



## RETURN BIDS TO: RETOURNER LES SOUMISSIONS À :

Department of Justice  
Finance and Procurement Branch  
attention: Steve Gbaguidi  
284 Wellington Street, EMB1221  
Ottawa Ontario, K1A 0H8  
Bids Receiving Unit: 613-724-1521

Ministère de la Justice  
Direction générale, finances et approvisionnement  
attention: Steve Gbaguidi  
284, rue Wellington, EMB 1209  
Ottawa, Ontario, K1A 0H8  
service de réception des soumissions : 613-724-1521

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

### Comments - Commentaires

### Proposal To: Department of Justice

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 thereof.

On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:

1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;
2. This bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.

### Proposition à : Ministère de la Justice

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-annexées, au(x) prix indiqué(s). En apposant ma signature ci-après, j'atteste, au nom du soumissionnaire, que j'ai lu la demande de propositions (DP) en entier, y compris les documents incorporés par renvoi dans la DP et que :

1. le soumissionnaire considère qu'il a les compétences et que ses produits sont en mesure de satisfaire les exigences obligatoires décrites dans la demande de soumissions;
2. cette soumission est valide pour la période exigée dans la demande de soumissions ;
3. tous les renseignements figurant dans la soumission sont complets, véridiques et exacts; et
4. si un contrat est attribué au soumissionnaire, ce dernier se conformera à toutes les modalités énoncées dans les clauses concernant le contrat subséquent et comprises dans la demande de soumissions.

<b>Title – Sujet</b>	
Kinyarwanda and French transcription, translation and other linguistic services	
<b>Solicitation No. – N° de l'invitation</b>	<b>Date</b>
1000018334	October 26, 2016
<b>Client Reference No. – N° référence du client</b>	
1000018334	
<b>GETS Reference No. – N° de référence de SEAG</b>	
PW-16-00752976	
<b>Solicitation Closes L'invitation prend fin</b>	<b>Time Zone Fuseau horaire</b>
<b>at – à</b> 02 :00 PM – 14h00	Eastern Day Light Time (EDT) Heure Normale de l'Est (HNE)
<b>on – le</b> November 2, 2016	
<b>F.O.B. - F.A.B.</b>	
<b>Plant-Usine:</b> <input type="checkbox"/>	<b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>
<b>Address inquiries to – Adresser toute demande de renseignements à :</b>	
Steve Gbaguidi	
<b>Area code and Telephone No. Code regional et N° de téléphone</b>	<b>Facsimile No. / e-mail N° de télécopieur / courriel</b>
	Steve.Gbaguidi@rogers.com
<b>Destination – of Goods, Services, and Construction: Destination – des biens, services et construction</b>	

**Instructions:** See Herein

**Instructions :** Voir aux présentes

<b>Delivery required -Livraison exigée</b>	<b>Delivery offered -Livraison proposée</b>
See Herein – Voir aux présentes	
<b>Jurisdiction of Contract:</b> Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
<b>Compétence du contrat :</b> Province du Canada choisie par le soumissionnaire et qui aura les compétences sur tout contrat subséquent (si différente de celle précisée dans la demande)	
<b>Vendor/firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b>	
<b>e-mail - courriel</b>	
<b>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)</b>	
<b>Signature</b>	<b>Date</b>



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

**PART 1 - GENERAL INFORMATION:** provides a general description of the requirement;

**PART 2 - BIDDER INSTRUCTIONS:** provides the instructions, clauses and conditions applicable to the bid solicitation;

**PART 3 - BID PREPARATION INSTRUCTIONS:** provides bidders with instructions on how to prepare their bid;

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION:** indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

**PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION:** 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:

**A - Statement of Work,**

**B - Guidelines for Transcriptionists**

**C - Basis of Payment,**

**D - Security Requirements Checklist,**

**E - Recipient Electronic Payment Registration Request Form**

**F- New Integrity Regime Verification Form**

### **1.2 Summary**

The Crimes Against Humanity and War Crimes Section (CAHWCS) of the Department of Justice (DOJ) requirement for three consultants for the provision of Kinyarwanda to French Translation and Transcription Services for the first consultant and Quality assurance services for the second consultant on an as-and-when-requested basis. The work is to be performed onsite at DOJ, and the contractor will be provided a workstation with specialized software and equipment

The objective of the contract is to establish one method of supply, covering multiple years that will consolidate the requirements for c to French translation services of the Crimes Against Humanity and War Crimes Section of Department of Justice Canada.

### **1.3 Security Requirement**

There are security requirement associated with the requirement. For additional information, consult Part 6 - Security Requirement and, and Part 7 - Resulting Contract Clauses.

### **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 of 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 \(SACC\) Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The 2003 (2016-04-04) [Standard Instructions](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/21) - Goods or Services - Competitive Requirements <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/21> (

### 2.2 Submission of Bids

Bids must be submitted only to the Department of Justice Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

### 2.3 Enquiries - Bid Solicitation

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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.

### 2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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

### 2.5 Intellectual Property

1. All Intellectual Property Rights in the Foreground Information belong to the Contractor as soon as they come into existence.
2. Despite the Contractor's ownership of all the Intellectual Property Rights in the Foreground Information, Canada has unrestricted ownership rights in any prototype, model, custom or customized system or equipment that is a deliverable under the Contract, including manuals and other operating and maintenance documents. This includes the right to make them available for public use, whether for a fee or otherwise, sell them or otherwise transfer ownership in them.
3. Any personal information, as defined in the [Privacy Act](#), R.S., 1985, c. P-21, collected by the Contractor in the execution of the Work under the Contract becomes the property of Canada immediately upon collection and must be used only for the performance of the Work. The Contractor has no right in any such personal information.
4. If the Work under the Contract involves the preparation of a database or other compilation using information or data supplied by Canada and any personal information referred to above, the Intellectual Property Rights in the



database or compilation containing such information will belong to Canada. The Contractor's Intellectual Property Rights in the Foreground Information are restricted to those capable of being exploited without the use of the information or data supplied by Canada and the personal information.

