under Part 5.
- b) It is at the bidders' discretion to use *Annex E – Certifications* to submit their bid.

3.4 Additional Information

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;

5. for Part 6, article 6.1, Security Requirement, of the bid solicitation:
 - a. for each individual who will require access to classified or protected information, assets or sensitive work sites:
 - 1) the name of the individual;
 - 2) the date of birth of the individual; and
 - 3) if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses;

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Mandatory requirements

- a) The Bidder must be registered in the Translation Bureau Inventory of Suppliers.
- b) The Bidder must have a Procurement Business Number (PBN) obtained from «Buy and Sell» website.

4.2 Evaluation Procedures

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

4.2.1 Financial evaluation

Bidders must submit their financial bid in accordance with *Annex B – Basis of Payment* of the resulting contract. The applicable tax rate must be shown separately.

4.3 Basis of Selection

- a) There are four (4) different requirements associated with this bid solicitation.
- b) Each requirement will be evaluated as described below:

Requirement # 1

4.3.1-1 Basis of Selection – Lowest Evaluated Price

- a) A bid must comply with the mandatory requirements of the bid solicitation to be declared responsive.
- b) The responsive bids will be ranked in ascending order of evaluated prices; the responsive bid with the lowest evaluated price being ranked first. Of the highest ranked responsive bids in ascending order of evaluated prices, up to 2 will be recommended for award of a contract.
- c) If two or more bids are equal, the Contract will be shared equally among the Bidders who submitted identical bids.

Requirement # 2

4.3.1-2 Basis of Selection – Lowest Evaluated Price

- a) A bid must comply with the mandatory requirements of the bid solicitation to be declared responsive.
- b) The responsive bid with the lowest evaluated price will be recommended for award of a contract.
- c) If two or more bids are equal, the Contract will be shared equally among the Bidders who submitted identical bids.

Requirement # 3

4.3.1-3 Basis of Selection – Lowest Evaluated Price

- a) A bid must comply with the mandatory requirements of the bid solicitation to be declared responsive.
- b) The responsive bids will be ranked in ascending order of evaluated prices; the responsive bid with the lowest evaluated price being ranked first. Of the highest ranked responsive bids in ascending order of evaluated prices, up to 4 will be recommended for award of a contract.
- c) If two or more bids are equal, the Contract will be shared equally among the Bidders who submitted identical bids.

Requirement # 4

4.3.1-4 Basis of Selection – Lowest Evaluated Price

- a) A bid must comply with the mandatory requirements of the bid solicitation to be declared responsive.
- b) The responsive bids will be ranked in ascending order of evaluated prices; the responsive bid with the lowest evaluated price being ranked first. Of the highest ranked responsive bids in ascending order of evaluated prices, up to 3 will be recommended for award of a contract.
- c) If two or more bids are equal, the Contract will be shared equally among the Bidders who submitted identical bids.

PART 5 – CERTIFICATIONS

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Declaration of Convicted Offences

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

5.2 Certifications Required Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder 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 specified will render the bid non-responsive.

5.2.1 Integrity Provisions - List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

5.2.2 Former Public Servant –Competitive Requirements

Contracts with former public servants (FPSs) in receipt of a pension or of a lump-sum payment must bear the closest public scrutiny and reflect fairness in spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPSs, bidders must provide the information required below before contract award. If the answers 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 bidder 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 bid non-responsive.

N° de l'invitation - Solicitation No.
E60ZS-162353/A
N° de réf. du client - Client Ref. No.

N° de la modif - Amd. No.
File No. - N° du dossier

Id de l'acheteur - Buyer ID
524ZF
N° CCC / CCC No./ N° VME - FMS

5.2.3 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list:

(http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Human Resources and Skills Development Canada \(HRSDC\) - 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.

PART 6 – SECURITY REQUIREMENTS

6.1 Security Requirement

6.1.1 At the date of bid closing, the following conditions must be met:

- a. the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- c. the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

6.1.2 For additional information on security requirements, Bidders should refer to the Industrial Security Program (SIP of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>))

PART 7- RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

7.1 Statement of Work

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

7.1.1 Task Authorization Process

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; and
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.

