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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Task Authorization Form and any other annexes.

1.2 Summary

Health Canada requires the services of up to two (2) Contractors for the Provision of simultaneous teleconference interpretation services of both official languages (English-to-French and French-to-English). This requirement will be on an as-and-when-required basis using a task authorization (TA) process. Up to two (2) contracts may be awarded as a result of this Request for Proposal (RFP).

The services of the Contractor(s) will be required for a period of approximately five (5) years commencing on or about November 1, 2019. The expected completion date of this project is the 31st of March, 2020. The Contract will be set up with the option of annual renewal up to a maximum of four (4) one (1) year renewals (option year 1: April 2020-March 2021; option year 2: April 2021-March 2022; option year 3: April 2022-March 2023, option year 4: April 2023-March 2024) to be exercised at Health Canada's discretion.

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

The requirement is not subject to trade agreements.

The estimated value of this requirement is between \$90,000 and \$101,100, including applicable taxes and all potential option periods.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

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

The [2003](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

With the exception of Subsection 01 of 2003, Standard Instructions,

Delete: all references to 'PWGSC'
Insert: Health Canada

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: one-hundred and twenty (120) calendar days

2.2 Submission of Bids

Bids must be submitted to Darlene Fisher by the date and time indicated on page 1 of the Request for Proposal, through one of the methods below:

A. Via E-mail

Emailed bids must be submitted only to Darlene.fisher2@canada.ca by the date, time and place indicated on page 1 of the Request for Proposal.

The RFP Reference Number and the title of the Requirement must be in the subject line of your email and your Bid should be structured in accordance to Part 3 – Bid Preparation Instructions.

If the Bid is **greater than 20mb** then the bid submission must be directed to the Bid Receiving Unit at the address below.

B. Via Bid Receiving Unit

Any bid not submitted via e-mail as above must be delivered to the following address:

Health Canada Bid Receiving Unit
Federal Records Centre Building,
161 Goldenrod Driveway (Loading Dock),

Ottawa, Ontario K1A 0K9
Attention: Darlene Fisher
RFP Reference Number: 1000212778
Hours of Operation: 07h30 to 16h30 Monday to Friday

The RFP Reference Number and the name of the RFP Authority must be marked on all documents, binders and respective envelopes.

Due to the nature of the Request for Proposal, transmission of offers by facsimile will not be accepted.

Health Canada is not currently accepting bids via epost Connect service provided by CPC system.

2.3 Former Public Servant

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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? YES NO

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

- a. name of former public servant;

- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? YES NO

If so, the Offeror 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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 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

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their offer in separate sections as follows (Bidders choose A or B as their submission method):

A. For electronic bid submissions via e-mail:

Section I: Technical Bid (one (1) electronic copy submitted via e-mail)
Section II: Financial Bid (one (1) electronic copy submitted via e-mail)
Section III: Certifications (one (1) electronic copy submitted via e-mail)

B. For hard-copy submissions to Bid Receiving Unit:

Section I: Technical Bid (four (4) hard-copies and one (1) soft copy via CD)
Section II: Financial Bid (one (1) hard-copy and one (1) soft copy via CD)
Section III: Certifications (one (1) hard-copy and one (1) soft copy via CD)

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To

avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in Annex "B".

3.1.2 Exchange Rate Fluctuation

C3011T(2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Appendix 1 to Part 4.

4.1.1.2 Point Rated Technical Criteria

Refer to Appendix 1 to Part 4.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

SACC *Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

Only the Bidders who have met the mandatory criteria shall be considered for further evaluation.

Up to two (2) compliant Bidders may be awarded a contract as a result of this RFP. Bidders who rank outside of the top two (2) will not be issued a contract.

The value of the resulting contracts will be determined at Contract Award. The top (1st) ranked supplier will be awarded 75% of the budget, and the 2nd ranked supplier will be issued 25% of the budget. If only 1 supplier is compliant, 100% of the budget will be awarded to them. The minimum work guarantee will be applied to the value distributed to each supplier (i.e. 10% min. work guarantee applied to the 75% distribution to the top (1st) ranked supplier).

4.2.1 Highest Combined Rating of Technical Merit and Price

SACC *Manual* Clause [A0027T](#), Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria;
 - c. obtain the required minimum points specified for criterion number RT1 for the technical evaluation, and
 - d. obtain the required minimum of 12 points per resource and 24 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 60 points.

