

## ATTACHMENT 1 TO PART 3 Pricing Schedule

The bidder must complete this pricing schedule and include it in its Financial Bid. Customs duties are included in prices and applicable taxes are extra.

Any estimated level of services specified in this pricing schedule is provided for bid evaluation price determination purposes only. Levels of efforts are provided as estimates only, and must not be construed as a commitment by ESDC to respect those estimates in any resulting contract.

### Initial Contract Period

#### *Section A – Confirmed Events*

#### *Confirmed In-Person Captioning*

No.	Description	A1 Estimated Level of Effort for preparation and captioning	A2 Firm Hourly Rate for preparation and captioning*	Subtotal (A1xA2)	B1 Travel time (hours)	B2 Firm Hourly Rate for travel	Subtotal (B1xB2)	Total for 1. Subtotals (A) + (B)
1	<p><b>English In-person captionist</b></p> <p><b>5 Events will held in the following locations:</b></p> <p><b>Whitehorse</b> Total 5 hours: 1 hour of preparation + 4 hours of captioning</p> <p><b>Iqaluit</b> Total 5 hours: 1 hour of preparation + 4 hours of captioning</p> <p><b>Yellowknife</b> Total 5 hours: 1 hour of preparation + 4 hours of captioning</p>	54 hours	<p>\$ _____</p> <p><b>*Bidders <u>must</u> include all travel expenses (e.g. flights, hotel, meals, etc.) In the firm hourly rate.</b></p> <p><b>No expenses will be reimbursed for Section A – confirmed in-person captioning</b></p>	\$ _____	_____ hours	\$ _____	\$ _____	\$ _____

	<p><b>Ottawa</b>  <b>Four breakout rooms (four captionists)</b>  Total 28 hours: 1 hour of preparation each + 6 hours of captioning</p> <p><b>Plenary room</b>  2 hours of captioning  (plenary will use same captionist as one of the breakout rooms)</p> <p><b>Toronto</b>  Total 9 hours: 1 hour of preparation + 8 hours of captioning</p>							
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No.	Description	C1 Estimated Level of Effort for preparation and captioning	C2 Firm Hourly Rate for preparation and captioning	Subtotal (C1xC2)	D1 Travel time (hours)	D2 Firm Hourly Rate for travel	Subtotal (D1xD2)	Total for 2. Subtotals (C) + (D)
2	<p><b>French In-person captionist</b></p> <p><b>5 Events will held in the following locations:</b></p> <p><b>Whitehorse</b> Total 5 hours: 1 hour of preparation + 4 hours of captioning</p> <p><b>Iqaluit</b> Total 5 hours: 1 hour of preparation + 4 hours of captioning</p> <p><b>Yellowknife</b> Total 5 hours: 1 hour of preparation + 4 hours of captioning</p> <p><b>Ottawa</b> <b>Four breakout rooms (four captionists)</b> Total 28 hours: 1 hour of preparation each + 6 hours of captioning</p> <p><b>Plenary room</b> 2 hours of captioning (plenary will use same captionist as one of the breakout rooms)</p> <p><b>Toronto</b> Total 9 hours: 1 hour of preparation + 8 hours of captioning</p>	54 hours	<p>\$ _____</p> <p><b>*Bidders must include all travel expenses (e.g. flights, hotel, meals, etc.) In the firm hourly rate.</b></p> <p><b>No expenses will be reimbursed for Section A – confirmed in-person captioning</b></p>	\$ _____	_____ hours	\$ _____	\$ _____	\$ _____

**Confirmed Remote Captioning**

No.	Description	E1 Estimated Level of Effort for preparation and captioning	E2 Firm Hourly Rate for preparation and captioning	Subtotal (E1xE2)	--	--	--	Total for 3. (E1xE2)
3	<b>English remote captionist</b>  <i>22 events on different days</i> 1 hour of preparation + 4 hours of captioning for each event	110 hours	\$ _____	\$ _____	--	--	--	\$ _____
No.	Description	F1 Estimated Level of Effort for preparation and captioning	F2 Firm Hourly Rate for preparation and captioning	Subtotal (F1xF2)				Total for 4. (F1xF2)
4	<b>French remote captionist</b>  <i>22 events on different days</i> 1 hour of preparation + 4 hours of captioning for each event	110 hours	\$ _____	\$ _____	--	--	--	\$ _____

**Transcription Services for Confirmed Events**

The page numbers indicated below are estimates. The Contractor will be paid for the actual number of pages produced.