C. TA Authority and Limit

The Project Authority or his/her representative may authorize individual TAs inclusive of any revisions up to a limit of \$50 000.00, Applicable Taxes extra. Any TA the total value of which 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 7.6.2 (Canada's Total Liability, Cumulative Total of all authorized TAs) not being exceeded.

E. Task Authorization

The Project Authority or his/her representative and the Contractor will agree on a process for the transmittal of Task Authorizations (TA), which must contain an acknowledgement process and an authorization process. If such a transmittal process is not agreed upon, the Project Authority or his/her representative may use a TA similar to the model given in Annex C. Some TA's may be for work to be performed within 24 hours.

The Project Authority or his/her representative:

- a) will communicate with the Contractor by email all requests to perform a task.
- b) may communicate by phone with the Contractor for any last minute Task Authorization in order to verify the availability of the Contractor. And the details of the Task Authorization will be sent to the Contractor by email.
- c) will give the Contractor a deadline for accepting or refusing to perform the task. The deadline may vary depending on the urgency of the task.

2) Deadline following receipt of the TA

The deadline will vary depending on the urgency of the task. Upon receipt of the TA, the Contractor must provide, by email, to the Project Authority or his/her representative, a response prepared using the TA form received from the Project Authority or his/her representative, containing a confirmation that the task will be executed.

- 3) Within the prescribed deadline, the Contractor must signify, his/her refusal or acceptance to perform the Task by e-mail to the Project Authority or his/her representative.
- 4) The Contractor is deemed to have refused the work should the Contractor's confirmation email not be received within the prescribed deadline.
- 5) The Contractor may refuse up to a maximum of 5% of the total number of hours of the initial period of the contract without penalty and up to a maximum of 5% of the total number of hours without penalty for any optional year, if exercised.
- 6) The Project Authority or his/her representative will advise the Contractor when he/she has refused 4 % of the total number of hours.
- 7) Refusal to perform a task beyond the 5% limit may result in termination for default of said contract. In such a case, the Contractor's name may be removed from the Translation Bureau's approved suppliers list of ASL suppliers until the contract's end date.
- 8) For each TA or revision of a previously authorized TA, the Project Authority or his/her representative will provide the Contractor with a request to perform a task, containing as a minimum:
 - the details of the activities or revised activities to be performed;
 - a description of the deliverables or revised deliverables;
 - the Contract security requirements applicable to the task or revised task.
- 9) One or two days prior to the task, the Contractor or assigned interpreter **must** get in touch with the Client or one of the contact person indicated in the TA, in order to confirm the task information (date, time, location, etc.).

F. TA Minimum Work Guarantee - All the Work - Authorized TAs

1. "Maximum Contract Value" means the sum specified in Contract clause 7.6.2 (Canada's Total Liability - Cumulative Total of all authorized TAs); and "Minimum Contract Value" means 10% of the Maximum Contract Value.
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 F.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.
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.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

G. Modification and or Cancellation of a TA

Should a TA be cancelled or modified in total or in part less than two full working days before the work is scheduled to take place, the Project Authority or his/her representative will endeavour to reassign the Contractor to another event, subject to the following:

- a) if the Contractor is available, Canada will pay, for the replacement task, the rate already agreed in the contract for the cancelled original TA, as well as the remainder of the unused hours, if applicable, of the original TA;
- b) if the Contractor refuses the replacement task or is not available to perform it, the Contractor will not be paid and Canada will be released of any contractual and financial responsibility towards the Contractor regarding the cancelled TA;
- c) if the Project Authority or his/her representative cannot reassign the Contractor when the Contractor is available, Canada will pay the Contractor no more than the hours scheduled for a maximum period of two working days, regardless of the number of days the event was scheduled for;

Should the TA be cancelled two working days or more before the work is to be performed, Canada will be released of any contractual and financial responsibility towards the Contractor regarding the cancelled TA.

H. Replacement of Personnel

If a Contractor is *bona fide* unable (due to illness or incapacity) to honour a TA scheduled pursuant to the contract, the Contractor must arrange to be replaced by a certified contractor registered in the Translation Bureau's Inventory and having the required security clearance. However, the Contractor agrees to bind his/her replacement by the same conditions by which the Contractor is bound under the Contract. Prior to the start of the work, the Contractor must inform the Project Authority or his/her representative in writing of the Contractor's intention to be replaced in order to obtain the approval of the Project Authority or his/her representative.