5. The Contractor must maintain the confidentiality of the information or data supplied by Canada and the personal information as required in the General Conditions. The Contractor must return all the information belonging to Canada on request or on completion or termination of the Contract. This includes returning all hard copies and electronic copies as well as any paper or electronic record that contains any part of the information or information derived from it.



## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (4 hard copies)
- Section II: Financial Bid (1 hard copies)
- Section III: Certifications (1 hard copies)

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

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

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

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

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

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

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

No prices must be indicated in the technical proposal.

**Résumés for Proposed Resources:** Where the experience, education or other qualifications (including professional designation or membership requirements) of proposed individuals will be evaluated, the résumé of each proposed individual should be included in the technical bid.

**Personnel Security:** Where there is a personnel security requirement, résumés should state the current level of personnel security held by the proposed individual(s) and their corresponding Canadian Industrial Security Directorate (CISD) file number(s).

**Education:** Where the education of a proposed individual will be evaluated, Canada will only consider academic credentials obtained from a recognized\* Canadian university, college or high school, or the equivalent for credentials obtained outside Canada, as established by a recognized\* Canadian academic credentials assessment service. (\*The list of recognized organizations can be found under the Canadian Information Centre for International Credentials website, at the following Internet link: <http://www.cicic.ca/2/home.canada>.)

Attachment 1 to Part 4 : Technical Evaluation Criteria, contains additional instructions that bidders should consider when preparing their technical bid.

#### Section II: Financial Bid

- II1 Bidders must submit their financial bid in accordance with Attachment 2 to Part 4 : Financial Evaluation - Pricing Schedule as indicated in Part 4 - Evaluation Procedures And Basis Of Selection. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately,



as applicable.

- II2 Bidders must submit their price FOB destination, as applicable, Canadian customs duties and excise taxes included, as applicable, and GST or HST excluded.
- II3 When preparing their financial bid, bidders should the basis of payment in Annex C – Basis of Payment and clause 4.1.2, Financial Evaluation, of Part 4.
- II4 All prices included in the pricing schedule detailed in Attachment 2 to Part 4: Financial Evaluation - Pricing Schedule exclude taxes.
- II5 Bidders should include the following information in their financial bid:
  - 1) Their legal name;
  - 2) Their Procurement Business Number (PBN); and
  - 3) The name of the contact person (including 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:
    - a) their bid; and
    - b) any contract that may result from their bid.

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5, including the attachments to Part 5.

Bidders must also submit Page 1 of this Request for Proposal, duly completed and signed and dated by a person authorized to sign on behalf of the Bidder (Vendor/firm).

### **Section IV: Additional Information**

Bidder's Proposed Site or Premises Requiring Safeguard Measures

As indicated in Part 6 - Security Requirement, the Bidder must provide the required information below, on the Bidder's proposed site or premises for which safeguard measures are required for Work Performance.

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country



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

### **4.1 EVALUATION PROCEDURES**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria (Step 1)**

Refer to Attachment 1 to Part 4 : Technical Evaluation Criteria.

##### **4.1.1.2 Point Rated Technical Criteria (Step 2)**

Refer to Attachment 1 to Part 4 : Technical Evaluation Criteria.

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

##### **4.1.2 Financial Evaluation (Step 3)**

Refer to Attachment 2 to Part 4 : Financial Evaluation - Pricing Schedule.

Only compliant proposals meeting all of the requirements detailed in Steps 1 and 2 will be considered at this point.

Prices submitted will be evaluated to determine the bid evaluation price as defined in Attachment 2 to Part 4 : Financial Evaluation - Pricing Schedule.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing and rates shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the Request for Proposal (RFP).

Failure or refusal to provide a price or rate for any item in Attachment 2 to Part 4 : Financial Evaluation - Pricing Schedule shall be considered as failing to meet a mandatory requirement of the RFP and therefore, the Bidder's proposal shall be given no further consideration.

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

4.1.2.2 The volumetric data included in the pricing schedule detailed in Attachment 2 to Part 4 : Financial Evaluation - Pricing Schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

4.1.2.3 For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with Attachment 2 to Part 4 : Financial Evaluation - Pricing Schedule.

### **4.2 BASIS OF SELECTION**

#### **4.2.1 Minimum Point Rating**

To be declared responsive, a bid must:

- a. comply with all the requirement of the bid solicitation;
- b. meet all mandatory technical evaluation criteria; and
- c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating.

In the event two or more responsive bids have the same Minimum Point Rating of technical merit and price, these bids will be ranked: in descending order of the overall scores obtained for all of the point rated technical criteria detailed in Attachment 1 to Part 4; the responsive bid obtaining the highest overall score being ranked the highest.

#### **4.2.2 Contract Award**

As result of this RFP, the Justice Canada will award up to three (3) Contracts on a 'as and when required basis'. Contractor ranking: 1<sup>st</sup> Ranked: responsive bid with the lowest evaluated price 2<sup>nd</sup> ranked: responsive bid with the second lowest evaluated price 3<sup>rd</sup> ranked: responsive bid with the third lowest evaluated price



