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PART 1 - GENERAL INFORMATION

1. Security Requirement

1.1 Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - 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 requirement as indicated in Part 6 - 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.

2. Statement of Work

The Contractor must perform the work in accordance with Annex "A"

3. Revision of Departmental Name

As this bid solicitation is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, must be interpreted as a reference to CSC or its Minister.

4. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

5. Trade Agreements

The requirement is subject to the provisions of Canada Free Trade Agreement (CFTA)

6. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) 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 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

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

2. Submission of Bids

Bids must be submitted only to Correctional Service of Canada (CSC) 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 or email to CSC will not be accepted.

3. Former Public Servants

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.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.



"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information, for all FPSs 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](#).

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.



4. Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) business 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

5. 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

1. Bid Preparation Instructions

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

Section I: Technical Bid: **two (2) hard copies**

Section II: Financial Bid: **two (2) hard copy**

Section III: Certifications: **one (1) hard copy**

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

Bidders are requested to submit their Financial Bid in an envelope separate from their technical proposal.

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

- i. use 8.5 x 11 inch (216 mm x 279 mm) paper;
- ii. 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:

- i. use 8.5 x 11 inch (206 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- ii. 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, duo tangs or binders.

2. Section I: Technical Bid

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

3. Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment detailed in Annex B - Proposed Basis of Payment. The total amount of Applicable Taxes must be shown separately.

See Annex B – Proposed Basis of Payment for the Pricing Schedule format.

3.1 Exchange Rate Fluctuation

SACC Manual clause C3011T (2013-11-06) Exchange Rate Fluctuation

4. Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.



5. Section IV: Additional Info

- (a) As indicated in Part 1 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individual's sites or premises for which safeguarding measures are required for Work Performance:

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

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 CSC will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Proposals will be evaluated to determine if they meet all mandatory requirements outlined in **Annex D – Evaluation Criteria**. Proposals not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

1.2 Financial Evaluation

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price – Bid

Proposals containing a financial bid other than the one requested at **Article 3. Section II: Financial Bid** of **PART 3 – BID PREPARATION INSTRUCTIONS** will be declared non-compliant.

2. Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

3. Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in article 12 of PART 6 – RESULTING CONTRACT CLAUSES.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

4. Security Requirement

Bidders are reminded to obtain security clearances asap. Contracts will not be awarded until clearance is complete.



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 Bidders' certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1. Certification Required with the Bid

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

1.1 Integrity Provisions – Declaration of Convicted Offenses

- A) Subject to subsection B, by submitting a bid in response to this bid solicitation, the Bidder certifies that:
- i. it has read and understands the Ineligibility and Suspension Policy;
 - ii. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - iii. it is aware that Canada may request additional information, certifications, and validations from the Bidder or a third party for purposes of making a determination of ineligibility or suspension;
 - iv. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offenses in the Policy;
 - v. none of the domestic criminal offenses, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and proposed first tier subcontractors; and
 - vi. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
- B) Where a Bidder is unable to provide any of the certifications required by subsection A, it must submit with its bid the completed Integrity Declaration Form (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>). Bidders must submit this form to Correctional Service of Canada with their bid.

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 provided will render the bid non-responsive.



2.1 Integrity Provisions – Required documentation

List of names: all Bidders, regardless of their status under the Ineligibility and Suspension Policy, must submit the following information:

- i. Bidders that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- ii. Bidders bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- iii. Bidders that are a partnership do not need to provide a list of names.

List of Names:

_____	_____
_____	_____
_____	_____
_____	_____

OR

- The Bidder is a partnership

During the evaluation of bids, the Bidder must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the bid.

2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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.

2.3 Certification:

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.



PART 6 - RESULTING CONTRACT CLAUSES

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

1. Security Requirement

- 1.1.1 The following security requirements (SRCL and related clauses provided by PWGSC ISP) apply to and form part of the Contract.
- 1.1.2 The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), **Public Works and Government Services Canada (PWGSC)**.
- 1.1.3. 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**.
- 1.1.4. 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.
- 1.1.5. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/**PWGSC**.
- 1.1.6. 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).