No.	Description	G1 Estimated number of pages	G2 Firm Unit Price per page	--	--	--	--	Total for 5. (G1xG2)
5	<p><b>English or French certified transcripts</b>  <b>Whitehorse</b>                      4 hours of captioning</p> <p><b>Iqaluit</b>                      4 hours of captioning</p> <p><b>Yellowknife</b>                      4 hours of captioning</p> <p><b>Ottawa</b>  <b>Four breakout rooms (four captionists)</b>                      Total 24 hours: 6 hours of captioning from for each of the 4 breakout rooms 110</p> <p><b>Plenary room</b>                      2 hours of captioning</p> <p><b>Toronto</b>                      8 hours of captioning</p> <p><b>22 additional events</b>                      Total 88 hours of captioning (4 hours for each event)</p> <p>Transcripts required from a total of 134 hours of captioning.</p>	4486 pages	\$ _____	--	--	--	--	\$ _____

**Section B –Ad-Hoc Events**

***In-Person Captioning for 5 Ad-Hoc Events***

No.	Description	H1 Estimated Level of Effort for preparation and captioning	H2 Firm Hourly Rate for preparation and captioning*	Total for 6. (H1xH2)	--	Firm Hourly Rate for travel	--
6	<p><b>English In-person captionist for 5 ad hoc events</b></p> <p>1 hour of preparation + 4 hours of captioning for each event</p> <p>Locations/dates to be determined. The Contractor will be reimbursed for travel costs as indicated below.</p>	25 hours	<p>\$ _____</p> <p>No travel costs should be included in the firm hourly rate for ad hoc events</p>	\$ _____	--	<p>\$ _____</p> <p>(will not factor in the total bid evaluated price)</p>	--
No.	Description	I1 Estimated Level of Effort for preparation and captioning	I2 Firm Hourly Rate for preparation and captioning*	Total for 7. (I1xI2)	--	Firm Hourly Rate for travel	--
7	<p><b>French In-person captionist for an additional 5 ad hoc events</b></p> <p>Total 25 hours: 1 hour of preparation + 4 hours of captioning for each event</p> <p>Locations/dates to be determined. The Contractor will be reimbursed for travel costs as indicated below.</p>	25 hours	<p>\$ _____</p> <p>No travel costs should be included in the firm hourly rate for ad hoc events</p>	\$ _____	--	<p>\$ _____</p> <p>(will not factor in the total bid evaluated price)</p>	--

**Travel and Living Expenses** - \$22,570 has been budgeted to reimburse travel and living for ad hoc events

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the Treasury Board directive entitled *Special Travel Authorities*, and the National Joint Council *Travel Directive*.

All travel must have the prior authorization of the Project Authority (as per the Treasury Board Directive on Travel, Hospitality, Conference and Event Expenditures ( <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27228&section=text#cha6>)). All payments are subject to government audit.

**Remote Captioning for 5 Ad-Hoc Events**

No.	Description	J1 Estimated Level of Effort for preparation and captioning	J2 Firm Hourly Rate for preparation and captioning	--	--	--	--	Total for 8. (J1xJ2)
8	English remote captionist for an additional 5 ad hoc events  1 hour of preparation + 4 hours of captioning for each event	25 hours	\$ _____	--	--	--	--	\$ _____
No.	Description	K1 Estimated Level of Effort for preparation and captioning	K2 Firm Hourly Rate for preparation and captioning	--	--	--	--	Total for 9. (K1xK2)
9	French remote captionist for an additional 5 ad hoc events  1 hour of preparation + 4 hours of captioning for each event	25 hours	\$ _____	\$ _____	--	--	--	\$ _____

**Transcription Services for 10 Ad Hoc Events**

\*\* The page numbers described below are estimates. The Contractor will be paid for the actual number of pages produced.