I. Order of Priority in Tasks

Should more than one Contract be awarded under the Request for proposal leading to this contract, the method of allocation of the TA will be as follows:

- The initial TA will be offered to the Contractor whose hourly rate is the lowest, as per the conditions of the established contracts.
- The value of the TA will be subtracted from the total dollars allocated to that Contractor. Each subsequent TA will be assigned to the Contractor with the greatest balance of allocated funds.
- Should the selected Contractor refuse a TA under his/her Contract, the next Contractor, under the same process, will be offered the TA.

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

2010B (2015-09-03), General Conditions – Professional Services (Medium Complexity), apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information, apply to and forms part of the Contract.

7.3 Security Requirement

7.3.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract:

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

-
- (a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
 - (b) Industrial Security Manual (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from April 1, 2016 to March 31, 2017 inclusive.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional one (1) year period 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 fifteen (15) 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.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Patrick Blais
Supply Officer
Linguistic Services Division
Professional Services Procurement Directorate
Acquisitions Branch
Public Works and Government Services Canada
Place du Portage III
11, rue Laurier, Gatineau, Quebec, K1A 0S5
Telephone: 819-956-5847
Fax: 819-956-2675
E-mail: patrick.blais@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.

7.5.2 Project Authority

The Project Authority for the Contract is:

(To be filled out at contract award)

Name :
Telephone :
Fax :

E-mail :

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 matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative
(To be filled out at contract award)

Name :
Telephone :
E-mail :

7.6 Payment

7.6.1 Firm Price Task Authorization

In consideration of satisfactory completion by the Contractor of its obligations under the approved TA, the Contractor will be paid the firm price per hour, as determined in accordance with the Basis of Payment in Annex B. Customs duties are included and GST or HST is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Project Authority or his/her representative before their incorporation into the Work.

Broadcasting

It is understood that the applicable rate will prevail whether the Contractor's services are broadcasted or not. When there is broadcasting* of the event, the Contractor must provide the required services, whether the Contractor was previously informed or not of the broadcasting.

**Broadcasting: broadcast on television, over the Internet or by videoconference, as well as audio or video recording in any possible format for immediate or future broadcast.*

7.6.2 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.

7.6.3 Method of Payment

For the Work specified in an authorized TA.:

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

-
- b. all such documents have been verified by Canada;
 - c. the Work delivered has been accepted by Canada.

7.6.4 SACC Manual Clauses

[C0711C](#) (2008-05-12), Time Verification
[A9117C](#) (2007-11-30) – T1204 – Direct Request by Client Department

7.7 Invoicing Instructions

The Contractor must submit invoices in accordance with the information required in section 10 of [2010B](#) General Conditions – Professional Services (Medium Complexity).

7.7.1 Additional Invoicing Instructions

- a) Invoices cannot be submitted until all Work identified on the invoice is completed.
- b) Each invoice must refer to the TA or reference number, for which the services are being invoiced.
- c) Invoices must be distributed as follows:

The original or an electronic invoice must be sent to the Project Authority or his/her representative for verification and payment.

7.8 Certifications

7.8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional 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 additional 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.

7.9 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.)*

7.10 Priority of Documents

If there is a discrepancy between the wordings 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) [2010B](#) (2015-09-03) General Conditions – Professional Services (Medium Complexity);
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment

N° de l'invitation - Solicitation No.

E60ZS-162353/A

N° de réf. du client - Client Ref. No.

N° de la modif - Amd. No.

File No. - N° du dossier

Id de l'acheteur - Buyer ID

524ZF

N° CCC / CCC No./ N° VME - FMS

-
- e) Annex D, Security Requirements Checklist;
 - f) The Task Authorizations;
 - g) The Contractor's bid dated _____ *(will be added at contract award)*

7.11 Task Authorization - Order of Ranking

____ *(the number of contracts will be inserted at contract award)* contracts were awarded for Requirement no. _____ as a result of Public Works and Government Services Canada bid solicitation number: E60ZS-162353/A.

The contractors' order of ranking for Requirement no. ____ *(to be inserted at contract award)*.

