



RETURN BIDS TO: RETOURNER LES SOUMISSIONS À :

Department of Justice
Finance and Planning Branch
attention: Steve Gbaguidi
East Memorial Building
284 Wellington Street, EMB 1221
Ottawa ON K1A 0H8
Bids Receiving Unit: 613-724-1521

Ministère de la Justice
Direction générale des finances et de la planification
Attention : Steve Gbaguidi
Édifice Commémoratif Est, EMB 1221
284, rue Wellington
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 au : 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.

Title – Sujet	
Transcription, translation, interpretation and other linguistic services for multiple languages.	
Solicitation No. – N° de l'invitation	Date
1000020778	February 2 nd , 2017
Client Reference No. – N° référence du client	
1000020778	
GETS Reference No. – N° de référence de SEAG	
PW-17-00767519	
Solicitation Closes L'invitation prend fin	Time Zone Fuseau horaire
at – à 02 :00 PM – 14h00	Eastern Standard Time (EST) Heure Normale de l'st
on – le February 22, 2017	
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/>	Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>
Address inquiries to – Adresser toute demande de renseignements à :	
Steve Gbaguidi	
Area code and Telephone No. Code régional et N° de téléphone	Facsimile No. / e-mail N° de télécopieur / courriel
	Steve.Gbaguidi@rogers.com
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction	
Instructions:	See Herein
Instructions :	Voir aux présentes
Delivery required -Livraison exigée	Delivery offered -Livraison proposée
See Herein – Voir aux présentes	
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation) Compétence du contrat : Province du Canada choisie par le soumissionnaire et qui aura les compétences sur tout contrat subséquent (si différente de celle précisée dans la demande)	
Vendor/firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	
e-mail - courriel	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



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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 Basis of Payment,
- C Security Requirements Checklist,
- D Recipient Electronic Payment Registration Request Form,
- E Integrity Regime Verification Form.

1.2 Summary

1.2.1 The Crimes Against Humanity and War Crimes Section (CAHWCS) of the Department of Justice Canada (JUS) has a multi-year requirement for consolidated translation and interpreting services (translation, transcription, site interpretation and scanning services) from multiple languages to French or English.

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

1.2.3 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP) and the Agreement on Internal Trade (AIT).

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days 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>) 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 - Goods or Services - Competitive Requirements* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/21>) are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to the Department of Justice Canada 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 (10) 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.



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 copy)
- Section III: Certifications (1 hard 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

- I1 In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.
- I2 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.

Section II: Financial Bid

- II1 Bidders must submit their financial bid in accordance with *Part 4 - Evaluation Procedures and Basis of Selection, 4.1.2, Financial Evaluation*. The total amount of Applicable Taxes must be shown separately.
- II2 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

- III1 Bidders must submit the certifications and additional information required under Part 5, including the attachments to Part 5.
- III2 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

IV1 Bidder's Proposed Site or Premises Requiring Safeguard Measures

As indicated in *Part 6 - Security Requirements*, the Bidder must provide the full addresses of the Bidder's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

Address:

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

City, Province, Territory / State

Postal Code / Zip Code

Country

- IV2 The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in *Part 6 – Security Requirements*.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 EVALUATION PROCEDURES

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

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

4.1.1.2 Point Rated Technical Criteria

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

- 4.1.2.1 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*.

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.

4.2 BASIS OF SELECTION

4.2.1 Lowest Price Per Point

- 1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation; and
 - (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.2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

- 4.2.2 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 - Technical Evaluation Criteria*; the responsive bid obtaining the highest overall score being ranked the highest.



ATTACHMENT 1 TO PART 4 – TECHNICAL EVALUATION CRITERIA

ATTACHMENT 1 TO PART 4 – TECHNICAL EVALUATION CRITERIA

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

1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement. Note that the requirement is for language services as specified, in each of the following FIVE languages: German, Spanish, BCS, Farsi AND Arabic. Failure to document requirement in EACH language will result in the bid being deemed not meeting the mandatory technical criteria.