No.	Description	L1 Estimated number of pages	L2 Firm Unit Price per page	--	--	--	--	Total for 10. (L1xL2)
10	English or French certified transcript for 10 ad hoc events  40 hours of captioning	1340 pages	\$ _____	--	--	--	--	\$ _____

**Section C – Option Period: 5 Ad-Hoc Events**

***In-Person Captioning***

No.	Description	M1 Estimated Level of Effort for preparation and captioning	M2 Firm Hourly Rate for preparation and captioning*	Total for 11. (M1xM2)	--	Firm Hourly Rate for travel	--
11	<p><b>English In-person captionist for 5 ad hoc events</b></p> <p>1 hour of preparation + 4 hours of captioning for each event</p> <p>Locations/dates to be determined. The Contractor will be reimbursed for travel costs as indicated below.</p>	25 hours	<p>\$ _____</p> <p>No travel costs should be included in the firm hourly rate for ad hoc events</p>	\$ _____	--	<p>\$ _____</p> <p>(will not factor in the total bid evaluated price)</p>	--
No.	Description	N1 Estimated Level of Effort for preparation and captioning	N2 Firm Hourly Rate for preparation and captioning*	Total for 12. (N1xN2)	--	Firm Hourly Rate for travel	--
12	<p><b>French In-person captionist for an additional 5 ad hoc events</b></p> <p>Total 25 hours: 1 hour of preparation + 4 hours of captioning for each event</p> <p>Locations/dates to be determined. The Contractor will be reimbursed for travel costs as indicated below.</p>	25 hours	<p>\$ _____</p> <p>No travel costs should be included in the firm hourly rate for ad hoc events</p>	\$ _____	--	<p>\$ _____</p> <p>(will not factor in the total bid evaluated price)</p>	--

**Travel and Living Expenses** - \$22,570 has been budgeted to reimburse travel and living for ad hoc events

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the Treasury Board directive entitled *Special Travel Authorities*, and the National Joint Council *Travel Directive*.

All travel must have the prior authorization of the Project Authority (as per the Treasury Board Directive on Travel, Hospitality, Conference and Event Expenditures ( <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27228&section=text#cha6>)). All payments are subject to government audit.



**Remote Captioning**

No.	Description	O1 Estimated Level of Effort for preparation and captioning	O2 Firm Hourly Rate for preparation and captioning	--	--	--	--	Total for 13. (O1xO2)
13	<b>English remote captionist</b>  <i>22 events on different days</i> 1 hour of preparation + 4 hours of captioning for each event	110 hours	\$ _____	--	--	--	--	\$ _____
No.	Description	P1 Estimated Level of Effort for preparation and captioning	P2 Firm Hourly Rate for preparation and captioning	--	--	--	--	Total for 14. (P1xP2)
14	<b>French remote captionist</b>  <i>22 events on different days</i> 1 hour of preparation + 4 hours of captioning for each event	110 hours	\$ _____	\$ _____	--	--	--	\$ _____

**Transcription Services for 10 Ad Hoc Events**

\*\* The page numbers described below are estimates. The Contractor will be paid for the actual number of pages produced.

No.	Description	Q1 Estimated number of pages	Q2 Firm Unit Price per page	--	--	--	--	Total for 15. (Q1xQ2)
15	English or French certified transcript for 10 ad hoc events  40 hours of captioning	1340 pages	\$ _____	--	--	--	--	\$ _____

Total for 1. Subtotals (A) + (B)	Total for 2. Subtotals (C) + (D)	Total for 3. (E1xE2)	Total for 4. (F1xF2)	Total for 5. (G1xG2)	Total for 6. (H1xH2)	Total for 7. (I1xI2)	Total for 8. (J1xJ2)	Total for 9. (K1xK2)	Total for 10. (L1xL2)	Total Bid Price for Initial Period of Standing Offer
\$ _____ +	\$ _____ +	\$ _____ +	\$ _____ +	\$ _____ +	\$ _____ +	\$ _____ +	\$ _____ +	\$ _____ +	\$ _____ +	= \$ _____

Total for 11. (M1xM2)	Total for 12. (N1xN2)	Total for 13. (O1xO2)	Total for 14. (P1xP2)	Total for 15. (Q1xQ2)	Total Bid Price for Option Period
\$ _____ +	\$ _____ +	\$ _____ +	\$ _____ +	\$ _____ +	= \$ _____

Total Bid Price for Initial Period of Standing Offer		Total Bid Price for Option Period		Total Evaluated Bid Price
\$ _____	+	\$ _____	=	\$ _____