2. Bids not meeting (a) or (b) or (c) and (d) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. The responsive bid(s) will be recommended for award of a contract and ranked based on their combined rating of technical merit and price from highest to lowest.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 112 and the lowest evaluated price is \$35,000 (35).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%) – Ranked Highest to Lowest

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		100/112	89/112	92/112
Bid Evaluated Price		\$45,000.00	\$40,000.00	\$35,000.00
Calculations	Technical Merit Score	$100/112 \times 70 = 62.5$	$89/112 \times 70 = 55.63$	$92/112 \times 70 = 57.5$
	Pricing Score	$35/45 \times 30 = 23.33$	$35/40 \times 30 = 26.25$	$35/35 \times 30 = 30$
Combined Rating		85.83	81.88	87.5
Overall Rating		2nd	3rd	1st

APPENDIX 1 TO PART 4 – TECHNICAL EVALUATION CRITERIA

All Bidders are advised that only listing experience without providing any supporting data to describe when, where and how such experience was obtained will not be considered to be “demonstrated” for the purpose of the evaluation. All professional experience must be fully documented and substantiated in the proposal.

For the purpose of personnel qualifications, experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided that they are related to the required services.

For each resume submitted, the Bidder must ensure that:

- (i) the proposed resource title and the individual's name are clearly indicated; and
- (iii) the resume clearly demonstrates where, when and how the stated qualifications/experience of the individual were acquired.

For evaluation purposes,

- ‘where’ means the name of the employer as well as the position/title held by the individual;
- ‘when’ means the start date and end date (e.g. from January 2000 to March 2002) of the period during which the individual acquired the qualification/experience; and
- ‘how’ means a clear description of the activities performed and the responsibilities assigned to the individual under this position and during this period.

Furthermore, bidders are also advised that the month(s) of experience listed for a project whose timeframe overlaps that of another referenced project, 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.

1. Mandatory Technical Criteria

At bid closing time, the Bidder must comply with the following mandatory technical criteria and provide the necessary documentation to support compliance. Any bid which fails to meet the following mandatory technical criteria will be declared non-responsive. Each criterion should be addressed separately.

Interpretation Services – Mandatory Criteria			
Item	Description	Compliant (Yes/No)	Reference to Bidder's Proposal (page #)
MT1	All Bidders must each have at least twelve (12) months of demonstrated experience in providing simultaneous English-to-French and French-to-English interpretation services via	<input type="checkbox"/> Yes	

Interpretation Services – Mandatory Criteria			
Item	Description	Compliant (Yes/No)	Reference to Bidder's Proposal (page #)
	<p>teleconference within the last sixty (60) months, prior to the date of bid issuance.</p> <p>To demonstrate experience, the Bidder must provide project summaries including the following information:</p> <ul style="list-style-type: none"> - Client name - Duration of project (in format mm-yyyy to mm-yyyy) - Description of work performed <p>For at least one (1) of the project summaries submitted, the Bidder must provide one (1) client reference that can validate the interpretation services and level of quality (not satisfactory, satisfactory, or above satisfactory). Bidders must receive a satisfactory or above satisfactory reference to meet this requirement.</p> <p>The Bidder must provide the following client reference information:</p> <p>Name of contact:</p> <ul style="list-style-type: none"> • Contact's current phone number and email address: • Contact's organization name: • Contact's Position title: 	<input type="checkbox"/> No	
MT2	<p>Each Bidder must propose two (2) interpreter resources to fulfill the work requirement describe at Annex "A" Statement of Work.</p> <p>The same two (2) resources must be proposed to meet the requirements for MT3, MT4 and MT5.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
MT3	<p>All proposed interpreters must each have a relevant degree with specialization in interpretation from an accredited Canadian institution, or a recognized equivalent. A minimum of two resources must be provided.</p> <p>Proof of education (and foreign credential assessment, if applicable) must be submitted with the Bid for each resource. Visit www.cicic.ca for a list of organizations that provide equivalency assessments.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
MT4	<p>All proposed interpreters must each be certified interpreters as governed by the respective provincial association or profession order. A minimum of two resources must be provided.</p> <p>Proof must be submitted with the Bid for each resource.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
MT5	<p>All proposed interpreters must each have at least twelve (12) months of demonstrated experience in simultaneous English-to-French and French-to-English interpretation via teleconference,</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Interpretation Services – Mandatory Criteria			
Item	Description	Compliant (Yes/No)	Reference to Bidder's Proposal (page #)
	<p>within the last sixty (60) months prior to the date of bid issuance. A minimum of two resources must be provided.</p> <p>To demonstrate experience, the Bidder must provide project summaries for each resource. Each project summary must include the following information:</p> <ul style="list-style-type: none"> - Client name; - Duration of project (in format mm-yyyy to mm-yyyy); - Description of work performed by the proposed resource. <p>For at least one (1) of the project summaries submitted per resource, the Bidder must provide one (1) client reference that can validate the interpretation services and level of quality (not satisfactory, satisfactory, or above satisfactory) for that resource. Resources must receive a satisfactory or above satisfactory reference to meet this requirement.</p> <p>The Bidder must provide the following client reference information per resource:</p> <p>Name of contact:</p> <ul style="list-style-type: none"> • Contact's current phone number and email address: • Contact's organization name: • Contact's Position title: 		

2. Point Rated Technical Criteria

Each Technical Proposal which meets all the Mandatory Requirements will be evaluated and scored in accordance with the point rated technical evaluation criteria provided below.