Number	Mandatory Criteria	Cross Reference to Proposal [Bidder to insert]
MTC1	The Bidder must clearly demonstrate that they can provide proposed resources that are able to provide translation, transcription and site interpretation in German, Spanish, BCS, Farsi AND Arabic.	
MTC2	The Bidder must clearly demonstrate that their proposed resource(s) is fluent (CCC in reading, writing and oral interaction) in either English or French.	
MTC3	The Bidder must demonstrate that their proposed resource(s) has a minimum of 2 years of experience in the last 5 years with translation from German, Spanish, BCS, Farsi AND Arabic to English or French and vice versa.	
MTC4	The Bidder must demonstrate that their proposed resource(s) has a minimum of 2 years of experience in the last 10 years with site interpretation from German, Spanish, BCS, Farsi AND Arabic to English or French and vice versa.	
MTC5	The Bidder must demonstrate that their proposed resource(s) has a minimum of 2 years of experience in the last 10 years with transcription of audio and/or video recordings in English or French and German, Spanish, BCS, Farsi AND Arabic.	
MTC6	The Bidder must demonstrate that their proposed resource(s) has a minimum 2 years of experience in the last 10 years in Microsoft Word.	

2 Point Rated Technical Criteria

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.

The Bidder should address the following six Point Rated Technical Criteria for EACH proposed resource. A response to any criterion must indicate the applicable category or categories and should provide a cross reference to the substantiating information/documentation in the Bidder's proposal.



Number	Point Rated Technical Criteria	Cross Reference to Proposal	Max Available Points	Minimum Points Required (if applicable)	Points Received
PRTC1	<p>Experience with translation from multiple other languages to English or French and vice versa.</p> <p>The bidder should state the proposed resource(s)' experience with translation from multiple other languages to English or French and vice versa (include German, Arabic, Spanish, Farsi and BCS).</p> <p>Maximum 20 pts</p> <p>Accredited in translation: 5 pts</p> <p>Proof of accreditation must be provided to obtain 5 points</p> <p>Combined with:</p> <p>-Years of Experience:</p> <p>Less than 2 years = 0 points</p> <p>2-3 years = 5 pts</p> <p>3-5 years =10 pts</p> <p>More than 5 years = 15 pts</p>		20	5	
PRTC 2	<p>Experience with site interpretation from multiple other languages to English or French languages and vice versa.</p> <p>The bidder should state the proposed resource(s)' experience with interpretation from multiple other languages to English or French and vice versa (include German, Arabic, Spanish, Farsi and BCS).</p> <p>Maximum 20 pts</p> <p>Accredited Interpreter: 5 pts</p> <p>Proof of accreditation must be provided to obtain the 5 points</p> <p>-Years of Experience:</p> <p>Less than 2 years = 0 points</p> <p>2 years = 5 pts</p> <p>3 -5 years =10 pts</p> <p>More than 5 years = 15 pts</p>		20	5	
PRTC 3	<p>Experience with transcription of audio and/or video recordings in English or French and multiple other languages.</p> <p>The bidder should state the proposed resource(s)' experience with transcription of audio and/or video recordings in English or French and multiple other languages (include German, Arabic, Spanish, Farsi and BCS).</p> <p>Maximum 20 pts</p> <p>Court certified in transcription: 5pts</p> <p>Proof of certification must be provided to obtain 5 pts.</p> <p>Combined with:</p> <p>-Years of Experience:</p> <p>Less than 2 years = 0 points</p> <p>2 years = 5 pts</p> <p>3 -5 years =10pts</p> <p>More than 5 years = 15 pts</p>		20	5	