**ATTACHMENT 1 TO PART 4 – TECHNICAL EVALUATION CRITERIA**

**1 Mandatory Technical Criteria (MTC)**

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

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

Number	Mandatory Criteria	Cross Reference to Proposal <i>[supplier to insert]</i>
MTC1	<p>The Bidder’s proposed resource must be available to be on site for translation and/or transcription requests within the normal business hours of 8:00 A.M. to 5:00 P.M. Eastern Standard Time, from Monday to Friday, except statutory holidays in Ontario, on <u>no more than 5 business days’</u> notice.</p>	
MTC2	<p>The Contractor’s proposed resource must have a minimum of twenty-four (24) months demonstrated experience, in the past 10 years at the bid closing date in delivering:</p> <p>Kinyarwanda to French or English translation services.</p> <p>OR</p> <p>Kinyarwanda to French or English interpretation services.</p> <p>OR</p> <p>French or English and Kinyarwanda transcription services.</p> <p>To demonstrate such experience, the Bidder must provide the following information:</p> <ul style="list-style-type: none"> <li>a) Client’ name:</li> <li>b) Client’s contact info:</li> <li>c) Start date:</li> <li>d) End date:</li> <li>e) Languages involved:</li> <li>f) Description of the experience obtained:</li> </ul> <p>IN ADDITION, WILL BE ASSESSED THROUGH A TEST. Test will include 1 hour of translation (short K-R text to be translated into French or English) and 1 hour of transcription (short K-R audio or video file, to be transcribed), to be evaluated by CAHWCS analyst.</p>	
MTC3	<p>Current, detailed and updated curriculum vitae (CV). The Contractor must also demonstrate through the proposed resource’s résumé content that the he/she has:</p> <p>Substantive knowledge of Rwandan administration, government structure, culture and history, pre-1994.</p> <p>The bidder will demonstrate such knowledge through his/her cover letter.</p>	



## 2 Point Rated Technical Criteria (PRTC)

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

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

Technical proposals will be assessed separately against the evaluation criteria identified below. Point rated criteria not addressed in the bidder's proposal will result in a score of zero being assigned against that particular criterion.

<b>Table 1 – Reference for PRTC2 and PRTC3</b>	
0	Information provided does not address the criteria. Bidder receives 0% for the available points for this element.
1	Information provided demonstrates a minimal understanding that is relevant to the stated criteria. Bidder receives 10% of the available points for this element.
3	Information provided demonstrates some understanding that is relevant to the stated criteria but does not demonstrate a full range of understanding for all elements of the rated criteria. Bidder receives 30% of the available points for this element.
5	Information provided demonstrates understanding for most but not all of the elements of the rated criteria. Bidder receives 50% of the available points for this element.
7	Information provided demonstrates understanding that is relevant to all of the elements of the rated criteria. Bidder receives 70% of the available points for this element.
8	Information provided clearly demonstrates a full understanding of all of the elements of the rated criteria. Bidder receives 80% of the available points for this element.
10	Rated criteria is dealt with in depth, information provided demonstrates a full range of in-depth understanding of all of the elements of the rate criteria. Bidder receives 100% of the available points for this element.

Number	Point Rated Technical Criteria	Cross Reference to Proposal	Max Available Points	Minimum Points Required (if applicable)	Points Received
<b>PRTC1</b>	<b><u>EXPERIENCE</u></b> Further to Mandatory Requirement MTC2, points will be awarded to the Bidder for additional years of experience in delivering Kinyarwanda to French or English translation or interpretation services, or Kinyarwanda and French or English transcription services. (1 point per additional 12 months above the 24 months required of each up to a maximum of 10 points)		10	n/a	
<b>PRTC2</b>	<b><u>CAPABILITIES</u></b> a) The Bidder <b>may</b> provide a business plan that contains a		20	n/a	



	<p>clear and current approach and methodology to ensure quality output, including a description of procedures in place for quality control of texts. (if provided, maximum 10 points)</p> <p>b) The Bidder should describe its approach in dealing with excessive volume and/or emergencies. (maximum 10 points)</p>				
<b>PRTC3</b>	<p><b><u>QUALITY</u></b> Will award up to five (5) points to Contractors for presenting proposals in a clear and logical fashion to facilitate a straightforward assessment based on the information requested.</p>		5	n/a	
<b>Total</b>			35		



**ATTACHMENT 2 TO PART 4 – FINANCIAL EVALUATION - PRICING SCHEDULE**

The Bidder must complete this pricing schedule and include it in its financial bid.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada’s future usage of the services described in the bid solicitation will be consistent with this data.

The prices and rates specified below, when quoted by the Bidder, includes any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:

- (a) all travel and living expenses for work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws-lois.justice.gc.ca/eng/acts/N-4/page-1.html#docCont>
- (b) any travel expenses for travel between the Contractor’s place of business and the NCR; and
- (c) any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

**CONTRACT PERIOD – AWARD DATE TO MARCH 31, 2018**

		A	B	C = A x B
		FIRM ALL-INCLUSIVE PER DIEM RATE (\$ CAD)	LEVEL OF EFFORT (estimated)	TOTAL (\$ CAD)
1	Kinyarwanda to French Translation Interpretation Services	\$	Up to 412 days	\$ *
2	GST or HST (Insert GST or HST amount, as applicable):			\$

**CONTRACT PERIOD – APRIL 01, 2018 TO MARCH 31, 2019**

		A	B	C = A x B
		FIRM ALL-INCLUSIVE PER DIEM RATE (\$ CAD)	LEVEL OF EFFORT (estimated)	TOTAL (\$ CAD)
1	Kinyarwanda to French Translation Interpretation Services	\$	Up to 260 days	\$ *
2	GST or HST (Insert GST or HST amount, as applicable):			\$

**CONTRACT PERIOD – APRIL 01, 2019 TO MARCH 31, 2020**

		A	B	C = A x B
		FIRM ALL-INCLUSIVE PER DIEM RATE (\$ CAD)	LEVEL OF EFFORT (estimated)	TOTAL (\$ CAD)
1	Kinyarwanda to French Translation Interpretation Services	\$	Up to 260 days	\$ *
2	GST or HST (Insert GST or HST amount, as applicable):			\$



- \* The evaluated price of the bid is the sum of amounts entered in row 1, column C including initial and option periods.

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid, the required documentation, as applicable, to be given further consideration in the procurement process.

#### **5.1.2 Former Public Servant**

The Bidder must submit a duly completed **Attachment 1 to Part 5 – Information on Former Canadian Public Servant**, as part of their bid.

#### **5.1.3 Federal Contractors Program for Employment Equity**

The Bidder must submit a duly completed **Attachment 2 to Part 5 – Federal Contractors Program for Employment Equity - Certification**, as part of their bid.