Interpretation Services – Point Rated Criteria			
Item	Description	Max Points Available	Reference to Bidder's Proposal (page #)/Comments
RT1	<p>A test call in which each proposed resource will perform simultaneous interpretation between English-to-French and French-to-English will be assessed for accuracy, completeness, proper terminology, professionalism, fluency, and tone.</p> <p>The evaluation team, through the direction of the Contracting Authority, will schedule a test call with the Bidder (provided all mandatory criteria is met) for each proposed resource within three (3) weeks from date of bid closing.</p> <p>Bidders must respond to request to schedule test calls from the Contracting Authority within three (3) business days or may be deemed non-responsive.</p> <p>Bidders will be provided a lexicon as well as a sample document at least 24 hours prior to the scheduled test call. The Bidder must provide the required equipment in order to complete this test call. The call duration will last approximately 15 minutes per resource. If the Bidder's resources are unavailable to conduct this test call, after attempting to schedule no more than two times within two (2) weeks of the first attempt, the resource will be given a score of 0 for this criterion.</p> <p>The Bidder is responsible for the cost associated to this requirement.</p> <p>A minimum score of 12/20 per resource is required to consider having passed this requirement RT1.</p> <p>Total points available for RT1= 40 points</p>	<p>40</p> <p>Resource 1 = 20 points</p> <p>Resource 2 = 20 points</p>	
RT2	<p>Points will be awarded to each proposed resource for months of demonstrated experience in addition to MT5.</p> <p>Per resource: 1 to 12 additional months of demonstrated experience = 2 points 13 to 24 additional months of demonstrated experience = 5 points More than 24 additional months of demonstrated experience = 10 points</p> <p>Individual resource points available = 10 points Total points available = 20 points</p>	<p>20 points</p> <p>Resource 1 = 10 points</p> <p>Resource 2 = 10 points</p>	

Interpretation Services – Point Rated Criteria			
Item	Description	Max Points Available	Reference to Bidder's Proposal (page #)/Comments
	Total overall points available: 60 points	60 points	
	Minimum RT1 pass mark per resource: Resource 1 = 12/20 points Resource 2 = 12/20 points	Overall Pass mark: 24 points	
	Bidders Score: /60 points	/60 points	

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Additional Certifications Precedent to Contract Award

5.2.2.1 Former Public Servant

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.

5.2.3.2 Status and Availability of Resources

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

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

5.2.3.3 Education and Experience

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

Name of Bidder's Representative

Signature and Date

PART 6 - SECURITY AND OTHER REQUIREMENTS

6.1 Security Requirements

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 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 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.

7.1.1.1 Task Authorization Process

1. TAs will be issued to the top ranked Contractor. First (1st) ranked Contractor will be issued a TA except when unable to fulfill a TA requirement. Health Canada also may issue a TA to any ranked Contractor to fulfill requirements and use minimum work guarantees. Contractor ranking will be in the resulting contract Statement of Work.
2. The Project Authority will provide the Contractor with a description of the task using the Task Authorization Form specified in Annex D.
3. 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.
4. The Contractor must provide the Project Authority, within 5 calendar days upon request, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract. The Contractor must advise the Project Authority within this timeframe if they are unable to perform the work within the timeline provided.
5. The Contractor must not commence work until a TA authorized by the Project Authority or Designated Approval 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 and expense.

7.1.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$10,000.00, Applicable Taxes included, inclusive of any revisions.

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

7.1.1.3 Minimum Work Guarantee - All 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 10% percent of the Maximum Contract Value.

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.

7.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 20 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and

- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

[2035 \(2018-06-21\)](#), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.3 Security Requirements

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED A, issued by the Canadian Industrial Security Directorate (CISD), **Public Works and Government Services Canada (PWGSC)**.
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CISD/PWGSC.
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED A (including an IT Link at the level of PROTECTED A).
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. 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)

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract Award to March 31, 2020.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1)-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 fifteen (15) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Darlene Fisher
Title: Senior Procurement & Contracting Officer
Health Canada
Directorate: MAMD
Address: 200 Eglantine Driveway, Ottawa ON K1A 0K9

Telephone: 613-941-2073
E-mail address: Darlene.Fisher2@canada.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.

7.5.2 Project Authority

The Project Authority for the Contract is:

To be inserted at Contract Award

Name: _____
Title: _____
Organization: _____
Address: _____

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

(Insert or delete as applicable)

In its absence, the Project Authority is:

Name: _____
Title: _____
Organization: _____

Address: _____

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.

