

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À :**

Department of Justice Canada  
Finance and Planning Branch  
attention: Sharon Ruiters  
Email: sharon.ruiters@justice.gc.ca

Ministère de la Justice Canada  
Direction générale des finances et de la planification  
Attention : Sharon Ruiters  
Courriel : sharon.ruiters@justice.gc.ca

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION****Comments - Commentaires****Proposal To: Department of Justice Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

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

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

**Proposition au : Ministère de la Justice Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s).

En apposant ma signature ci-après, j'atteste, au nom du soumissionnaire, que j'ai lu la demande de propositions (DP) en entier, y compris les documents incorporés par renvoi dans la DP et que :

1. le soumissionnaire considère qu'il a les compétences et que ses produits sont en mesure de satisfaire les exigences obligatoires décrites dans la demande de soumissions;
2. cette soumission est valide pour la période exigée dans la demande de soumissions ;
3. tous les renseignements figurant dans la soumission sont complets, véridiques et exacts; et
4. si un contrat est attribué au soumissionnaire, ce dernier se conformera à toutes les modalités énoncées dans les clauses concernant le contrat subséquent et comprises dans la demande de soumissions.

<b>Title – Sujet</b>	
Transcription, translation, interpretation and other linguistic services for multiple languages	
<b>Solicitation No. – N° de l'invitation</b>	<b>Date</b>
1000029029	March 17, 2021
<b>Client Reference No. – N° référence du client</b>	
1000029029	
<b>GETS Reference No. – N° de référence de SEAG</b>	
1000029029	
<b>Solicitation Closes L'invitation prend fin</b>	<b>Time Zone Fuseau horaire</b>
<b>at – à</b> 02 :00 PM – 14h00	Eastern Daylight Time (EDT)
<b>on – le</b> April 26, 2021	Heure Avancée de l'Est (HAE)
<b>F.O.B. - F.A.B.</b>	
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
<b>Address inquiries to – Adresser toute demande de renseignements à :</b>	
Sharon Ruiters	
<b>Area code and Telephone No. Code régional et N° de téléphone</b>	<b>Facsimile No. / e-mail N° de télécopieur / courriel</b>
613-219-5763	sharon.ruiters@justice.gc.ca
<b>Destination – of Goods, Services, and Construction: Destination – des biens, services et construction</b>	

**Instructions:** See Herein**Instructions :** Voir aux présentes

<b>Delivery required -Livraison exigée</b>	<b>Delivery offered -Livraison proposée</b>
See Herein – Voir aux présentes	
<b>Jurisdiction of Contract:</b> Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation) <b>Compétence du contrat :</b> Province du Canada choisie par le soumissionnaire et qui aura les compétences sur tout contrat subséquent (si différente de celle précisée dans la demande)	
<b>Vendor/firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b>	
<b>e-mail - courriel</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>



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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

**PART 1 - GENERAL INFORMATION:**

provides a general description of the requirement;

**PART 2 - BIDDER INSTRUCTIONS:**

provides the instructions, clauses and conditions applicable to the bid solicitation;

**PART 3 - BID PREPARATION INSTRUCTIONS:**

provides bidders with instructions on how to prepare their bid;

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION:**

indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

**PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION:**

includes the certifications and additional information to be provided;

**PART 6 – SECURITY REQUIREMENTS:**

includes specific requirements that must be addressed by bidders; and

**PART 7 - RESULTING CONTRACT CLAUSES:**

includes the clauses and conditions that will apply to any resulting contract.

The Annexes include:

Statement of Work,

Basis of Payment,

Security Requirements Checklist,

Integrity Regime Verification Form

### 1.2 Summary

**1.2.1** The Crimes against Humanity and War Crimes Section (CAHWCS) of the Department of Justice Canada (JUS) has a multi-year requirement for consolidated translation and interpreting services (translation, transcription, site interpretation, proofing / editing and simultaneous or consecutive oral interpretation) for multiple languages to French or English and from French or English to multiple languages.

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

**1.2.1** The requirement is subject to the provisions of the following:

- Canada Free Trade Agreement (CFTA)

### 1.3 Debriefings

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

### 1.4 Office of the Procurement Ombudsman (OPO)

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent venue for Canadian bidders to raise complaints regarding the award of federal contracts under \$26,400 for goods and under \$105,700 for services.



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Should bidders have any issues or concerns regarding the award of a federal contract below these dollar amounts, contact OPO by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

For more information about OPO, including the available services, please visit the [OPO website](#).



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions \(SACC\) Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<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 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/20>) are incorporated by reference into and form part of the bid solicitation.

Section 05, *Submission of Bids*, subsection 4, of *2003 Standard Instructions - Goods or Services - Competitive Requirements*, incorporated by reference above, is amended as follows:

Delete: 60 days

Insert: 40 days

### 2.2 Submission of Bids

Bids must be submitted only to the Department of Justice Canada Contracting Authority by the date and time indicated on page 1 of the bid solicitation.

Bidders must submit Page 1 of this Request for Proposal, duly completed and signed and dated by a person authorized to sign on behalf of the Bidder (Vendor/firm).

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

### 2.3 Enquiries - Bid Solicitation

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

### 2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.



## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (1 electronic copy)
- Section II: Financial Bid (1 electronic copy)
- Section III: Certifications (1 electronic copy)
- Section IV: Additional Information (1 electronic copy)

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process (Policy on Green Procurement <http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

#### Section I: Technical Bid

- I1 In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.
- I2 The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### Section II: Financial Bid

- II1 Bidders must submit their financial bid in accordance with *Part 4 - Evaluation Procedures and Basis of Selection, 4.1.2, Financial Evaluation*.
- II2 Bidders should include the following information in their financial bid:
  - 1) Their legal name;
  - 2) Their Procurement Business Number (PBN); and
  - 3) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to (a) their bid; and (b) any contract that may result from their bid.

#### Section III: Certifications

- III1 Bidders must submit the certifications and additional information required under Part 5, including the attachments to Part 5.
- III2 Bidders must also submit Page 1 of this Request for Proposal, duly completed and signed and dated by a person authorized to sign on behalf of the Bidder (Vendor/firm).

#### Section IV: Additional Information

- IV1 Bidder's Proposed Site or Premises Requiring Safeguard Measures



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

Address:

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

City, Province, Territory / State

Postal Code / Zip Code

Country

- IV2 The Company Security Officer 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*.





## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 EVALUATION PROCEDURES

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

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

##### 4.1.1.2 Point Rated Technical Criteria

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

Point-rated technical criteria not addressed will be given a score of zero.

#### 4.1.2 Financial Evaluation

- 4.1.2.1 For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with *Attachment 2 to Part 4 : Financial Evaluation - Pricing Schedule*.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing and rates shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the Request for Proposal (RFP).

Failure or refusal to provide a price or rate for any item in *Attachment 2 to Part 4 : Financial Evaluation - Pricing Schedule* shall be considered as failing to meet a mandatory requirement of the RFP and, therefore, the Bidder's proposal shall be given no further consideration.

### 4.2 BASIS OF SELECTION

- 4.2.1 1. To be declared responsive, a bid must:
- a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of 96 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 391 points.
2. Bids not meeting (choose (a) or (b) or (c)) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).



Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.62$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.54$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30$
Combined Rating		84.16	73.15	77.70
Overall Rating		1st	3rd	2nd

**4.2.2** In the event two or more responsive bids have the same highest combined rating of technical merit and price, these bids will be ranked in descending order of the overall scores obtained for all of the point rated technical criteria detailed in *Attachment 1 to Part 4 - Technical Evaluation Criteria*; the responsive bid obtaining the highest overall score being ranked the highest.

**ATTACHMENT 1 TO PART 4 – TECHNICAL EVALUATION CRITERIA****1 Mandatory Technical Criteria**

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

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

Number	Corporate Mandatory Criteria	Cross Reference to Proposal [Bidder to insert]
<b>MTC1</b>	The Bidder must clearly demonstrate that they have provided resources that performed translation, transcription, proofreading, simultaneous or consecutive interpretation and site interpretation in Arabic, Spanish, Kinyarwanda and Bosnian, Croatian & Serbian (BSC) to English or French .	

The Bidder must address the following Mandatory Criteria for EACH proposed resource in accordance to the language specified. Note that the requirement is for language services in the following FOUR languages: Spanish, Bosnian, Croatian & Serbian (BCS), Kinyarwanda AND Arabic. Failure to document requirement in EACH language will result in the bid being deemed not meeting the mandatory technical criteria.