ANNEX A: STATEMENT OF WORK

A.1 SCOPE OF WORK

A.1-1 Requirement # 1:

The provision, on an as-and-when-requested basis, of visual interpretation services [English toward ASL and ASL toward English] of up to 450 hours, as follows: up to 225 hours over a one-year initial period and up to 225 hours over a one-year option period, for the Closed Captioning and Visual Interpretation Service, Service to Parliament and Interpretation (Translation Bureau).

Those services are to be provided as and when requested through Tasks Authorizations (TA), on **Mondays AND Fridays*** from 8:00 a.m. to 5:00 p.m. ** in the National Capital Region.

* *As well as on any statutory holiday falling on those days.*

** *Eastern Standard Time or Eastern Daylight Saving Time, as applicable.*

The term "statutory holiday" means the following federal statutory holidays: January 1, Family Day, Good Friday, Easter Monday, Victoria Day, June 24, Canada Day, the first Monday of August, Labour Day, Thanksgiving, Remembrance Day, Christmas Day and Boxing Day.

A.1-2 Requirement # 2:

For the provision, on an as-and-when-requested basis, of visual interpretation services [English toward ASL and ASL toward English] of up to 400 hours, as follows: up to 200 hours over a one-year initial period and up to 200 hours over a one-year option period, for the Closed Captioning and Visual Interpretation Service, Service to Parliament and Interpretation (Translation Bureau).

Those services are to be provided as and when requested through Tasks Authorizations (TA), on **Mondays AND Fridays** from 8:00 a.m. to 5:00 p.m.* in the National Capital Region, except for the following statutory holidays: January 1, Family Day, Good Friday, Easter Monday, Victoria Day, June 24, Canada Day, the first Monday of August, Labour Day, Thanksgiving, Remembrance Day, Christmas Day and Boxing Day.

Canada will not be using the contract during the following periods:

- July 4, 2016 to September 2, 2016 inclusively;
- December 19, 2016 to January 6, 2017 inclusively;
- July 7, 2017 to September 1, 2017 inclusively (if applicable);
- December 25, 2017 to January 5, 2018 inclusively (if applicable)

* *Eastern Standard Time or Eastern Daylight Saving Time, as applicable.*

A.1-3 Requirement # 3:

The provision, on an as-and-when-requested basis, of visual interpretation services [English toward ASL and ASL toward English] of up to 600 hours, as follows: up to 300 hours over a one-year initial period and up to 300 hours over a one-year option period, for the Closed Captioning and Visual Interpretation Service, Service to Parliament and Interpretation (Translation Bureau).

Those services are to be provided as and when requested through Tasks Authorizations (TA), on **Tuesdays, Wednesdays AND Thursdays** * from 8:00 a.m. to 5:00 p.m. ** in the National Capital Region.

* *As well as on any statutory holiday falling on those days.*

** *Eastern Standard Time or Eastern Daylight Saving Time, as applicable.*

The term "statutory holiday" means the following federal statutory holidays: January 1, Family Day, Good Friday, Easter Monday, Victoria Day, June 24, Canada Day, the first Monday of August, Labour Day, Thanksgiving, Remembrance Day, Christmas Day and Boxing Day.

A.1-4 Requirement # 4:

For the provision, on an as-and-when-requested basis, of visual interpretation services [English toward ASL and ASL toward English] of up to 580 hours, as follows: up to 290 hours over a one-year initial period and up to 290 hours over a one-year option period, for the Closed Captioning and Visual Interpretation Service, Service to Parliament and Interpretation (Translation Bureau).

Those services are to be provided as and when requested through Tasks Authorizations (TA), on **Tuesdays, Wednesdays AND Thursdays** from 8:00 a.m. to 5:00 p.m.* in the National Capital Region, except for the following statutory holidays: January 1, Family Day, Good Friday, Easter Monday, Victoria Day, June 24, Canada Day, the first Monday of August, Labour Day, Thanksgiving, Remembrance Day, Christmas Day and Boxing Day.

