



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions -
TPSGC

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Linguistic Services Division / Division des services
linguistiques

Les Terrasses de la Chaudière

10, rue Wellington, 5ième étage

Gatineau

Québec

K1A 0S5

Title - Sujet Open Contracts for Interpretation	
Solicitation No. - N° de l'invitation EN960-192231/A	Amendment No. - N° modif. 008
Client Reference No. - N° de référence du client 20192231	Date 2019-03-12
GETS Reference No. - N° de référence de SEAG PW-\$\$ZF-505-34628	
File No. - N° de dossier 505zf.EN960-192231	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-03-20	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Henry, Yves	Buyer Id - Id de l'acheteur 505zf
Telephone No. - N° de téléphone (613) 720-9513 ()	FAX No. - N° de FAX () -
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
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Amendment no. 008 is raised provide answers to questions 50 to 117.

Questions and Answers (50 to 117) for RFP EN960-192231/A

Q50) I would, however, like some clarification regarding answer 31 in Amendment 005.

The second part of the answer reads as follows:

For the calculation of your travel expenses, you may declare a professional domicile rather than use your residence. This will affect both your ability to charge travel costs (as opposed to travel time), and also the amount for which you are eligible, according to the NJC guidelines.

My question is: Is there a specific distance that triggers the ability to charge mileage (travel costs), according to the NJC guidelines? I have heard that the interpreter may charge mileage if the location of the conference is over 15 kilometers from his/her professional domicile (or residence, if the interpreter prefers that option). Is this correct? This would clarify whether or not any travel costs may be added to the invoice when the interpreter works at a conference relatively far from their professional domicile or residential address, but that does not require an overnight stay at a hotel.

A50) Travel more than 16 km triggers eligibility for travel costs. Interpreters who must travel more than 16 km from their residence or their professional domicile (whichever they selected upon bidding) may claim travel expenses, as laid out in the NJC Travel Directive. Under section 3.1 Directive (Travel within headquarters area), travel less than 16 km is considered regular commuting. When interpreters are required to travel more than 16 km from headquarters area (your residential address or professional domicile) section 3.2 of the Directive (Travel outside headquarters area) applies.

Please note:

- Details on travel arrangements and claims will be contained in the Freelance Interpreter Handbook.
- The Directive applies to both employees and contractors, and distinguishes between both, so clauses referring to employees do NOT apply to contractors, who are referred to as travellers rather than employees.
- Under section 1.5.2, it is stated clearly that it is your responsibility to (a) become familiar with the provisions of this directive; (b) consult and obtain authorization [...] to travel in accordance with the directive; [...] (d) complete and submit travel expense claims with necessary supporting documentation as soon as possible after the completion of the travel. [...]; and (e) be responsible for cancelling reservations as required [...].

Q51) In your questions and answers, I found this:
Q23) The first table in Annex F in French does not contain a "Taxes applicable" box.
R23) Please refer to the REVISION of APPENDIX "F" in the "Attachments" section of the SDR display.
However, I do not find this revised version in French in the attachments....
And in the applicable taxes column, is HST simply indicated (if our home is in Ontario?)

A51) The revised document of Annex "F" did not upload as planned, however, we decided at the Bidder's Conference that we will not ask suppliers to put an amount for taxes. We will instead change the English form to remove the tax box. We ask you to please only enter a "tax-free" price.

Q52) Can submissions be sent in hard copy and by mail?

A52) Yes. Please send the submissions (bids) to the following address:
Bid Receiving - PWGSC
11 Laurier St.
Place du Portage, Phase III
Core 0B2
Gatineau, Québec
K1A 0S5

Here is an excerpt from the 2003 SACC Clauses - Standard Instructions - Goods or Services - Competitive Requirements

05 (2018-05-22) Submission of bids

1. Canada requires that each bid, at solicitation closing date and time or upon request from the Contracting Authority, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with section 17.
2. It is the Bidder's responsibility to:
 - a. obtain clarification of the requirements contained in the bid solicitation, if necessary, before submitting a bid;
 - b. prepare its bid in accordance with the instructions contained in the bid solicitation;
 - c. submit by solicitation closing date and time a complete bid;
 - d. send its bid only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) specified in the bid solicitation or, to the address specified in the bid solicitation, as applicable;
 - e. ensure that the Bidder's name, return address, bid solicitation number, and solicitation closing date and time are clearly visible on the bid; and,
 - f. provide a comprehensible and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the bid solicitation.