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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" 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 [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](http://www.hrsdc.gc.ca/) website

#### **5.1.4 Additional Certifications**

Bidders must submit **Attachment 2 to Part 5 – Additional Certifications** as part of their bid.

### **5.2 Certifications 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 – Required Documentation**

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.



## ATTACHMENT 1 TO PART 5 – INFORMATION ON FORMER CANADIAN PUBLIC SERVANT

### Former Public Servant

The Bidder must submit a duly completed **Attachment 1 to Part 5 - Information on Former Canadian Public Servant**, as part of their bid.

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.

#### A. 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.

#### B. Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes**  **No**

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

#### C. Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes**  **No**

If so, the Bidder must provide the following information:

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

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



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## ATTACHMENT 2 TO PART 5 – ADDITIONAL CERTIFICATIONS

### Additional Certifications

Bidders must submit **Attachment 2 to Part 5 - Additional Certifications** as part of their bid.

#### A. Status and Availability of Resources

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

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

#### B. Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or 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.



## PART 6 - SECURITY REQUIREMENTS

### 6.1 Security Requirements

- 6.1.1 At the date of bid closing, the following conditions must be met:
- (a) The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
  - (b) The Contractor 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.
  - (c) The Contractor **MUST NOT** remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
  - (d) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
  - (e) The Contractor must comply with the provisions of the:
    - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
    - b. *Industrial Security Manual* (Latest Edition).
- 6.1.2 For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.



## PART 7 - RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

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

### 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>) issued by Public Works and Government Services Canada.

#### 2.1 General Conditions

*2035 (2016-04-04) General Conditions - Higher Complexity - Services* apply to and form part of the Contract.

### 3. Security Requirements

3.1 The following security requirements (SRCL and related clauses) applies and form part of the Contract. See appendix C.

### 4. Term of Contract

#### 4.1 Period of the Contract

The period of the Contract is Award date to March 31, 2018 inclusive

#### 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 two (2) 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.

#### 4.3 Termination on Thirty Days Notice

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

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

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Steve Gbaguidi

Title: Senior Contracting Officer

Department of Justice Canada

Finance and Procurement Branch

Address: 284 Wellington Street, Ottawa, ON, K1A 0H2

E-mail address: Steve.Gbaguidi@justice.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.

#### 5.2 Project Authority

The Project Authority for the Contract is:

( Will be provided upon award )

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.

5.3 **Contractor's Representative**

( Will be provided upon award )

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_ - \_\_\_ - \_\_\_

Facsimile: \_\_\_ - \_\_\_ - \_\_\_

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

5.4 **Specific Persons – (title of specified resource)**

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: \_\_\_\_\_ (name(s) of person(s) to be inserted at time of contract award

5.5 **Inspection and Acceptance**

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

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. **Payment**

7.1 **Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in Annex B Customs duties are excluded and Applicable Taxes are extra.

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 Contracting Authority before their incorporation into the Work

7.2 **Limitation of Expenditure**

7.2.1 Canada's total liability to the Contractor under the Contract must not exceed \$ (to be determined). Customs duties are excluded and Applicable Taxes are extra.

7.2.2 No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

7.2.3 If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a



written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### 7.2.4 Cost Submission

If requested by the Contracting Authority or auditor designated by the Contracting Authority, the Contractor must submit to the Contracting Authority or the auditor as applicable, a cost submission, upon completion of the Contract or annually for multi-year contracts spanning more than one contractor fiscal year.

The cost submission must contain a breakdown of all applicable cost elements as detailed in the Contract and must be signed and certified accurate by the Contractor's Senior Financial Officer, unless stated otherwise in writing.

Supporting information for each cost element must be available in sufficient detail to allow for an in-depth audit.

### 7.3 **Discretionary Audit**

The following are subject to government audit before or after payment is made:

- a) The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.
- b) The accuracy of the Contractor's time recording system.
- c) The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is fair and reasonable based on the estimated amount of profit included in earlier price or rate certification(s).
- d) Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.

Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess.

### 7.4 **Time Verification**

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

### 7.5 **Method of Payment**

#### 7.5.1 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- 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 performed has been accepted by Canada.

#### 7.5.2 Payment by Direct Deposit

Payments by direct deposit will be subject to Article 18 – Payment Period and Article 19 - Interest on Overdue Accounts, set out in in [2035](#) General Conditions – Higher Complexity, Services (2016-04-04) forming part of this Contract.

To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the Recipient Electronic Payment Registration Request Form at Annex D. The form can also be obtained from the Department of Justice internet site at <http://www.justice.gc.ca/eng/contact/enrol-inscri.html>.

It is the sole responsibility of the Contractor to ensure that the information and account number submitted to



Canada via their Recipient Electronic Payment Registration Request Form is up to date. Should the Contractor's information within the Recipient Electronic Payment Registration Request Form not be accurate or up to date, the provisions identified herein under Article 18 – Payment Period and Article 19 - Interest on Overdue Accounts, set out in [2035](#) General Conditions – Higher Complexity, Services (2016-04-04) forming part of this Contract will not apply, until the Contractor corrects the matter.

## 8 Invoicing Instructions

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

Each claim must be supported by the following, where applicable:

- a) a copy of time sheets to support the time claimed;
- b) a copy of the release document and any other documents as specified in the Contract;
- c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d) a copy of the monthly progress report.

8.2 Claims must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 9. Certifications

### 9.1 Compliance

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

## 10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## 11. 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) the General Conditions 2035
- (c) Annex A, Statement of Work
- (d) Annex C Basis of Payment;
- (e) Annex D, Security Requirements Check List
- (f) the Contractor's bid dated \_\_\_\_\_,

## 12. Environmental Considerations

As of April 2006, the Government of Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. The environmental impact assessment of a product and/or service considers the whole life cycle of the product and/or service. Therefore, the Department of Justice encourages product/service suppliers to improve their operations to reduce their negative impact on the environment.