2. Statement of Work

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

2.1 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.

2.1.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex "F".
2. 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.



3. The Contractor must provide the Project Authority, within 2 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.
4. The Contractor must not commence work until a TA authorized by the Project 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.

2.1.2 Task Authorization Limit

The Local Project Authority may authorize individual task authorizations up to a limit of \$500.00 Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and Regional Project Authority before issuance.

2.1.3 Minimum Work Guarantee - All of the Work - Task Authorizations

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 \$0.
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 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.
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.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

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

As this Contract is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.



3.1 General Conditions

2010B (2016-04-04), General Conditions - Professional Services (Medium Complexity), apply to and form part of the Contract.

3.2 Supplemental General Conditions

4008(2008-05-12) Personal Information, apply to and form part of the Contract.

3.3 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - a. The name, qualifications and experience of the proposed replacement; and
 - b. Proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the work does not release the Contractor from its responsibility to meet the requirements of the Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from 2018-04-01 to 2019-03-31 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 3 (three) additional 1 (one) year period(s) 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 15 (fifteen) 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.



5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Myra O'Neil
Title: A/ Regional Procurement and Contracting Officer
Correctional Service Canada
Branch/Directorate: Regional Headquarters Ontario
Telephone: 613 536 4598
Facsimile: 613 536 4571
E-mail address: myra.oneil@csc-scc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Regional Project Authority for the Contract is:

Name:
Title:
Correctional Service Canada
Branch/Directorate:
Telephone:
Facsimile:
E-mail address:

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

The Authorized Contractor's Representative is:

Name: _____
Title: _____
Company: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____



6. Payment

6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Scope of work, the Contractor will be paid firm hourly rates in accordance with the basis of payment, in Annex "B", as specified in the authorized TA. Customs duties are excluded and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.2 Limitation of Expenditure

6.2.1 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. 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

6.3 Terms of 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.

6.4 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department
SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification
SACC Manual clause C0705C (2010-01-11), Discretionary Audit
SACC Manual clause C4005C (2014-06-26), National Joint Travel Council Travel Directive



6.5 Travel and Living Expenses

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

Estimated Cost: \$10,000.00

CSC addresses listed in Annex E

7. Invoicing Instructions

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

Each invoice must be supported by:

- a. Identification of whether service was delivered via teleconference or onsite
 - b. a copy of time sheets to support the time claimed;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses, if applicable
2. Invoices must be distributed as follows:
 - a. The original is to be sent to the local project authority, from the task authority and one (1) copy must be forwarded to the Regional Project Authority at the address shown on page 1 of the Contract for certification and payment.

8. Certifications and Additional Information

8.1 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.

9. Applicable Laws

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



10. 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 Supplemental General Conditions 4008 (2008-05-12), Personal Information
- (c) the General Conditions 2010B (2016-04-04), General conditions – Professional services (medium complex)
- (d) Annex A, Statement of Work
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the signed Task Authorizations (annex F)
- (h) the Contractor's bid dated _____ (to be inserted at contract award)

11. Termination on Thirty Days' Notice

11.1 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.

11.2 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.

12. Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified below. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

12.1 The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.



12.2 The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.



- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- p. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

13. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- (a) The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).



- (b) The Contractor shall advise the Minister of any change in ownership control for the duration of the contract.
- (c) The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister shall have the right to treat this Contract as being in default and terminate the contract accordingly.
- (d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

14. Closure of Government Facilities

- 14.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.
- 14.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

15. Tuberculosis Testing

- 15.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.
- 15.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.
- 15.3 All costs related to such testing will be at the sole expense of the Contractor.

16. Compliance with CSC Policies

- 16.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.
- 16.2 Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.
- 16.3 Details on existing CSC policies can be found at: www.csc-scc.gc.ca or any other CSC web page designated for such purpose.