Q53) Please clarify the meaning of "separately bound sections", p.10.

A53) This is so that the technical proposals are kept separate from the financial proposals as they are not evaluated by the same group. In this case it means that Annex E is separated from Annex F. They can still be in the same bid envelope.

Q54) You mention double-sided printing for the forms. Is that compulsory?

A54) No.

Q55) Is there a required format for invoices? Can they be emailed in?

A55) Instructions for invoicing will not change under the new open contracts. Details on the information that your invoice must contain remains the same and will be contained in the Freelance Interpreter Handbook, and electronic invoices may be sent, as per the current practice for both Parliamentary and Conference Interpretation services.

Q56) Please clarify the notion of "minimum work guarantee". Expressed in %, days? If so, how many?

A56) As per clause 7.4, the minimum guarantee represents 1% of the total contract value. ie: If the contract is valued at \$100,000.00 then the minimum revenue the vendor will receive is \$1,000.00. This also means that if no work is assigned during the contract period, Canada will owe the vendor 1% of the contract value.

Q57) 7.14.2 Please clarify the meaning of total liability. Where will it be specified?

A57) Part 7 of the RFP will become part 1 of the resulting Contract. The first page of the contract will contain the "Total Estimated Cost" (The value of the Contract including taxes) This is the maximum total liability of the contract that can be invoiced for work completed by the vendor.

Q58) P. 41 Extension of Work: is the half rate for an extension under 60 minutes to be shared by the team or is it per interpreter?

A58) The rate applies per interpreter, who will include the amount in his or her invoice.

Q59) P. 54 Annex E should be filled and signed, please confirm. And do you wish to receive all 62 pages back or only those that need filling in i.e. pp. 1-19-20-54 to 58?

A59) yes, Annex E asks for a signature in the first section:

I have read and understand the instructions:
Signature: _____

The bid proposal should include at a minimum:

- 1st page of RFP completed and signed. It is not necessary to print and send all 62 pages.

- Annex E completed and signed
- Annex F completed and signed

- Q60) What happens to the interpreter who works on the same day at the CIS and SIP?
It can be assumed that its rate is not the same for both services and that the 25% surcharge would apply to the SIP, but not necessarily to the SIC.
How do you bill for the day's work in a case like this?
Are they one or two task authorizations?
- A60) When an interpreter works on both services on the same day, two task authorizations will be provided to the interpreter. The 25% applies to broadcasting not Parliamentary Interpretation service. If the bonus for broadcasting applies, it will be paid. You would send an invoice for each TA.
- Q61) Financial bid: What tax should be indicated on Form F (English) for our financial bid?
- A61) Suppliers must not indicate the tax in the financial proposal. Only the basic price per type of service should be indicated. A revised Annex F without the taxes field will be issued in an amendment however you can just leave it blank if you choose to use the current Annex F form.
- Q62) Question related to the compensation related to public broadcasting or Webcasting.
Percentages are not in Appendix F.
- A62) The supplier does not have to add it to his price, the percentages will be added when paying the supplier (see basis of payment). Rates will be adjusted when broadcasting occurs.
- Q63) What are the ways to submit our quote? There are 4 ways to submit submissions (E-Post, e-mail, in person and facsimile). I don't quite understand how epost works.
- A63) Instructions for epost connection are in Part 2.1 of the RFP. Here is an excerpt:
1. epost Connect
 - a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the epost Connect service provided by Canada Post Corporation (https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_sen_d_a).
 - a. PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC headquarters is: TPSGC.DGAreceptiondessaoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca, or if applicable, the email address identified in the bid solicitation.
 - b. PWGSC regional offices: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
 - b. To submit a bid using epost Connect service, the Bidder must either:
 - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or

- ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the epost Connect conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.
- e. The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
- g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
 - i. receipt of a garbled, corrupted or incomplete bid;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or
 - viii. inability to create an electronic conversation through the epost Connect service.
- h. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05."

Q64) What is the address of the Bid Receiving Unit

A64) [See answer 52](#)

Q65) Integrity: do we need to complete the form Declaration of Convicted Offences?

A65) [No.](#)

Q66) Annex F, English version is badly formatted.

A66) [It will be fixed.](#)

Q67) Where can I find the security certificate number?

A67) Suppliers can find it on their certification form, otherwise just confirm that you have a security clearance and the name of the resource, we will do the necessary checks.