### 12.1 Environmental Properties Behavior Recommended

#### 12.1.1 Paper consumption:

- Provide and transmit draft reports and final reports in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Project Authority.
- Printed material is requested on minimum recycled content of 30% and/or certified as originating from a



sustainable managed forest.

- Recycle unneeded printed documents (in accordance with Security Requirements).

#### 12.1.2 Travel requirements:

- Project Authority is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.
- Use of Properties with Environmental Ratings: Contractors to the Government of Canada may access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, contractors can go to the following link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for contractors: [2012 Accommodations Search \(http://rehelv-acrd.tpsgc-pwgsc.gc.ca/rechercher-search-eng.aspx\)](http://rehelv-acrd.tpsgc-pwgsc.gc.ca/rechercher-search-eng.aspx).
- Use of public/green transit where feasible.

#### 13. **INSURANCE- NO SPECIFIC REQUIREMENT**

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.



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## ANNEX A STATEMENT OF WORK

### 1 TITLE

Kinyarwanda and French transcription, translation and other linguistic services

### 2 OBJECTIVE

The Crimes Against Humanity and War Crimes Section (CAHWCS) of the Department of Justice (DOJ) Canada requires the provision of Kinyarwanda to French Translation and Transcription Services with up to three (3) resulting contracts on an as-and-when-requested basis.

### 3 BACKGROUND STATEMENT

The Crimes Against Humanity and War Crimes Section (CAHWCS) has a mandate to investigate allegations of war crimes, crimes against humanity and genocide against persons living in Canada. CAHWCS works with the Royal Canadian Mounted Police (RCMP) and the Public Prosecution Service of Canada (PPSC) in the investigation and prosecution of such cases. Some of these cases deal with the genocide in Rwanda in 1994, and the related evidentiary files and documents are often in Kinyarwanda. Accurate and timely transcription and translation will help inform our counsel. The Contractor must demonstrate the knowledge, experience and expertise to ensure that witness interviews and statements are transcribed, and as required, portions thereof translated, in both the Kinyarwanda and French languages. The Contractor will provide any other linguistic services related to the witness interviews and statements that require these language skills. The Contractor will also translate Rwandan judicial and official documents from Kinyarwanda to French.

### 4 GENERAL REQUIREMENT

The information to be translated can be complex and must be rendered to a high level of accuracy. An understanding of both Rwandan judicial and official documents, and witness statements and interviews would be an asset. The Contractor(s) will be exposed to information of a disturbing nature which may affect the individual.

The Contractor's assigned personnel must have at a minimum a valid Reliability security clearance and maintain this level of security for the duration of the Contract.

### 5 REQUIREMENT DESCRIPTION

#### 5.1 Scope

1. The Contractor will, on an as-and when-requested basis, provide services to complete any of the tasks described below as assigned by the Project Technical Authority (PTA). The DOJ does not guarantee a minimum amount of work to be performed.
2. The Contractor will use the specialized equipment and software on the premises of the CAHWCS.
3. The Contractor will work between the hours of 8 am and 5 pm, as agreed upon with the PTA and when CAHWCS staff is present.
4. Consultations/meetings with CAHWCS and/or PPSC and/or RCMP personnel may be required from time to time and the Contractor may be required to attend such consultations/meetings.
5. The Contractor will take instructions only from the PTA, or from such persons as agreed to by the PTA. The Contractor will not perform any work assigned by any other person, except as agreed to by the PTA.
6. For each request, the PTA will provide, in writing, the details of the work activities to be performed, and the delivery deadline.
7. The Contractor will check in and out with the PTA, or other person as designated by the PTA, so as to properly track hours worked and reduce any confusion that may occur from lack of communication.



## 5.2 Tasks / Detailed Services

1. The Contractor will transcribe from Kinyarwanda to French, dialogue, witness interviews and statements recorded in audio and/or video format.
2. The Contractor will translate, from Kinyarwanda to French, portions of witness interviews and statements as required.
3. The Contractor will provide quality control services (proof or edit transcriptions of dialogue) for work produced by other Contractors.
4. The Contractor will provide linguistic support to the Section in his/her foreign language, which includes but is not limited to, providing interpretation services for counsel with overseas contacts and the review of materials in the foreign language in order to assist Justice counsel.
5. The Contractor will produce the work in the format and according to the directions of the PTA and will save the work to the appropriate network drive.

## 5.3 Deliverables and Acceptance Criteria

1. The Contractor must be able to provide services on an “as-and-when requested” basis.
2. The Contractor’s resource is required to successfully complete all transcription and/or editing examinations in a timely manner. Hours worked outside of the required timeframe will not be compensated.
3. The Contractor’s resource will save the work to the appropriate network drive as directed by the PTA.

## 5.4 Quality Assurance and Linguistic Quality

1. All transcriptions and translations are to be reviewed by the Technical Authority for quality and accuracy before being returned to CAHWCS. At a minimum, the target document must be compared to the source document, the terminology must be verified, and that the layout and formatting are consistent.
2. As three contracts are to be awarded, the quality control of the transcriptions and translations are to be provided by the other Contractor, with final acceptance granted by the PTA.
3. The Contractor must provide the transcriptions in the format established in the Revised Guide for Transcriptionists (June 2010).pdf. (See annexe B)
4. The Contractor will work with the PTA to ensure consistency and standardization in the use of terminology.
5. The Contractor must provide all translations, modifications and revisions in the same layout and format as the source document, and must be usable “as is” without any intervention by the PTA.
6. Unsatisfactory translations containing one (1) or more major mistakes (mistranslations, gibberish, mistake in figures, omissions resulting in inaccuracy or lack of comprehension of the text) and/or more than six (6) minor mistakes (typographical, punctuation, or layout errors) must be redone by the Contractor at no additional cost to CAHWCS. The contract will be terminated by CAHWCS if the number of mistakes is excessive when compared to CAHWCS expectations.