Resource Mandatory Criteria		Name of Proposed Resource 1:	
		Language:	Arabic
Number	Criteria	Cross Reference to Proposal [Bidder to insert]	
<b>MTC2</b>	The Bidder must clearly demonstrate that their proposed resource is fluent (advanced level in reading, writing and oral interaction as per the Statement of Work) in either English or French.		
<b>MTC3</b>	The Bidder must demonstrate that their proposed resource has a minimum of 2 years of experience in the last 5 years performing translation from Arabic to English or French and vice versa.		
<b>MTC4</b>	The Bidder must demonstrate that their proposed resource has a minimum of 2 years of experience in the last 10 years performing site interpretation from Arabic to English or French and vice versa.		
<b>MTC5</b>	The Bidder must demonstrate that their proposed resource has a minimum of 2 years of experience in the last 10 years performing transcription of audio and/or video recordings in Arabic.		
<b>MTC6</b>	The Bidder must demonstrate that their proposed resource(s) has a minimum 2 years of experience in the last 10 years performing simultaneous and consecutive oral interpretation in Arabic.		
<b>MTC7</b>	The Bidder must demonstrate that their proposed resource(s) has a minimum 2 years of experience in the last 10 years working with Microsoft Word.		



Resource Mandatory Criteria		Name of Proposed Resource 2:	
		Language:	Bosnian, Croatian & Serbian (BCS)
Number	Criteria		Cross Reference to Proposal [Bidder to insert]
MTC8	The Bidder must clearly demonstrate that their proposed resource is fluent (advanced level in reading, writing and oral interaction as per the Statement of Work) in either English or French.		
MTC9	The Bidder must demonstrate that their proposed resource has a minimum of 2 years of experience in the last 5 years performing translation from BCS to English or French and vice versa.		
MTC10	The Bidder must demonstrate that their proposed resource has a minimum of 2 years of experience in the last 10 years performing site interpretation from BCS to English or French and vice versa.		
MTC11	The Bidder must demonstrate that their proposed resource has a minimum of 2 years of experience in the last 10 years performing transcription of audio and/or video recordings in BCS.		
MTC12	The Bidder must demonstrate that their proposed resource(s) has a minimum 2 years of experience in the last 10 years performing simultaneous and consecutive oral interpretation in BCS.		
MTC13	The Bidder must demonstrate that their proposed resource has a minimum 2 years of experience in the last 10 years in Microsoft Word.		

Resource Mandatory Criteria		Name of Proposed Resource 3:	
		Language:	Kinyarwanda
Number	Criteria		Cross Reference to Proposal [Bidder to insert]
MTC14	The Bidder must clearly demonstrate that their proposed resource is fluent (advanced level in reading, writing and oral interaction as per the Statement of Work) in either English or French.		
MTC15	The Bidder must demonstrate that their proposed resource has a minimum of 2 years of experience in the last 5 years performing translation from Kinyarwanda to English or French and vice versa.		
MTC16	The Bidder must demonstrate that their proposed resource has a minimum of 2 years of experience in the last 10 years performing site interpretation from Kinyarwanda to English or French and vice versa.		
MTC17	The Bidder must demonstrate that their proposed resource has a minimum of 2 years of experience in the last 10 years performing transcription of audio and/or video recordings in Kinyarwanda.		
MTC18	The Bidder must demonstrate that their proposed resource(s) has a minimum 2 years of experience in the last 10 years performing simultaneous and consecutive oral interpretation in Kinyarwanda.		
MTC19	The Bidder must demonstrate that their proposed resource has a minimum 2 years of experience in the last 10 years in Microsoft Word.		



Resource Mandatory Criteria		Name of Proposed Resource 4:	
		Language:	Spanish
Number	Criteria	Cross Reference to Proposal [Bidder to insert]	
MTC20	The Bidder must clearly demonstrate that their proposed resource is fluent (advanced level in reading, writing and oral interaction as per the Statement of Work) in either English or French.		
MTC21	The Bidder must demonstrate that their proposed resource has a minimum of 2 years of experience in the last 5 years performing translation from Spanish to English or French and vice versa.		
MTC22	The Bidder must demonstrate that their proposed resource has a minimum of 2 years of experience in the last 10 years performing site interpretation from Spanish to English or French and vice versa.		
MTC23	The Bidder must demonstrate that their proposed resource has a minimum of 2 years of experience in the last 10 years performing transcription of audio and/or video recordings in Spanish.		
MTC24	The Bidder must demonstrate that their proposed resource(s) has a minimum 2 years of experience in the last 10 years performing simultaneous and consecutive oral interpretation in Arabic.		
MTC25	The Bidder must demonstrate that their proposed resource has a minimum 2 years of experience in the last 10 years in Microsoft Word.		

**2****Point Rated Technical Criteria**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Technical proposals will be assessed separately against the evaluation criteria identified below. Point rated criteria not addressed in the bidder's proposal will result in a score of zero being assigned against that particular criterion.

Corporate Point Rated Criteria:

Criterion Number	Point Rated Technical Criteria	Cross Reference to Proposal	Max Available Points	Minimum Points Required (if applicable)	Points Received
PR1a	The Bidder should describe the environmental or sustainable development policies that they have initiated or practice within their organization. One (1) point will be awarded per initiative or practice. <b>Maximum 3 pts</b>		3	0	Score:
<b>Point Rated Criteria Subtotal – Corporate Criteria (PR1)</b>					Score:

The Bidder should address the following Point Rated Technical Criteria for EACH proposed resource and indicate the designated language. Note that the requirement is for language services in the following FOUR languages: Spanish, Bosnian, Croatian & Serbian (BCS), Kinyarwanda AND Arabic. Failure to document a resource for a language will result in the bid receiving a score of zero for that particular language.



Language:	Arabic	Name of Proposed Resource 1:			
Criterion Number	Point Rated Technical Criteria	Cross Reference to Proposal	Max Available Points	Minimum Points Required (if applicable)	Points Received
PR2a	<p>The Bidder should state and demonstrate the proposed resource's qualifications and experience with translation from Arabic to English or French and vice versa.</p> <p><b>Maximum 20 pts</b></p> <p>Accredited in translation: 5 pts</p> <ul style="list-style-type: none"> <li>Proof of accreditation must be provided in the bid to obtain 5 points</li> </ul> <p><b>Combined with:</b></p> <p>Years of Experience:</p> <ul style="list-style-type: none"> <li>Less than 2 years = 0 pts</li> <li>2 years to 3 years = 5 pts</li> <li>More than 3 years to 5 years = 10 pts</li> <li>More than 5 years = 15 pts</li> </ul>		20	5	<p>Score:</p> <p>Min. met: <input type="checkbox"/></p> <p>Min. not met: <input type="checkbox"/></p>
PR2b	<p>The Bidder should state and demonstrate the proposed resource's qualifications and experience with site interpretation, simultaneous oral interpretation and consecutive oral interpretation from Arabic to English or French and vice versa.</p> <p><b>Maximum 20 pts</b></p> <p>Accredited Interpreter: 5 pts</p> <ul style="list-style-type: none"> <li>Proof of accreditation must be provided in the bid to obtain the 5 points</li> </ul> <p><b>Combined With:</b></p> <p>Years of Experience:</p> <ul style="list-style-type: none"> <li>Less than 2 years = 0 pts</li> <li>2 years to 3 years = 5 pts</li> <li>More than 3 years to 5 years = 10 pts</li> <li>More than 5 years = 15 pts</li> </ul>		20	5	<p>Score:</p> <p>Min. met: <input type="checkbox"/></p> <p>Min. not met: <input type="checkbox"/></p>
PR2c	<p>The Bidder should state and demonstrate the proposed resource's qualifications and experience with transcription of audio and/or video recordings in Arabic to English or French.</p> <p><b>Maximum 20 pts</b></p> <p>Court certified in transcription: 5pts</p> <ul style="list-style-type: none"> <li>Proof of certification must be provided in the bid to obtain 5 pts.</li> </ul> <p><b>Combined with:</b></p> <p>Years of Experience:</p> <ul style="list-style-type: none"> <li>Less than 2 years = 0 pts</li> <li>2 years to 3 years = 5 pts</li> <li>More than 3 years to 5 years = 10 pts</li> <li>More than 5 years = 15 pts</li> </ul>		20	5	<p>Score:</p> <p>Min. met: <input type="checkbox"/></p> <p>Min. not met: <input type="checkbox"/></p>
PR2d	<p>The Bidder should state and demonstrate that the proposed resource has knowledge of Microsoft Office Software.</p> <p><b>Maximum: 6 pts</b></p> <ul style="list-style-type: none"> <li>Excel: 2 pts</li> <li>Power point: 2 pts</li> <li>Word: 2 pts</li> </ul>		6	2	<p>Score:</p> <p>Min. met: <input type="checkbox"/></p> <p>Min. not met: <input type="checkbox"/></p>



