

Issuing Office - Bureau de distribution Administrative
Tribunals Support Service of Canada
Finance Directorate/Procurement and Material
Management
333 Laurier Avenue West, Floor 16,
Ottawa, Ontario
K1A 0G7

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Administrative Tribunals Support
Service of Canada**

The Bidder offers to provide to Canada the goods,
services or both listed in the bid solicitation in
accordance with the conditions set out in the bid
solicitation and at the prices set out in the bid.

**Proposition aux: Service canadien d'appui aux
tribunaux administratifs**

Le soumissionnaire offre de fournir au Canada les
biens, services ou les deux énumérés dans la
demande de soumissions aux conditions prévues
dans la demande de soumissions et aux prix indiqués
dans la soumission.

Instructions: See Herein
Instructions: Voir aux présentes

Comments:
**THIS DOCUMENT CONTAINS A
SECURITY REQUIREMENT**

Commentaires :
**LE PRÉSENT DOCUMENT COMPORTE
D'EXIGENCE DE SÉCURITÉ**

Title - Titre	
Court Reporting and Transcription Services	
Solicitation No. - N° de l'invitation	Date
20190726	October 24, 2019
Solicitation closes - L'invitation prend fin	Time Zone - Fuseau horaire
At - à : 2:00 PM	EST (Eastern Standard Time)
On - le : December 3, 2019	
Return bids to - Retourner les soumissions à :	
procurements-achats@tribunal.gc.ca	
**Please clearly indicate the Request for Proposal (RFP) reference number in the Subject line of your email	
**Veuillez indiquer clairement le numéro de référence de la demande de proposition (DDP) dans l'objet du courriel.	
Address inquiries to - Adresser toutes questions à :	
Paula Todorovic	
Email : procurements-achats@tribunal.gc.ca	
Delivery required - Livraison exigée	
See Herein / Voir aux présentes	
Destination	
See Herein / Voir aux présentes	
Supplier Name and Address - Nom et adresse du fournisseur	
Telephone No. - N° de téléphone :	
Facsimile No. - N° de télécopieur :	
Name and title of person authorized to sign on behalf of supplier (type or print)	
Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)	
Signature : _____	
Date : _____	

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PART 1 - GENERAL INFORMATION

1.1 Summary

1.1.1 The Administrative Tribunals Support Service of Canada (ATSSC) requires complete verbatim court reporting and transcription services where Tribunals hold proceedings or hearings. The ATSSC is seeking proposals from interested suppliers for the provision of court reporting and transcription services on an “as and when requested” basis through one (1) contract. The period of any resulting contract shall be one (1) year with the possibility of an extension for up to four (4) additional one-year periods.

1.1.2 Only the Canada Free Trade Agreement (CFTA) applies to this requirement.

1.2 Security Requirements

There are security requirements associated with this requirement. For additional information, consult Part 6 – Security requirement, 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 of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.3 Statement of Work

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

1.4 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days 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.

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

Delete: 60 days
Insert: 90 calendar days

2.2 Submission of Bids

Unless specified otherwise in the RFP, bids must be submitted to procurements-achats@tribunal.gc.ca and received by the date and time indicated on page 1 of the solicitation.

Canada will not be responsible for late bids received at destination after the closing date and time, even if it was submitted before.

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

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 with FPS, 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:

- (i) an individual;
- (ii) an individual who has incorporated;
- (iii) a partnership made of former public servants; or
- (iv) 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 FPS in receipt of a pension, as applicable:

- (i) name of former public servant;
- (ii) date of termination of employment or retirement from 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 web sites as part of the published proactive disclosure reports in accordance with *Contracting Policy Notice: 2012-2* (<http://www.tbs-sct.gc.ca/hqw-cgf/business-affaire/gcp-agc/notices-avis/2012/10-31-eng.asp>) and the *Guidelines on the Proactive Disclosure of Contracts* (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14676>).

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:

- (i) name of former public servant;
- (ii) conditions of the lump sum payment incentive;
- (iii) date of termination of employment;
- (iv) amount of lump sum payment;
- (v) rate of pay on which lump sum payment is based;
- (vi) period of lump sum payment including start date, end date and number of weeks;
- (vii) 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 procurements-achats@tribunal.gc.ca no later than **seven (7) working 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.

2.6 Terms and Conditions

By submitting a bid, the Bidder hereby certifies compliance with and acceptance of all the articles, clauses, terms and conditions contained or referenced in this Request for Proposal (RFP) and Statement of Work (SOW). Any modifications or conditional pricing by the bidder, including deletions or additions to the articles, clauses, terms and conditions contained or referenced in this RFP and/or SOW document will render the bid non-responsive and the bid will receive no further consideration.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid by e-mail in separate sections/attachments as follows:

Section I: Technical Bid (1 PDF copy)
Section II: Financial Bid (1 PDF copy)
Section III: Certifications (1 PDF copy); and
Section IV: Additional Information (1 PDF copy)

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

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

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

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.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

- A.** Bidders must submit their financial bid in Canadian funds and in accordance with Attachment 1 to Part 3 – Pricing schedule. The total amount of Applicable Taxes must be shown separately.
- B.** Bidders must submit their firm prices, DDP – Delivered Duty Paid to Destination; Canadian customs duties included and applicable taxes excluded.
- C.** When preparing their financial bid, Bidders should review clause:
 - 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and
 - article 7.7, Payment, of Part 7 of the bid solicitation
- D.** SACC Manual Clauses

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

E. Electronic Payment of Invoices - Bid

Canada requests that bidders:

- A. select option 1 or, as applicable, option 2 below; and
- B. include the selected option in Section II of their bid.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

Option 1:

The Bidder accepts to be paid by the following Electronic Payment Instrument(s):

- MasterCard Acquisition Card
- Direct Deposit (Domestic and International)

Option 2:

The Bidder does not accept to be paid by Electronic Payment Instruments.

Section III: Certifications

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

Section IV: Additional Information

In Section IV of their bid, Bidders must provide the completed and signed Bid Submission Form at Attachment 2 to part 3 of this Request for Proposal.

Section V: Mandatory Safeguarding Measures

Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

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

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

The Company Security Officer must ensure through the [Contract Security Program](#) that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 Security Requirements.

ATTACHMENT 1 TO PART 3 – Pricing Schedule

The Bidder must complete the pricing schedule, set out below in Pricing Tables and include it in its financial bid. As a minimum, the Bidder must respond to the Pricing Tables by including, in its financial bid, its firm all-inclusive prices, for each of the services identified for the contract period and each of the option periods identified below. The all-inclusive firm prices must be provided in Canadian dollars, Delivered Duty Paid (DDP) to destination. Canadian customs duties included and Applicable Taxes excluded.

*The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada’s future usage of the services described in the bid solicitation will be consistent with this data.

** The firm all-inclusive price includes all expenses associated with the provision of court reporting and transcription services, including but not limited to: quality assurance, word processing, reports, photocopying, network and Internet security services and access fees and certification cost and time, computers, software, technology upgrades, telephone services, courier services and all other related expenses.

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any court reporting services in the National Capital Region. For court reporting services outside of the National Capital Region travel and living expenses shall be paid in accordance with the travel and living clauses in the contract.

Pricing Table 1: Date of Contract award to March 31, 2020

Service					
Items	Verbatim Court Reporting Services attendance on-site, teleconference or videoconference calls	Unit	*Estimated Quantities for evaluation purposes only (A)	Firm **all-inclusive unit price (B)	C = Total of (A) x (B)
1	On-site Court Reporter attendance for recording purposes for proceedings or hearings that are ***3 hours or less	Per hour	150 hours	\$	\$
2	On-site Court Reporter attendance for recording purposes for proceedings or hearings 3 to 8.0 hours per day	Per hour	700 hours	\$	\$
3	Court Reporter attendance for recording purposes only for ***teleconference or videoconference calls that are less than one (1) hour.	Per hour	10 hours	\$	\$
4	Court Reporter attendance for recording purposes only for ***teleconference or videoconference calls that are greater than one (1) hour.	Per hour	20 hours	\$	\$

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5	On-site Court Reporter set-up preparation includes half an hour of preparation time per day to set up their equipment and to ensure their equipment is installed and functioning before the start of the proceeding or hearing each day. Set up and preparation must be not more than once per day.	Per day	100 days	\$	\$
Total Evaluated Price – Table 1:					\$

*****Notes**

In regards to item 2 above, attendance for a full day of hearing is considered to be greater than 3 hours and up to 8.0 hours, inclusive of all breaks excluding set up preparation for Court Reporter on-site. Where a full day sitting extends past eight hours, overtime shall be paid at time and a half based on the Contractor's original hourly rate in 15-minute increments. Teleconference or videoconference calls that are less than 1 hour shall be pro-rated in 15-minutes increments.

In regards to items 3 and 4 above," attendance only for teleconference or videoconference calls" refers to the Contractor recording teleconference or videoconference calls. When there is a request to record a teleconference or videoconference calls the Project Authority will provide the Contractor the required dial-in information.