Canada will not be using the contract during the following periods:

- July 5, 2016 to September 1, 2016 inclusively;
- December 27, 2016 to January 5, 2017 inclusively;
- July 4, 2017 to August 31, 2017 inclusively (if applicable);
- December 27, 2017 to January 4, 2018 inclusively (if applicable)

* *Eastern Standard Time or Eastern Daylight Saving Time, as applicable.*

A.1.1 SERVICE DELIVERY STANDARDS

The Translation Bureau considers that the provision of interpretation services requires the following number of interpreters:

- a) up to one hour: one interpreter
- b) from one hour to four hours: two interpreters
- c) more than four hours: three interpreters

Translation Bureau guidelines on team size, established over many years of professional practice, ensure optimal quality of service delivery. Based on the workload, the nature of the task, the terminology used, the Consumer's interpreting needs, etc., the Translation Bureau may decide to assign a different number of interpreters.

Below are statistics for your information regarding the TA's that were issued from April 1, 2015 to February 29, 2016.

| Average Duration of Tasks and Breakdown of TA's Based on Service Delivery April 1, 2015 to February 29, 2016 | | | |
|--|-----------------------------------|--------------------|-----------------------------------|
| Period | Service Delivery Standard (Hours) | Percentage of TA's | Average Duration of Tasks (hours) |
| Mondays AND Fridays | 0-1 | 9% | 0.9 |
| | +1-4 | 16% | 1.8 |
| | +4-8 | 3% | 6.6 |
| Tuesdays, Wednesdays AND Thursdays | 0-1 | 30% | 0.95 |
| | +1-4 | 37% | 1.9 |
| | +4-8 | 5% | 6.3 |

A.1.2 ASSIGNMENT

An assignment corresponds to each time block indicated in the TA for which services are provided during the same working day regardless of the fact that the event runs for more than one day or not. If required, the Project Authority or his/her representative can allocate the same reference number to more than one assignment when services are provided to the same client over several working days spread over one or several weeks.

In as much as administrative and operational requirements will allow, the Project Authority or his/her representative will endeavour to optimize service delivery conditions. However, the Project Authority or his/her representative reserves the right to assign the number of Contractors, in ASL or any other visual language, it deems necessary to meet the client's needs should more than one language be required during the same assignment. Consequently, Contractors cannot claim any financial compensation should the Project Authority or his/her representative assign a different number of Contractors in one language or another.

A.2 REGION

The work is to be performed in the **National Capital Region**.

The Translation Bureau considers a task to be « local » if it takes place within a 50 km radius of 171 Slater Street, Ottawa, Ontario.

A.3 INTERPRETERS BASIC REQUIREMENT

The interpreting work (tasks) must be performed by interpreters who have received Translation Bureau Accreditation as ASL Conference Interpreters. Any work performed by interpreters who are not accredited by the Translation Bureau will result in termination of the contract.

A.4 PROFESSIONAL REQUIREMENTS

-
- a) The Contractor must ensure that the assigned interpreter(s) performs the duties of the profession impartially, since the role of the interpreter is to facilitate communication, not to provide counsel. Interpretation is a professional and confidential service.
 - b) Any information to which the Interpreter becomes privy during as well as after the performance of work under the contract must be treated as confidential.
 - c) The Contractor must report to the Project Authority or his/her representative any particular request from a client, or any information passed along by a client that can affect the delivery of services provided as part of the current task or any other future task.
 - d) In addition to having a very good knowledge of Canadian current events and how the federal government works, any assigned interpreter must demonstrate a very high degree of flexibility with respect to scheduling and the demands of the work, be capable of working as part of a team and of maintaining good interpersonal relations, and maintain a well-groomed appearance in keeping with the nature of the workplace.
 - e) Interpreters must arrive at the location indicated in the TA early enough to allow for security or building access procedures and to familiarize themselves with the work environment, etc.

A.5 BASIS OF PAYMENT

The Contractor will be paid for the number of hours actually worked. Any quarter of an hour that is engaged outside of the task scheduled time will be paid in full upon written rationale from the Contractor to the Project Authority or his/her representative and can be subject to verification.

A.6 G1005C (2008-05-12) INSURANCE

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

A.7 A9068C (2010-01-11) SITE REGULATIONS

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

ANNEX B: BASIS OF PAYMENT

B.1 BASIS OF PAYMENT

In consideration of the Work satisfactorily performed in accordance with the Contract, and in accordance with the individual Task Authorizations, the Contractor will be paid in accordance with the following.