PRTC 4	<p>Experience with Microsoft Office Software</p> <p>The bidder should state and demonstrate that the proposed resource(s) has knowledge of Microsoft Office Software.</p> <p>Maximum: 6 pts Excel: 2 pts Power point: 2 pts Word: 2 pts</p>		6	2	
PRTC 5	<p>Experience with transcription software and technology</p> <p>The bidder should state and demonstrate that the proposed resource(s) has experience of transcription software.</p> <p>Maximum 25 pts Years of Experience: 2-3 years = 5 pts 3-5 years = 10 pts More than 5 years = 15 pts Use of Start Stop Transcription software: 5 pts Use of other transcription software (please name): 5pts</p>		25	5	
PRTC 6	<p>Experience working in teams</p> <p>The bidder should state and demonstrate that the proposed resource(s) has experience working in a team.</p> <p>Maximum 6 pts 2 projects/experiences working with a team of a minimum of 2 team members = 2 points 3-4 projects/experiences working with a team of a minimum of 2 team members = 4 points More than 5 projects/experiences working with a team of a minimum of 2 team members = 6 points</p> <hr/> <p>Minimum passing mark = 24 pts Maximum points = 97 pts</p>		6	2	
Total maximum technical points available			97	24	



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, include 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.

INITIAL CONTRACT PERIOD – AWARD DATE TO MARCH 31, 2018						
LANGUAGES		SERVICE STREAMS				
		TRANSLATION Price (\$) per word	INTERPRETATION Price (\$) per hour	TRANSCRIPTION Price (\$) per word	PROFFREADING Price (\$) per hour	
		A (40% ratio)	B (15% ratio)	C (30% ratio)	D (15%ratio)	
1	Bosnian Croastian & Serbian (BCS)	\$ _____	\$ _____	\$ _____	\$ _____	
2	German	\$ _____	\$ _____	\$ _____	\$ _____	
3	Arabic	\$ _____	\$ _____	\$ _____	\$ _____	
4	Spanish	\$ _____	\$ _____	\$ _____	\$ _____	
5	English/French	\$ _____	\$ _____	\$ _____	\$ _____	
SUB-TOTALS:		\$ _____ TA = 1A+2A+3A+4A+5A	\$ _____ TB = 1B+2B+3B+4B+5B	\$ _____ TC = 1C+2C+3C+4C+5C	\$ _____ TD = 1D+2D+3D+4D+5D	
COMBINED PRICING TOTAL1 (T1):		\$ _____ (T1= 50% x TA + 15% x TB + 15% x TC + 10%xD)				

OPTION PERIOD 1 – APRIL 1, 2018 TO MARCH 31, 2019						
LANGUAGES		SERVICE STREAMS				
		TRANSLATION Price (\$) per word	INTERPRETATION Price (\$) per hour	TRANSCRIPTION Price (\$) per word	PROFFREADING Price (\$) per hour	
		A (40% ratio)	B (15% ratio)	C (30% ratio)	D (15%ratio)	
1	Bosnian Croastian & Serbian (BCS)	\$ _____	\$ _____	\$ _____	\$ _____	
2	German	\$ _____	\$ _____	\$ _____	\$ _____	
3	Arabic	\$ _____	\$ _____	\$ _____	\$ _____	
4	Spanish	\$ _____	\$ _____	\$ _____	\$ _____	
5	Farsi	\$ _____	\$ _____	\$ _____	\$ _____	
SUB-TOTALS:		\$ _____ TA = 1A+2A+3A+4A+5A	\$ _____ TB = 1A+2A+3A+4A+5A	\$ _____ TC = 1A+2A+3A+4A+5A	\$ _____ TD = 1A+2A+3A+4A+5A	
COMBINED PRICING TOTAL2 (T2):		\$ _____ (T2= 50% x TA + 15% x TB + 15% x TC + 10%xD)				