Pricing Table 2: Date of Contract award to March 31,2020				
Service				
Verbatim transcription services audio recordings in English or French or bilingual (English and French)	Unit	*Estimated Quantities for evaluation purposes only (A)	Firm **all-inclusive unit price (B)	C = Total of (A) x (B)
Transcription services in English or French: daily delivery by 9:00 am of next day or by Noon next day if the previous day's hearing adjourned after 6:00pm, in electronic PDF and Word 2010 version (or higher)	Per word	25,000 words	\$	\$
Transcription services - bilingual (English and French): daily delivery by 9:00am of next day or by Noon next day if the previous day's hearing adjourned after 6:00pm, in electronic PDF and Word 2010 version	Per word	25,000 words	\$	\$

(or higher)				
Transcription Services in English or French: 2 Days delivery turnaround, of an electronic PDF and Word 2010 version (or higher)	Per word	50,000 words	\$	\$
Transcription Services bilingual (English and French): 2 Days delivery turnaround, of an electronic PDF and Word 2010 version (or higher)	Per word	50,000 words	\$	\$
Transcription Services in English or French: 5 Days delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	80,000 words	\$	\$
Transcription Services bilingual (English and French): 5 Days delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	80,000 words	\$	\$
Transcription Services in English or French: 10 Days or more delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	200,000 words	\$	\$
Transcription Services bilingual (English and French): 10 Days or more delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	200,000 words	\$	\$
Additional Services				

Hard paper copy of transcripts: formatted as per the SOW and delivered by hand or courier by 9:00am next day or by Noon next day if the previous day's hearing adjourned after 6:00pm. (price per page – original and up to 5 additional copies)	Per page	5000	\$	\$
Hard paper copy of transcripts: formatted as per the SOW and delivered by hand or courier 2 days delivery turnaround. (price per page – original and up to 5 additional copies)	Per page	5000	\$	\$
Hard paper copy of transcripts: formatted as per the SOW and delivered by hand or courier 5 days delivery turnaround. (price per page – original and up to 5 additional copies)	Per page	5000	\$	\$
Hard paper copy of transcripts: formatted as per the SOW and delivered by hand or courier 10 days or more delivery turnaround. (price per page – original and up to 5 additional copies)	Per page	5000	\$	\$
USB key delivery by hand or courier	Per USB Key	10	\$	\$
1 Day Turnaround for the chess clock reports in English or French for an electronic PDF version.	Per report	5	\$	\$
1 Day Turnaround for the chess clock reports bilingual (English and French) for an electronic PDF version.	Per report	5	\$	\$

Total evaluated Price-Table 2:	\$
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Pricing Table 3: Contract Award to March 31,2020				
Service				
Audio Digital Recording of Proceeding or Hearing	Unit	*Estimated Quantities for evaluation purposes only (A)	**Firm all-inclusive unit price (B)	C = Total of (A) x (B)
Audio Digital Recording – USB Key - delivery by hand or courier.	Per recording	3	\$	\$
Audio Digital Recording – by electronic email	Per recording	3	\$	\$
Total Evaluated Price-Table 3:				\$

Pricing Table 4: Contract Award to March 31, 2020				
Service				
Real time Captioning	Unit	*Estimated Quantities for evaluation purposes only (A)	**Firm all-inclusive unit price (B)	C = Total of (A) x (B)
In-person captioning in English or French	Per hour	8 Hours	\$	\$
Remote captioning in English or French	Per hour	8 Hours	\$	\$
In-person captioning bilingual (English and French)	Per hour	8 Hours	\$	\$
Remote captioning bilingual (English and French)	Per hour	8 Hours	\$	\$
Set-up preparation for Real time captioning (includes half an hour of preparation time per day to set up and real time hook up of equipment each day before the start of the proceeding or hearing). Set up and hook up must be not more than once per day.	Per day	5 days	\$	\$
Total Evaluated Price-Table 4:				\$

Pricing Table 5: Contract Award to March 31,2020				
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Service				
Transcript of real time captioning	Unit	*Estimated Quantities for evaluation purposes only (A)	**Firm all-inclusive unit price (B)	C = Total of (A) x (B)
Transcript of real time captioning in English or French: daily delivery by 9:00 am of next day or by Noon next day if the previous day's hearing adjourned after 6:00pm, in electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Transcript of real time captioning bilingual (English and French): daily delivery by 9:00am of next day or by Noon next day if the previous day's hearing adjourned after 6:00pm, in electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Transcript of real time captioning in English or French: 2 Days delivery turnaround, of an electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Transcript of real time captioning bilingual (English and French): 2 Days delivery turnaround, of an electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Transcript of real time captioning in English or French: 5 Days delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Transcript of real time captioning bilingual (English and French): 5 Days delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Transcript of real time captioning in English or French: 10 Days or more delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per Word	10,000	\$	\$

Transcript of real time captioning bilingual (English and French): 10 Days or more delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Total Evaluated Price-Table 5:				\$

OPTION PERIODS:

This Section is only applicable if the option to extend the Contract is exercised by Canada.

OPTION PERIOD 1:

Pricing Table 6: April 1,2020 to March 31,2021					
Service					
Items	Verbatim Court Reporting Services attendance on-site, teleconference or videoconference calls	Unit	*Estimated Quantities for evaluation purposes only (A)	Firm **all-inclusive unit price (B)	C = Total of (A) x (B)
1	On-site Court Reporter attendance for recording purposes for proceedings or hearings that are ***3 hours or less	Per hour	150 hours	\$	\$
2	On-site Court Reporter attendance for recording purposes for proceedings or hearings 3 to 8.0 hours per day	Per hour	700 hours	\$	\$
3	Court Reporter attendance for recording purposes only for ***teleconference or videoconference calls that are less than one (1) hour.	Per hour	10 hours	\$	\$
4	Court Reporter attendance for recording purposes only for ***teleconference or videoconference calls that are greater than one (1) hour.	Per hour	20 hours	\$	\$
5	On-site Court Reporter set-up preparation includes half an hour of preparation time per day to set up their equipment and to ensure their equipment is installed and functioning before the start of the proceeding or hearing each day). Set up and preparation must be not more than once per day.	Per day	100 days	\$	\$
Total Evaluated Price – Table 6:					\$

*****Notes**

In regards to item 2 above, attendance for a full day of hearing is considered to be greater than 3 hours and up to 8.0 hours, inclusive of all breaks excluding set up preparation for Court Reporter on-site. Where a full day sitting extends past eight hours, overtime shall be paid at time and a half based on the Contractor's original hourly rate in 15-minute increments. Teleconference or videoconference calls that are less than 1 hour shall be pro-rated in 15-minutes increments.

In regards to items 3 and 4 above, "attendance only for teleconference or videoconference calls" refers to the Contractor recording teleconference or videoconference calls. When there is a request to record a teleconference or videoconference calls the Project Authority will provide the Contractor the required dial-in information.

Pricing Table 7: April 1,2020 to March 31,2021				
Service				
Verbatim transcription services audio recordings in English or French or bilingual (English and French)	Unit	*Estimated Quantities for evaluation purposes only (A)	Firm **all-inclusive unit price (B)	C = Total of (A) x (B)
Transcription services in English or French: daily delivery by 9:00 am of next day or by Noon next day if the previous day's hearing adjourned after 6:00pm, in electronic PDF and Word 2010 version (or higher)	Per word	25,000 words	\$	\$
Transcription services - bilingual (English and French): daily delivery by 9:00am of next day or by Noon next day if the previous day's hearing adjourned after 6:00pm, in electronic PDF and Word 2010 version (or higher)	Per word	25,000 words	\$	\$
Transcription Services in English or French: 2 Days delivery turnaround, of an electronic PDF and Word 2010 version (or higher)	Per word	50,000 words	\$	\$
Transcription Services bilingual (English and French): 2 Days delivery turnaround, of an electronic PDF and Word 2010 version (or higher)	Per word	50,000 words	\$	\$

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Transcription Services in English or French: 5 Days delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	80,000 words	\$	\$
Transcription Services bilingual (English and French): 5 Days delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	80,000 words	\$	\$
Transcription Services in English or French: 10 Days or more delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	200,000 words	\$	\$
Transcription Services bilingual (English and French): 10 Days or more delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	200,000 words	\$	\$
Additional Services				
Hard paper copy of transcripts: formatted as per the SOW and delivered by hand or courier by 9:00am next day or by Noon next day if the previous day's hearing adjourned after 6:00pm. (price per page – original and up to 5 additional copies)	Per page	5000	\$	\$
Hard paper copy of transcripts: formatted as per the SOW and delivered by hand or courier 2 days delivery turnaround. (price per page – original and up to 5 additional copies)	Per page	5000	\$	\$

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Hard paper copy of transcripts: formatted as per the SOW and delivered by hand or courier 5 days delivery turnaround. (price per page – original and up to 5 additional copies)	Per page	5000	\$	\$
Hard paper copy of transcripts: formatted as per the SOW and delivered by hand or courier 10 days or more delivery turnaround. (price per page – original and up to 5 additional copies)	Per page	5000	\$	\$
USB key delivery by hand or courier	Per USB Key	10	\$	\$
1 Day Turnaround for the chess clock reports in English or French for an electronic PDF version.	Per report	5	\$	\$
1 Day Turnaround for the chess clock reports bilingual (English and French) for an electronic PDF version.	Per report	5	\$	\$
Total evaluated Price-Table 7:				\$

Pricing Table 8: April 1,2020 to March 31,2021				
Service				
Audio Digital Recording of Proceeding or Hearing	Unit	*Estimated Quantities for evaluation purposes only (A)	**Firm all-inclusive unit price (B)	C = Total of (A) x (B)
Audio Digital Recording – USB Key - delivery by hand or courier.	Per recording	3	\$	\$
Audio Digital Recording – by electronic email	Per recording	3	\$	\$
Total Evaluated Price-Table 8:				\$