B.2 ALL-INCLUSIVE RATES

The firm all-inclusive hourly rates must include all expenditures associated with the delivery of the services required under the Contract, including research, quality assurance, reports, photocopying, courier services, costs and time associated with the receipt and delivery of the documents described in the Statement of Work, membership in professional associations, reference manuals, Internet security and network services and Internet access fees, costs and time associated with quality assurance and certification, training, computers, software, technology upgrades, printing, telephone services and all other related expenditures. No other fees, costs or amounts will be paid.

B.2.1 During Contract Period:

| Table 1: Initial contract period of one (1) year | | | | |
|---|-----------------------------|---|---|---|
| Period | Description | Quantity | Unit Price | Extended Price |
| April 1, 2016 to March 31, 2017 inclusive. | ASL Interpretation services | Up to ___ hours <i>(the number will be inserted at contract award)</i> | \$ <i>(the amount will be inserted at contract award)</i> | \$ <i>(the amount will be inserted at contract award)</i> |
| Estimated GST/HST (if applicable) | | | | \$ |
| Total for Initial contract | | | | \$ |
| Table 2: Optional period [one (1) year] | | | | |
| Period | Description | Quantity | Unit Price | Extended Price |
| April 1, 2017 to March 31, 2018 inclusive. | ASL Interpretation services | Up to ___ hours <i>(the amount will be inserted at contract award)</i> | \$ <i>(the amount will be inserted at contract award)</i> | \$ <i>(the amount will be inserted at contract award)</i> |
| Estimated GST/HST (if applicable) | | | | \$ |
| Total for Optional Period | | | | \$ |

ANNEX C: TASK AUTHORIZATION FORM
 (Provided as an example)

TASK AUTHORIZATION NO:

Please confirm your availability for the following task by returning the duly completed TA, and that by the, *(time and date will be indicated on the TA)*. In the absence of a reply within the prescribed period, you will be deemed to have refused the work (as per the *Task Process Clause* of the Contract).

| 1.0 TASK AUTHORIZATION (TA) | | | |
|--|-------------|--|----------------|
| Contractor's name: | | TA Amendment No: | Contract No: |
| 2.0 WORK DETAIL | | | |
| Date: | | | |
| Time | From: | To: | |
| Work location: Department: Title: | | Client: Contact: Reference No.: Teamer: | |
| NOTE: Approximate of participants: Documentation: Security/ Access: | | | |
| 3.0 DESCRIPTION OF THE TASK / WORK TO BE PERFORMED: As per Annex A –Statement of work as outlined in the contract | | | |
| 4.0 BASIS OF PAYMENT | | | |
| | Hourly Rate | No. of hours | Extended Price |
| This task is estimated at: | | | |
| Check Either Option | | | |
| [] The contractor hereby confirm and accept the Task Authorization identified above | | | |
| [] The contractor does not accept the Task Authorization identified above for the following reasons: Explain: | | | |
| Authorized Contractor Representative to confirm | | Name: Title: Date: | |
| Project Authority Representative | | Name: Date: | |

This is a sample paragraph that will be added at the bottom of the e-mail sent to the Contractor for each TA. In order to ensure optimal service delivery, you must, in accordance with the contract terms and conditions, confirm via e-mail within ___ hours of reception of this e-mail, to the Project Authority or his/her representative, that you agree to perform the work for the above mentioned Task.

I accept this task:
 Thank you.

ANNEX D: SECURITY REQUIREMENTS CHECKLIST



| |
|--|
| Contract Number / Numéro du contrat E60ZS 16 2353 |
| Security Classification / Classification de sécurité UNCLASSIFIED |