7.5.3 Contractor's Representative

To be inserted at Contract Award

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Basis of Payment

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex "B".

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 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 \$ _____ (*to be inserted at Contract Award*) . Customs duties are included 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.

7.7.3 Method 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.

7.7.4 Taxes – Foreign-Based Contractor

C2000C (2007-11-30) Taxes – Foreign-Based Contractor, apply to and form part of the Contract.

7.7.5 T1204 - Direct Request by Customer Department

A9117C (2007-11-30) T1204 - Direct Request by Customer Department, apply to and form part of the Contract.

7.8 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. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
- a. One (1) copy must be forwarded to the following email address(es) for certification and payment.
hc.p2p.east.invoices-factures.est.sc@canada.ca

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

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

7.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2018-06-21) Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the signed Task Authorizations (including all of its annexes, if any) (*if applicable*);
- (g) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:*), as clarified on _____ " **or** ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).

7.12 Foreign Nationals (Canadian Contractor **OR** Foreign Contractor)

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

OR

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

7.13 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

7.14 Non-Disclosure Agreement

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex E , and provide it to the Project Authority before they are given access to information by or on behalf of Canada in connection with the Work.

ANNEX "A"

STATEMENT OF WORK

1. TITLE

Provision of simultaneous teleconference interpretation services of both official languages (English-to-French and French-to-English).

2. SCOPE

2.1. Introduction

Health Canada performs secretariat functions for the Interprovincial Health Insurance Agreement Coordinating Committee (IHIACC) and its working groups. In order to facilitate teleconferences for IHIACC and its working groups, Health Canada is seeking individuals or firms capable of providing accredited, professional and high quality simultaneous interpretation services from French-to-English and English-to-French by professional interpreters on teleconferences. The teleconferences involve participants from Health Canada, provinces and territories, as well as other organizations such as, but not limited to, the Canadian Institute for Health Information.

2.2. Objectives of the Requirement

In order to facilitate discussions and the participation of all key stakeholders at IHIACC, Health Canada requires professional interpretation services for teleconferences using, but not limited to, general, technical and specialized terminology. Given the technical nature of the discussions, interpretation services in both official languages are required to enable participation and inclusion of all key stakeholders. Participants may use land lines, speaker phones, cell phones, or voice over IP systems to participate in the teleconference. The work will be conducted on an "and-when-required" basis using a Task Authorization (TA) procedure.

2.3. Background and Specific Scope of the Requirement

The Interprovincial Health Insurance Agreement Coordinating Committee (IHIACC) and some of its technical working groups require simultaneous interpretation from French-to-English and English-to-French during teleconferences. Provincial and Territorial operations have made IHIACC unable to fulfill the requirements of the government interpretation services (i.e., members require speakerphones, sometimes use cell phones, and line quality cannot be guaranteed). The number of calls may not be consistent and may increase toward IHIACC's November deadlines. Calls do not exceed two hours.

The Scope of the Requirements includes:

- Teleconference calls will be held twelve (12) to twenty-four (24) times annually. Calls may be scheduled over a few days or months apart, the quantity of calls is dependent on the workload of IHIACC and its working groups. In view of the specialized nature of the calls and the fluctuating number of calls, the contractor shall provide a minimum of two resources.
- The meetings range from one (1) to two (2) hours each, depending on the material and subjects being covered. The exact time is unpredictable, however; the calls will not extend beyond two (2) hours.
- Teleconferences may involve the discussion and approval of documents and their related subjects. In the event documents are to be discussed or approved, they will be provided up to 48 hours before a scheduled teleconference call. In the event documents are provided, the contractor is expected to be familiar with the contents of the documents. The documents, when available, will be provided in either or both official languages of Canada.
- The contractor will be provided with a lexicon, in English and French, of common terms used in teleconference discussions.
- In the event that a teleconference call is cancelled 24 hours prior to the call, the contractor will not be remunerated. If the call is cancelled within 24-hours of a call, the contractor will be remunerated for one hour of interpretation service.

- The meetings will be recorded in order to assist the Secretariat with drafting meeting minutes and for quality assurance purposes.

2.4 Task Authorization (TA) Issuance Procedure

TAs will be issued to the top ranked Contractor. First (1st) ranked Contractor will be issued a TA except when unable to fulfill a TA requirement. Health Canada also may issue a TA to any ranked Contractor to fulfill requirements and use minimum work guarantees.

Contractor Ranking:

(Ranking of compliant Bidders to be inserted at Contract Award)

3. REQUIREMENTS

3.1. Security:

- The contractor must sign and meet all the requirements of the non-disclosure agreement (NDA) in Annex "E". In addition, the contractor must ensure interpretation services are conducted in a private, secure location where people not relevant to the call cannot overhear the conversation.