Pricing Table 9: April 1,2020 to March 31,2021				
Service				
Real time Captioning	Unit	*Estimated Quantities for evaluation purposes only	**Firm all-inclusive unit price	C = Total of (A) x (B)
		(A)	(B)	
In-person captioning in English or French	Per hour	8 Hours	\$	\$
Remote captioning in English or French	Per hour	8 Hours	\$	\$
In-person captioning bilingual (English and French)	Per hour	8 Hours	\$	\$
Remote captioning bilingual (English and French)	Per hour	8 Hours	\$	\$
Set-up preparation for Real time captioning (includes half an hour of preparation time per day to set up and real time hook up of equipment each day before the start of the proceeding or hearing). Set up and hook up must be not more than once per day.	Per day	5 days	\$	\$
Total Evaluated Price-Table 9:				\$

Pricing Table 10: April 1,2020 to March 31,2021				
Service				
Transcript of real time captioning	Unit	*Estimated Quantities for evaluation purposes only	**Firm all-inclusive unit price	C = Total of (A) x (B)
		(A)	(B)	
Transcript of real time captioning in English or French: daily delivery by 9:00 am of next day or by Noon next day if the previous day's hearing adjourned after 6:00pm, in electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Transcript of real time captioning bilingual (English and French): daily delivery by 9:00am of next day or by Noon next day if the previous day's hearing adjourned after 6:00pm, in electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$

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Transcript of real time captioning in English or French: 2 Days delivery turnaround, of an electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Transcript of real time captioning bilingual (English and French): 2 Days delivery turnaround, of an electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Transcript of real time captioning in English or French: 5 Days delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Transcript of real time captioning bilingual (English and French): 5 Days delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Transcript of real time captioning in English or French: 10 Days or more delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Transcript of real time captioning bilingual (English and French): 10 Days or more delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Total Evaluated Price-Table 10:				\$

OPTION PERIOD 2:

Pricing Table 11: April 1, 2021 to March 31,2022					
Service					
Items	Verbatim Court Reporting Services attendance on-site, teleconference or videoconference calls	Unit	*Estimated Quantities for evaluation purposes only (A)	Firm **all-inclusive unit price (B)	C = Total of (A) x (B)
1	On-site Court Reporter attendance for recording purposes for proceedings or hearings that are ***3 hours or less	Per hour	150 hours	\$	\$
2	On-site Court Reporter attendance for recording purposes for proceedings or hearings 3 to 8.0 hours per day	Per hour	700 hours	\$	\$

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3	Court Reporter attendance for recording purposes only for ***teleconference or videoconference calls that are less than one (1) hour.	Per hour	10 hours	\$	\$
4	Court Reporter attendance for recording purposes only for ***teleconference or videoconference calls that are greater than one (1) hour.	Per hour	20 hours	\$	\$
5	On-site Court Reporter set-up preparation includes half an hour of preparation time per day to set up their equipment and to ensure their equipment is installed and functioning before the start of the proceeding or hearing each day). Set up and preparation must be not more than once per day.	Per day	100 days	\$	\$
Total Evaluated Price – Table 11:					\$

*****Notes**

In regards to item 2 above, attendance for a full day of hearing is considered to be greater than 3 hours and up to 8.0 hours, inclusive of all breaks excluding set up preparation for Court Reporter on-site. Where a full day sitting extends past eight hours, overtime shall be paid at time and a half based on the Contractor's original hourly rate in 15-minute increments. Teleconference or videoconference calls that are less than 1 hour shall be pro-rated in 15-minutes increments.

In regards to items 3 and 4 above," attendance only for teleconference or videoconference calls" refers to the Contractor recording teleconference or videoconference calls. When there is a request to record a teleconference or videoconference calls the Project Authority will provide the Contractor the required dial-in information.

Pricing Table 12: April 1, 2021 to March 31,2022				
Service				
Verbatim transcription services audio recordings in English or French or bilingual (English and French)	Unit	*Estimated Quantities for evaluation purposes only (A)	Firm **all-inclusive unit price (B)	C = Total of (A) x (B)
Transcription services in English or French: daily delivery by 9:00 am of next day or by Noon next day if the previous day's hearing adjourned after 6:00pm, in electronic PDF and Word 2010 version (or higher)	Per word	25,000 words	\$	\$

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Transcription services - bilingual (English and French): daily delivery by 9:00am of next day or by Noon next day if the previous day's hearing adjourned after 6:00pm, in electronic PDF and Word 2010 version (or higher)	Per word	25,000 words	\$	\$
Transcription Services in English or French: 2 Days delivery turnaround, of an electronic PDF and Word 2010 version (or higher)	Per word	50,000 words	\$	\$
Transcription Services bilingual (English and French): 2 Days delivery turnaround, of an electronic PDF and Word 2010 version (or higher)	Per word	50,000 words	\$	\$
Transcription Services in English or French: 5 Days delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	80,000 words	\$	\$
Transcription Services bilingual (English and French): 5 Days delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	80,000 words	\$	\$
Transcription Services in English or French: 10 Days or more delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	200,000 words	\$	\$
Transcription Services bilingual (English and French): 10 Days or more delivery turnaround of an electronic PDF	Per word	200,000 words	\$	\$

and Word 2010 version (or higher)				
Additional Services				
Hard paper copy of transcripts: formatted as per the SOW and delivered by hand or courier by 9:00am next day or by Noon next day if the previous day's hearing adjourned after 6:00pm. (price per page – original and up to 5 additional copies)	Per page	5000	\$	\$
Hard paper copy of transcripts: formatted as per the SOW and delivered by hand or courier 2 days delivery turnaround. (price per page – original and up to 5 additional copies)	Per page	5000	\$	\$
Hard paper copy of transcripts: formatted as per the SOW and delivered by hand or courier 5 days delivery turnaround. (price per page – original and up to 5 additional copies)	Per page	5000	\$	\$
Hard paper copy of transcripts: formatted as per the SOW and delivered by hand or courier 10 days or more delivery turnaround. (price per page – original and up to 5 additional copies)	Per page	5000	\$	\$
USB key delivery by hand or courier	Per USB Key	10	\$	\$
1 Day Turnaround for the chess clock reports in English or French for an electronic PDF version.	Per report	5	\$	\$

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1 Day Turnaround for the chess clock reports bilingual (English and French) for an electronic PDF version.	Per report	5	\$	\$
Total evaluated Price-Table 12:				\$

Pricing Table 13: April 1, 2021 to March 31,2022				
Service				
Audio Digital Recording of Proceeding or Hearing	Unit	*Estimated Quantities for evaluation purposes only (A)	**Firm all-inclusive unit price (B)	C = Total of (A) x (B)
Audio Digital Recording – USB Key - delivery by hand or courier.	Per recording	3	\$	\$
Audio Digital Recording – by electronic email	Per recording	3	\$	\$
Total Evaluated Price-Table 13:				\$

Pricing Table 14: April 1, 2021 to March 31,2022				
Service				
Real time Captioning	Unit	*Estimated Quantities for evaluation purposes only (A)	**Firm all-inclusive unit price (B)	C = Total of (A) x (B)
In-person captioning in English or French	Per hour	8 Hours	\$	\$
Remote captioning in English or French	Per hour	8 Hours	\$	\$
In-person captioning bilingual (English and French)	Per hour	8 Hours	\$	\$
Remote captioning bilingual (English and French)	Per hour	8 Hours	\$	\$

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Set-up preparation for Real time captioning (includes half an hour of preparation time per day to set up and real time hook up of equipment each day before the start of the proceeding or hearing). Set up and hook up must be not more than once per day.	Per day	5 days	\$	\$
Total Evaluated Price-Table 14:				\$

Pricing Table 15: April 1, 2021 to March 31,2022				
Service				
Transcript of real time captioning	Unit	*Estimated Quantities for evaluation purposes only (A)	**Firm all-inclusive unit price (B)	C = Total of (A) x (B)
Transcript of real time captioning in English or French: daily delivery by 9:00 am of next day or by Noon next day if the previous day's hearing adjourned after 6:00pm, in electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Transcript of real time captioning bilingual (English and French): daily delivery by 9:00am of next day or by Noon next day if the previous day's hearing adjourned after 6:00pm, in electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Transcript of real time captioning in English or French: 2 Days delivery turnaround, of an electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Transcript of real time captioning bilingual (English and French): 2 Days delivery turnaround, of an electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Transcript of real time captioning in English or French: 5 Days delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$

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Transcript of real time captioning bilingual (English and French): 5 Days delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Transcript of real time captioning in English or French: 10 Days or more delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Transcript of real time captioning bilingual (English and French): 10 Days or more delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Total Evaluated Price-Table 15:				\$

OPTION PERIOD 3:

Pricing Table 16: April 1, 2022 to March 31,2023

Service					
Items	Verbatim Court Reporting Services attendance on-site, teleconference or videoconference calls	Unit	*Estimated Quantities for evaluation purposes only (A)	Firm **all-inclusive unit price (B)	C = Total of (A) x (B)
1	On-site Court Reporter attendance for recording purposes for proceedings or hearings that are ***3 hours or less	Per hour	150 hours	\$	\$
2	On-site Court Reporter attendance for recording purposes for proceedings or hearings 3 to 8.0 hours per day	Per hour	700 hours	\$	\$
3	Court Reporter attendance for recording purposes only for ***teleconference or videoconference calls that are less than one (1) hour.	Per hour	10 hours	\$	\$
4	Court Reporter attendance for recording purposes only for ***teleconference or videoconference calls that are greater than one (1) hour.	Per hour	20 hours	\$	\$
5	On-site Court Reporter set-up preparation includes half an hour of preparation time per day to set up their equipment and to ensure their equipment is installed and functioning before the start of the proceeding or hearing each day). Set up and preparation must be not more than once per day.	Per day	100 days	\$	\$
Total Evaluated Price – Table 16:					\$

***Notes

In regards to item 2 above, attendance for a full day of hearing is considered to be greater than 3 hours and up to 8.0 hours, inclusive of all breaks excluding set up preparation for Court Reporter on-site. Where a full day sitting extends past eight hours, overtime shall be paid at time and a half based on the Contractor's original hourly rate in 15-minute increments. Teleconference or videoconference calls that are less than 1 hour shall be pro-rated in 15-minutes increments.