Language:	Arabic	Name of Proposed Resource 1:			
Criterion Number	Point Rated Technical Criteria	Cross Reference to Proposal	Max Available Points	Minimum Points Required (if applicable)	Points Received
PR2e	<p>The Bidder should state and demonstrate that the proposed resource has experience using transcription software.</p> <p><b>Maximum 25 pts</b></p> <p>Years of Experience:</p> <ul style="list-style-type: none"><li>• Less than 2 years = 0 pts</li><li>• 2 years to 3 years = 5 pts</li><li>• More than 3 years to 5 years = 10 pts</li><li>• More than 5 years = 15 pts</li></ul> <p><b>Combined With:</b></p> <p>If the demonstrated experience includes the use of Start Stop Transcription software: 5 pts</p> <p>If the demonstrated experience includes the use of other transcription software (please name): 5pts</p>		25	5	Score:  Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>
PR2f	<p>The Bidder should state and demonstrate that the proposed resource has experience working in a team.</p> <p><b>Maximum 6 pts</b></p> <ul style="list-style-type: none"><li>• 2 projects/experiences working with a team of a minimum of 2 team members = 2 points</li><li>• 3 or 4 projects/experiences working with a team of a minimum of 2 team members = 4 points</li><li>• 5 or more projects/experiences working with a team of a minimum of 2 team members = 6 points</li></ul>		6	2	Score:  Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>
<b>Total maximum points available, minimum total points required and total score for the proposed Arabic (PR2) resource</b>			97	24	Score:  Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>



Language: <b>Bosnian, Croatian &amp; Serbian (BCS)</b>		Name of Proposed Resource 2:			
Criterion Number	Point Rated Technical Criteria	Cross Reference to Proposal	Max Available Points	Minimum Points Required (if applicable)	Points Received
PR3a	<p>The Bidder should state and demonstrate the proposed resource's qualifications and experience with translation from BCS to English or French and vice versa.</p> <p><b>Maximum 20 pts</b></p> <p>Accredited in translation: 5 pts</p> <ul style="list-style-type: none"> <li>Proof of accreditation must be provided in the bid to obtain 5 points</li> </ul> <p><b>Combined with:</b></p> <p>Years of Experience:</p> <ul style="list-style-type: none"> <li>Less than 2 years = 0 pts</li> <li>2 years to 3 years = 5 pts</li> <li>More than 3 years to 5 years = 10 pts</li> <li>More than 5 years = 15 pts</li> </ul>		20	5	<p>Score:</p> <p>Min. met: <input type="checkbox"/></p> <p>Min. not met: <input type="checkbox"/></p>
PR3b	<p>The Bidder should state and demonstrate the proposed resource's qualifications and experience with site interpretation, simultaneous oral interpretation and consecutive oral interpretation from BCS to English or French and vice versa.</p> <p><b>Maximum 20 pts</b></p> <p>Accredited Interpreter: 5 pts</p> <ul style="list-style-type: none"> <li>Proof of accreditation must be provided in the bid to obtain the 5 points</li> </ul> <p><b>Combined With:</b></p> <p>Years of Experience:</p> <ul style="list-style-type: none"> <li>Less than 2 years = 0 pts</li> <li>2 years to 3 years = 5 pts</li> <li>More than 3 years to 5 years = 10 pts</li> <li>More than 5 years = 15 pts</li> </ul>		20	5	<p>Score:</p> <p>Min. met: <input type="checkbox"/></p> <p>Min. not met: <input type="checkbox"/></p>
PR3c	<p>The Bidder should state and demonstrate the proposed resource's qualifications and experience with transcription of audio and/or video recordings in BCS to English or French.</p> <p><b>Maximum 20 pts</b></p> <p>Court certified in transcription: 5pts</p> <ul style="list-style-type: none"> <li>Proof of certification must be provided in the bid to obtain 5 pts.</li> </ul> <p><b>Combined with:</b></p> <p>Years of Experience:</p> <ul style="list-style-type: none"> <li>Less than 2 years = 0 pts</li> <li>2 years to 3 years = 5 pts</li> <li>More than 3 years to 5 years = 10 pts</li> <li>More than 5 years = 15 pts</li> </ul>		20	5	<p>Score:</p> <p>Min. met: <input type="checkbox"/></p> <p>Min. not met: <input type="checkbox"/></p>
PR3d	<p>The Bidder should state and demonstrate that the proposed resource has knowledge of Microsoft Office Software.</p> <p><b>Maximum: 6 pts</b></p> <p>Excel: 2 pts</p> <p>Power point: 2 pts</p> <p>Word: 2 pts</p>		6	2	<p>Score:</p> <p>Min. met: <input type="checkbox"/></p> <p>Min. not met: <input type="checkbox"/></p>
PR3e	The Bidder should state and demonstrate that the proposed resource has experience using transcription software.		25	5	<p>Score:</p>





Language:	Bosnian, Croatian & Serbian (BCS)	Name of Proposed Resource 2:			
Criterion Number	Point Rated Technical Criteria	Cross Reference to Proposal	Max Available Points	Minimum Points Required (if applicable)	Points Received
	<b>Maximum 25 pts</b> Years of Experience: <ul style="list-style-type: none"><li>• Less than 2 years = 0 pts</li><li>• 2 years to 3 years = 5 pts</li><li>• More than 3 years to 5 years = 10 pts</li><li>• More than 5 years = 15 pts</li></ul> <b>Combined With:</b> If the demonstrated experience includes the use of Start Stop Transcription software: 5 pts If the demonstrated experience includes the use of other transcription software (please name): 5pts				Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>
PR3f	The Bidder should state and demonstrate that the proposed resource has experience working in a team. <b>Maximum 6 pts</b> <ul style="list-style-type: none"><li>• 2 projects/experiences working with a team of a minimum of 2 team members = 2 points</li><li>• 3 or 4 projects/experiences working with a team of a minimum of 2 team members = 4 points</li><li>• 5 or more projects/experiences working with a team of a minimum of 2 team members = 6 points</li></ul>		6	2	Score:  Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>
<b>Total maximum points available, minimum total points required and total score for the proposed BCS (PR3) resource</b>			97	24	Score:  Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>



Language:	Kinyarwanda	Name of Proposed Resource 3:			
Criterion Number	Point Rated Technical Criteria	Cross Reference to Proposal	Max Available Points	Minimum Points Required (if applicable)	Points Received
PR4a	<p>The Bidder should state and demonstrate the proposed resource's qualifications and experience with translation from Kinyarwanda to English or French and vice versa.</p> <p><b>Maximum 20 pts</b></p> <p>Accredited in translation: 5 pts</p> <ul style="list-style-type: none"> <li>Proof of accreditation must be provided in the bid to obtain 5 points</li> </ul> <p><b>Combined with:</b></p> <p>Years of Experience:</p> <ul style="list-style-type: none"> <li>Less than 2 years = 0 pts</li> <li>2 years to 3 years = 5 pts</li> <li>More than 3 years to 5 years =10 pts</li> <li>More than 5 years = 15 pts</li> </ul>		20	5	<p>Score:</p> <p>Min. met: <input type="checkbox"/></p> <p>Min. not met: <input type="checkbox"/></p>
PR4b	<p>The Bidder should state and demonstrate the proposed resource's qualifications and experience with site interpretation, simultaneous oral interpretation and consecutive oral interpretation from Kinyarwanda to English or French and vice versa.</p> <p><b>Maximum 20 pts</b></p> <p>Accredited Interpreter: 5 pts</p> <ul style="list-style-type: none"> <li>Proof of accreditation must be provided in the bid to obtain the 5 points</li> </ul> <p><b>Combined With:</b></p> <p>Years of Experience:</p> <ul style="list-style-type: none"> <li>Less than 2 years = 0 pts</li> <li>2 years to 3 years = 5 pts</li> <li>More than 3 years to 5 years =10 pts</li> <li>More than 5 years = 15 pts</li> </ul>		20	5	<p>Score:</p> <p>Min. met: <input type="checkbox"/></p> <p>Min. not met: <input type="checkbox"/></p>
PR4c	<p>The Bidder should state and demonstrate the proposed resource's qualifications and experience with transcription of audio and/or video recordings in Kinyarwanda to English or French.</p> <p><b>Maximum 20 pts</b></p> <p>Court certified in transcription: 5pts</p> <ul style="list-style-type: none"> <li>Proof of certification must be provided in the bid to obtain 5 pts.</li> </ul> <p><b>Combined with:</b></p> <p>Years of Experience:</p> <ul style="list-style-type: none"> <li>Less than 2 years = 0 pts</li> <li>2 years to 3 years = 5 pts</li> <li>More than 3 years to 5 years =10 pts</li> <li>More than 5 years = 15 pts</li> </ul>		20	5	<p>Score:</p> <p>Min. met: <input type="checkbox"/></p> <p>Min. not met: <input type="checkbox"/></p>
PR4d	<p>The Bidder should state and demonstrate that the proposed resource has knowledge of Microsoft Office Software.</p> <p><b>Maximum: 6 pts</b></p> <p>Excel: 2 pts</p> <p>Power point: 2 pts</p> <p>Word: 2 pts</p>		6	2	<p>Score:</p> <p>Min. met: <input type="checkbox"/></p> <p>Min. not met: <input type="checkbox"/></p>