3.2. Tasks:

- Health Canada requires the provision of professional interpreter services for English-to-French and French-to-English. The contractor must be able to accurately interpret and convey tone, style and terminology used by the speaker.
- Health Canada requires interpretation in English-French/French-English for teleconferences that include general governmental language such as, but not limited to, administrative guidelines, briefing materials, meeting minutes, financial analysis, technical data, high-level health care terminology, and reports related to interprovincial health care. Terminology may include general, specialized and technical medical terminology, such as but not limited to, studies, factsheets, discussion of methodology and statistical methods, guides, proceedings, physician/hospital rates, medical procedure codes, presentations, policies and strategies related to the administration and coordination of interprovincial health care.

3.3. Deliverables:

- Review all documents provided prior to all teleconference calls and acquire the knowledge necessary to provide simultaneous interpretation services. Services include relevant terminology research.
- Provide clear and accurate simultaneous interpretation of English-to-French, or French-to-English, ensuring the meaning of the interpreted message conforms to that of the original message in all aspects including proper terminology.
- Resources are to be punctual and organized and dial into the lines at least 5 minutes before the start time of the call, interpretation must begin at the start of the teleconference.
- Ensure the interpretation is standardized and consistent terminology is used when more than one resource is used.

3.4. Technical, Operational and Organizational Environment

- The Contractor shall use virus detection and elimination systems and shall agree to take the necessary measures to ensure that their systems are free of viruses.
- The Contractor shall supply all the necessary equipment, supplies, services, software and instruments to perform the work.
- The Contractor must have all equipment necessary to transmit the interpreted message clearly and without feedback.
- The Contractor must have access to the Internet and necessary phone systems for receiving all relevant meeting materials.

- The contractor must have an appropriate venue to conduct interpretation services, so as to not be overheard nor create any disturbances on the call.
- The content and conversation requiring interpretation can be fast-paced, contentious, or stressful – it is expected the resources will be able to provide services during these circumstances.

3.5. Method and Source of Acceptance

- The IHIACC Secretariat of Health Canada shall indicate the time, date, and anticipated duration for each teleconference call at draft TA issuance at least one week in advance.
- The IHIACC Secretariat of Health Canada will facilitate the teleconference as required.
- The IHIACC Secretariat may provide the Contractor with relevant documentation and reference materials at least 48 hours before each scheduled teleconference, including but not limited to: references, terminology guide, lexicons and where required, access to the author or relevant expert.

3.6. Project Management Control Procedures

- If feedback about the quality of the interpretation services is made by a call participant, the Project Authority will inform the contractor of the feedback, and the contractor will make reasonable adjustments to address and resolve any implicated issue(s). Feedback may be, but not exclusively, related to the quality, volume, timeliness, speed, and tone of the interpretation services, as well as the quality of voice and auditory conditions.
- Meetings to discuss feedback may take place via e-mail or teleconference call at the discretion of the Project Authority .

4. ADDITIONAL INFORMATION

4.1. Canada's Obligations

- Access to relevant government and departmental policies and procedures, publications, reports and studies related to IHIACC business deemed relevant to the interpretation services being provided.
- Access to a staff member who will be available to coordinate teleconferences and the necessary materials.

4.2. Contractor's Obligations

- Unless otherwise specified, the Contractor must use its own equipment and software for the performance of this Statement of Work.
- Health Canada and its committee IHIACC and working groups regular work periods are from 7:00 a.m. to 5:00 p.m., Monday to Friday (EST/EDT). The contractor is required to be available for the delivery of professional interpretation services to Health Canada during these hours.
- The contractor shall ensure that all deployed personnel are properly trained to fulfill their responsibilities. In addition, the contractor is responsible to ensure that all of its assigned personnel have the required security clearances and they are operating at all times in accordance with all applicable legislation, regulations, codes and policies.

4.3. Location of Work, Work site and Delivery Point

- The contractor shall be responsible for providing his/her own secure work site.
- It is not a requirement for contractors to possess a work facility within the NCR, however, all personnel assigned must be ready to work in close and frequent contact with the Project Authority or Departmental Representative and other departmental personnel.

4.4. Language of Work

The contractor shall be capable of correspondence with Health Canada in either or both Official Languages (English/French) of Canada. However, all deliverables shall be produced and delivered in the target language of the particular audience.

4.5. Travel and Living

There are no Travel and Living expenses associated with this requirement.