Q68) To whom should the submission be sent?

A68) Please address your submission to Yves Henry and specify the solicitation number (EN960-192231/A).

Q69) Letters of accreditations - do we need to submit the letters as part of our bid?

A69) No

Q70) Prices are set for a year and a half?

A70) Yes until June 30, 2020.

Q71) If we do only part of a day for an event that is broadcasted, is the compensation of 25% given for the entire day?

A71) Yes the broadcast will apply for the entire day

Q72) What is the TA distribution process?

A72) If there are more than one available interpreter, a TA will be issued based on a rotation.

Q73) Parliamentary service: do we **only** provide base price not including broadcast?

A73) Yes.

Q74) Base rate: base rate is usually higher in Toronto then somewhere else. That might affect the median?

A74) We do not look at the rates for TA issuance once a contract is in place. We did exercises with current rates to make sure very few suppliers are part of pool #2.

Q75) Will there be one median for both services?

A75) No, there will be one median for each of the separate services.

Q76) What is the phone number for Bid Receiving?

A76) **819-420-7200** Source: <<https://buyandsell.gc.ca/supplier-notice-national-capital-region-bid-receiving-unit-new-phone-number>>

Q77) Professional domicile vs residence: what is it?

A77) Interpreters can choose one of the two. Here is an excerpt from Annex B – Basis of Payment (**Travel Expenses**):

“As per the commonly accepted practice in conference interpretation, Contractors may declare a professional domicile that is different from their residence. If Contractors declare a different address than their residence as their professional domicile, their travel costs will be calculated from city hall of the location they have selected. Contractors who elect to declare a professional domicile may change it only every six months and must do so in writing to the Project Authority.”

Q78a) Availability: how does it work?

A78a) The Translation Bureau will consider the word of the interpreter.

Q78b) Is a calendar available?

A78b) The Translation Bureau is encouraging interpreters to update the calendars available. Electronic calendar is not available yet.

Q79) Notifying the Translation Bureau of availability: suggesting google calendar.

A79) To be discussed with the procurement working group.

Q80) How will it work for Parliamentary?

A80) Availability for parliamentary: same system as current one. Exception is that TA periods will be longer than right now.

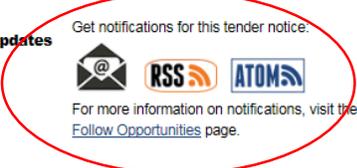
Q81) Email notification on buy and sell: where is it?

A81) The main page of the RFP on BuyandSell.gc.ca has an option for email notifications as shown below:

Dates	
Publication date	2019/02/18
Amendment date	2019/03/05
Date closing	2019/03/20 14:00 Eastern Standard Time (EST)

Details	
Reference number	PW-\$\$ZF-505-34628
Solicitation number	EN960-192231/A
Region of delivery	National Capital Region
Notice type	Notice of Proposed Procurement (NPP)
GSIN	R109B: Language Interpretation Services
Trade agreement	Canadian Free Trade Agreement (CFTA)
Tendering procedure	All interested suppliers may submit a bid
Competitive procurement strategy	Best Overall Proposal
Procurement entity	Public Works and Government Services Canada
End user entity	Public Works and Government Services Canada

Contact Information	
Contact name	Henry, Yves
Contact email	✉ yves.henry@tpsgc-pwgsc.gc.ca
Contact phone	(613) 720-9513 ()
Contact fax	() -
Contact address	Les Terrasses de la Chaudière 10, rue Wellington, 5ième étage Gatineau Québec K1A 0S5

Activity	
The following statistics are only for the English page and are provided in close to real time. To calculate the total activity for a tender notice, you will need to add the English and French statistics.	
Page views (English page)	1787
Unique page views (English page)	493
Tender notice updates	Get notifications for this tender notice.  For more information on notifications, visit the Follow Opportunities page.

Description	
Trade Agreement: Canadian Free Trade Agreement (CFTA) Tendering Procedures: All interested suppliers may submit a bid Competitive Procurement Strategy: Best Overall Proposal Comprehensive Land Claim Agreement: No Nature of Requirements: REQUEST FOR PROPOSAL Development of task authorization contracts for parliamentary and conference interpretation services in official languages for the Translation Bureau Introduction The Translation Bureau (Bureau) is a Special Operating Agency (SOA) that is part of Public Works and Government Services Canada (PWGSC). The Bureau is responsible for providing support to the Government of Canada in its efforts to serve and inform Canadians in the official language of their choice. The Bureau fulfills its mission by providing, among other things, interpretation services to Parliament, the judiciary and federal departments and agencies in official, foreign, Aboriginal and visual languages. The Bureau, in collaboration with PWGSCs Acquisitions Branch (AB), is launching an RFP process to issue contracts to qualified interpretation service providers to meet its parliamentary and conference interpretation needs in official languages.	