## 6. Travel

No travel is required for the work under this contract. The DOJ is not responsible for any expenses relating to the transport to or from the DOJ office.

## 7. Language Requirements

The Contractor’s resource must be able to transcribe Kinyarwanda and French recordings accurately. The Contractor’s resource must be able to translate written Kinyarwanda documents into French. The Canadian style spelling and grammar rules must be used.

## 8. Location of Service Delivery



The work is to be performed onsite at DOJ, and the Contractor's resource will be provided a workstation with specialized software and equipment. No off-site work is authorized.

**9. Service request procedure**

The work will be assigned to each Contractor from the Technical Authority and/or a designated employee, through whom availability requests will also be made, by email.



**ANNEX B  
GUIDELINE FOR TRANSCRIPTIONISTS**

**GUIDELINES  
FOR  
TRANSCRIPTIONISTS  
(RECORDED INTERVIEWS)**

*(for Transcriptionist Use)*



**GUIDELINES FOR TRANSCRIPTIONISTS**  
**(RECORDED INTERVIEWS)**

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**GUIDELINES FOR TRANSCRIPTIONISTS**  
**(RECORDED INTERVIEWS)**

ALL INTERVIEWS ARE TYPED VERBATIM FROM AUDIO/  
VIDEO INTO TRANSCRIPT FORMAT

1. **PAPER SIZE:** 8.5" x 14", legal size
2. **FORMAT FOR ENGLISH OR FRENCH TEXT:**

Font Type = Arial  
Font Style = Bold  
Font Size = 12

**Exception:**

In the case of an interview conducted in both the French and English languages only, the transcriptionist will communicate with the assigned Paralegal to determine which of the language texts should be in bold.

3. **FORMAT FOR SOURCE LANGUAGE TEXT:**

Font Type = Arial  
Font Style = Italics  
Font Size = 10

4. **LINE SPACING:** 1.5

**Exception:** only use single spacing (1.0) in basic data (eg: when listing persons present at the beginning of the transcript)

5. **PAGE NUMBERING:**

Add page numbering to bottom right corner of all pages except first page

6. **HEADER:**

Add the date of the interview as a **HEADER** in the top right corner of each page, with the date spelled out in full (eg: June 1, 2010)



7. **LINE NUMBERING:**

Add Line numbering to the text in increments of '5' per page as follows:

- File
- Page Setup
- Layout
- Line Numbers
- Select: Add Line Numbering
- Count by: 5
- Restart each page
- OK

8. **INTRODUCTORY BASIC DATA:**

- First line of transcript: INTERVIEW OF (NAME OF WITNESS) (centred);
- Date of interview in full, i.e. July 31, 2007, below title;
- Names of all attendees indicated at the top of the first page using capital letters with the person's title or organization in brackets after his/her name; See the following examples:
  - NAME (Group or organization)
  - NAME (Interpreter)
  - NAME (Witness)
  - NAME (Counsel)

9. **IDENTIFYING SPEAKERS:**

- Identify each person who speaks by using the first initial of their GIVEN NAME followed by their SURNAME.
- Interpreter to be identified using 'INTERPRETER' on the left-hand side of the transcript (do not identify them by name).

10. **PROPER NAMES AND PLACES:**

- Capitalize and bold proper names and places.
- Capitalize and bold names of interview attendees.



11. **DATES and TIMES:**

All dates are to be written as they are heard in the interview, with the month written as a word:

**Example:** 18/08/2005 is transcribed as 18 August 2005

12. **NUMBERS:**

References to numbers are to be written as follows,

- use words for numbers one through nine; and
- use figures for numbers 10 and higher

**Example:** cardinal numbers - one, two...; 10, 11...  
ordinal numbers - first, second...; 10<sup>th</sup>, 11<sup>th</sup>...

13. **TRANSCRIPTION:**

a) All audible words are transcribed **VERBATIM**. **DO NOT ADD ANYTHING** that is not on the tape and **DO NOT DELETE** anything that is recorded.

b) Any phonetic mistake must not be corrected, rather indicate the correction in a footnote, during the quality control process.

c) Any inaudible text must be represented by: **(inaudible)**

d) Any conversations that take place during the interview but are not related to the interview itself are to be transcribed (**Example:** during the interview, a telephone rings. If someone answers the call, that conversation must be transcribed).

14. **HESITATIONS/HESITANT SPEECH:**

All hesitations before any words have to be noted.

15. **WITNESS STATEMENT / INTERPRETATION DISCREPANCIES (quality control process only):**

a) Any discrepancy between the witness statement, the interpretation of the statement, as well as the Interviewer's questions and subsequent interpretation of them, must be described using footnotes, by foreign language transcriptionists only, during the quality control process.



b) Do not indicate minor discrepancies:

**Example:** The witness says: I was sitting in my home and the interpreter says: I was sitting in my house.

**16. INTERPRETER:**

Anytime the interpreter speaks to the interviewer and immediately after speaks to the witness in his/her foreign language, the transcriptionist must separate the two languages in two separate lines:

**Example:** - *Okay, I will repeat the question word by word.*  
- *Quelle marque de voiture conduisait-il?*

**17. INTERRUPTION(S):**

Any interruption in speaking, when someone's discussion is broken off in mid-sentence by another person, is indicated with the hyphen symbol (-):

**Example:** Witness: I was walking down the road and -  
Interviewer: What did you see?  
Witness: - And I saw a white car entering the parking lot.

**18. PAUSES:**

Pauses in conversations are indicated by three dots: ...