OPTION PERIOD 2 – APRIL 1, 2019 TO MARCH 31, 2020						
LANGUAGES		SERVICE STREAMS				
		TRANSLATION Price (\$) per word	INTERPRETATION Price (\$) per hour	TRANSCRIPTION Price (\$) per word	PROFFREADING Price (\$) per hour	
		A (40% ratio)	B (15% ratio)	C (30% ratio)	D (15%ratio)	
1	Bosnian Croastian & Serbian (BCS)	\$ _____	\$ _____	\$ _____	\$ _____	
2	German	\$ _____	\$ _____	\$ _____	\$ _____	
3	Arabic	\$ _____	\$ _____	\$ _____	\$ _____	
4	Spanish	\$ _____	\$ _____	\$ _____	\$ _____	
5	Farsi	\$ _____	\$ _____	\$ _____	\$ _____	
SUB-TOTALS:		\$ _____ TA = 1A+2A+3A+4A+5A	\$ _____ TB = 1A+2A+3A+4A+5A	\$ _____ TC = 1A+2A+3A+4A+5A	\$ _____ TD = 1A+2A+3A+4A+5A	
COMBINED PRICING TOTAL3(T3):		\$ _____ (T3= 50% x TA + 15% x TB + 15% x TC + 10%xTD)				
EVALUATED PRICE (EP):		\$ _____ (EP = T1 + T2 + T3)				



PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, 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 made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

Bidders must submit *Attachment 4 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.

5.2.2 Federal Contractors Program for Employment Equity

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "*FCP Limited Eligibility to Bid*" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "*FCP Limited Eligibility to Bid*" list at the time of contract award.

5.2.3 Former Public Servant

A duly completed *Attachment 1 to Part 5 - Information on Former Canadian Public Servant* should be completed and submitted with the bid but may be submitted afterwards. If 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 comply with the request of the Contracting Authority and to provide the certification within the time frame specified will render the bid non-responsive.



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

Former Public Servant

A duly completed **Attachment 1 to Part 5 - Information on Former Canadian Public Servant** should be completed and submitted with the bid but may be submitted afterwards. If 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 comply with the request of the Contracting Authority and to provide the certification within the time frame specified will render the bid non-responsive.

Former Public Servant – Competitive 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 awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

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.



ATTACHMENT 2 TO PART 5 – ADDITIONAL CERTIFICATIONS

Additional Certifications

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

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.

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.



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 Bidder must hold a valid organization security clearance as indicated in *Part 7 - Resulting Contract Clauses*;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in *Part 7 - Resulting Contract Clauses*;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (d) the Bidder's proposed location of work performance or document safeguarding must meet the security requirements as indicated in *Part 7 - Resulting Contract Clauses*;
 - (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in *Part 3 – Bid Preparation Instructions, Section IV: Additional Information*.
- 6.1.2 For additional information on security requirements, bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.



PART 7 - RESULTING CONTRACT CLAUSES

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

CONTRACT SPECIFICATIONS

1. STATEMENT OF WORK

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

1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

1.2.1 Task Authorization Process

The Project Technical Authority will provide the Contractor with a description of the task using the Task Authorization form specified in Annex F.

The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.

The Contractor must provide the Project Technical Authority, within 3 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

The Contractor must not commence work until a TA authorized by the Project Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

1.2.2 Minimum Work Guarantee - All the Work - Task Authorizations

1.2.2.1 In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means _____ **To be determined**

1.2.2.2

Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 1.2.4.3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

1.2.2.3

In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

1.2.2.4

Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

1.2.3 Periodic Usage Reports - Contracts with Task Authorizations

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



3. SECURITY REQUIREMENTS

3.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

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

- (a) The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, 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/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
- (c) The Contractor/Offeror **MUST NOT** remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
- (d) Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
- (e) The Contractor/Offeror 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).

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.

3.1.1 Contractor's Sites or Premises Requiring Safeguard Measures

Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date the information related to the Contractor's and proposed individuals' sites or premises for the following addresses:

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

3.1.2 The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Contractor and individuals hold a valid security clearance at the required level.