Q82) Will new freelancers entering the market receive an open contract?

A82) Interpreters who did not participate in this request for proposal will not receive an open contract and will have to wait for the new RFP after June 30, 2020. In the event that there is no interpreter available in Pools 1 and 2, the Translation Bureau may award spot contracts.

Q83) Who do we email to obtain our security certificate number?

A83) Refer to answer # 41

Q84) How will the technical evaluations be carried out?

A84) They will be done in person only (quality index).

Q85) The handbook; is it available?

A85) No. The handbook is in development.

Q86) Calculation of the median - will there be a national median or regional?

A86) There will be one national median per type of service.

Q87) Substitution (replacement of personnel): The RFP mention only a few reasons (death, etc.).

A87) Decisions will be made on a case by case basis.

Q88) Which form needs to be provided in two copies?

A88) Annex E - technical bid

Q89) Please address what the rotational list is based on?

A89) The rotational list was proposed by the interpreter community during the facilitated session October 27 as a method to attribute work if and when all other considerations were met and equal. For example, if for a given event, requiring one English booth for a meeting requiring Secret clearance in Montreal there were still 3 candidates available and qualified, the interpreter at the top of the rotational list would be selected and then he or she would go to the bottom of the rotational list. It was felt to be the fairest and most transparent method to make a selection.

Q90) Is it worth submitting a bid for parliamentary if your domicile is not Ottawa?

A90) Yes

Q91) The rotational list: is it one National list?

A91) Yes.

Q92) Parliamentary: security - secret or top secret?

A92) Secret

Q93) A lot of anxiety when it comes to security clearance: possible to simplify the process?

A93) We invite interpreters to contact Acquisitions Branch to obtain help.

Q94) How will spot contracts be used?

A94) Spot contracts will be used as a last resort once both pools have been exhausted.

Q95) Is there an amended version of the RFP available on Buy and Sell?

A95) The amendments are posted separately on BuyandSell.gc.ca and must be downloaded in order to view the changes to the RFP.

Q96) We do not need to send the whole document just the forms?

A96) Yes just the forms and the first page of the RFP.

Q97) Found that example of median is coercive.

A97) The Government does not want to tell suppliers what to bid. It is just an example.

Q98) What is the number of freelancers right now?

A98) We cannot answer that question.

Q99) We need to fill out the amended forms for Annex E and F?

A99) It is better to use the most recent forms but suppliers can still use the current forms

Q100) Best fit: What are the criteria for best fit and work assignment?

A100) [At the discretion of the Project Authority, contractors will be assigned to specific events and work will be assigned according to the most appropriate model based on language profile, security classification, location, availability and quality index. A chart will be available in the Handbook.](#)

Q101) Electronic calendar? When to expect?

A101) [This is a project in development and the Translation Bureau does not have a fixed schedule..](#)

Q102) I attended the webinar on March 2, but one question remains outstanding for me. In Toronto, interpreters have two conference service rates: one for the City of Toronto and one for eccentric assignments, which is intended to reflect the geographical scope of the Greater Toronto Area. Since the submission forms only provide for two boxes, one for the conference rate and the other for the parliamentary committee rate, does that mean that we will no longer receive an allowance for conferences in Etobicoke or Mississauga, for example? If so, it follows that we will have to submit our rate for eccentric assignments in order to avoid being penalized for any assignment outside the city of Toronto itself.

A102) [As indicated in the answer to question 50, travel beyond 16 km from the headquarters area - either the interpreter's home address or the professional domicile - will be eligible for an expense report under the National Joint Council's Travel Directive. Please refer to Answer 50 and the directive for more details.](#)

Q103) What is the period during which a former public servant cannot work for the Translation Bureau again? Where is the provision in the Open Contract in this regard?

A103) [The answer to that question is not as simple as providing a period of time for all. There are many factors that come into play. The RFP only requires the forms to be filled out but does not go into the details of the various Acts that govern this issue.](#)

Q104) I would appreciate it if you could clarify for me which page I need to fill in, in addition to annexes e and f, if that is the case.