**19. END MARKER:**

Insert the following marker at the end of the transcript for each language transcribed or quality controlled:

(Name of language) Transcribed by: \_\_\_\_\_ Date: \_\_\_\_\_

Quality Control by: \_\_\_\_\_ Date: \_\_\_\_\_



**20. FOREIGN LANGUAGE KEYBOARD ACCESS:**

**For those transcribing a foreign language, and require the use of a keyboard in that language, proceed as follows,**

1. *Start – Programs – Accessories – Accessibility – On-screen Keyboard;*
2. *Start – Settings – Control Panel – Regional & Language Options – (select language) – Apply – Ok*

**21. SAVING ELECTRONIC TRANSCRIPTIONS:**

Electronic transcription files are named as follows:

(language+process) (Family name),(initial) (date)

**Process:**

- O = Initial transcription (original)
- QC = Quality Control

**Language:**

- E = English
- BSC = Bosnian/Serbian/Croatian
- F = French
- K = Kinyarwanda

**Examples:**

F-O Jones,A 2007-06-01  
K-QC Smith,S 2010-01-10

**22. SAVING YOUR DOCUMENT:**

- All working documents should be saved in the transcriptionist's task folder at S:\WCU TASK\TRANSCRIBER TASK FOLDERS\
- Please save your working document on a regular basis.
- Once you have completed your work, save the final version in your task folder and inform the assigned Paralegal of the completion of the work.

**23. QUALITY CONTROL:**

All changes during quality control are to be tracked using the "track changes" feature in Microsoft Word.



**24. HOURS OF WORK:**

It is recommended that all transcriptionists work no more than 7 (seven) hours each day transcribing interviews.

-----  
NB: See Annexes 1 and 2 for sample transcripts in English and French.



**Annex 1 (ENGLISH EXAMPLE)**

**NOTE: Actual paper size is 8½ x 14 (legal size)**

**INTERVIEW OF JOHN DOE**

5

**DATE: June 18, 2001**

**PRESENT:** Sam SMITH (RCMP)  
Michael WHITE (RCMP)  
Brenda JONES (Interpreter)  
John DOE (Witness)

10

**(CD 1 or TAPE 1, SIDE A)**

**S.SMITH:** Okay. We are May 18<sup>th</sup>, approximately 2:05 in the afternoon.

15

*INTERPRETER:* Evo, danas je 18. maj, negdje 2:05 popodne.

**M.WHITE:** We are at the OSA headquarters in GORAŽDE.

*INTERPRETER:* U kancelarijama smo OSA-e u GORAŽDU.

**S.SMITH :** For the record I'll ask that everyone in the room identify themselves.

20

*INTERPRETER:* Radi zabilješke, zamoliću sve prisutne u sobi da se predstave.

*INTERPRETER:* BRENDA JONES, prevodilac.

**INTERPRETER:** BRENDA JONES, Interpreter.

**J.DOE:** JOHN DOE.

**INTERPRETER:** JOHN DOE.

25



**Annex 2 (FRENCH EXAMPLE)**

**NOTE: Actual paper size is 8½ x 14 (legal size)**

5

**ENTREVUE DE JOHN DOE**

**DATE: le 18 juin 2001**

10 **PRÉSENT:** Sam SMITH (GRC)  
Michael WHITE (GRC)  
Brenda JONES (Interprète)  
John DOE (Témoïn)

15 **(CD 1 ou CASSETTE 1, CÔTÉ A)**

**S.SMITH :** Peut être on pourra juste commencer. Mon nom c'est SAM SMITH. Aujourd'hui c'est le 25 octobre. C'est 8h45. Je suis avec MICHAEL WHITE et ...

20 **INTERPRÈTE:** BRENDA JONES, l'interprète.

**S.SMITH:** Monsieur?

*INTERPRÈTE:* wowe witwa nde?

**J.DOE:** DOE.

*INTERPRÈTE:* irindi se?

25 **J.DOE:** John.

**INTERPRÈTE:** DOE, John.

**S.SMITH:** Merci pour avoir venu aujourd'hui on va essayer de travailler ensemble pour ....(inaudible) la vérité

*INTERPRÈTE:* aravuga ati dushobora gukorana kungirango tugera ku kuri (inaudible)



**ANNEX C  
BASIS OF PAYMENT**

**CONTRACT PERIOD – AWARD DATE TO MARCH 31, 2018**

		A	B	C = A x B
		FIRM ALL-INCLUSIVE PER DIEM RATE (\$ CAD)	LEVEL OF EFFORT (estimated)	TOTAL (\$ CAD)
1	Kinyarwanda to French Translation Interpretation Services	\$	Up to 412 days	\$ *
2	GST or HST ( <i>Insert GST or HST amount, as applicable</i> ):			\$

**CONTRACT PERIOD – APRIL 01, 2018 TO MARCH 31, 2019**

		A	B	C = A x B
		FIRM ALL-INCLUSIVE PER DIEM RATE (\$ CAD)	LEVEL OF EFFORT (estimated)	TOTAL (\$ CAD)
1	Kinyarwanda to French Translation Interpretation Services	\$	Up to 260 days	\$ *
2	GST or HST ( <i>Insert GST or HST amount, as applicable</i> ):			\$

**CONTRACT PERIOD – APRIL 01, 2019 TO MARCH 31, 2020**

		A	B	C = A x B
		FIRM ALL-INCLUSIVE PER DIEM RATE (\$ CAD)	LEVEL OF EFFORT (estimated)	TOTAL (\$ CAD)
1	Kinyarwanda to French Translation Interpretation Services	\$	Up to 260 days	\$ *
2	GST or HST ( <i>Insert GST or HST amount, as applicable</i> ):			\$



## ANNEX D SECURITY REQUIREMENTS CHECK LIST

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**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 PSDI/Crimes Against Humanity and War Crimes Section	
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 Kinyawanda and French transcription, translation and other linguistic services		
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"/>	
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:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input 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"/>

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Security Classification / Classification de sécurité



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

<b>PART A (continued) / PARTIE A (suite)</b>	
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? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
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?  Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>	
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"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT <input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS  Special comments: / Commentaires spéciaux : _____	<input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL  <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> NATO SECRET / NATO SECRET  <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET
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? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>	
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PRODUCTION</b>	
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>	
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

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

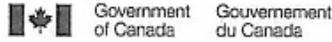
For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
 Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, 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 CLASSIFIÉ			NATO				CONSEC					
	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 CONFIDENTIEL	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).