4. TERM OF CONTRACT

4.1 Period of the Contract

The period of the Contract is from date of Contract 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 2 additional 1 year periods 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 Planning 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 Technical Authority (PTA)

The Project Technical Authority for the Contract is:

Name: _____ (Will be provided upon award)
Title: _____
Department of Justice
Directorate: _____
Address: _____
Telephone: ___ - ___ - ____
Facsimile: ___ - ___ - ____
E-mail address: _____

The Project Technical 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 Technical Authority, however the Project Technical 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

Name: _____ (Will be provided upon award)
Title: _____
Organization: _____
Address: _____
Telephone: ___ - ___ - ____
Facsimile: ___ - ___ - ____
E-mail address: _____

5.4 Inspection and Acceptance

The Project Technical 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.

5.5 Specific Persons

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)

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**

The Contractor will be paid firm all-inclusive rates as indicated in *Annex B - Basis of Payment*, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

7.1.1 Option to Extend the Contract

During the extended period of the Contract, the Contractor will be paid the firm rates as indicated in *Annex B - Basis of Payment*, to perform all the Work in relation to the contract extension.

7.1.2 Limitation of Expenditure

7.1.2.1 Canada's total liability to the Contractor under the Contract for all task authorizations (TA's) inclusive of any revisions, must not exceed \$ [to be inserted at contract award]. Customs duties are included and Applicable Taxes are extra.

7.1.2.2 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.

7.1.2.3 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.

7.1.3. Canada will not accept any travel and living expenses for:

- (a) 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.justice.gc.ca/eng/acts/N-4/>;
- (b) Any travel between the Contractor's place of business and the NCR; and
- (c) Any relocation of resources required to satisfy the terms of the Contract.

These expenses are included in the firm all-inclusive rates specified in 7.1, *Basis of Payment*.



7.2 Method of Payment

7.2.1 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.

7.2.2 Payment by Direct Deposit

Payments by direct deposit will be subject to section 16, *Payment Period* and section 17, *Interest on Overdue Accounts*, set out in [2035, General Conditions - Higher Complexity - Services](#) (dated nearest to, but not later than the validity date of the Contract) 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 section 16, *Payment Period* and section 17, *Interest on Overdue Accounts*, set out in [2035, General Conditions - Higher Complexity - Services](#) (dated nearest to, but not later than the validity date of the Contract) forming part of this Contract will not apply, until the Contractor corrects the matter.

7.2.3 Cost Submission - Limitation of Expenditure or Ceiling Price

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.

7.2.4 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.



7.2.5 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.

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 invoice 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 Invoices 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 AND ADDITIONAL INFORMATION**

9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

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 wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions [2035, General Conditions - Higher Complexity - Services](#) dated nearest to, but not later than the validity date of the Contract;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the signed Task Authorizations (including all of its annexes, if any);
- (g) the Contractor's bid dated ,

12 **FOREIGN NATIONALS (CANADIAN CONTRACTOR)**

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

Embassy, Consulate or High Commission in the Contractor's country to obtain instructions, information on



Citizenship and Immigration Canada's requirements and any required documents. The Contractor is responsible to ensure that foreign nationals have the required information, documents and authorizations before performing any work under the Contract in Canada. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

13 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.

13.1 Environmental Properties Behaviour Recommended

13.1.1 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).

13.1.2 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>).
- Use of public/green transit where feasible.

14 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.



ANNEX A STATEMENT OF WORK

1. PROJECT TITLE

Transcription, translation, site interpretation and other linguistic services for multiple languages (BCS, German, Arabic, Spanish, and Farsi).

2. BACKGROUND

The Crimes Against Humanity and War Crimes Section (CAHWCS) of the Department of Justice Canada (JUS) works on investigations relating to allegations of war crimes, crimes against humanity and genocide against persons living in Canada. CAHWCS works with Citizenship and Immigration Canada (CIC) and the Royal Canadian Mounted Police (RCMP) in civil and criminal investigations related to such cases. These cases deal with allegations of crimes against humanity and war crimes which occurred during conflicts in many countries around the world. Original documents, correspondence and audio/video files of interviews may be in any of multiple languages (i.e. Bosnian-Croatian-Serbian (BCS), German, Arabic, Spanish, Farsi, etc.). These documents may include witness interviews and statements, court documents, correspondence with other countries, etc. and may contain information that is disturbing in nature.