In regards to items 3 and 4 above," attendance only for teleconference or videoconference calls" refers to the Contractor recording teleconference or videoconference calls. When there is a request to record a teleconference or videoconference calls the Project Authority will provide the Contractor the required dial-in information.

Pricing Table 17: April 1, 2022 to March 31,2023				
Service				
Verbatim transcription services audio recordings in English or French or bilingual (English and French)	Unit	*Estimated Quantities for evaluation purposes only (A)	Firm **all-inclusive unit price (B)	C = Total of (A) x (B)
Transcription services in English or French: daily delivery by 9:00 am of next day or by Noon next day if the previous day's hearing adjourned after 6:00pm, in electronic PDF and Word 2010 version (or higher)	Per word	25,000 words	\$	\$
Transcription services - bilingual (English and French): daily delivery by 9:00am of next day or by Noon next day if the previous day's hearing adjourned after 6:00pm, in electronic PDF and Word 2010 version (or higher)	Per word	25,000 words	\$	\$
Transcription Services in English or French: 2 Days delivery turnaround, of an electronic PDF and Word 2010 version (or higher)	Per word	50,000 words	\$	\$

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Transcription Services bilingual (English and French): 2 Days delivery turnaround, of an electronic PDF and Word 2010 version (or higher)	Per word	50,000 words	\$	\$
Transcription Services in English or French: 5 Days delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	80,000 words	\$	\$
Transcription Services bilingual (English and French): 5 Days delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	80,000 words	\$	\$
Transcription Services in English or French: 10 Days or more delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	200,000 words	\$	\$
Transcription Services bilingual (English and French): 10 Days or more delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	200,000 words	\$	\$
Additional Services				
Hard paper copy of transcripts: formatted as per the SOW and delivered by hand or courier by 9:00am next day or by Noon next day if the previous day's hearing adjourned after 6:00pm. (price per page – original and up to 5 additional copies)	Per page	5000	\$	\$

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Hard paper copy of transcripts: formatted as per the SOW and delivered by hand or courier 2 days delivery turnaround. (price per page – original and up to 5 additional copies)	Per page	5000	\$	\$
Hard paper copy of transcripts: formatted as per the SOW and delivered by hand or courier 5 days delivery turnaround. (price per page – original and up to 5 additional copies)	Per page	5000	\$	\$
Hard paper copy of transcripts: formatted as per the SOW and delivered by hand or courier 10 days or more delivery turnaround. (price per page – original and up to 5 additional copies)	Per page	5000	\$	\$
USB key delivery by hand or courier	Per USB Key	10	\$	\$
1 Day Turnaround for the chess clock reports in English or French for an electronic PDF version.	Per report	5	\$	\$
1 Day Turnaround for the chess clock reports bilingual (English and French) for an electronic PDF version.	Per report	5	\$	\$
Total evaluated Price-Table 17:				\$

Pricing Table 18: April 1, 2022 to March 31,2023				
Service				
Audio Digital Recording of Proceeding or Hearing	Unit	*Estimated Quantities for evaluation purposes only (A)	**Firm all-inclusive unit price (B)	C = Total of (A) x (B)

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Audio Digital Recording – USB Key - delivery by hand or courier.	Per recording	3	\$	\$
Audio Digital Recording – by electronic email	Per recording	3	\$	\$
Total Evaluated Price-Table 18:				\$

Pricing Table 19: April 1, 2022 to March 31,2023				
Service				
Real time Captioning	Unit	*Estimated Quantities for evaluation purposes only	**Firm all-inclusive unit price	C = Total of (A) x (B)
		(A)	(B)	
In-person captioning in English or French	Per hour	8 Hours	\$	\$
Remote captioning in English or French	Per hour	8 Hours	\$	\$
In-person captioning bilingual (English and French)	Per hour	8 Hours	\$	\$
Remote captioning bilingual (English and French)	Per hour	8 Hours	\$	\$
Set-up preparation for Real time captioning (includes half an hour of preparation time per day to set up and real time hook up of equipment each day before the start of the proceeding or hearing). Set up and hook up must be not more than once per day.	Per day	5 days	\$	\$
Total Evaluated Price-Table 19:				\$

Pricing Table 20: April 1, 2022 to March 31,2023				
Service				
Transcript of real time captioning	Unit	*Estimated Quantities for evaluation purposes only	**Firm all-inclusive unit price	C = Total of (A) x (B)
		(A)	(B)	
Transcript of real time captioning in English or French: daily delivery by 9:00 am of next day or by Noon next day if the previous day's	Per word	10,000	\$	\$

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hearing adjourned after 6:00pm, in electronic PDF and Word 2010 version (or higher)				
Transcript of real time captioning bilingual (English and French): daily delivery by 9:00am of next day or by Noon next day if the previous day's hearing adjourned after 6:00pm, in electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Transcript of real time captioning in English or French: 2 Days delivery turnaround, of an electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Transcript of real time captioning bilingual (English and French): 2 Days delivery turnaround, of an electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Transcript of real time captioning in English or French: 5 Days delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Transcript of real time captioning bilingual (English and French): 5 Days delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Transcript of real time captioning in English or French: 10 Days or more delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Transcript of real time captioning bilingual (English and French): 10 Days or more delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Total Evaluated Price-Table 20:				\$

OPTION PERIOD 4:

Pricing Table 21: April 1, 2023 to March 31,2024					
Service					
Items	Verbatim Court Reporting Services attendance on-site, teleconference or videoconference calls	Unit	*Estimated Quantities for evaluation purposes only (A)	Firm **all-inclusive unit price (B)	C = Total of (A) x (B)
1	On-site Court Reporter attendance for recording purposes for proceedings or hearings that are ***3 hours or less	Per hour	150 hours	\$	\$
2	On-site Court Reporter attendance for recording purposes for proceedings or hearings 3 to 8.0 hours per day	Per hour	700 hours	\$	\$
3	Court Reporter attendance for recording purposes only for ***teleconference or videoconference calls that are less than one (1) hour.	Per hour	10 hours	\$	\$
4	Court Reporter attendance for recording purposes only for ***teleconference or videoconference calls that are greater than one (1) hour.	Per hour	20 hours	\$	\$
5	On-site Court Reporter set-up preparation includes half an hour of preparation time per day to set up their equipment and to ensure their equipment is installed and functioning before the start of the proceeding or hearing each day). Set up and preparation must be not more than once per day.	Per day	100 days	\$	\$
Total Evaluated Price – Table 21:					\$

*****Notes**

In regards to item 2 above, attendance for a full day of hearing is considered to be greater than 3 hours and up to 8.0 hours, inclusive of all breaks excluding set up preparation for Court Reporter on-site. Where a full day sitting extends past eight hours, overtime shall be paid at time and a half based on the Contractor's original hourly rate in 15-minute increments. Teleconference or videoconference calls that are less than 1 hour shall be pro-rated in 15-minutes increments.

In regards to items 3 and 4 above," attendance only for teleconference or videoconference calls" refers to the Contractor recording teleconference or videoconference calls. When there is a request to record a teleconference or videoconference calls the Project Authority will provide the Contractor the required dial-in information.

Pricing Table 22: April 1, 2023 to March 31,2024	
Service	

Verbatim transcription services audio recordings in English or French or bilingual (English and French)	Unit	*Estimated Quantities for evaluation purposes only (A)	Firm **all-inclusive unit price (B)	C = Total of (A) x (B)
Transcription services in English or French: daily delivery by 9:00 am of next day or by Noon next day if the previous day's hearing adjourned after 6:00pm, in electronic PDF and Word 2010 version (or higher)	Per word	25,000 words	\$	\$
Transcription services - bilingual (English and French): daily delivery by 9:00am of next day or by Noon next day if the previous day's hearing adjourned after 6:00pm, in electronic PDF and Word 2010 version (or higher)	Per word	25,000 words	\$	\$
Transcription Services in English or French: 2 Days delivery turnaround, of an electronic PDF and Word 2010 version (or higher)	Per word	50,000 words	\$	\$
Transcription Services bilingual (English and French): 2 Days delivery turnaround, of an electronic PDF and Word 2010 version (or higher)	Per Word	50,000 words	\$	\$
Transcription Services in English or French: 5 Days delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	80,000 words	\$	\$
Transcription Services bilingual (English and French): 5 Days delivery	Per word	80,000 words	\$	\$

turnaround of an electronic PDF and Word 2010 version (or higher)				
Transcription Services in English or French: 10 Days or more delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	200,000 words	\$	\$
Transcription Services bilingual (English and French): 10 Days or more delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	200,000 words	\$	\$
Additional Services				
Hard paper copy of transcripts: formatted as per the SOW and delivered by hand or courier by 9:00am next day or by Noon next day if the previous day's hearing adjourned after 6:00pm. (price per page – original and up to 5 additional copies)	Per page	5000	\$	\$
Hard paper copy of transcripts: formatted as per the SOW and delivered by hand or courier 2 days delivery turnaround. (price per page – original and up to 5 additional copies)	Per page	5000	\$	\$
Hard paper copy of transcripts: formatted as per the SOW and delivered by hand or courier 5 days delivery turnaround. (price per page – original and up to 5 additional copies)	Per page	5000	\$	\$