**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 | Public Works and Government Services Canada | |
| 2. Branch or Directorate / Direction générale ou Direction Service to Parliament and Inte | | |
| 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 Provision of American Sign Language (ASL) interpretation services on an as and when requested basis. Services are to be provided on Government of Canada premises (meetings rooms, offices, etc.) or at venues specified by the Client-Department. | | |
| 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 / Non <input type="checkbox"/> Yes / 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 / Non <input type="checkbox"/> Yes / 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 / Non <input checked="" type="checkbox"/> Yes / 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 / Non <input type="checkbox"/> Yes / 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 / Non <input type="checkbox"/> Yes / 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"/> | No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> |
| Not releasable / A 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: | Specify country(ies): / Préciser le(s) pays: | Specify country(ies): / Préciser le(s) pays: |
| 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 A / PROTÉGÉ A <input type="checkbox"/> |
| PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/> | NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/> | PROTECTED B / PROTÉGÉ B <input type="checkbox"/> |
| PROTECTED C / PROTÉGÉ C <input type="checkbox"/> | NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> | PROTECTED C / PROTÉGÉ C <input type="checkbox"/> |
| CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> | NATO SECRET / NATO SECRET <input type="checkbox"/> | CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> |
| SECRET / SECRET <input type="checkbox"/> | COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/> | SECRET / SECRET <input type="checkbox"/> |
| TOP SECRET / TRÈS SECRET <input type="checkbox"/> | | TOP SECRET / TRÈS SECRET <input type="checkbox"/> |
| TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/> | | TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/> |



| |
|--|
| Contract Number / Numéro du contrat E60ZS 16 2353 |
| Security Classification / Classification de sécurité UNCLASSIFIED |

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 / Non Yes / 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 / Non Yes / 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 COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL | <input type="checkbox"/> SECRET SECRET | <input type="checkbox"/> TOP SECRET TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS 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 / Non Yes / Oui
 If Yes, will unscreened personnel be escorted?
 Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / Oui



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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 CLASSIFIÉE | | NATO | | | | COMSEC | | | | | | |
|--|----------------------|---|---|------------------------------|--------|---------------------------------|---|--|----------------|---|----------------------|---|---|--------------|--------|---------------------------------|
| | A | B | C | CONFIDENTIAL CONFIDENTIEL | SECRET | TOP SECRET Très SECRET | NATO RESTRICTED NATO DIFFUSION RESTREINTE | NATO CONFIDENTIAL NATO CONFIDENTIEL | 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 | | | | | | | | | | | | | | | | |

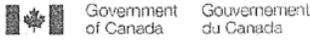
12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security 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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

| | | | |
|---|---|---|--|
| 13 Organization Project Authority / Chargé de projet de l'organisme | | | |
| Name (print) - Nom (en lettres moulées) Carrière, Marie-Christine | | Title - Titre Gestionnaire, Sous-triage et interprétation | Signature <i>MC Carrière</i> |
| Telephone No. - N° de téléphone 613-996-8043 | Facsimile No. - N° de télécopieur 613-995-7552 | E-mail address - Adresse courriel marie-christine.carriere@tpsgc-pwgsc.gc.ca | Date 2016/01/20 |
| 14 Organization Security Authority / Responsable de la sécurité de l'organisme | | | |
| Name (print) - Nom (en lettres moulées) Forget, Rachelle | | Title - Titre SO | Signature <i>R Forget</i> |
| Telephone No. - N° de téléphone 619-956-0639 | Facsimile No. - N° de télécopieur 619-934-1449 | E-mail address - Adresse courriel rachelle.forget@tpsgc-pwgsc.gc.ca | Date 20-01-2015 |
| 15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? | | | <input type="checkbox"/> No / <input type="checkbox"/> Oui |
| 16 Procurement Officer / Agent d'approvisionnement | | | |
| Name (print) - Nom (en lettres moulées) PATRICK BLAIS | | Title - Titre Supply Officer | Signature <i>Patrick Blais</i> |
| Telephone No. - N° de téléphone 619-956-5847 | Facsimile No. - N° de télécopieur 619-956-2675 | E-mail address - Adresse courriel Patrick.blais@tpsgc-pwgsc.gc.ca | Date 5 février 2016 |
| 17 Contracting Security Authority / Autorité contractante en matière de sécurité | | | |
| Name (print) - Nom (en lettres moulées) Koranne Anbille | | Title - Titre Contract Security Officer | Signature <i>Koranne Anbille</i> |
| Telephone No. - N° de téléphone 613-948-5165 | Facsimile No. - N° de télécopieur 613-948-1217 | E-mail address - Adresse courriel Koranne.Anbille@tpsgc-pwgsc.gc.ca | Date Jan 22 / 16 |

TBS/SCT 350-103(2004/12)

| |
|--|
| Security Classification / Classification de sécurité UNCLASSIFIED |
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ANNEX E: CERTIFICATIONS

E.1 Certification – Applicable Laws

The contract will be interpreted and governed by the laws in force in the province of **Ontario**.