17. Health and Labour Conditions

- 17.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.
- 17.2 The Contractor shall comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and shall also require compliance of same by all its subcontractors when applicable.
- 17.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity shall forthwith notify the Project Authority or Her Majesty.
- 17.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor shall be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

18. Identification Protocol Responsibilities

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

- 18.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;
- 18.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;
- 18.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and
- 18.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

19. Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties for both the process and to bear the cost of such process, assist in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or applicability of a term and condition of this contract. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.



20. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by (*the supplier or the contractor or the name of the entity awarded this contract*) respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and the application of the terms and conditions and the scope of work of this contract are not in dispute. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.

21. 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

22. Information Guide for Contractors

Prior to the commencement of any work, the Contractor certifies that its employees, or employees of its subcontractors, working under contract for CSC will complete the applicable Module(s) and retain the signed checklist(s) from the CSC "Information Guide for Contractors" website: www.bit.do/CSC-EN.

ANNEX A – Statement of Work

1.Objective: The Correctional Service Canada has a requirement for Interpretation services, the work will involve the following:

1.1 Background:

The Correctional Service Canada has a requirement for professional interpretation services, as Corrections Canada does not have the language specialists on site to provide interpretational services.

1.2 Objectives:

The Correctional Service Canada has a requirement for a qualified specialist to provide consecutive interpretation services for meetings between Correctional Service Canada (CSC) staff, Parole Board of Canada (PBC) members, and their clients (federal offenders).

1.3 Tasks:

The Contractor must provide the elements described herein, the details of which will be provided on the “CSC Task authorization form” – Annex F

1.4 Deliverables:

The Contractor shall provide consecutive interpretation services for meetings between Correctional Service Canada (CSC) staff, Parole Board of Canada (PBC) members, and their clients (federal offenders).

The Contractor will be required to provide services for a variety of foreign languages. Based on past experience, the majority of the work will entail interpretation from English into: Spanish, Cantonese, Punjabi, Mandarin, Vietnamese, Polish, Arabic, Portuguese, Dutch, Albanian, Farsi, Korean, Dari, Karen, Tamil, Thai, Urdu, Italian, Tagalog. Other languages may also be needed on an as-required basis

Prior to booking onsite services, consideration must be given to providing the service by teleconference. Where this is not feasible due to the nature of the meeting, the contractor may request reimbursement for travel expenses to the Institutional Head of the requesting office. The request must be approved by the Institutional Head in advance of incurring any expenses

Offsite interpretation services must be provided by the contractor’s personnel via teleconference from a private location, where confidentiality can be guaranteed; such as an enclosed boardroom or office. There must be no recording of any kind, and no information related to the service is to be held or retained by the service provider or their personnel

Pre-approved actual and reasonable travel expenses will be reimbursed up to a sum not to exceed \$10,000.00. Expenses must be supported by original receipts, incurred by personnel directly engaged in the performance of the Work, without any allowance thereon for overhead or profit, in accordance with the contract. Travel and living expenses shall not exceed the rates outlined in the then-current National Joint Council Travel Directive

ANNEX A – Statement of Work Cont'd

It is the responsibility of the CSC site requesting Translation Services to ensure that a minimum of 24 hours' notice is given to the service provider for cancellations.

The Contractor shall acknowledge a receipt of "request for interpretation services (task authorization)" within 24-hours from the requesting site.

The Contractor shall provide to the requesting site a quote for services within 48 hours of initial request.

The Contractor may, from time-to-time, have to reschedule workloads due to urgent requests. For example, "mandatory timeframe has already been determined - legislated timeframes

The Contractor must send monthly progress reports to the Project Authority, at the address listed on the front cover.

1.5 Location of work:

a. Travel

Travel to the following locations may be required for performance of the work under this contract: as identified in the TA (annex F) by the Project Authority.

1.6 Language of Work:

The Contractor must perform all work in English essential, various linguistic profiles.

ANNEX B – Proposed Basis of Payment

1.0 Contract Period

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract.