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Hard paper copy of transcripts: formatted as per the SOW and delivered by hand or courier 10 days or more delivery turnaround. (price per page – original and up to 5 additional copies)	Per page	5000	\$	\$
USB key delivery by hand or courier	Per USB Key	10	\$	\$
1 Day Turnaround for the chess clock reports in English or French for an electronic PDF version.	Per Report	5	\$	\$
1 Day Turnaround for the chess clock reports bilingual (English and French) for an electronic PDF version.	Per report	5	\$	\$
Total evaluated Price-Table 22:				\$

Pricing Table 23: April 1, 2023 to March 31,2024				
Service				
Audio Digital Recording of Proceeding or Hearing	Unit	*Estimated Quantities for evaluation purposes only (A)	**Firm all-inclusive unit price (B)	C = Total of (A) x (B)
Audio Digital Recording – USB Key - delivery by hand or courier.	Per recording	3	\$	\$
Audio Digital Recording – by electronic email	Per recording	3	\$	\$
Total Evaluated Price-Table 23:				\$

Pricing Table 24: April 1, 2023 to March 31,2024				
Service				
Real time Captioning	Unit	*Estimated Quantities for evaluation purposes only	**Firm all-inclusive unit price	C = Total of (A) x (B)

		(A)	(B)	
In-person captioning in English or French	Per hour	8 Hours	\$	\$
Remote captioning in English or French	Per hour	8 Hours	\$	\$
In-person captioning bilingual (English and French)	Per hour	8 Hours	\$	\$
Remote captioning bilingual (English and French)	Per hour	8 Hours	\$	\$
Set-up preparation for Real time captioning (includes half an hour of preparation time per day to set up and real time hook up of equipment each day before the start of the proceeding or hearing). Set up and hook up must be not more than once per day.	Per day	5 days	\$	\$
Total Evaluated Price-Table 24:				\$

Pricing Table 25: April 1, 2023 to March 31,2024				
Service				
Transcript of real time captioning	Unit	*Estimated Quantities for evaluation purposes only (A)	**Firm all-inclusive unit price (B)	C = Total of (A) x (B)
Transcript of real time captioning in English or French: daily delivery by 9:00 am of next day or by Noon next day if the previous day's hearing adjourned after 6:00pm, in electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Transcript of real time captioning bilingual (English and French): daily delivery by 9:00am of next day or by Noon next day if the previous day's hearing adjourned after 6:00pm, in electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Transcript of real time captioning in English or French: 2 Days delivery turnaround, of an electronic	Per word	10,000	\$	\$

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PDF and Word 2010 version (or higher)				
Transcript of real time captioning bilingual (English and French): 2 Days delivery turnaround, of an electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Transcript of real time captioning in English or French: 5 Days delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Transcript of real time captioning bilingual (English and French): 5 Days delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Transcript of real time captioning in English or French: 10 Days or more delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Transcript of real time captioning bilingual (English and French): 10 Days or more delivery turnaround of an electronic PDF and Word 2010 version (or higher)	Per word	10,000	\$	\$
Total Evaluated Price-Table 25:				\$

ATTACHMENT 2 TO PART 3 - BID SUBMISSION FORM

BID SUBMISSION FORM	
Bidder's full legal name	
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name
	Title
	Address
	Telephone #
	Fax #
	Email
Bidder's Procurement Business Number (PBN) [see the Standard Instructions 2003] [Note to Bidders: Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.]	
Jurisdiction of Contract: Province or territory in Canada the Bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Former Public Servants See the Article in Part 2 of the bid solicitation entitled Former Public Servant for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"
	Is the Bidder a FPS who received a lump sum payment under the terms of the Work Force Adjustment Directive? Yes ____ No ____ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"

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

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

Signature of Authorized Representative of Bidder	
Date	

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4

4.1.2 Financial Evaluation

4.1.2.1 For bid evaluation and Contractor selection purposes only, the total evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3. Total Evaluated Bid Price will be equal to (total evaluated price: Table 1+ Table 2+ Table 3 + Table 4+ Table 5 + Table 6 + Table 7 + Table 8+ Table 9 +Table 10 +Table 11+ Table 12+Table 13+Table 14+ Table 15+ Table 16+ Table 17+ Table 18+ Table 19+ Table 20+ Table 21+ Table 22+Table 23+ Table 24+ Table 25).

4.2 Basis of Selection

4.2.1 SACC Manual Clause [A0031T](#) (2010-08-16) Basis of Selection – Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract. In the event of a tie, the bid with the lowest total evaluated price for pricing tables 1 + 2 + 5 will be recommended for award of a contract.

ATTACHMENT 1 TO PART 4 MANDATORY CRITERIA

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

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal **non-responsive and will not be given further consideration**. The treatment of mandatory requirements in any procurement process is absolute. Each mandatory technical criterion should be addressed separately.

Technical bids must clearly demonstrate compliance with the mandatory criteria. Simply repeating the statements found hereunder is not sufficient.

Number #	Mandatory Technical Criterion (MTC)	Met/Not Met	Bidder's Response (Cross reference to proposal)
MTC 1	<p>The Bidder must propose five (5) verbatim court reporters three (3) of which are fully (English and French) bilingual. All five (5) proposed verbatim court reporters must have a minimum of 3 years' experience in the past 5 years in courtroom or administrative tribunal reporting using proven verbatim techniques such as: digital recording or real-time.</p> <p>For each verbatim court reporter the Bidder must provide:</p> <ul style="list-style-type: none"> a) Their full name; b) Description of experience in providing courtroom or administrative tribunal reporting; c) Start and end date of services provided (from mm/yy to mm/yy); d) Three (3) Client names and e-mail addresses, for whom they provided services. <p>Canada reserves the right to contact the referenced Project Authority or authorized representative to verify the accuracy of information provided within each project summary. Failure on the part of the Bidder to provide accurate and current contact information may result in the Bidder's Proposal being deemed non-compliant and be given no further consideration in the evaluation</p>		

	<p>process.</p>		
<p>MTC2</p>	<p>The Bidder must have a minimum of five (5) years' of experience in the past seven (7) years serving a minimum of three (3) different judicial or quasi-judicial clients in providing verbatim court reporting services as per the Statement of Work in Annex A.</p> <p>The Bidder must provide a minimum of three (3) different *clients in providing verbatim court reporting services as per the Statement of Work in Annex A.</p> <p>For each client the Bidder must provide:</p> <ul style="list-style-type: none"> a) Client Organization: b) Contact Reference (Name, title and email): c) Description of services provided: d) Start and end dates of services provided (from mm/yy to mm/yy). <p>*"Client" refers to a client that is external to the bidder's organization. "Client(s)" must be judicial or quasi-judicial in nature.</p> <p>Canada reserves the right to contact the referenced Project Authority or authorized representative to verify the accuracy of information provided within each project summary. Failure on the part of the Bidder to provide accurate and current contact information may result in the Bidder's Proposal being deemed non-compliant and be given no further consideration in the evaluation process.</p>		

<p>MTC3</p>	<p>The Bidder must have transcribed a minimum of 10 recorded English judicial or quasi-judicial proceedings in the past three (3) years</p> <p>The Bidder must demonstrate that they have experience, in transcribing English recorded material by submitting for each proceeding:</p> <ul style="list-style-type: none"> a) Client Organization: b) Contact Reference (Name, title and email): c) Description of the project completed: d) Start and end dates of services provided (from mm/yy to mm/yy). <p>Canada reserves the right to contact the referenced Project Authority or authorized representative to verify the accuracy of information provided within each project summary. Failure on the part of the Bidder to provide accurate and current contact information may result in the Bidder's Proposal being deemed non-compliant and be given no further consideration in the evaluation process.</p>		
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<p>MTC4</p>	<p>The Bidder must have transcribed 5 judicial or quasi-judicial French proceedings in the past 3 years.</p> <p>The Bidder must demonstrate that they have experience, in transcribing French recorded material by submitting for each proceeding:</p> <ul style="list-style-type: none"> a) Client Organization: b) Contact Reference (Name, title and email): c) Description of the project completed: d) Start and end dates of services provided (from mm/yy to mm/yy). <p>Canada reserves the right to contact the referenced Project Authority or authorized representative to verify the accuracy of information provided within each project summary. Failure on the part of the Bidder to provide accurate and current contact information may result in the Bidder's Proposal being deemed non-compliant and be given no further consideration in the evaluation process.</p>		
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<p>MTC5</p>	<p>The Bidder must propose five (5) *transcriptionists three (3) of which are fully (English and French) bilingual. All five (5) proposed transcriptionists must have a minimum of 3 years' experience in the past 5 years in courtroom or administrative tribunal transcribing.</p> <p>For each transcriber the Bidder must provide:</p> <ul style="list-style-type: none"> a) Their full name; b) Description of experience in providing courtroom or administrative tribunal transcribing; c) Start and end date of services provided (from mm/yy to mm/yy); and d) Three (3) Client names and e-mail addresses, for whom they provided services. <p>Canada reserves the right to contact the referenced Project Authority or authorized representative to verify the accuracy of information provided within each project summary. Failure on the part of the Bidder to provide accurate and current contact information may result in the Bidder's Proposal being deemed non-compliant and be given no further consideration in the evaluation process.</p> <p>*The 5 transcriptionists can be the same 5 proposed in MTC1 as verbatim court reporters.</p>		
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<p>MTC6</p>	<p>One of the Bidder's proposed verbatim court reporters and one of the *Bidder's proposed transcriptionists must hold, at the time of bid closing, a valid Secret Security clearance granted or approved by the Canadian and International Industrial Security Directorate (CISD) of Public Works and Government Services Canada (PWGSC).</p> <p>All other court reporters and transcriptionists proposed must hold, at the time of bid closing, a valid reliability status granted or approved by the Canadian and International Industrial Security Directorate (CISD) of Public Works and Government Services Canada (PWGSC).</p> <p>*The proposed verbatim court reporter and transcriptionist can be the same individual, if proposed in MTC1 and MTC5</p> <p>The Bidder must provide the following for each resource:</p> <p>a)The full resource name; and b) The PWGSC security file number at time of bid closing.</p>		
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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-Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

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 provided will render the bid non-responsive.