3. OBJECTIVE

The objective is to have, on an as and when requested basis, skilled, security-cleared and trained resources able to provide transcription, translation, site interpretation and other related linguistic services from BCS, German, Arabic, Spanish, and Farsi languages to either English or French. **Other languages may be requested as needed, but will not be evaluated for the purpose of this contract.**

4. DEFINITIONS

Translation: Changing the written language of a document, carrying the meaning of it to another written language.

Transcription: Changing medium of words, from spoken to written; create a faithful written account of what is spoken.

Site interpretation: Reviewing written documents in and verbally explaining their contents in another language.

Word count: A word is defined as a continuous and finished series of characters functioning as a carrier of meaning. Words in headers, footers and footnotes are to be counted only once, if repeated. A manual count will be done for words within an image or graphic. The Contractor shall provide to the Technical Authority, or his/her agent ("Identified User"), an estimated word count associated with each translation request. The Contractors shall be responsible to verify the word count and to confirm the actual number of words of each original text, including modifications, at the time the translation is delivered. The Identified Users reserves the right to verify the accuracy of the supplied word count. In the event of a disagreement regarding the number of words, the Identified User will do a recount in order to determine the exact number of words. If the word count is still in dispute, the final decision on the number of words will be made by the Technical Authority.

Quality control: The Contractor must quality-control all translations prior to delivery to the Project Authority. Quality control includes an in-depth comparison of the translation with the source text and correction of both the form and the substance of the translation. The style and level of language of the translations must be consistent with the nature of the documents for translation.

5. SCOPE OF WORK

The Contractor's resource(s) must, 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).

Requested languages may include any of the following: German, Spanish, Bosnian-Croatian-Serbian (BCS), Farsi and Arabic. **Other languages may be requested as needed, but will not be evaluated for the purpose of this**



contract.

5.1. LOCATION OF WORK

The Work must be conducted at the Contractor's premises or, if requested by the Project Technical Authority, at the Department of Justice Canada (JUS), NCR.

The Contractor's resource(s) will only be eligible to perform the Work at the Contractor's premises following a successful inspection by the Canadian Industrial Security Directorate (CISD).

When on site at JUS, the Contractor's resource(s) must be available during regular JUS business hours (8 AM to 5 PM, Monday to Friday) and, when requested, outside regular business hours.

CAHWCS staff is to be present at all times while the Contractor's resource(s) performs the Work onsite.

There is no travel required for this Work.

4.2. TASKS / DELIVERABLES

The Contractor's resource(s) must, on an "as and when requested" basis, using a task authorization structure provide the following services in the requested language(s):

1. transcribe witness interviews and statements recorded in audio and/or video format as required;
2. translate witness interviews, statements and other documents in requested language(s) to English or French as required;
3. review and revise draft translations thereby fulfilling the role of quality control;
4. interpret orally in both a consecutive and simultaneous manner, as required, from requested language(s) to English or French;
5. site interpretation, i.e. scanning written documents in multiple languages and explaining their contents in English or French;
6. sign affidavits or attestations confirming the accuracy of translations;
7. any other services related to transcription, translation, and interpretation of and between other languages and English or French.

The Contractor's resource(s) must produce the Work according to the established JUS procedures and precedents, in order to maintain consistency.

The Contractor's resource(s) must save the Work to the appropriate drive or memory stick, as instructed by the Technical Authority.