Language:	Kinyarwanda	Name of Proposed Resource 3:			
Criterion Number	Point Rated Technical Criteria	Cross Reference to Proposal	Max Available Points	Minimum Points Required (if applicable)	Points Received
PR4e	<p>The Bidder should state and demonstrate that the proposed resource has experience using transcription software.</p> <p><b>Maximum 25 pts</b></p> <p>Years of Experience:</p> <ul style="list-style-type: none"><li>• Less than 2 years = 0 pts</li><li>• 2 years to 3 years = 5 pts</li><li>• More than 3 years to 5 years =10 pts</li><li>• More than 5 years = 15 pts</li></ul> <p><b>Combined With:</b></p> <p>If the demonstrated experience includes the use of Start Stop Transcription software: 5 pts</p> <p>If the demonstrated experience includes the use of other transcription software (please name): 5pts</p>		25	5	Score:  Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>
PR4f	<p>The Bidder should state and demonstrate that the proposed resource has experience working in a team.</p> <p><b>Maximum 6 pts</b></p> <ul style="list-style-type: none"><li>• 2 projects/experiences working with a team of a minimum of 2 team members = 2 points</li><li>• 3 or 4 projects/experiences working with a team of a minimum of 2 team members = 4 points</li><li>• 5 or more projects/experiences working with a team of a minimum of 2 team members = 6 points</li></ul>		6	2	Score:  Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>
<b>Total maximum points available, minimum total points required and total score for the proposed Kinyarwanda (PR4) resource</b>			97	24	Score:  Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>



Language:	Spanish	Name of Proposed Resource 4:			
Criterion Number	Point Rated Technical Criteria	Cross Reference to Proposal	Max Available Points	Minimum Points Required (if applicable)	Points Received
PR5a	<p>The Bidder should state and demonstrate the proposed resource's qualifications and experience with translation from Spanish to English or French and vice versa.</p> <p><b>Maximum 20 pts</b></p> <p>Accredited in translation: 5 pts</p> <ul style="list-style-type: none"><li>• Proof of accreditation must be provided in the bid to obtain 5 points</li></ul> <p><b>Combined with:</b></p> <p>Years of Experience:</p> <ul style="list-style-type: none"><li>• Less than 2 years = 0 pts</li><li>• 2 years to 3 years = 5 pts</li><li>• More than 3 years to 5 years = 10 pts</li><li>• More than 5 years = 15 pts</li></ul>		20	5	Score:  Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>
PR5b	<p>The Bidder should state and demonstrate the proposed resource's qualifications and experience with site interpretation, simultaneous oral interpretation and consecutive oral interpretation from Spanish to English or French and vice versa.</p> <p><b>Maximum 20 pts</b></p> <p>Accredited Interpreter: 5 pts</p> <ul style="list-style-type: none"><li>• Proof of accreditation must be provided in the bid to obtain the 5 points</li></ul> <p><b>Combined With:</b></p> <p>Years of Experience:</p> <ul style="list-style-type: none"><li>• Less than 2 years = 0 pts</li><li>• 2 years to 3 years = 5 pts</li><li>• More than 3 years to 5 years = 10 pts</li><li>• More than 5 years = 15 pts</li></ul>		20	5	Score:  Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>
PR5c	<p>The Bidder should state and demonstrate the proposed resource's qualifications and experience with transcription of audio and/or video recordings in Spanish to English or French.</p> <p><b>Maximum 20 pts</b></p> <p>Court certified in transcription: 5pts</p> <ul style="list-style-type: none"><li>• Proof of certification must be provided in the bid to obtain 5 pts.</li></ul> <p><b>Combined with:</b></p> <p>Years of Experience:</p> <ul style="list-style-type: none"><li>• Less than 2 years = 0 pts</li><li>• 2 years to 3 years = 5 pts</li><li>• More than 3 years to 5 years = 10 pts</li><li>• More than 5 years = 15 pts</li></ul>		20	5	Score:  Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>
PR5d	<p>The Bidder should state and demonstrate that the proposed resource has knowledge of Microsoft Office Software.</p> <p><b>Maximum: 6 pts</b></p> <p>Excel: 2 pts</p> <p>Power point: 2 pts</p> <p>Word: 2 pts</p>		6	2	Score:  Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>



Language:	Spanish	Name of Proposed Resource 4:			
Criterion Number	Point Rated Technical Criteria	Cross Reference to Proposal	Max Available Points	Minimum Points Required (if applicable)	Points Received
PR5e	<p>The Bidder should state and demonstrate that the proposed resource has experience using transcription software.</p> <p><b>Maximum 25 pts</b></p> <p>Years of Experience:</p> <ul style="list-style-type: none"><li>• Less than 2 years = 0 pts</li><li>• 2 years to 3 years = 5 pts</li><li>• More than 3 years to 5 years =10 pts</li><li>• More than 5 years = 15 pts</li></ul> <p><b>Combined With:</b></p> <p>If the demonstrated experience includes the use of Start Stop Transcription software: 5 pts</p> <p>If the demonstrated experience includes the use of other transcription software (please name): 5pts</p>		25	5	Score:  Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>
PR5f	<p>The Bidder should state and demonstrate that the proposed resource has experience working in a team.</p> <p><b>Maximum 6 pts</b></p> <ul style="list-style-type: none"><li>• 2 projects/experiences working with a team of a minimum of 2 team members = 2 points</li><li>• 3 or 4 projects/experiences working with a team of a minimum of 2 team members = 4 points</li><li>• 5 or more projects/experiences working with a team of a minimum of 2 team members = 6 points</li></ul>		6	2	Score:  Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>
<b>Total maximum points available, minimum total points required and total score for the proposed Spanish (PR5) resource</b>			97	24	Score:  Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>



Summary Table Points Awarded	Name of Bidder:		
	Max Available Points	Minimum Points Required	Scores
Point Rated Criteria Subtotal – Corporate Criteria (PR1)	3	0	Score: Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>
Point Rated Criteria Subtotal – Arabic Resource (PR2)	97	24	Score: Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>
Point Rated Criteria Subtotal – BCS Resource (PR3)	97	24	Score: Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>
Point Rated Criteria Subtotal – Kinyarwanda Resource (PR4)	97	24	Score: Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>
Point Rated Criteria Subtotal – Spanish Resource (PR5)	97	24	Score: Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>
Total Maximum Available Points :		391	
Minimum Total Points Required :		96	
TOTAL POINTS AWARDED (PR1 + PR2 + PR3 + PR4 + PR5) :			Score: Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>



## ATTACHMENT 2 TO PART 4 – FINANCIAL EVALUATION - PRICING SCHEDULE

The Bidder must complete this pricing schedule and include it in its financial bid.

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

The prices specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:

- (a) all travel and living expenses for work performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. The *National Capital Act* is available on the Justice Website: <http://laws-lois.justice.gc.ca/eng/acts/N-4/page-1.html#docCont>
- (b) any travel expenses for travel between the Contractor's place of business and the NCR; and
- (c) any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

INITIAL CONTRACT PERIOD – CONTRACT AWARD TO MARCH 31, 2022					
LANGUAGES		SERVICE STREAMS			
		TRANSLATION Price (\$) per word	INTERPRETATION (including site Interpretation and simultaneous or consecutive oral interpretation) Price (\$) per hour	TRANSCRIPTION Price (\$) per word	PROOFREADING Price (\$) per hour
		A (55% weight ratio)	B (15% weight ratio)	C (15% weight ratio)	D (15% weight ratio)
1.1	Bosnian Croatian & Serbian (BCS) to English or French	\$ _____	\$ _____	\$ _____	\$ _____
1.2	English or French to Bosnian Croatian & Serbian (BCS)	\$ _____	\$ _____	\$ _____	\$ _____
2.1	Kinyarwanda to English or French	\$ _____	\$ _____	\$ _____	\$ _____
2.2	English or French to Kinyarwanda	\$ _____	\$ _____	\$ _____	\$ _____
3.1	Arabic to English or French	\$ _____	\$ _____	\$ _____	\$ _____
3.2	English or French to Arabic	\$ _____	\$ _____	\$ _____	\$ _____
4.1	Spanish to English or French	\$ _____	\$ _____	\$ _____	\$ _____
4.2	English or French to Spanish	\$ _____	\$ _____	\$ _____	\$ _____
5.1	Other Source language to English or French (as requested)	\$ _____	\$ _____	\$ _____	\$ _____
5.2	English or French to Other Source language (as requested)	\$ _____	\$ _____	\$ _____	\$ _____
SUB-TOTALS		\$ _____ TA = 1A+2A+3A+4A+5A	\$ _____ TB = 1B+2B+3B+4B+5B	\$ _____ TC = 1C+2C+3C+4C+5C	\$ _____ TD = 1D+2D+3D+4D+5D
COMBINED PRICING TOTAL 1 (T1):		\$ _____ (T1= 55% x TA + 15% x TB + 15% x TC + 15% x TD)			