5. APPLICABLE DOCUMENTS AND GLOSSARY

5.1. Relevant Terms, Acronyms and Glossaries

- CIHI: Canadian Institute for Health Information
- EPA: Eligibility and Portability Agreement
- HC: Health Canada
- IHIACC: Interprovincial Health Insurance Agreements Coordinating Committee
- NCR: National Capital Region
- PRWG: Policy Research Working Group
- P/T: Province/Territory
- RRWG: Rate Review Working Group
- SOW: Statement of Work

ANNEX "B"

BASIS OF PAYMENT – PRICING SCHEDULE

The Bidder must complete the pricing schedule and include it in its financial bid. The Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted all-inclusive firm hourly rate.

Volumetric Data

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

All Inclusive Firm Hourly Rate

The Bidder's proposed All Inclusive Firm Hourly Rate must be identical for each proposed resource in the period the rate is being proposed. Bidders may propose a different rate in each period.

Pricing Schedule

A. Initial Contract Period

1. Table "A1"

The Bidder must insert its All Inclusive Firm Hourly Rate in the table below.

The proposed firm hourly rate must include all professional services, materials, fees, indirect costs.

Proposed Resources	All Inclusive Firm Hourly Rate
Name of Resource 1: _____	\$ _____
Name of Resource 2: _____	\$ _____
Sub-Total A1 (excluding taxes)	\$ _____

B. Option Year 1

1. Table "B1"

The Bidder must insert its All Inclusive Firm Hourly Rate in the table below.

The proposed firm hourly rate must include all professional services, materials, fees, indirect costs.

Proposed Resources	All Inclusive Firm Hourly Rate
Name of Resource 1: _____	\$ _____
Name of Resource 2: _____	\$ _____
Sub-Total B1 (excluding taxes)	\$ _____

C. Option Year 2

1. Table "C1"

The Bidder must insert its All Inclusive Firm Hourly Rate in the table below.

The proposed firm hourly rate must include all professional services, materials, fees, indirect costs.

Proposed Resources	All Inclusive Firm Hourly Rate
Name of Resource 1: _____	\$ _____
Name of Resource 2: _____	\$ _____
Sub-Total C1 (excluding taxes)	\$ _____

D. Option Year 3

1. Table "D1"

The Bidder must insert its All Inclusive Firm Hourly Rate in the table below.

The proposed firm lot price must include all professional services, materials, fees, indirect costs.

Proposed Resources	All Inclusive Firm Hourly Rate
Name of Resource 1: _____	\$ _____
Name of Resource 2: _____	\$ _____
Sub-Total D1 (excluding taxes)	\$ _____

E. Option Year 4

1. Table "E1"

The Bidder must insert its All Inclusive Firm Hourly Rate in the table below.

The proposed firm lot price must include all professional services, materials, fees, indirect costs.

Proposed Resources	All Inclusive Firm Hourly Rate
Name of Resource 1: _____	\$ _____
Name of Resource 2: _____	\$ _____
Sub-Total E1 (excluding taxes)	\$ _____

F. Total Bid Price for Evaluation Calculation

The Total Bid Price for Evaluation is calculated for evaluation purposes and will also form the Basis of Payment for the resulting Contract.

Total Bid Price for Evaluation = Sum of Sub-Totals A1, B1, C1, D1 and E1

F.1 Bidder's Total Bid Price for Evaluation

The Bidder must insert its Total Bid Price for Evaluation per Task below.

Bidder's Total Bid Price for Evaluation	\$
Applicable Taxes (shown for information purposes only)	\$

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat SPB-TIS-001
Security Classification / Classification de sécurité UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Health Canada		2. Branch or Directorate / Direction générale ou Direction Strategic Policy Branch	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Contractor will be responsible for providing simultaneous teleconference interpretation services for a federal/provincial/territorial committee working on interprovincial health care coverage. The Committee typically deals with administrative, technical, accounting, and medical issues of a general nature, though in some instances specific cases are discussed. Protected A content may be sent to the interpreter via e-mail, and the interpreter will be required to join the government's teleconference lines.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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Government of Canada
Gouvernement du Canada

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PART A (continued) / PARTIE A (suite)

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document : No / Non Yes / Oui

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

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

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

Special comments:
Commentaires spéciaux : _____

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / 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 (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / 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 et/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?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

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Security Classification / Classification de sécurité
UNCLASSIFIED





Government of Canada
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PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens	✓															
Production																
IT Media / Support TI	✓															
IT Link / Lien électronique	✓															

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

4th page of SRCL to be inserted at Contract Award

ANNEX “D”

TASK AUTHORIZATION FORM

The following is provided as an example.