5.2.1 Integrity Provisions – List of Names

In accordance with Section 17 of the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's website](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html) (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

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

5.2.3 Additional Certifications Precedent to Contract Award

Refer to Attachment 1 to Part 5, Additional Certifications Precedent to Contract Award

ATTACHMENT 1 TO PART 5 – ADDITIONAL CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

1. Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16) 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.

(Signature of Bidder's Representative)

(Date)

2. Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) 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.

(Signature of Bidder's Representative)

(Date)

3. Language skills

The Bidder certifies that the Bidder has the language skill required to execute the work stated in the Statement of Work.

(Signature of Bidder's Representative)

(Date)

PART 6 – SECURITY REQUIREMENT

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (d) the Bidder's proposed location of work performance 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 V: Mandatory Safeguarding Measures.
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program of Public Works and Government Services Canada](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Security Requirements

7.1.1 The following security requirements (SRCL PWGSC File # Common-PS SRCL #23) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Facility Security Clearance at the level of **Secret**, with approved Document safeguarding at the level of **Secret**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
2. The Contractor/Offeror personnel requiring access to protected/classified information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **Reliability Status, Confidential** or **Secret** as required, granted or approved by the CISD/PWGSC
3. The Contractor must not utilize its Information Technology systems to electronically process, produce or store any sensitive protected/classified information until CISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed up to the level of **Secret**
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)

7.1.2 Contractor's Sites or Premises Requiring Safeguarding Measures

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

(To be inserted upon Contract award)

7.1.2.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level.

7.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A", as and when requested by the Project Authority, using the Court Reporting and Transcript Request form attached to this contract as Annex D.

7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions 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.

7.3.1 General Conditions

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

7.3.2 Supplemental General Conditions

4006 (2010-08-16), General Supplemental General Conditions – Contractor to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

4007 (2010-08-16), General Supplemental General Conditions – Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract in all cases where the foreground information produced is classified as “Secret”.

7.3.3 Inspection and Acceptance

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

7.3.4 Specific Persons(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: _____.

7.3.5 The Court reporting and transcript request form

The Contractor must not perform any Work until the Project Authority has sent them a completed Court Reporting and Transcript Request Form, attached at **Annex “D”**, detailing the work to be undertaken. The Contractor must acknowledge and accept the request to perform the work detailed in the form within 24 working hours of its receipt by email.

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, inclusive.

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-year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the rates set out in the Basis of Payment.

Canada may exercise this option at any time prior to the expiry date of the Contract by sending a written notice to the Contractor. 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:

Paula Todorovic
Procurement Advisor
Administrative Tribunals Support Service of Canada (ATSSC)
Procurement and Material Management
333 Laurier Ave. West
Ottawa, Ontario
K1A 0G7
Telephone: 613-998-9640
E-mail address: procurements-achats@tribunal.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Canadian International Trade Tribunal (CITT) for the Contract is:

TBD at contract award

The Project Authority for the Competition Tribunal (CT) for the Contract is:

TBD at contract award

The Project Authority for the Public Servants Disclosure Protection Tribunal (PSDPT) for the Contract is:

TBD at contract award

The Project Authority for other Tribunals of ATSSC for the Contract will be identified in the request form for court reporting and transcription services.

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

TBD 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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices as specified in Annex B, Basis of Payment, up to the limitation of expenditure in Article 7.7.3.

The limitation of expenditure in Article 7.7.3 may be increased during the period of this contract to provide additional court reporting and transcription services required by the ATSSC and to provide increases for each of the option years in the Contract.

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

7.7.2 Travel and Living Expenses-National Joint Council Travel Directive

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Project Authority

- the Contractor must submit detailed estimates of travel cost to the Project Authority for approval.

The booking of travel is the responsibility of the Contractor.

The authorized travel expenses will be paid upon submission of an itemized statement supported by receipt vouchers.

All payments are subject to government audit

Limitation of Expenditure (Travel and Living Expenses): TBD

7.7.3 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract, including any travel and living expenses must not exceed **\$TBD**. Customs duties included and Applicable Taxes extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.4 Method of Payment (Monthly Payment)

SACC Manual Clause [H1008C](#) (2008-05-12) – Monthly Payment

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

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

7.7.5 SACC Manual Clauses

[A9117C](#) (2007-11-30), T1204 – Direct Request by Customer Department

7.7.6 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 the court reporting and transcript request form;
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the Project Authority for certification and payment.

7.8 Certifications and Additional Information

7.8.1 Compliance

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

7.9 Applicable Laws

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

7.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions [4006](#) (2010-08-16), Contractor to Own Intellectual Property Rights in Foreground Information or Supplemental General Conditions [4007](#) (2010-08-16),

- Canada to Own Intellectual property Rights in Foreground Information, as per Article 7.3.2 of this contract;
- (c) the general conditions 2035 (2018-06-21), General Conditions – Higher Complexity - Services;
 - (d) Annex A, Statement of Work;
 - (e) Annex B, Basis of Payment;
 - (f) Annex C, Security Requirements Check List;
 - (g) Annex D, Court Reporting and transcript request form; and
 - (h) the Contractor's bid dated _____ (**insert date of bid**).

7.11 Insurance

SACC Manual Clause G1005C (2016-01-28) Insurance – No Specific Requirement

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

7.12 Contractor's Responsibility

At all times during the Contract Period (including all Option Periods), the Contractor must have the following types of resources available to perform the Work described in the Statement of Work identified under Annex "A", herein:

- a) Court Reporting services,
- b) Transcription services, and
- c) Real-time captioning services.

The Quality Assurance must be performed by a different, second, resource on all transcriptions.

ANNEX "A"
STATEMENT OF WORK

Court Reporting and transcription services

1. Terminology

The terminology table below provides clarification and/or definitions for commonly used terms found in this Statement of Work.

Term	Definition
Proceeding	Generally, the process of conducting judicial business before the Tribunal. A "proceeding" refers to any of the separate steps in that process like, a motion, a teleconference, a video conference, a hearing or a case management conference.
Hearing for CITT	A formal legal proceeding with panel Member(s) and parties.
Hearing for CT and PSDPT	A formal legal proceeding with a judge or a panel (a judge and members) and opposing sides present, but no jury.
Exhibit	A document or an object shown and identified as evidence in a case. Normally, it is assigned an identifying letter or number in alphabetical or numerical order during a hearing
Chess clock Procedure for CT	A method of managing the length of a hearing based on an agreed upon maximum amount of time allocated to each party to present their case. It requires the court reporter to report daily and cumulative usage of time spent by each party.
Case management Conference for CT	It is usually a conference call or hearing with parties to a proceeding and presided by a judicial member of the Competition Tribunal.
Verbatim Court Reporter	An individual who using proven verbatim reporting techniques (e.g. stenotyping, stenomask, shorthand, digital recording or real-time), accurately records the verbal proceedings in a courtroom or administrative Tribunal so that those proceedings or hearings can be reported in a written transcript

2. Background

The Government of Canada passed legislation to consolidate the provision of support services to 11 tribunals by way of a single, integrated organization - the Administrative Tribunals Support Service of Canada (ATSSC). The ATSSC was established and came into force on November 1, 2014, with the passing of the *Administrative Tribunals Support Service of Canada Act*.

The ATSSC provides the tribunals and their secretariats with the full range of services required to support their respective mandates.

Tribunals supported by the ATSSC:

- Canada Agricultural Review Tribunal (CART)
- Canada Industrial Relations Board (CIRB)
- Canadian Cultural Property Export Review Board (CCPERB)
- Canadian Human Rights Tribunal (CHRT)
- Canadian International Trade Tribunal (CITT)

- Competition Tribunal (CT)
- Public Servants Disclosure Protection Tribunal (PSDPT)
- Federal Public Sector Labour Relations and Employment Board (FPSLREB)
- Specific Claims Tribunal (SCT)
- Social Security Tribunal (SST)
- Transportation Appeal Tribunal of Canada (TATC)

The Tribunals are specialized independent quasi-judicial bodies that operate within their distinct enabling legislations.

3. Objective and Requirement

CITT, CT and PSDPT require, complete verbatim court reporting and transcription services on an “as and when requested” basis where Tribunals hold proceedings or hearings. Verbatim transcripts form part of the official record of the matter under consideration. Transcripts are required for all CITT,CT and PSDPT proceedings and hearings. Additional verbatim court reporting and transcription services may be required, on an “as and when requested basis” from other Tribunals of the ATSSC. Additional verbatim court reporting and transcription services will not exceed the total limitation of expenditure of this contract and will compliment other sources of verbatim court reporting or transcription services available to the ATSSC.