OPTION PERIOD 1 – APRIL 1, 2022 TO MARCH 31, 2023					
LANGUAGES		SERVICE STREAMS			
		TRANSLATION Price (\$) per word	INTERPRETATION (including site Interpretation and simultaneous or consecutive oral interpretation) Price (\$) per hour	TRANSCRIPTION Price (\$) per word	PROOFREADING Price (\$) per hour
		A	B	C	D



		(55% weight ratio)	(15% weight ratio)	(15% weight ratio)	(15% weight ratio)
1.1	Bosnian Croatian & Serbian (BCS) to English or French	\$ _____	\$ _____	\$ _____	\$ _____
1.2	English or French to Bosnian Croatian & Serbian (BCS)	\$ _____	\$ _____	\$ _____	\$ _____
2.1	Kinyarwanda to English or French	\$ _____	\$ _____	\$ _____	\$ _____
2.2	English or French to Kinyarwanda	\$ _____	\$ _____	\$ _____	\$ _____
3.1	Arabic to English or French	\$ _____	\$ _____	\$ _____	\$ _____
3.2	English or French to Arabic	\$ _____	\$ _____	\$ _____	\$ _____
4.1	Spanish to English or French	\$ _____	\$ _____	\$ _____	\$ _____
4.2	English or French to Spanish	\$ _____	\$ _____	\$ _____	\$ _____
5.1	Other Source language to English or French (as requested)	\$ _____	\$ _____	\$ _____	\$ _____
5.2	English or French to Other Source language (as requested)	\$ _____	\$ _____	\$ _____	\$ _____
SUB-TOTALS		\$ _____ TA = 1A+2A+3A+4A+5A	\$ _____ TB = 1B+2B+3B+4B+5B	\$ _____ TC = 1C+2C+3C+4C+5C	\$ _____ TD = 1D+2D+3D+4D+5D
COMBINED PRICING TOTAL 2 (T2):		\$ _____ (T2= 55% x TA + 15% x TB + 15% x TC + 15% x TD)			

OPTION PERIOD 2 – APRIL 1, 2023 TO MARCH 31, 2024					
LANGUAGES		SERVICE STREAMS			
		TRANSLATION Price (\$) per word	INTERPRETATION (including site Interpretation and simultaneous or consecutive oral interpretation) Price (\$) per hour	TRANSCRIPTION Price (\$) per word	PROOFREADING Price (\$) per hour
		A (55% weight ratio)	B (15% weight ratio)	C (15% weight ratio)	D (15% weight ratio)
1.1	Bosnian Croatian & Serbian (BCS) to English or French	\$ _____	\$ _____	\$ _____	\$ _____
1.2	English or French to Bosnian Croatian & Serbian (BCS)	\$ _____	\$ _____	\$ _____	\$ _____
2.1	Kinyarwanda to English or French	\$ _____	\$ _____	\$ _____	\$ _____
2.2	English or French to Kinyarwanda	\$ _____	\$ _____	\$ _____	\$ _____
3.1	Arabic to English or French	\$ _____	\$ _____	\$ _____	\$ _____
3.2	English or French to Arabic	\$ _____	\$ _____	\$ _____	\$ _____
4.1	Spanish to English or French	\$ _____	\$ _____	\$ _____	\$ _____
4.2	English or French to Spanish	\$ _____	\$ _____	\$ _____	\$ _____
5.1	Other Source language to English or French (as requested)	\$ _____	\$ _____	\$ _____	\$ _____
5.2	English or French to Other Source language (as requested)	\$ _____	\$ _____	\$ _____	\$ _____
SUB-TOTALS		\$ _____ TA = 1A+2A+3A+4A+5A	\$ _____ TB = 1B+2B+3B+4B+5B	\$ _____ TC = 1C+2C+3C+4C+5C	\$ _____ TD = 1D+2D+3D+4D+5D
COMBINED PRICING TOTAL 3 (T3):		\$ _____ (T3= 55% x TA + 15% x TB + 15% x TC + 15% x TD)			





OPTION PERIOD 3 – APRIL 1, 2024 TO MARCH 31, 2025					
LANGUAGES		SERVICE STREAMS			
		TRANSLATION Price (\$) per word	INTERPRETATION (including site Interpretation and simultaneous or consecutive oral interpretation) Price (\$) per hour	TRANSCRIPTION Price (\$) per word	PROOFREADING Price (\$) per hour
		A (55% weight ratio)	B (15% weight ratio)	C (15% weight ratio)	D (15% weight ratio)
1.1	Bosnian Croatian & Serbian (BCS) to English or French	\$_____	\$_____	\$_____	\$_____
1.2	English or French to Bosnian Croatian & Serbian (BCS)	\$_____	\$_____	\$_____	\$_____
2.1	Kinyarwanda to English or French	\$_____	\$_____	\$_____	\$_____
2.2	English or French to Kinyarwanda	\$_____	\$_____	\$_____	\$_____
3.1	Arabic to English or French	\$_____	\$_____	\$_____	\$_____
3.2	English or French to Arabic	\$_____	\$_____	\$_____	\$_____
4.1	Spanish to English or French	\$_____	\$_____	\$_____	\$_____
4.2	English or French to Spanish	\$_____	\$_____	\$_____	\$_____
5.1	Other Source language to English or French (as requested)	\$_____	\$_____	\$_____	\$_____
5.2	English or French to Other Source language (as requested)	\$_____	\$_____	\$_____	\$_____
SUB-TOTALS		\$_____	\$_____	\$_____	\$_____
		TA = 1A+2A+3A+4A+5A	TB = 1B+2B+3B+4B+5B	TC = 1C+2C+3C+4C+5C	TD = 1D+2D+3D+4D+5D
COMBINED PRICING TOTAL 4 (T4):		\$_____ (T4= 55% x TA + 15% x TB + 15% x TC + 15% x TD)			

OPTION PERIOD 4 – APRIL 1, 2025 TO MARCH 31, 2026					
LANGUAGES		SERVICE STREAMS			
		TRANSLATION Price (\$) per word	INTERPRETATION (including site Interpretation and simultaneous or consecutive oral interpretation) Price (\$) per hour	TRANSCRIPTION Price (\$) per word	PROOFREADING Price (\$) per hour
		A (55% weight ratio)	B (15% weight ratio)	C (15% weight ratio)	D (15% weight ratio)
1.1	Bosnian Croatian & Serbian (BCS) to English or French	\$_____	\$_____	\$_____	\$_____
1.2	English or French to Bosnian Croatian & Serbian (BCS)	\$_____	\$_____	\$_____	\$_____
2.1	Kinyarwanda to English or French	\$_____	\$_____	\$_____	\$_____
2.2	English or French to Kinyarwanda	\$_____	\$_____	\$_____	\$_____
3.1	Arabic to English or French	\$_____	\$_____	\$_____	\$_____
3.2	English or French to Arabic	\$_____	\$_____	\$_____	\$_____
4.1	Spanish to English or French	\$_____	\$_____	\$_____	\$_____
4.2	English or French to Spanish	\$_____	\$_____	\$_____	\$_____
5.1	Other Source language to English or French (as requested)	\$_____	\$_____	\$_____	\$_____



5.2	English or French to Other Source language (as requested)	\$ _____	\$ _____	\$ _____	\$ _____
SUB-TOTALS		\$ _____ TA = 1A+2A+3A+4A+5A	\$ _____ TB = 1B+2B+3B+4B+5B	\$ _____ TC = 1C+2C+3C+4C+5C	\$ _____ TD = 1D+2D+3D+4D+5D
COMBINED PRICING TOTAL 5 (T5):		\$ _____ (T5= 55% x TA + 15% x TB + 15% x TC + 15% x TD)			
EVALUATED PRICE (EP)		\$ _____ (EP = T1 + T2 + T3 + T4 + T5)			



## PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

#### 5.1.2 Additional Certifications

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

### 5.2 Certifications Precedent to Contract Award and Additional Information

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

#### 5.2.2 Federal Contractors Program for Employment Equity

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "*FCP Limited Eligibility to Bid*" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website

(<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 Former Public Servant

A duly completed *Attachment 1 to Part 5 - Information on Former Canadian Public Servant* should be completed and submitted with the bid but may be submitted afterwards. If not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certification within the time frame specified will render the bid non-responsive.