Quality control: The Contractor must quality-control all translations prior to delivery to the Project Authority. Quality control includes an in-depth comparison of the translation with the source text and correction of both the form and the substance of the translation. The style and level of language of the translations must be consistent with the nature of the documents for translation



ANNEX B
BASIS OF PAYMENT

B1 During the Initial Contract Period, the Contractor shall be paid the following firm all-inclusive rates in Canadian funds, Applicable Taxes extra, for each category listed below, for work and services performed pursuant to this Contract.

INITIAL CONTRACT PERIOD – AWARD DATE TO MARCH 31, 2018						
LANGUAGES		SERVICE STREAMS				
		TRANSLATION Price (\$) per word	INTERPRETATION Price (\$) per hour	TRANSCRIPTION Price (\$) per word	PROFFREADING Price (\$) per hour	EDITING Price (\$) per hour
		A	B	C	D	E
1	Bosnian Croastian & Serbian (BCS)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	German	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	Arabic	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4	Spanish	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5	English/French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Estimated Cost: \$ [to be inserted at contract award]

B2 Subject to the exercise of Contract option to extend the Contract period for Option Period 1 (April 1, 2018 to March 31, 2019), the Contractor shall be paid the following firm all-inclusive rates in Canadian funds, Applicable Taxes extra, for each category listed below, to complete all work and services required to be performed in relation to the Contract extension.

OPTION PERIOD 1 – APRIL 1, 2018 TO MARCH 31, 2019						
LANGUAGES		SERVICE STREAMS				
		TRANSLATION Price (\$) per word	INTERPRETATION Price (\$) per hour	TRANSCRIPTION Price (\$) per word	PROFFREADING Price (\$) per hour	EDITING Price (\$) per hour
		A	B	C	D	E
1	Bosnian Croastian & Serbian (BCS)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	German	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	Arabic	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4	Spanish	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5	English/French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____



Estimated Cost: \$ [Unfunded]

B3 Subject to the exercise of Contract option to extend the Contract period for Option Period 2 (April 1, 2019 to March 31, 2020), the Contractor shall be paid the following firm all-inclusive rates in Canadian funds, Applicable Taxes extra, for each category listed below, to complete all work and services required to be performed in relation to the Contract extension.

OPTION PERIOD 2 – APRIL 1, 2019 TO MARCH 31, 2020						
LANGUAGES		SERVICE STREAMS				
		TRANSLATION Price (\$) per word	INTERPRETATION Price (\$) per hour	TRANSCRIPTION Price (\$) per word	PROFFREADING Price (\$) per hour	EDITING Price (\$) per hour
		A	B	C	D	E
1	Bosnian Croastian & Serbian (BCS)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	German	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	Arabic	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4	Spanish	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5	English/French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Estimated Cost: \$ [Unfunded]

B4 Pre-Authorized Travel and Living Expenses

B4.2 Canada will not accept any travel and living expenses for:

- (a) 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.justice.gc.ca/eng/acts/N-4/>;
- (b) Any travel between the Contractor's place of business and the NCR; and
- (c) Any relocation of resources required to satisfy the terms of the Contract.

These expenses are included in the firm all-inclusive rates specified above.

B.5 Any Contractor or Contractor's resources that are required to work on site during non-business hours under this Contract must obtain pre-authorization in writing by the Project Technical Authority prior to commencing work.

B.6 All payments are subject to Government audit.



ANNEX C 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 Department of Justice	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 Kinyarwanda 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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Government of Canada
Gouvernement du Canada

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PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

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

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

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

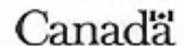
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

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

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

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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			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 e/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 e/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada / Gouvernement du Canada

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
FRANCOISE 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 / <input type="checkbox"/> 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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
□

Canada



ANNEX D
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	"Void" «Nul»		\$ _____ Dollars
"000"	"00000"000	Signature	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!"**





Your personal information are requested and compiled by the Department of Justice Canada for the purpose of administering the electronic payment program. The information is mandatory in the case where a Recipient decides to participate in the program. This information will be protected and used in conformity with the *Privacy Act*. Under the *Privacy Act*, each Recipient has access to their personal information and has the right to demand any modification. These information will be maintained by the Department of Justice.