For the provision of services as described in Annex A - Statement of Work, the Contractor will be paid the all inclusive firm per diem rate(s) below in the performance of this Contract, Applicable Taxes extra.

Any travel expenses incurred in the provision of services may be claimed against the requesting operational unit separately and will not be covered by this contract.

Consecutive Interpretation Services Travel (in accordance with the travel directive)	Estimated	Hourly Rate	Total
Onsite Institution/Parole Office(up to 8 hours maximum)	180		
Offsite teleconference – straight hourly rate (no minimum) no travel	380		
Cancellation Charges	n/a		
TOTAL:			

2.0 Options to Extend the Contract Period:

Subject to the exercise of the option to extend the Contract period in accordance with Article 4. Term of contract of the original contract, Options to Extend Contract, the Contractor will be paid the firm all inclusive Per Diem rate(s), in accordance with the following table, Applicable Taxes extra, to complete all Work and services required to be performed in relation to the Contract extension.

The Contractor must advise the Project Authority when 75% of the Contract's financial limitation is reached. This financial information can also be requested by the project Authority on an as-requested basis.

Option Period 1 (April 1 2019 – Mar 31 2020)

Consecutive Interpretation Services Travel (in accordance with the travel directive)	Estimated Hours	Hourly Rate	Total
Onsite Institution/Parole Office(up to 8 hours maximum)	187		
Offsite teleconference – straight hourly rate (no minimum) no travel	388		
Cancellation Charges	n/a		
TOTAL:			

Option Period 2 (April 1 2019 – Mar 31 2020)

Consecutive Interpretation Services Travel (in accordance with the travel directive)	Estimated	Hourly Rate	Total
Onsite Institution/Parole Office(up to 8 hours maximum)	190		
Offsite teleconference – straight hourly rate (no minimum) no travel	390		
Cancellation Charges	n/a		
TOTAL:			

Option Period 3 (April 1 2020 – Mar 31 2021)

Consecutive Interpretation Services Travel (in accordance with the travel directive)	Estimated	Hourly Rate	Total
Onsite Institution – Up to Half Day (3.75 hours or less) Onsite Institution/Parole Office(up to 8 hours maximum)	195		
Offsite teleconference – straight hourly rate (no minimum) no travel	395		
Cancellation Charges	n/a		
TOTAL:			

3.0 Applicable Taxes

- (a) All prices and amounts of money in the contract are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada.
- (b) The estimated Applicable Taxes of \$ *To Be Inserted at Contract Award* are included in the total estimated cost shown on page 1 of this Contract. The estimated Applicable Taxes will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which taxes do not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes paid or due.

Annex C- Security Requirements

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ONT2599



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

21401-22-2699828

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL) / LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERB)

1. Sponsoring Government Department or Organization / Ministère ou organisme gouvernemental d'origine CSC		2. Branch or Division / Division générale ou Direction Ontario Region	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Consecutive interpretation services - on-site (Public Hearings - Institutions) - on-site (Public Offices) - teleconference - off-site			
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 régies par les 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 on drawing to (drawing) in question 7. c) / Préciser le niveau d'accès en utilisant le tableau 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 contract or security requirement with no security storage? / S'agit-il d'un contrat de manutention ou de livraison commerciale sans entreposage de sécurité?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
7. 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 / OEA <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. a) Release restrictions / Restrictions relatives à la diffusion No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> / RW Not releasable / À ne pas diffuser <input type="checkbox"/>		7. b) NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> Restricted to / Limité à: <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays:	7. c) No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to / Limité à: <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays:
8. Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET / SECRET <input type="checkbox"/>	COMSEC TOP SECRET / COMSEC 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 (DOWNT) / TRÈS SECRET (DOWNT) <input type="checkbox"/>		TOP SECRET (DOWNT) / TRÈS SECRET (DOWNT) <input type="checkbox"/>	


TD9/007 55D-103(2004112)

Security Classification / Classification de sécurité



Annex C- Security Requirements

ONT2599
 Contract Number / Numéro du contrat
2-1401-22-2699828
 Security Classification / Classification de sécurité