The CITT holds approximately 35-60 days of hearings per year. Proceedings are held in either or both of Canada’s official languages. The subject matter frequently involves the use of specialized technical and scientific language. Hearings vary in length, but usually occupy full days (7.5 hours) for one to five days in succession. Occasionally, a hearing will exceed 7.5 hours in a day and extend into the evening. Most of the hearings are held at the Tribunal’s premises in Ottawa. Hearings are occasionally held elsewhere in Canada (normally 3 to 5 days every second year).

The CT and the PSDPT do not control its workload as it is externally generated and therefore cannot guarantee the number of hearing days in any given fiscal year. Hearings before the Tribunal can last anywhere from one day to 10 weeks. Final hearings (hearing of application) last on average 4 weeks and usually require 230 to 250 pages of transcripts per day.

4. Tasks and deliverables:

The ATSSC requires a verbatim court reporting services on an “as and when requested” basis, as detailed below;

4.1 The Contractor must:

- Record the Tribunal's proceedings using digital recording equipment that the Contractor considers appropriate to record the proceedings from which accurate verbatim transcripts can be produced;
- At any given time during a hearing, provide a “read-back” service with regard to any portion of the proceedings. The operation of such equipment must not distract from the proceedings;
- In addition to hearings held in the Tribunal's hearing rooms in Ottawa, hearings may be held by way of conference call, videoconference or selected meetings to be conducted by ATSSC;
- Prepare PDF and Word 2010 version (or higher) electronic versions of transcripts of hearings to be sent to the Project Authority either by USB key or by e-mail (public sessions only), as confirmed by Project Authority;

- Prepare transcripts of hearings for a daily or 2-day or 5-day or 10-day or more turnaround time as requested by Project Authority;
- Transcripts must be certified and signed by the attending court reporter or transcriber as applicable; and,
- If requested by the Project Authority, audio recording must be provided by way of electronic e-mail or by hand-delivery or courier on electronic media on a USB key.

4.1.1 The Contractor must provide for CT and PSDPT only;

- The paper copy and electronic version of the transcript which includes the PDF and Word 2010 version (or higher); The Chess clock reports (which is a daily report providing daily and cumulative time spent by each counsel presenting their case). An electronic PDF version must be provided to the Project Authority. Chess Clock reports must be certified and signed by the attending court reporter.

4.1.2 If requested by Project Authority, services for on-site or remote real time- captioning may be required to provide transcripts for hearings, on an “as and when requested basis”.

4.1.3 The Contractor must ensure that the digital recording and electronic version of transcript Word copy is retained as required by Law.

For the CITT only: Upon expiration of the contract, the Contractor must destroy all copies of the confidential transcripts and must file an attestation with the Registrar of the Tribunal.

4.2 Equipment

The Contractor must provide all personnel, equipment, supplies and machinery necessary for the production of a transcript of proceedings for the hearings or meetings in question. The Contractor must be responsible for its own facilities.

4.3 Transcripts and copies

The Contractor must provide verbatim transcript of hearings as follows:

- I. Transcripts must always be provided using electronic PDF and Word 2010 version (or higher) of the transcript. The document must be sent to the Project Authority (or its designate), by way of electronic e-mail, by hand-delivery or by courier on electronic media on a USB key as requested by Project Authority.
- II. If requested by the Project Authority, a daily copy transcript of the previous day’s proceedings. An electronic PDF and Word 2010 version (or higher) of the transcript of proceedings must be delivered to the Project Authority by 9:00 a.m. every morning during a hearing by way of electronic e-mail, by hand-delivery or by courier on electronic media on a USB key as requested by the Project Authority. For hearings that adjourn after 6:00pm, the delivery time will be no later than noon on the following working day for electronic PDF and Word 2010 version (or higher) of the transcript of proceedings;
- III. **For CT and PSDPT only:** If requested by the Project Authority, the Contractor must provide three (3) daily paper copies and an electronic PDF and Word 2010 version (or higher) of the transcript of the previous days’ proceeding when the proceeding is a panel of one (1), and five (5) daily paper copies and an electronic PDF and Word 2010 version (or higher) of the transcript of the previous days’ proceedings when the proceeding is a panel of three (3). All daily paper transcripts of proceedings must be provided to the Project Authority by hand-delivery or by courier by 9:00 a.m. every morning during a hearing. The electronic PDF and Word 2010 version (or higher) of the transcript of proceedings must be delivered to the Project Authority by 9:00 a.m. every morning during a hearing by way of electronic e-mail or on electronic media on a USB key as requested by the Project Authority. For hearings that adjourn after 6:00pm, the delivery time

will be no later than noon of the following working day for paper copies and electronic PDF and Word 2010 version (or higher) of the transcript of proceedings;

- IV. **For CT and PSDPT only:** If requested by the Project Authority, daily chess clock reports of the previous day's chess clock proceedings, an electronic PDF version must be delivered to the Project Authority by 9:00 a.m. every morning during a hearing by way of electronic e-mail. For hearings that adjourn after 6:00pm, the delivery time will be no later than noon on the following working day;
 - V. For 2 day or 5 day or 10 day or more deliveries; a PDF and Word 2010 version (or higher) of the transcript must be delivered to the Project Authority as specified in the request, by way of electronic email, by hand-delivery or by courier on electronic media on a USB key;
 - VI. Electronic copies containing **public information** must be provided to the Project Authority by e-mail as identified by respective Tribunal or by using the Tribunal's secure e-filing service as found on its Web site, by hand-delivery or courier on electronic media on a USB key.
 - VII. Electronic copies containing **confidential information** must be provided to the Tribunal by hand-delivery on a USB key or by using the Tribunal's secure e-filing service as specified the Project Authority. The Contractor must create and obtain an E-Filing profile.
 - VIII. USB keys containing confidential, protected information must be labeled and secured as per the Security requirements of the Contract and must be delivered by hand to the Project Authority.
- 4.3.1 The Contractor must perform the quality assurance for all transcriptions produced.
 - 4.3.2 Any and all errors or omissions identified by the Tribunal to the Contractor in respect of the content of the transcripts must be corrected within 24 hours of notice to the Contractor, with revised paper copies and electronic copies provided to the Tribunal within this same 24 hour period. Errors and/or omissions may be identified to the Contractor in writing.
 - 4.3.3 The Contractor must not provide any portion of the confidential transcript, either in hard copy or electronic media to anyone other than to the Project Authority, unless authorized in writing by the Project Authority.
 - 4.3.4 The Project Authority has the right to make as many copies of any transcript or portion thereof, as deemed necessary for its internal use
 - 4.3.5 Verbatim court reporters must be on site one half (1/2) hour before the commencement of a hearing to ensure that their equipment is functioning properly.

5. **Format of Deliverables**

The style of cause (description of the matter and case number) of all transcripts must be as prescribed by Project Authority. The style of cause will be provided to the Contractor by the ATSSC no later than one week prior to the commencement of proceedings or hearing.

The pages are to be 21.5 cm (8.5 inches) by 27.8 cm (11 inches) with margins as follows:, margins left 1.5 inch; all others 1 inch top, bottom and right margins.

5. 1 Transcript pages must consist of not less than 25 typed lines, with an average of 200 words (100 percent optimized, Microsoft 1.4 Word-actual count). The text of the transcript must be Courier, 12-point font.

5.2 An index must be placed at the front of each volume of the transcript. The format will be determined by the Project Authority and will be communicated to the Contractor for each hearing, proceeding.

5.3 Confidential and Public transcripts must be separate. Confidential transcripts must be identified differently from the public transcripts. Confidential transcripts must be marked with every page identified as confidential.

5.4 **For the CT only**, the Contractor must deliver paper copies and electronic copies of transcriptions as per article 4.3 (III) above, with covers of different colors depending on the transcript level, as identified by the Project Authority. The levels are as follows:

Red for Confidential – Level A,
Yellow for Confidential – Level B; and,
Orange for Confidential - Level C

5.5 Public transcripts must be marked with every page identified as public.

5.6 The layout of each MS Word 2010 (or higher) transcript file must conform to the following specifications:

- (i) The transcript must be provided in MS Word 2010 (or higher) format with each volume contained in a separate file.
- (ii) The file names for each transcript must conform to the following format:

File Name	Definition
CNAME	Case name (e.g. STEEL)
VN	Volume number (e.g. 06)
CE	Confidential evidence
CAE	Confidential – Level A evidence for CT only
CBE	Confidential – Level B evidence for CT only
CCE	Confidential – Level C evidence for CT only
CA	Confidential argument
CAA	Confidential – Level A argument for CT only
CBA	Confidential – Level B argument for CT only
CCA	Confidential – Level C argument for CT only
PE	Public evidence
PA	Public argument

Each volume of the transcript must contain a one-page title page that details the name of the case, the date of the hearing, the volume number and whether the hearing is public or in-camera. All information on the title page must be bilingual and formatted as per the sample file, which will be provided by the ATSSC to the Contractor. The title page must be in a separate MS Word 2010 (or higher) section.

Immediately following the title page, and in a separate MS Word section of its own, each volume must contain a table of contents. All information in the table of contents must be formatted as per the sample file.

An identification line indicating the date and commencement time of the hearing, document type/access and location of the hearing must precede the testimony. Each line must be double-spaced and numbered, with 25 lines per page starting with line 1 for each new page. Activity (Examination, Sworn or Affirmed) must be indicated in the following format with no format codes (i.e. <Tab> characters) preceding the activity label:

SWORN: NAME
AFFIRMED: NAME
EXAMINATION: WITNESS NAME BY EXAMINER NAME

Each speaker must be identified by a <Tab> code followed by the name in upper case letters followed by a colon. The ATSSC reserves the right to make modifications to the format of the transcripts.