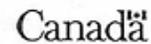


Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION				
13. Organization Project Authority / Chargé de projet de l'organisme				
Name (print) - Nom (en lettres moulées)		Title - Titre		Signature
Karen Hough		A/Senior Paralegal and Manager, CSU		<i>Karen Hough</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date	
613-946-0301	613-952-7370	karen.hough@justice.gc.ca	April 7 2015	
14. Organization Security Authority / Responsable de la sécurité de l'organisme				
Name (print) - Nom (en lettres moulées)		Title - Titre		Signature
FRANÇOISE BEAUDOIN		DEPUTY DSO		<i>F. Beaudoin</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date	
(613)957-8941	(613)957-7968		APR 20 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 checked="" type="checkbox"/> No / <input type="checkbox"/> Yes Non / Oui
16. Procurement Officer / Agent d'approvisionnement				
Name (print) - Nom (en lettres moulées)		Title - Titre		Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date	
17. Contracting Security Authority / Autorité contractante en matière de sécurité				
Name (print) - Nom (en lettres moulées)		Title - Titre		Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date	

TB5/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
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## ANNEX E RECIPIENT ELECTRONIC PAYMENT REGISTRATION REQUEST FORM



Department of Justice  
Canada

Ministère de la Justice  
Canada

RECIPIENT ELECTRONIC  
PAYMENT REGISTRATION  
REQUEST

DEMANDE D'ADHÉSION DU  
BÉNÉFICIAIRE AU PAIEMENT  
ÉLECTRONIQUE

Protégé B

Protected B

### Guideline on Completing the Recipient Electronic Payment Registration Request Form

#### INTRODUCTION

Recipients now have the option to receive payments from the Department of Justice Canada (DOJ) by cheque or by electronic payment. If you choose to sign up for electronic payments please print and complete the Recipient Electronic Payment Registration Request form. Please note, electronic payments will be made in Canadian dollars and can only be deposited into Canadian bank accounts.

There are two electronic payment modes available:

1. Direct Deposit (DD) - Once payments are deposited, DOJ will send the following information by e-mail: amount of payment, date of payment, invoice number, DOJ reference number, and brief description of the payment. This e-mail notification will act in lieu of a cheque stub.
2. Electronic Data Interchange (EDI) - To enrol in EDI you must contact your financial institution to ensure that the account is EDI-capable. There may be a fee for this service, as the financial institution notifies its clients according to its own criteria.

#### **Changes to bank account used**

If you wish to make any changes to the bank account used for payments (change of address, financial institution, branch, account number, etc.) you must complete a new Recipient Electronic Payment Registration Request form. When you request one of these changes, DO NOT CLOSE the present account until you receive your payment in accordance with that change.

#### COMPLETING OF FORM

There are three sections of the Recipient Electronic Payment Registration Request form that must be completed by the recipient.

#### 1 - TYPE OF REQUEST

Please complete this section by filling out one of the three request types described below.

##### **New request**

If you choose to sign up for electronic payments with DOJ, please check the "New request" box and indicate which mode of payment you wish to use: DD or EDI.

##### **Change**

If you are already registered for electronic payments with DOJ, however, wish to modify your banking information or mode of electronic payment, please select the "Change" box and mark all other boxes that apply to your change request.

##### **Cancellation**

If you wish to opt out of the DOJ's electronic payments and return to receiving payments by cheque, you must select the "Cancel" box and complete only the second section of the form.

#### 2 - RECIPIENT INFORMATION AND AUTHORIZATION

This section must be completed, signed and dated by the appropriate person (or persons) in order to authorize the electronic payment enrolment request, or to modify or cancel electronic payments.

##### **If the recipient is an individual**

Please enter your name, address and telephone number AS WELL AS AN E-MAIL ADDRESS so that DOJ can send e-mail notices and confirm receipt of payment. Also, you must sign the form in this section in order to authorize your request.

##### **If the recipient is an organization**

Please enter the name and address of your organization and make sure to complete the "Name of payment contact" field with the name of the contact person from your organization. Please also include the contact person's telephone number AND E-MAIL ADDRESS so that DOJ can send e-mail notices and confirm receipt of payment.



Also, authorized representative(s) must include their name, position, telephone number and signature, in order to authorize the request.

This section allows for up to two people to sign the form, in cases where the recipient requires two signatures for authorization, to receive, modify or cancel electronic payments.

**3 - BANKING INFORMATION**

***If you attach a void cheque***

Please attach a void cheque and complete fields 1, 2, 3 and 4 of this section. The void cheque must be from the account you wish to use for electronic payments. A sample of a void cheque is provided below identifying where the transit, bank and account numbers are located.

Name / Nom P.O. Box / C.P. 000 City / Ville, Canada H0H 0H0	Cheque No. N° de chèque 0000000	
Pay to the order of Payez à l'ordre de _____	\$ _____	
	Dollars _____	
<b>"Void"</b> <b>«Nul»</b>		
	Signature _____	
"000"      "00000"000	000000"0	
↑      ↑      ↑		
Transit No. N° de la succursale	Bank No. N° de l'institution financière	Account No. N° du compte

***If you do not attach a void cheque***

If you do not provide a void cheque, the financial institution must validate the banking information by completing fields 5, 6 and 7 of the form. The financial institution must provide the name, address and telephone number of the financial institution, bank stamp and sign the form.

**4 - FOR DEPARTMENT OF JUSTICE CANADA ONLY**

This section is strictly reserved for DOJ's use only.

**SENDING YOUR REQUEST TO THE DEPARTMENT OF JUSTICE CANADA**

Please send the duly completed form with **original signature(s)** to the following address:

Chief, Accounting Services  
Room 1263, East Memorial Building  
Department of Justice Canada  
284 Wellington Street  
Ottawa, Ontario  
K1A 0H8

Please write the following on the envelope: **"To be opened by addressee only".**