Contract Number		Enter the resulting contract number.
Task Authorization (TA) Number		Instructions to the TA Authority: Enter the number here.
Contractor's Name and Address		
Instructions to the TA Authority: Enter the name and address here.		
Total Estimated Cost of Task (Applicable Taxes extra) before any revisions:		\$_____ Instructions to the TA Authority: Enter the amount here.
TA Revisions Previously Authorized		
Instructions to the TA Authority: the information for the previously authorized revisions must be presented in ascending order of assigned revision numbers (the first revision must be identified as No. 1, the second as No. 2, etc). If no increase or decrease was authorized, enter \$0.00. Add rows, as needed		
TA Revision Number: _____ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) \$_____ Instructions to the TA Authority: Enter the amount here, as applicable.	
TA Revision Number: _____ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) \$_____ Instructions to the TA Authority: Enter the amount here, as applicable.	
TA Revision Number: _____ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) \$_____ Instructions to the TA Authority: Enter the amount here, as applicable.	
TA Revision Number: _____ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) \$_____ Instructions to the TA Authority: Enter the amount here, as applicable.	
TA Revision Number: _____ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) \$_____ Instructions to the TA Authority: Enter the amount here, as applicable.	
New TA Revision		
Instructions to the TA Authority: the first revision must be identified as No. 1, the second as No. 2, etc. If no increase or decrease is authorized, enter \$0.00.		
TA Revision Number: _____ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) \$_____ Instructions to the TA Authority: Enter the amount here, as applicable.	
Total Estimated Cost of Task (Applicable Taxes extra) after this revision:	\$_____ Instructions to the TA Authority: Enter the amount here, as applicable.	
Contract Security Requirements (as applicable)		
This task includes security requirements. Check the applicable boxes.		
<input type="checkbox"/> No <input type="checkbox"/> Yes. Refer to the Security Requirements Checklist (SRCL) annex of the Contract.		
Remarks: Enter the remarks, if any, or enter : "N/A".		
Required Work		
Instructions to the TA Authority: The content of sections A, B, C and D below must be in accordance with the Contract. To view the instructions for Section A, click on the hyperlink.		

SECTION A – Task Description of the Work Required [Instructions for Section A](#)

SECTION B – Applicable Basis of Payment [Instructions for Section B](#)

SECTION C - Cost Breakdown of Task [Instructions for Section C](#)

SECTION D- Applicable Method of Payment [Instructions for Section D](#)

Authorization - Authorization

By signing this TA, the Project Authority or the Health Canada Contracting Authority or both, as applicable, certify (ies) that the content of this TA is in accordance with the Contract.

En apposant sa signature sur cette AT, le chargé de projet ou l'autorité contractante de Santé Canada ou, s'il y a lieu, les deux atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

Name of Project Authority - Nom du chargé de projet _____

Signature _____ Date _____

Name of HC Contracting Authority -
Nom de l'autorité contractante de SC _____

Signature _____ Date _____

Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature _____	Date _____
-----------------	------------

Instructions to the TA Authority for SECTION A -Task Description of the Work required

In the case of a new task, the following information must be included directly in Section A or in an attachment applicable to Section A:

- a) details of the activities to be performed;
- b) description of the deliverables to be submitted; and
- c) completion dates for the major activities and/or submission dates for the deliverables.

In the case of a revision to a previously authorized task, the following information must be included directly in Section A or in an attachment applicable to Section A (as applicable):

- a) reason (s) for revising the task;
- b) details of the revised activities to be performed;
- c) description of the revised deliverables to be submitted; and
- d) revised completion dates for the major activities and/or revised submission dates for the deliverables (or revised deliverables, as applicable).

Instructions to the Contracting Authority for SECTION B - Applicable Basis of Payment

☞ If only one TA basis of payment clause is inserted in the resulting contract, in Section B, enter the following:

For the Firm Unit Price TA clause, insert the following for each firm unit price included in the clause:

- " Firm Unit Price of \$_____ensure to insert here the same amount as indicated in the clause per _____ complete by inserting the same text as included in the clause requested in Section A above"

For the Firm Lot Price TA clause, insert the following:

- " Firm Lot Price of \$_____ Instructions to the TA Authority: insert the amount."

For the TA subject to a limitation of expenditure clause, insert the following:

- "Limitation of Expenditure of \$_____Instructions to the TA Authority: insert the amount."

☞ If more than one TA basis of payment clause is inserted in the resulting contract, in Section B, insert one check box for each one; and insert instructions as per the example below to the TA Authority for completing section B.

EXAMPLE 1 - Commercial professional services (consultation) - Firm Lot Price TA clause (for professional fees) and TA subject to a limitation of expenditure clause (for authorized travel and living expenses):

Instructions to the TA Authority: when completing the TA form to authorize a task or, as applicable, revise a previously authorized task, check each applicable box below and insert the associated amount.