Gouvernement du Canada / Government of Canada

PART 1 - INFORMATION / PARTIE 1 - INFORMATIONS

1. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC protégés ou classifiés?
 If Yes, indicate the level of sensitivity. / Dans l'affirmative, indiquer le niveau de sensibilité. No / Non Yes / Oui

2. Will the supplier require access to extremely sensitive (TOP SECRET) information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSSEC de nature extrêmement délicate?
 Short Title(s) of material / Titre(s) abrégé(s) du matériel: _____
 Document Number / Numéro du document: _____

PART 2 - PERSONNEL (SUPPLIER) / PARTIE 2 - PERSONNEL (FOURNISSEUR)

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

<input checked="" type="checkbox"/> RELIABILITY / COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL	<input type="checkbox"/> SECRET	<input type="checkbox"/> TOP SECRET
<input type="checkbox"/> TOP SECRET - SIGHT	<input type="checkbox"/> NATO CONFIDENTIAL	<input type="checkbox"/> NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET
<input type="checkbox"/> SITE ACCESS	<input type="checkbox"/> NATO CONFIDENTIAL	<input type="checkbox"/> NATO SECRET	<input type="checkbox"/> COSMIC TRÈS SECRET

Special operations / Opérations spéciales: _____

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

16. b) May untrusted personnel be used for portions of the work?
 Du personnel non autorisé peut-on utiliser pour partie du travail? PW No / Non Yes / Oui

If Yes, will untrusted personnel be escorted?
 Dans l'affirmative, le personnel non autorisé sera-t-il escorté? PW No / Non Yes / Oui

PART 3 - GUARDIANS (SUPPLIER) / PARTIE 3 - RESURES 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 ou classifiés? No / Non Yes / Oui

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

PRODUCTION

11. c) Will the production (re-use, rework, repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
 Les opérations de fabrication, de réparation, de modification et/ou de réutilisation de matériel PROTÉGÉ ou CLASSIFIÉ auront-elles lieu au site du fournisseur? No / Non Yes / Oui

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

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

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

TSS/CT 300-100(201412) Security Classification / Classification de sécurité Canada

Annex C- Security Requirements

ONT2599

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 21401-22-2699828
Security Classification / Classification de sécurité

NOTE / REMARQUE / PAIRTE-GARANTIE
 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 collègue, 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		SATO					COMSEC				
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET / Très Secret	INFO RECEIVED / INFO REÇUE	INFO CONVEYED / INFO TRANSMISE	INFO STORED / INFO STOCKÉE	COMM. TOP SECRET / Très Secret	Transfer to / Transférer à	CONFIDENTIAL	SECRET	TOP SECRET / Très Secret	
N/A <i>NA</i>															
REGISTRATION / REGISTRATION															
IT / IT															
IT / IT															
IT / IT															

12. Is the description of the work contained within this DRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par le présent LVR/CL est-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la zone intitulée « Classification de sécurité » au haut et au bas du formulaire.

13. Is the documentation attached to this DRCL PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVR/CL est-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

1888/2017-100-100/0000112

Security Classification / Classification de sécurité



Annex C- Security Requirements

 Government of Canada / Gouvernement du Canada	ONT2599 Contract Number / Numéro du contrat 21401-22-2699828 Security Classification / Classification de sécurité
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PART 0 - AUTHORIZATION (PARTIE 0 - AUTORISATION)			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (privé) - Nom (en lettres majuscules)	Title - Titre	Signature	
Stephanie Bowen	N/Regional Manager, Admin & Info Mgmt	<i>[Signature]</i>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-945-8296	stephanie.bowen@psc-cc.gc.ca		Sept 11 2017
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (privé) - Nom (en lettres majuscules)	Title - Titre	Signature	
Robert Wattle	Contract Security Analyst	<i>[Signature]</i>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
			September 15, 2017
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"/> Yes / Oui <input type="checkbox"/> No / Non
16. Procurement Official / Agent d'approvisionnement			
Name	Title - Titre		Signature
Edward Desorme	Regional Contracting Officer		<i>[Signature]</i>
613-536-4583/613-536-4751	edward.desorme@psc-cc.gc.ca		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
			Sept 12, 2017
17. Contracting Security Authority / Autorité contractuelle en matière de sécurité			
Name (privé) - Nom (en lettres majuscules)	Title - Titre	Signature	
		<i>[Signature]</i>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
			26-SEPT-2017