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

### Former Public Servant

A duly completed **Attachment 1 to Part 5 - Information on Former Canadian Public Servant** should be completed and submitted with the bid but may be submitted afterwards. If not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certification within the time frame specified will render the bid non-responsive.

#### Former Public Servant – Competitive Bid

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### A. Definitions

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

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

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

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

#### B. Former Public Servant in Receipt of a Pension

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

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

- name of former public servant:
- date of termination of employment or retirement from the Public Service:

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

#### C. Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? Yes ☐ No ☐

If so, the Bidder must provide the following information:

- name of former public servant:
- conditions of the lump sum payment incentive:
- date of termination of employment:
- amount of lump sum payment:
- rate of pay on which lump sum payment is based:



- f. period of lump sum payment including start date, end date and number of weeks:
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program:



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## ATTACHMENT 2 TO PART 5 – ADDITIONAL CERTIFICATIONS

### Additional Certifications

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

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

#### A. Status and Availability of Resources

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

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

#### B. Education and Experience

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



## PART 6 - SECURITY REQUIREMENTS

### 6.1 Security Requirements

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

- (a) the Bidder must hold a valid organization security clearance as indicated in *Part 7 - Resulting Contract Clauses*;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in *Part 7 - Resulting Contract Clauses*;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- (d) the Bidder's proposed location of work performance or document safeguarding must meet the security requirements as indicated in *Part 7 - Resulting Contract Clauses*;
- (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in *Part 3 – Bid Preparation Instructions, Section IV: Additional Information*.

6.1.2 For additional information on security requirements, bidders should refer to the [Contract Security Program](#) of Public Works and Government Services Canada (<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.

### CONTRACT SPECIFICATIONS

#### 1 STATEMENT OF WORK

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

##### 1.1 LINGUISTIC SERVICE REQUEST

The Work performed under the Contract will be on an "as and when requested basis" using a Linguistic Service Request (LSR) via email message. The Work described in the LSR must be in accordance with the scope of the Contract.

###### 1.1.1 Linguistic Service Request Process

1) The Project / Technical Authority issues a draft LSR to the Contractor with details of the required work and including the word count, where applicable. Details include the following:

- a. the Linguistic Service Request number;
- b. the details of the work activities to be performed;
- c. the language the linguistic services must be performed in;
- d. the delivery deadlines.

2) Contractor reviews the draft LSR and must provide the Project / Technical Authority by email, within 3 calendar days of receiving the draft LSR, their response including their proposed total estimated cost for performing the task, word count (if applicable) and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

3) The Project / Technical Authority will then review the Contractor's response to the draft LSR, resolve with the Contractor any details therein and, only when all is to the Project / Technical Authorities satisfaction, issue to the Contractor via email the authorized LSR.

###### 1.1.2 Minimum Work Guarantee - All the Work - Linguistic Service Requests

1. In this clause,

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

"Minimum Contract Value" means 1% of the amount specified in the Limitation of Expenditure clause set out in the Contract.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 1.1.2.4.3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### 2. STANDARD CLAUSES AND CONDITIONS

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

##### 2.1 GENERAL CONDITIONS

The 2035 General Conditions - Higher Complexity - Services (2020-05-28), apply to and form part of the Contract.





### 3. SECURITY REQUIREMENTS

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

Security requirement for Canadian supplier: Public Service and Procurement Canada file #common-professional services security requirement check list #9

1. The contractor must, at all times during the performance of the contract/standing offer, hold a valid designated organization screening (DOS) with approved Document Safeguarding at the level of **protected B**, issued by the CSP of the ISS, PSPC
2. The contractor personnel requiring access to **protected** information, assets or work site(s) must **each** hold a valid **reliability status**, granted or approved by the CSP/ISS/PSPC
3. The Contractor **must not** utilize its Information Technology systems to electronically process, produce or store **protected** information until the CSP/ISS/PSPC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **protected B**
4. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP/ISS/PSPC
5. The contractor must comply with the provisions of the:
  1. Security Requirements Check List and security guide (if applicable), attached at Annex C
  2. Industrial Security Manual (Latest Edition)

**3.1.1** Contractor's Sites or Premises Requiring Safeguard Measures (to be inserted upon contract award)

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

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

City, Province, Territory / State

Postal Code / Zip Code

Country

**3.1.2** The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level.

### 4 TERM OF CONTRACT

#### **4.1** PERIOD OF THE CONTRACT

The period of the Contract is from date of Contract to March 31, 2022 inclusive.

#### **4.2** OPTION TO EXTEND THE CONTRACT

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen (15) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### 5. AUTHORITIES AND SPECIFIC PERSONS

#### **5.1** CONTRACTING AUTHORITY

The Contracting Authority for the Contract is:

Name: Sharon Ruiters

Title: Contracting Officer

Department of Justice Canada

Finance and Planning Branch



Address: 284 Wellington Street, Ottawa ON K1A 0H8  
Telephone: 613-219-5763  
E-mail address: sharon.ruiter@justice.gc.ca

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

## 5.2 PROJECT / TECHNICAL AUTHORITY (PTA) [\(to be inserted upon contract award\)](#)

The Project / Technical Authority (PTA) for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Department of Justice  
Directorate: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

In its absence, the Project / Technical Authority (PTA) is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Department of Justice  
Directorate: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

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

## 5.3 CONTRACTOR'S REPRESENTATIVE [\(to be inserted upon contract award\)](#)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

## 5.4 INSPECTION AND ACCEPTANCE

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

## 5.5 SPECIFIC PERSONS [\(names to be inserted upon contract award\)](#)

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

Resource Title	Name of Contractor's Resource
Arabic Resource	
Bosnian, Croatian & Serbian (BCS) Resource	
Kinyarwanda Resource	



Spanish Resource	
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## 6. PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS

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

## 7. PAYMENT

### 7.1 BASIS OF PAYMENT - INDIVIDUAL LINGUISTIC SERVICE REQUESTS (LSR)

The Contractor will be paid for the Work specified in the authorized Linguistic Services Request (LSR), in accordance with the Basis of payment at Annex B.

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

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

### 7.2 LIMITATION OF EXPENDITURE

#### 7.2.1 Limitation of Expenditure - Cumulative Total of all Linguistic Services Requests (LSR)

7.2.1.1 Canada's total liability to the Contractor under the Contract for all authorized Linguistic Services Requests (LSR), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. *(to be inserted at contract award)*. Customs duties are included and Applicable Taxes are extra.

7.2.1.2 No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

7.2.1.3 The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized LSRs, inclusive of any revisions,

whichever comes first.

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

### 7.3 PRE-AUTHORIZED TRAVEL AND LIVING EXPENSES

7.3.1 Canada will not accept any travel and living expenses for:

- (a) Work performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. The *National Capital Act* is available on the Justice Website: <http://laws.justice.gc.ca/eng/acts/N-4/>;
- (b) Any travel between the Contractor's place of business and the NCR; and
- (c) Any relocation of resources required to satisfy the terms of the Contract.

These expenses are included in the firm price for professional fees specified in 7.1, *Basis of Payment*.

### 7.4 METHOD OF PAYMENT

#### 7.4.1 Monthly Payment

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



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

#### 7.4.2 Payment by Direct Deposit

Payments by direct deposit will be subject to section 16, *Payment Period* and section 17, *Interest on Overdue Accounts*, set out in 2035 General Conditions - Higher Complexity - Services (2020-05-28) forming part of this Contract.

To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the *Direct Deposit Enrolment Form* (separate forms are available for Canadian and United States vendors). The form can be obtained from the Department of Justice internet site at <http://www.justice.gc.ca/eng/contact/enrol-inscri.html>.

It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their *Direct Deposit Enrolment Form* is up to date. Should the Contractor's information within the *Direct Deposit Enrolment Form* not be accurate or up to date, the provisions identified herein under section 16, *Payment Period* and section 17, *Interest on Overdue Accounts*, set out in 2035 General Conditions - Higher Complexity - Services (2020-05-28) forming part of this Contract will not apply, until the Contractor corrects the matter.

#### 7.4.3 Cost Submission - Limitation of Expenditure or Ceiling Price

If requested by the Contracting Authority or auditor designated by the Contracting Authority, the Contractor must submit to the Contracting Authority or the auditor as applicable, a cost submission, upon completion of the Contract or annually for multi-year contracts spanning more than one contractor fiscal year.