A104) [The main RFP document is the one shown below:](#)

Solicitation Documents				
File	Amendment number	Language	Unique Download Event (English page)	Date added
ABES_PROD.PW_ZF.B505.E34628.EBSU000.PDF	000	English	126	2019-02-18
ABES_PROD.PW_ZF.B505.F34628.EBSU000.PDF	000	French	44	2019-02-18

Q105) Would you be able to confirm that when selecting interpreters for task authorization, the interpreter's city/home will be part of the selection criteria (such as language combination, quality index, security rating, etc.) before using the rotation list? If not, is there not a risk that the rotation list (across Canada) will offer, for a conference in Ottawa for example, two interpreters from Toronto and one from Montreal, while interpreters from Ottawa are available?

A105) Yes, "location" is assessed before using the rotation list.

Q106) What do the words 'Delivery Offered' mean on page 1 of the RFP, which we are meant to complete?

A106) That is automatically generated by our ABE software. It is for goods when the vendor would like to propose an alternate delivery option. **You don't have to fill this box.**

All you need to fill out on the first page is the following highlighted areas:

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

Q107) If I go to work in Guelph from home (also my professional home), I have to drive for about an hour. It doesn't count for travel time, but I should be able to bill for mileage according to NJC guidelines, right? And from how many kilometres do these directives come into force? I do not see this information anywhere, either on the CNM website or in the online documents of the open contract.

A107) Yes, while one hour of travel is not eligible for travel time, any travel beyond 16 km does allow for a mileage claim based on the NJC. See also the answer to question 50.

Q108) Will contracts awarded in response to the Tender Notice combine both Conference and Parliamentary Interpretation streams in one and the same contract in the case of interpreters bidding for both streams?

A108) Yes.

Q109) Once a given contract awarded in response to the Tender Notice reaches the maximum announced value of \$100 000, taxes included, what happens? Is the contract to be automatically renewed/extended, as long as the interpreter remains in good standing?

A109) It is not expected to happen however this will be decided if and when that occurs.

Q110) Does the maximum value of the contracts to be awarded (\$100 000) in response to the Tender Notice include travel and accommodation and other related expenses, as well as applicable taxes?

A110) Yes.

Q111) In the case of Parliamentary Interpretation, will the 25% broadcast fee apply automatically to a given day's work, no matter the duration of the broadcast portion (web or TV)?

A111) Yes

Q112) I was a public servant with the PIS section of PWGSC until 2009. By 2010-11, I resigned completely from my position. I did not receive any lump sum, and opted for a deferred pension upon my severance from the public service upon resignation. However, it is likely payment for things such as unused leave or other entitlements may have been paid. Can I safely answer "no" to the last question on page 7 of annex F? Will your department do a follow up? Will I be penalized, if in any way my answer is inadvertently incorrect?

A112) Yes you should enter "no". There will be no penalty if there is a mistake.

Q113) What is your preferred method to keep Annexes E and F separate? Do we place both annexes in separate envelopes, or can we send 2 hard copies of section 1 and 1 hard copy of section 2 in one single package and you will do the separating?

A113) One single package is fine.

Q114) I understand that I only have to return (submit) the completed page 1, as well as Appendix E and Appendix F, with only the relevant parts of these completed Annexes. Do I understand correctly?

R114) Yes

Q115) Appendix F: On page 6, I am asked if I am a "former public servant in receipt of a pension". However, I was a fixed-term employee for two years in Parliament from 2001 to 2003. I chose at the time to receive my pension only at retirement age, so I did not receive a lump sum, and I am not receiving a pension right now and not until about 2030. My understanding is that I must check "no" without completing anything or providing any other information. Did I understand correctly?

R115) Yes

Q116) Although I have already had security clearances, I do not currently have a security clearance - I am aware of it - and I only bid for unclassified conferences. I therefore understand that I do not need to complete all security forms, including page 4 (list of directors of the company), even if I am incorporated and am the sole director. But since I'm not asking for security clearance contracts, I don't need to complete all of this...That's what I understand. Is that right?

R116) You will still be required to complete the form "Integrity Provisions - List of Names" to be awarded a contract.

Q117) I assume I send every 7 pages of Appendix F even if I only complete them

A117) It is not necessary to send uncompleted forms.