Jacques Saumur
 Contract Security Officer, Contract Security Division
 Jacques.Saumur@psc-pwgsc.gc.ca
 Tel/Tel - 613-943-1732 / Fax/Télé - 613-954-4171

Annex D Evaluation Criteria

1.1 The following elements of the proposal will be evaluated and scored in accordance with the following evaluation criteria.

- Mandatory Technical Criteria

It is **imperative** that the proposal **address each of these criteria** to demonstrate that the requirements are met.

1.2 LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.

1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.

1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.

1.5 References must be provided for each project/employment experience.

- I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.
- II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.
- III. References must be presented in this format:
 - a. Name;
 - b. Organization;
 - c. Current Phone Number; and
 - d. Email address if available

1.6 Response Format

- I. In order to facilitate evaluation of proposals, it is recommended that bidders' proposals address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.
- II. Bidders are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
- III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical bid does not include the required month and year for the start date and end date of the experience claimed.
- IV. CSC will also only evaluate the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

MANDATORY TECHNICAL CRITERIA – Annex D

#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/Not Met
M1	<p>The firm must be certified and in good standing with AILIA (Association de l'Industrie de la langue/Language Industry Canada) or other certification authority to meet the National Standards for Interpretation Services (NSGCIS).</p>		
M2	<p>The firm must have a minimum of five (5) years' experience delivering consecutive interpretation services for a variety of languages.</p>		
M3	<p>The proposed interpreters must be certified and in good standing with a provincial member organization of the Canadian Translators, Terminologists and Interpreters Council (CTTIC), such as:</p> <ul style="list-style-type: none"> • Association of Translators and Interpreters of Alberta (ATIA) • Society of Translators and Interpreters of British Columbia (STIBC) • Association of Translators, terminologists and Interpreters of Manitoba (ATIM) • Corporation of Translators, Terminologists and Interpreters of New Brunswick (CTINB) • Association of Translators and Interpreters of Nova Scotia (ATINS) • Nunavut Interpreter/Translator Society <i>Nunattinni KatujjigatigiitTusaajinut</i> (NKT) • Association of Translators and Interpreters of Ontario (ATIO) • Ordre des traducteurs, terminologies et interprètes agréés du Québec (OTTIAQ). • Association of Translators and Interpreters of Saskatchewan (ATIS) 		

ANNEX E- CSC Addresses

1.1 The sites in the Ontario Region are as follows:

1.2.1 Headquarters

Regional Headquarters – Ontario
443 Union Street P.O. Box 1174 Kingston, Ontario K7L 2R8
Phone: (613) 536-4527 Fax: (613) 545-8684

Regional Staff College
443 Union Street P.O. Box 260 Kingston, Ontario K7L 2R8
Phone: (613) 545-8112 Fax: (613) 545-8190

1.2.2 Institutions

Bath Institution 5775 Bath Road P.O Box 1500
Bath, Ontario KOH 1G0 Phone: (613) 351-8346
Fax: (613) 351-8039

Collins Bay Institution (MED/MAX) 1455 Bath
Road P.O.Box 190 Kingston, Ontario K7L 4V9
Phone: (613) 545-8598 Main Fax: (613) 536-6117
Case Management Fax: (613) 545-8824

Collins Bay Institution (MIN) 1455 Bath Road
P.O. Box 7500 Kingston, Ontario K7L 5E6 Phone:
(613) 536-6000 Fax: (613) 545-8823

Joyceville Institution (MED) Highway 15, P.O.
Box 880 Kingston, Ontario K7L 4X9 Phone (613)
536-6400 Fax: (613) 546-3304