The cost submission must contain a breakdown of all applicable cost elements as detailed in the Contract and must be signed and certified accurate by the Contractor's Senior Financial Officer, unless stated otherwise in writing.

Supporting information for each cost element must be available in sufficient detail to allow for an in-depth audit.

#### 7.4.4 Discretionary Audit

The following are subject to government audit before or after payment is made:

- a) The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.
- b) The accuracy of the Contractor's time recording system.
- c) The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is fair and reasonable based on the estimated amount of profit included in earlier price or rate certification(s).
- d) Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.

Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess.

#### 7.4.5 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

## 8 INVOICING INSTRUCTIONS

**8.1** The Contractor must submit invoices in accordance with the section entitled "*Invoice Submission*" of the general conditions. Claims cannot be submitted until all work identified in the claim is completed.

Each invoice must be supported by:



- a) a copy of time sheets to support the time claimed;
- b) a copy of the release document and any other documents as specified in the Contract;

**8.2** Invoices must be distributed as follows: *(to be inserted upon contract award)*

- a) The original copy must be forwarded to the following address for certification and payment.

\_\_\_\_\_

## 9 CERTIFICATIONS AND ADDITIONAL INFORMATION

### 9.1 COMPLIANCE

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

## 10 APPLICABLE LAWS

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

## 11 PRIORITY OF DOCUMENTS

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

- (a) the Articles of Agreement;
- (b) the 2035 General Conditions - Higher Complexity - Services (2020-05-28);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated \_\_\_\_\_ *(to be inserted upon contract award)*

*The awarded contract will have one of the following two "FOREIGN NATIONAL" clauses, as appropriate:*

*Include SACC Manual clause A2000C, Foreign Nationals (Canadian Contractor), in contracts for goods and services with a Canadian contractor where there could be a need for the contractor to hire foreign nationals (i.e., non-Canadians or non-permanent residents) to work in Canada.*

## 12 FOREIGN NATIONALS (CANADIAN CONTRACTOR)

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

*Include SACC Manual clause A2001C, Foreign Nationals (Foreign Contractor), in contracts for goods and services with a foreign contractor where there could be a need for the contractor to hire foreign nationals (i.e., non-Canadians or non-permanent residents) to work in Canada.*

## 12 FOREIGN NATIONALS (FOREIGN CONTRACTOR)

The Contractor must comply with Canadian immigration legislation applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Canadian Embassy, Consulate or High Commission in the Contractor's country to obtain instructions, information on Citizenship and Immigration Canada's requirements and any required documents. The Contractor is responsible to ensure



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

### 13 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.

### 14 DISPUTE RESOLUTION FOR CANADIAN CONTRACTORS

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle.

If the Parties do not reach a settlement within 10 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3)(d) of the [Department of Public Work and Government Services Act](#) and Section 23 of the [Procurement Ombudsman Regulations](#).

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

### 15 COMPLAINTS BY CANADIAN CONTRACTORS WITH RESPECT TO THE ADMINISTRATION OF THE CONTRACT

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the [Department of Public Work and Government Services Act](#) will review a complaint filed by the complainant respecting the administration of the Contract if the requirements of Subsection 22.2(1) of the [Department of Public Work and Government Services Act](#) and Sections 15 and 16 of the [Procurement Ombudsman Regulations](#) have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).



## ANNEX A

### STATEMENT OF WORK

#### 1. PROJECT TITLE

Transcription, translation, site interpretation and other linguistic services for multiple languages (Bosnia-Croatian-Serbian (BCS), Arabic, Spanish, and Kinyarwanda).

#### 2. BACKGROUND

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

#### 3. OBJECTIVE

The objective is to have, on an as and when requested basis, skilled, security-cleared and trained resources provide transcription, translation, site interpretation and other related linguistic services from Bosnian-Croatian-Serbian (BCS), Arabic, Spanish and Kinyarwanda languages to either English or French. Linguistic services from either English or French to Bosnian-Croatian-Serbian (BCS), Arabic, Spanish or Kinyarwanda will also be required. Linguistic services from other source languages to either English or French may be requested as needed.

#### 4. DEFINITIONS

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

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

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

**Consecutive Interpretation:** converting words into a target language after the speaker delivers one or two sentences.

**Simultaneous Interpretation:** reformulating speech into another language at the same time

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

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

#### 5. SCOPE OF WORK

The Contractor's resource(s) must, on an as and when requested basis, provide services to complete any of the tasks described below, as assigned by the Project / Technical Authority (PTA).

Requested languages may include any of the following: Spanish, Bosnian-Croatian-Serbian (BCS), Kinyarwanda and Arabic.

Other languages may be requested by the PTA as needed. Should other languages be required, prior to the PTA authorising any Work, the Contractor's proposed resource must meet the mandatory criteria and meet or exceed the minimum score of the point rated criteria stated in the Request for Proposal 1000029029. The Contractor's proposed resource must also meet the security requirement stated in the contract prior to the work being performed.





## 5.1. LOCATION OF WORK

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

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

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

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

## 5.2. TASKS / DELIVERABLES

Using the task authorization process, on an as-and-when-requested basis the Contractor must supply resources to perform the following services:

1. Translate witness interviews, statements and other documents from the requested source language(s) to English or French, as required;
2. Transcribe witness interviews and statements recorded in audio and/or video format from the requested source language(s) to English or French, as required;
3. Proofreading (review and revision) of translations from the source language(s) to English or French, as required;
4. Simultaneous or Consecutive Oral Interpretation from the requested source language(s) to English or French, as required;
5. Site Interpretation, i.e. scanning written documents in the requested source language(s) and explaining their contents in English or French.

In performing the services listed above, the Contractor and their resources must:

- In order to maintain consistency, assure the Work is produced according to the established JUS procedures and precedents, as provided by the PTA.
- Save the Work to the appropriate drive or memory stick, as instructed by the PTA.
- Quality-control all translations prior to delivery to the PTA. Quality control includes an in-depth comparison of the translation with the source text and correction of both the form and the substance of the translation. The style and level of language of the translations must be consistent with the nature of the documents being translated.
- When requested by the PTA, sign affidavits or attestations confirming the accuracy of translations.

Additionally, the PTA may request the Contractor perform other services related to transcription, translation, and interpretation to English or French from other source languages that are not specified in the Statement of Work and Basis of Payment. For any such requirement, agreement between the PTA and Contractor must be reached with regards to the specific tasks/deliverables and the corresponding cost prior to the Contractor commencing the Work. Also, before the Work can commence, the Contractor's proposed resource:

- must meet the security requirement stated in the Contract,
- must meet mandatory criteria stated in the Request for Proposal 1000029029,
- must meet or exceed the minimum score of the point rated criteria outlined in the Request for Proposal 1000029029.

### 5.2.1 Linguistic Services Request Process

Refer to section 1.1.1 Linguistic Services Request of the contract.

### 5.2.2 Delivery Date

Delivery must be completed in accordance with the delivery deadlines outlined in the task authorization. In the event of a delay or other issue that affects the timeliness or quality of the deliverables, the Contractor must inform the Project / Technical Authority immediately.





### 5.3. ENGLISH OR FRENCH LANGUAGE REQUIREMENTS

The PTA will indicate to the Contractor's resource whether the required services are to be performed between the language category (Spanish or BCS or Kinyarwanda or Arabic) and English or between the language category (Spanish or BCS or Kinyarwanda or Arabic) and French.

The Contractor's resources must perform the Work, whether in English or French (as directed by the PTA), with an advanced level of oral, comprehension and written proficiency.