- Firm Lot Price of \$_____for the professional fees identified in Section C below
- Limitation of Expenditure of \$_____ for the authorized travel and living expenses identified in Section C below"

EXAMPLE 2 - Commercial professional services (training)- Firm unit price TA clause containing 3 distinct firm unit prices (one, for workshop delivery / two, for cancellation of previously requested workshop delivery (ies)); plus TA subject to a limitation of expenditure clause (for professional fees only for required workshop material updating Work); plus TA subject to a limitation of expenditure (for authorized travel and living expenses to be incurred when travel is required and requested to deliver a requested workshop):

Instructions to the TA Authority: when completing the TA form to authorize a task or, as applicable, revise a previously authorized task, check each applicable box below and insert the associated amount.

- Firm Unit Price of \$_____ the amount that the contracting authority would insert here would be the same as indicated in the Firm Unit Price TA clause of the resulting contract) per 3 hour workshop delivery requested in Section A above
- Limitation of Expenditure of \$_____ for the authorized travel and living expenses identified in Section C below for the travel requirements identified in Section A above
- Limitation of Expenditure of \$_____ for the professional fees identified in Section C below for the required workshop material updating Work requested in Section A above
- Firm Unit Price of \$_____ the amount the contracting authority would insert here would be the same as indicated in the Firm Unit Price TA clause of the resulting contract) per previously requested 3 hour workshop delivery cancelled by Canada in Section A above without advance notice of seven business days
- Firm Unit Price of \$_____ the amount the contracting authority would insert here would be the same as indicated in the Firm Unit Price TA clause of the resulting contract per previously requested 3 hour workshop delivery cancelled by Canada in Section A above with advance notice of seven business days"

Instructions to the Contracting Authority for SECTION C- Cost Breakdown of Task.

When firm lot price and (or) limitation of expenditure is (are) inserted in Section B as the applicable basis or bases of payment for a TA or revision to a previously authorized TA, in Section C, insert the corresponding cost elements as they appear in the resulting contract Annex B, Basis of Payment. For example 1 included in the instructions above for Section B, the text of Section C could be as follows (text in purple are instructions for the contractor and TA Authority):

1.0 Professional Fees **Instructions to the TA Authority:** for each applicable category, insert the name and the number of days.

Category	Name	All Inclusive Fixed Daily Rate	Level of Effort (Estimated number of days required to perform the Work)
Senior Consultant		\$600.00	
Junior Consultant		\$340.00	

Total Estimated Cost of Professional Fees: \$_____ **Instructions to the TA Authority:** insert the amount.

2.0 Authorized travel and living expenses

_____ **Instructions to the TA Authority:** insert the details of the authorized travel plan.

Total Estimated Cost of Authorized travel and living: \$_____ **Instructions to the TA Authority:** insert the amount.

Instructions to the Contracting Authority for SECTION D – Applicable Method of Payment

☞ If only one resulting contract TA basis of payment is inserted in Section B, insert in Section D the corresponding TA method of payment appearing in the resulting contract (i.e., monthly payments or progress payments or milestone payments or single payment). If the applicable method of payment is milestone payments, also insert in Section D the applicable schedule of milestones.

Example (the Firm Lot Price basis of payment is inserted in Section B):

Milestone Payments - The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

MILESTONE	ACTIVITY(IES) TO BE PERFORMED / DELIVERABLE(S) TO SUBMIT	COMPLETION /DELIVERY DATE	FIRM AMOUNT
1	Instructions to TA Authority: specify.	Instructions to TA Authority: specify.	\$_____ Instructions to TA Authority: insert the amount.
2	Instructions to TA Authority: specify.	Instructions to TA Authority: specify.	\$_____ Instructions to TA Authority: insert the amount.

☞ If more than one resulting contract TA basis of payment is inserted in Section B, for each one insert in Section D the corresponding TA method of payment appearing in the resulting contract (i.e., monthly payments or progress payments or milestone payments or single payment). If the applicable method of payment is milestone payments, also insert in Section D the applicable schedule of milestones.

Example (the Firm Lot Price basis of payment (for professional fees) and the Limitation of Expenditure basis of payment (for authorized travel and living expenses) are inserted in Section B):

“Instructions to TA Authority: when completing the TA form to authorize a task or, as applicable, revise a previously authorized task, check the applicable box (boxes) below and make sure a completed and acceptable schedule of milestones forms part of the authorized TA (as applicable).

Milestone Payments for professional fees only

Schedule of Milestone:

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

MILESTONE	ACTIVITY(IES) TO BE PERFORMED / DELIVERABLE(S) TO SUBMIT	COMPLETION /DELIVERY DATE	FIRM AMOUNT
1	(Specify)	(Specify)	\$_____ (enter the applicable amount)
2	(Specify)	(Specify)	\$_____ (enter the applicable amount)

Monthly payments for authorized travel and living expenses only

ANNEX "E"

NON-DISCLOSURE AGREEMENT

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. _____ between Her Majesty the Queen in right of Canada, represented by the Minister of Health and _____, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: *TO BE INSERTED PRIOR TO CONTRACT AWARD*

Signature

Date