Warkworth Institution County Road 29 P.O. Box
760 Campbellford, Ontario K0L 1L0 Phone: (705)
924-2210 Fax: (705) 924-3351

Beaver Creek Institution (MIN) 2000 Beaver
Creek Dr. P.O. Box 1240 Gravenhurst, Ontario P1P
1W9 Phone: (705) 687-6641 Fax: (705) 687-5010

Beaver Creek Institution (MED) 2000 Beaver
Creek Dr. PO Box 5000, Gravenhurst, ON P1P 1Y2
Reception phone: (705) 687-1895 Main FAX: (705)
687-1896

Grand Valley Institution for Women 1575 Homer
Watson Blvd. Kitchener, Ontario N2P 2C5 Phone:
(519)894-2011 Fax: (519)894-5434

Joyceville Institution (MIN) Highway 15, P.O. Box
4510 Kingston, Ontario K7L 5E5 Phone (613) 536-
6400 Fax: (613) 546-3304

Millhaven Institution, 5775 Bath Road, P.O. Box
280, Bath, Ontario, KOH 1G0 Phone: (613) 351-8000
Fax: (613) 351-8136

1.2.3 Parole Offices and Community Correctional Centres

Administrative Offices	Address	Phone Number	Fax Number
Central Ontario District			
Central Ontario District Office	338 Keele Street, Main Floor Toronto, ON M6P 2K7 M5G 1Z8	(416) 973-2393	(416) 973-1779
Downtown Toronto Area Parole			
Downtown Area Parole	180 Dundas Street West Suite 200 Toronto, ON M5G 1Z8	(416) 973-3461	(416) 973-3465
Women's Supervision Unit	180 Dundas St. West Suite 210 Toronto, ON M5G 1Z8	(416) 973-2183	(416) 973-1714
Hamilton/Niagara Area Offices			

Brantford Parole Office	58 Dalhousie St. Suite 212 Brantford, ON N3T 2J1	(905) 751-8133	(519) 751-8136
Hamilton Parole Office	55 Bay Street, North 2 nd Floor Hamilton, ON L8R 3P7	(905) 572-2695	(905) 572-2072
St-Catharines Parole Office	32 Church St., Suite B St. Catharines, ON L2R 3B6	(905) 988-4581	(905) 988-4588
Eastern GTA Area Offices			
Toronto East Parole Office	2240 Midland Avenue 2nd Floor Toronto, ON M1P 4R8	(416) 973-4586	(416) 973-5127
Durham Parole Office	40 King Street West, 1 st Floor Oshawa, ON L1H 1A4	(905) 725-7268	
Western GTA Area Offices			
Toronto West Parole Office	350 Rutherford Road S. Plaza 1, Suite 1 Brampton, ON L6W 3P6	(905) 454-3538	(905) 454-3680
Brampton Interview Office	199 County Court Blvd Brampton, ON L6W 4P7	(905) 454-3538	(905) 454-3680
Keele Parole Office	338 Keele Street, Main Floor, Toronto, ON M6P 2K7		
Keele CCC	330 Keele Street 2nd Floor Toronto, ON M6P 2K7	(416) 762-8171	(416) 952-0998
Greater Ontario and Nunavut District			
Greater Ontario and Nunavut District Office	619 McKay St. Kingston, ON K7M 5V8	(613) 634-9120	(613) 634-0401
Western Ontario Area Offices			
Guelph Parole Office	117-255 Woodlawn Road West Guelph, ON N1H 8J1	(519) 826-2139	(519) 826-2143
London Parole Office	199 Dundas Street 2nd Floor London, ON N6A 1G4	(519) 645-4253	(519) 645-4001
Windsor Parole Office	2090 Wyandotte Street East	(519) 257-6826	(519) 257-6832