- IMPORTANT**
- Must be a Canadian recipient holding a bank account in Canadian \$.
 - For Electronic Data Interchange (EDI), compliancy must be confirmed by your financial institution and you may be charged EDI service fees.
 - Note that Direct Deposit payments carry no stub information.

1 - TYPE OF REQUEST

New request → Direct Deposit (DD) Electronic Data Interchange (EDI)

Change → to banking information (provide a new blank cheque)
→ from Direct Deposit (DD) to **Electronic Data Interchange (EDI)** from Electronic Data Interchange (EDI) to **Direct Deposit (DD)**

Cancel electronic payment and **revert to cheques**

2 - RECIPIENT INFORMATION AND AUTHORIZATION

Name of Organization or Name of Individual (recipient)

Address		Name of Payment Contact (please print)	
City	Telephone	Fax	
Province	Postal Code	E-mail for Payment Notifications (please print)	
Name(s) and Title(s) of Authorized Representative(s) and Signatory(ies), for organizations only (<i>please print</i>)			Telephone

I, as an authorized representative of the above mentioned organization or as an individual entitled to receive payment from the Government of Canada, authorize the Receiver General for Canada to deposit the payment directly into the account below and to receive payment advices electronically until further notice.

Signature

Date

Signature

3 - BANKING INFORMATION

Please attach a blank cheque from your bank account with "Void" written on it and complete fields 1, 2, 3 and 4 below with your banking information.

1 Branch Number (transit)	2 Financial Institution Number	4 Name(s) of Account Holder(s)
3 Account Number		

If you do not attach a void cheque, your financial institution must confirm your banking information by completing fields 5, 6 and 7 below.

5 Financial Institution Name, Address and Telephone Number	7 Financial Institution Stamp
6 Signature of Financial Institution Representative	

4 - FOR DEPARTMENT OF JUSTICE CANADA ONLY

PROCESSED BY	Name (please print)	Vendor Code
Signature		Date
VERIFIED BY	Name (please print)	Signature
<input type="checkbox"/> Payment Method Changed		

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Date





ANNEX F TASK AUTHORIZATION FORM

Government of Canada Gouvernement du Canada		Annex <input type="checkbox"/> Annexe <input type="checkbox"/>
Task Authorization Autorisation de tâche		Contract Number - Numéro du contrat <input style="width: 100%; height: 20px;" type="text"/>
Contractor's Name and Address - Nom et l'adresse de l'entrepreneur <input style="width: 100%; height: 80px;" type="text"/>	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT) <input style="width: 100%; height: 20px;" type="text"/>	
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu <input style="width: 100%; height: 20px;" type="text"/>	
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$ <input style="width: 80%; height: 20px;" type="text"/>	
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat <input style="width: 100%; height: 20px;" type="text"/>		
For Revision only - Aux fins de révision seulement		
TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu <input style="width: 100%; height: 20px;" type="text"/>	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$ <input style="width: 80%; height: 20px;" type="text"/>	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$ <input style="width: 80%; height: 20px;" type="text"/>
Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.		Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.
1. Required Work: - Travaux requis :		
A.Task Description of the Work required - Description de tâche des travaux requis		See Attached - Ci-joint <input type="checkbox"/>
<input style="width: 100%; height: 60px;" type="text"/>		
B. Basis of Payment - Base de paiement		See Attached - Ci-joint <input type="checkbox"/>
<input style="width: 100%; height: 60px;" type="text"/>		
C. Cost of Task - Coût de la tâche		See Attached - Ci-joint <input type="checkbox"/>
<input style="width: 100%; height: 60px;" type="text"/>		
D. Method of Payment - Méthode de paiement		See Attached - Ci-joint <input type="checkbox"/>
<input style="width: 100%; height: 60px;" type="text"/>		
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