NOTE: 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 Canadian province or territory specified and inserting the Canadian province or territory of their choice. If no change is made, the Bidder acknowledges that the applicable laws specified are acceptable.

E.2 Integrity Provisions – List of Names

See Part 5.2.1 – Integrity Provisions – List of Names for more information.

| COMPLETE LIST OF BIDDER'S DIRECTORS | |
|-------------------------------------|---|
| 1 | 4 |
| 2 | 5 |
| 3 | 6 |

E.3 A3025T (2014-06-26) FORMER PUBLIC SERVANT – COMPETITIVE REQUIREMENTS

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

E.3.1 Definitions:

- a) 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:
- i. an individual;
 - ii. an individual who has incorporated;
 - iii. a partnership made of former public servants; or
 - iv. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.
- b) "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.

- c) "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.

E.3.2 Former Public Servant in Receipt of a Pension:

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

Yes () No ()

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

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

- c) 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.

E.3.3 Work Force Adjustment Directive:

- a) Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force adjustment directive? Yes () No ()

- b) If so, the Bidder must provide the following information:

- i. name of former public servant;
- ii. conditions of the lump sum payment incentive;
- iii. date of termination of employment;
- iv. amount of lump sum payment;
- v. rate of pay on which lump sum payment is based;
- vi. period of lump sum payment including start date, end date and number of weeks;
- vii. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

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Id de l'acheteur - Buyer ID

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N° CCC / CCC No./ N° VME - FMS

-
- c) 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.

Appendix 1 to Annex B

[Optional (see Article 3.2, b) of Part 3)]

Requirement 1
 Mondays AND Fridays, including statutory holidays, with no break

| INITIAL PERIOD (one year) | HOURLY RATE | APPLICABLE TAX RATE |
|---------------------------|-------------|---------------------|
| Up to 225 hours | \$ | ___% |

| OPTIONAL PERIOD (one year) | HOURLY RATE | APPLICABLE TAX RATE |
|----------------------------|-------------|---------------------|
| Up to 225 hours | \$ | ___% |

The bidder is bidding on ___ contract (s) [Maximum of two (2) contracts]
 A bidder who omits to indicate a number of contracts is deemed to bid on a single contract.

Requirement 2
 Mondays AND Fridays, excluding statutory holidays, with break

| INITIAL PERIOD (one year) | HOURLY RATE | APPLICABLE TAX RATE |
|---------------------------|-------------|---------------------|
| Up to 200 hours | \$ | ___% |

| OPTIONAL PERIOD (one year) | HOURLY RATE | APPLICABLE TAX RATE |
|----------------------------|-------------|---------------------|
| Up to 200 hours | \$ | ___% |

The bidder is bidding on one (1) contract.

Requirement 3

Tuesdays, Wednesdays AND Thursdays, including statutory holidays, with no break

| INITIAL PERIOD (one year) | HOURLY RATE | APPLICABLE TAX RATE |
|------------------------------|-------------|---------------------|
| Up to 300 hours | \$ | ___% |

| OPTIONAL PERIOD (one year) | HOURLY RATE | APPLICABLE TAX RATE |
|----------------------------|-------------|---------------------|
| Up to 300 hours | \$ | ___% |

The bidder is bidding on ____ contract (s) [Maximum of four (4) contracts]
 A bidder who omits to indicate a number of contracts is deemed to bid on a single contract.

Requirement 4

Tuesdays, Wednesdays AND Thursdays, excluding statutory holidays, with break

| INITIAL PERIOD (one year) | HOURLY RATE | APPLICABLE TAX RATE |
|------------------------------|-------------|---------------------|
| Up to 290 hours | \$ | ___% |

| OPTIONAL PERIOD (one year) | HOURLY RATE | APPLICABLE TAX RATE |
|-------------------------------|-------------|---------------------|
| Up to 290 hours | \$ | ___% |

The bidder is bidding on ____ contract (s) [Maximum of two (3) contracts]
 A bidder who omits to indicate a number of contracts is deemed to bid on a single contract.