	3rd Floor Windsor, ON N8Y 5B2		
Northeast Ontario Area Offices			
Ottawa Parole Office	249 Slater St. Ottawa, ON K1P 5H9	(613) 996-7011	(613) 954-1687
Eastern Ontario Area Offices			
Kingston Parole Office	552 Princess Street Suite 200 2nd floor Kingston, ON K7L 1C7	(613) 545-8800	(613) 545-8834
Peterborough Parole Office	310 Water Street Peterborough, ON K9J 3C7	(705) 742-8889	(705) 750-4760
Henry Traill CCC	1453 Bath Rd. Kingston, ON K7L 5E6	(613) 545-8360	(613) 545-8707
Northern Ontario Area Offices			
Sudbury Parole Office	19 Lisgar Street Room 302 Sudbury, ON P3E 3L4	(705) 671-0600	(705) 671-4125
Sault Ste Marie Parole Sub-Office for Sudbury	22 Bay St. Room 143 Sault Ste Marie, ON P6A 5S2	(705) 941-3121	(705) 941-3032
North Bay Parole Sub-Office for Sudbury	176B Main Street West North Bay, ON P1B 2T5	(705) 474-1459	(705) 474-2435
Barrie Parole Office	48 Owen St. Suite 302 Barrie, ON L4M 3H1	(705) 727-4100	(705) 727-4105

ANNEX F - CSC TASK AUTHORIZATION FORM

Correctional Service Canada / Service correctionnel Canada

PUT AWAY ON FILE - CLASSER AU DOSSIER

TASK REQUEST/AUTHORIZATION DEMANDE ET AUTORISATION D'EXÉCUTION DE TÂCHES

Contract No. - N° de contrat	Task Request No. - N° de la demande d'exécution de tâches	Commitment No. - N° d'engagement
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PART "A" (To be completed by the Project Authority) - PARTIE "A" (A remplir par le chargé de projet)

TASK DESCRIPTION (Describe in detail - use additional pages if necessary)
 DESCRIPTION DES TÂCHES (décrire en détail et utiliser une autre page au besoin)

DELIVERABLES: (Clearly state the form and content of the expected deliverables)
 PRODUITS DEMANDÉS: (Indiquer clairement la forme et le contenu des produits demandés)

Requested delivery date: Date de livraison demandée:	Signature _____ Project Authority - Chargé de projet	_____ Date
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PART "B" (To be completed by the Contractor) - PARTIE "B" (A remplir par le contractuel)

• NOTE: NO WORK IS TO START WITHOUT THE EXPRESSED AUTHORIZATION OF THE PROJECT AUTHORITY
 NOTA: AUCUN TRAVAIL NE DOIT DÉBUTER AVANT QUE LE CHARGÉ DE PROJET EN AIT DONNÉ L'AUTORISATION
 Proposed approach/methodology/milestones/assumptions/comments: (use additional pages if necessary)
 Approche, méthodes et étapes proposées, suppositions, observations: (utiliser une autre page au besoin)

Delivery (State firm delivery dates for major milestones) - Livraison (donner des dates de livraison fermes pour chaque étape importante)

Estimate: Devis	_____ X _____ = \$ _____	<input type="checkbox"/> Firm Price - Prix forfaitaire <input type="checkbox"/> Ceiling Price - Prix plafond
estimatif:	person days / jours-personnes per diem / coût quotidien	
Basis of payment - Mode de paiement		

Signature	_____ Contractor - Contractuel	_____ Date
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PART "C" (To be completed by the Project Authority) - PARTIE "C" (A remplir par le chargé de projet)

Check one / Cocher une des deux cases
 The above work plan and estimate / Le plan de travail et le devis estimatif décrits ci-dessus
 is not accepted, please submit a revised estimate. / sont inacceptables. Prière de soumettre un nouveau devis estimatif.
 is accepted, please proceed with the work. / sont acceptables. Prière d'amorcer le travail.

Signature	_____ Project Authority - Chargé de projet	_____ Date
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CSC/SCC 1098 (94-05)	DISTRIBUTION Original = Contractor / Original = Contractuel Copy = Project Authority / Copie = Chargé de projet
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