Note: When witnesses are sworn in or affirm, they are required to indicate their address. This personal information must NOT appear in the transcripts.

6. Language requirements:

The Contractor must:

- Provide verbatim court reporting services and transcription services in English, French or in both official languages of Canada (English and French) in accordance with the language of the proceedings or hearing, held in respect of the various mandates of the Tribunal.

7. Reproduction Rights

7.1 The ATSSC has the right to reproduce as many copies of the transcript, or portions thereof, as are required for its own internal use.

7.2 The ATSSC has the right to reproduce as many copies of the chess clock report, or portions thereof, as are required for its own internal use.

7.3 The Contractor has the exclusive right to sell copies of the public portion of the transcripts to parties to the hearing, immediately upon production.

7.4 Any sale of confidential portions of the transcripts requires the prior written consent of the Project Authority. The Contractor shall have no right to sell or otherwise reproduce transcripts classified as "Secret".

8. Support

The verbatim court reporter will be assigned a workspace in the hearing room.

9. Work Location:

Hearings will be held mostly in the National Capital region (NCR) and some hearings may be held outside of the NCR.

10. Historical Requirements

*For information purposes only, for the CITT, the number of hearing days held in previous years, excluding cancellations, is identified below:

Location:	2014-2015	2015-2016	2016-2017	2017-2018
National Capital Region	44 days	52 days	51 days	43 days
Outside of the National Capital Region		8 days Vancouver	8 days Edmonton	

*For information purposes only, for the CT the number of hearing days held in previous years, excluding cancellations, is identified below:

Location:	2015-2016	2016-2017	2017-2018	2018-2019
National Capital Region	11 days	1day	8 days	15 days
Outside of the National Capital				4 days Vancouver

*For information purposes only, for the PSDPT the number of hearing days held in previous years, excluding cancellations, is identified below:

Location:	2015-2016	2016-2017	2017-2018	2018-2019
National Capital Region	0	9 days in Ottawa	0	0
Outside of the National Capital Region	0	0	0	19 days in Montréal

*This information is provided for information purposes only and is not meant to be a guarantee of the number of hearing days expected for the upcoming years.

11. Contractor's support for court reporting and transcription services

The Contractor must be available to respond to requests from 8:00 a.m. to 5:00 PM (local time zone of the Project Authority' in the NCR), on weekdays (excludes statutory holidays and weekends). On occasion, in the case of extreme urgency, the Project Authority may have a requirement to place a request outside of these hours. The Contractor must provide the Project Authority with a method of placing urgent requests.

12. Cancellation

All hearings cancelled with at least 48-hours' notice will not be subject to any cancellation fees. Weekends will be calculated in the cancellation fee notice period only if the cancellation notice was provided prior to Friday at 5:00 pm. Each day of a hearing will be treated separately for the purposes of cancellation. For example, if a hearing is scheduled for 5 days starting on Monday and the hearing is cancelled on the Sunday prior to commencement then cancellation fees will only apply to the Monday and Tuesday hearing dates.

If a hearing is cancelled with less than 48 hours' notice, a cancellation fee equivalent to 3 hours of court reporting time per day less than 48 hours, in accordance with the paragraph above, shall be paid by ATSSC. Non-refundable travel and living shall be paid in accordance with the travel and living provisions of the contract.

ANNEX "B"
BASIS OF PAYMENT

The Contractor will be paid firm all-inclusive prices, for each of the services identified in the pricing tables below. The all-inclusive firm prices provided are in Canadian dollars, Delivered Duty Paid (DDP) to destination, Canadian customs duties included and applicable taxes extra, for the supply and delivery of court reporting and transcription services outlined in Annex A, Statement of Work, on an "as and when requested" basis.

The firm all-inclusive price includes all expenses associated with the provision of court reporting and transcription services, including but not limited to: quality assurance, word processing, reports, photocopying, network and Internet security services and access fees and certification cost and time, computers, software, technology upgrades, telephone services, courier services and all other related expenses.

Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any court reporting services in the National Capital Region. For court reporting services outside of the National Capital Region travel and living expenses shall be paid in accordance with the travel and living clauses in the contract.

During the term of the Contract as set out below, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

Tables 1 to 5 : Effective from date of Contract Award to March 31, 2020 (TO BE COMPLETED AT CONTRACT AWARD WITH PROPOSED FIRM ALL-INCLUSIVE PRICES IN PRICING TABLES 1 to 5 OF ATTACHMENT 1 TO PART 3)

OPTION PERIODS:

This section is only applicable if the option to extend the Contract is exercised by Canada

Option Period 1

Tables 6 to 10: Option Year 1: Effective from April 1 2020 to March 31, 2021 (TO BE COMPLETED AT CONTRACT AWARD WITH PROPOSED FIRM ALL-INCLUSIVE PRICES IN PRICING TABLES 6 to 10 OF ATTACHMENT 1 TO PART 3)

Option Period 2

Tables 11 to 15: Option Year 2: Effective from April 1 2021 to March 31, 2022 (TO BE COMPLETED AT CONTRACT AWARD WITH PROPOSED FIRM ALL-INCLUSIVE PRICES IN PRICING TABLES 11 to 15 OF ATTACHMENT 1 TO PART 3)

Option Period 3

Tables 16 to 20: Option Year 3: Effective from April 1 2022 to March 31, 2023 (TO BE COMPLETED AT CONTRACT AWARD WITH PROPOSED FIRM ALL-INCLUSIVE PRICES IN PRICING TABLES 16 to 20 OF ATTACHMENT 1 TO PART 3)

Option Period 4

Tables 21 to 25: Option Year 4: Effective from April 1 2023 to March 31, 2024 (TO BE COMPLETED AT CONTRACT AWARD WITH PROPOSED FIRM ALL-INCLUSIVE PRICES IN PRICING TABLES 21 to 25 OF ATTACHMENT 1 TO PART 3)

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

COMMON-PS-SRCL#23



Contract Number / Numéro du contrat
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	ATSSC	
2. Branch or Directorate / Direction générale ou Direction	ATSSC-	
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 Court reporting & transcription services for the ATSSC.		
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"/>
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 checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input checked="" type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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COMMON-PS-SRCL#23

Contract Number / Numéro du contrat
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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? No Yes
Dans l'affirmative, indiquez le niveau de sensibilité:

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

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

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

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

Special comments:
Commentaires spéciaux :

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED



COMMON-PS-SRCL#23



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

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 SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTRIGÉE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED Protégé			CONFIDENTIAL	SECRET	TOP 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).

ANNEX "D"

THE COURT REPORTING AND TRANSCRIPT REQUEST FORM

COURT REPORTING AND TRANSCRIPT REQUEST FORM	
ATSSC Requirements	Specifications
Tribunal	<i>Provide the Name of Tribunal</i>
Name, phone number and email address of Project Authority	<i>Provide</i>
Security Requirements: This proceeding or hearing includes security requirements	<p>Yes/No</p> <p><i>If yes, refer to the Security Requirements Checklist (SRCL) included in the Contract and please indicate below:</i></p> <p>Personnel security screening level required:</p>
Date(s) of Proceeding or Hearing (DD-MM-YYYY to DD-MM-YYYY)	Please indicate
Start and end time of proceeding or hearing	Please indicate
Brief description of the proceeding or hearing	<i>Brief description of the proceeding or hearing</i>
In-person court reporting or tele- or video-conferencing	<i>Indicate which one</i>
On-site real time captioning or Remote real time- captioning	<i>Indicate which one</i>
Transcription Services required:	<p>Yes/No</p> <p><i>If yes, must be in accordance with the SoW. Indicate what is required</i></p>
Delivery timeline of Transcript and method of delivery	<p><i>Must be in accordance with the SOW.</i></p> <p><i>Indicate which one</i></p> <ul style="list-style-type: none"> - <i>Daily delivery</i> - <i>2 days delivery</i> - <i>5 days delivery</i> - <i>10 days delivery or more turnaround time as requested by Project Authority;</i> <p><i>Indicate method of delivery</i></p> <ul style="list-style-type: none"> - <i>Electronic copy</i> - <i>Hard paper copy of transcripts delivered by hand or courier</i> - <i>Delivery by hand or by courier on electronic media on a USB key</i> - <i>by using the Tribunal's secure e-filing service as found on its Web site</i>
Chess Clock report	<p><i>Must be in accordance with the SoW</i></p> <p>Yes/No</p>

	<p><i>If yes, delivery timeline:</i></p> <ul style="list-style-type: none">- <i>daily delivery</i> <p><i>Method of delivery:</i></p> <ul style="list-style-type: none">- <i>Electronic copy</i>
Location of the proceeding or hearing	<p><i>Provide city, province, and civic address or For tele- or video-conferencing, provide dial-in information.</i></p>
Travel outside of the National Capital Region (NCR)	<p><i>Yes/No</i></p>
Language of the proceeding or hearing	<ul style="list-style-type: none">- <i>English</i>- <i>French</i>- <i>Bilingual, English and French</i>
Delivery of Audio Digital recording	<p><i>Must be in accordance with the SoW</i></p> <p><i>Yes/No</i></p> <ul style="list-style-type: none">- <i>delivery by hand or courier on a USB key</i>- <i>by e-mail</i>
Additional information	