The table below indicates the minimum English or French language proficiency with which the Contractor's resources must perform the Work:

Language :	<input checked="" type="checkbox"/> English OR <input checked="" type="checkbox"/> French		
Language Proficiency Grid:			
Oral	<input type="checkbox"/> <b>Basic Level</b> A person speaking at this level can: <ul style="list-style-type: none"><li>ask and answer simple questions</li><li>give simple instructions</li><li>give uncomplicated directions relating to routine work situations</li></ul>	<input type="checkbox"/> <b>Intermediate Level</b> A person speaking at this level can: <ul style="list-style-type: none"><li>sustain a conversation on concrete topics; report on actions taken</li><li>give straightforward instructions to employees</li><li>provide factual descriptions and explanations</li></ul>	<input checked="" type="checkbox"/> <b>Advanced Level</b> A person speaking at this level can: <ul style="list-style-type: none"><li>support opinions</li><li>understand and express hypothetical and conditional ideas</li></ul>
Comprehension	<input type="checkbox"/> <b>Basic Level</b> A person reading at this level can: <ul style="list-style-type: none"><li>fully understand very simple texts</li><li>grasp the main idea of texts about familiar topics</li><li>read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks</li></ul>	<input type="checkbox"/> <b>Intermediate Level</b> A person reading at this level can: <ul style="list-style-type: none"><li>grasp the main idea of most work-related texts</li><li>identify specific details</li><li>distinguish main from subsidiary ideas</li></ul>	<input checked="" type="checkbox"/> <b>Advanced Level</b> A person reading at this level can: <ul style="list-style-type: none"><li>understand most complex details, inferences and fine points of meaning</li><li>have a good comprehension of specialized or less familiar material</li></ul>
Written	<input type="checkbox"/> <b>Basic Level</b> A person writing at this level can: <ul style="list-style-type: none"><li>write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person</li></ul>	<input type="checkbox"/> <b>Intermediate Level</b> A person writing at this level can: <ul style="list-style-type: none"><li>deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary</li></ul>	<input checked="" type="checkbox"/> <b>Advanced Level</b> A person writing at this level can: <ul style="list-style-type: none"><li>write texts where ideas are developed and presented in a coherent manner</li></ul>

### 5.4. TRAVEL

Travel to the Department of Justice Canada headquarters located in Ottawa, Ontario may be required on an as when required basis by the Project / Technical Authority.

### 5.5. ENVIRONMENTAL CONSIDERATIONS

As of April 2006, the Government of Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. The environmental impact assessment of a product and/or service considers the whole life cycle of the product and/or service. Therefore, the Department of Justice encourages product/service Contractors to improve their operations to reduce their negative impact on the environment.



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5.5.1 Environmental Properties Behaviour Recommended

5.5.1.1 Paper consumption:

- Provide and transmit draft reports and final reports in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Project / Technical Authority.
- Printed material is requested on minimum recycled content of 30% and/or certified as originating from a sustainable managed forest.
- Recycle unneeded printed documents (in accordance with Security Requirements).

5.5.1.2 Use of teleconference

Project / Technical Authority and the Contractor are encouraged to

- use video and/or teleconferencing where possible to cut down unnecessary travel.



## ANNEX B

### BASIS OF PAYMENT *(rates to be inserted upon contract award)*

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

INITIAL CONTRACT PERIOD – CONTRACT AWARD TO MARCH 31, 2022					
LANGUAGES		SERVICE STREAMS			
		TRANSLATION Price (\$) per word	INTERPRETATION (including site Interpretation and simultaneous or consecutive oral interpretation) Price (\$) per hour	TRANSCRIPTION Price (\$) per word	PROOFREADING Price (\$) per hour
		A	B	C	D
1.1	Bosnian Croatian & Serbian (BCS) to English or French	\$ _____	\$ _____	\$ _____	\$ _____
1.2	English or French to Bosnian Croatian & Serbian (BCS)	\$ _____	\$ _____	\$ _____	\$ _____
2.1	Kinyarwanda to English or French	\$ _____	\$ _____	\$ _____	\$ _____
2.2	English or French to Kinyarwanda	\$ _____	\$ _____	\$ _____	\$ _____
3.1	Arabic to English or French	\$ _____	\$ _____	\$ _____	\$ _____
3.2	English or French to Arabic	\$ _____	\$ _____	\$ _____	\$ _____
4.1	Spanish to English or French	\$ _____	\$ _____	\$ _____	\$ _____
4.2	English or French to Spanish	\$ _____	\$ _____	\$ _____	\$ _____
5.1	Other Source language to English or French (as requested)	\$ _____	\$ _____	\$ _____	\$ _____
5.2	English or French to Other Source language (as requested)	\$ _____	\$ _____	\$ _____	\$ _____

Estimated Cost: \$ *(to be inserted upon contract award)*

- B2** Subject to the exercise of Contract option to extend the Contract period for Option Period 1 (April 1, 2022 to March 31, 2023), the Contractor shall be paid the following firm all-inclusive rates in Canadian funds, Applicable Taxes extra, for each category listed below, to complete all work and services required to be performed in relation to the Contract extension.

OPTION PERIOD 1 – APRIL 1, 2022 TO MARCH 31, 2023					
LANGUAGES		SERVICE STREAMS			
		TRANSLATION Price (\$) per word	INTERPRETATION (including site Interpretation and simultaneous or consecutive oral interpretation) Price (\$) per hour	TRANSCRIPTION Price (\$) per word	PROOFREADING Price (\$) per hour
		A	B	C	D
1.1	Bosnian Croatian & Serbian (BCS) to English or French	\$ _____	\$ _____	\$ _____	\$ _____
1.2	English or French to Bosnian Croatian & Serbian (BCS)	\$ _____	\$ _____	\$ _____	\$ _____
2.1	Kinyarwanda to English or French	\$ _____	\$ _____	\$ _____	\$ _____
2.2	English or French to Kinyarwanda	\$ _____	\$ _____	\$ _____	\$ _____



3.1	Arabic to English or French	\$ _____	\$ _____	\$ _____	\$ _____
3.2	English or French to Arabic	\$ _____	\$ _____	\$ _____	\$ _____
4.1	Spanish to English or French	\$ _____	\$ _____	\$ _____	\$ _____
4.2	English or French to Spanish	\$ _____	\$ _____	\$ _____	\$ _____
5.1	Other Source language to English or French (as requested)	\$ _____	\$ _____	\$ _____	\$ _____
5.2	English or French to Other Source language (as requested)	\$ _____	\$ _____	\$ _____	\$ _____

Estimated Cost: \$ (unfunded)

- B3** Subject to the exercise of Contract option to extend the Contract period for Option Period 2 (April 1, 2023 to March 31, 2024), the Contractor shall be paid the following firm all-inclusive rates in Canadian funds, Applicable Taxes extra, for each category listed below, to complete all work and services required to be performed in relation to the Contract extension.

OPTION PERIOD 2 – APRIL 1, 2023 TO MARCH 31, 2024					
LANGUAGES		SERVICE STREAMS			
		TRANSLATION Price (\$) per word	INTERPRETATION (including site Interpretation and simultaneous or consecutive oral interpretation) Price (\$) per hour	TRANSCRIPTION Price (\$) per word	PROOFREADING Price (\$) per hour
		A	B	C	D
1.1	Bosnian Croatian & Serbian (BCS) to English or French	\$ _____	\$ _____	\$ _____	\$ _____
1.2	English or French to Bosnian Croatian & Serbian (BCS)	\$ _____	\$ _____	\$ _____	\$ _____
2.1	Kinyarwanda to English or French	\$ _____	\$ _____	\$ _____	\$ _____
2.2	English or French to Kinyarwanda	\$ _____	\$ _____	\$ _____	\$ _____
3.1	Arabic to English or French	\$ _____	\$ _____	\$ _____	\$ _____
3.2	English or French to Arabic	\$ _____	\$ _____	\$ _____	\$ _____
4.1	Spanish to English or French	\$ _____	\$ _____	\$ _____	\$ _____
4.2	English or French to Spanish	\$ _____	\$ _____	\$ _____	\$ _____
5.1	Other Source language to English or French (as requested)	\$ _____	\$ _____	\$ _____	\$ _____
5.2	English or French to Other Source language (as requested)	\$ _____	\$ _____	\$ _____	\$ _____

Estimated Cost: \$ (unfunded)

- B4** Subject to the exercise of Contract option to extend the Contract period for Option Period 3 (April 1, 2024 to March 31, 2025), the Contractor shall be paid the following firm all-inclusive rates in Canadian funds, Applicable Taxes extra, for each category listed below, to complete all work and services required to be performed in relation to the Contract extension.

OPTION PERIOD 3 – APRIL 1, 2024 TO MARCH 31, 2025					
LANGUAGES		SERVICE STREAMS			
		TRANSLATION Price (\$) per word	INTERPRETATION (including site Interpretation and simultaneous or consecutive oral interpretation)	TRANSCRIPTION Price (\$) per word	PROOFREADING Price (\$) per hour



			Price (\$) per hour		
		A	B	C	D
1.1	Bosnian Croatian & Serbian (BCS) to English or French	\$ _____	\$ _____	\$ _____	\$ _____
1.2	English or French to Bosnian Croatian & Serbian (BCS)	\$ _____	\$ _____	\$ _____	\$ _____
2.1	Kinyarwanda to English or French	\$ _____	\$ _____	\$ _____	\$ _____
2.2	English or French to Kinyarwanda	\$ _____	\$ _____	\$ _____	\$ _____
3.1	Arabic to English or French	\$ _____	\$ _____	\$ _____	\$ _____
3.2	English or French to Arabic	\$ _____	\$ _____	\$ _____	\$ _____
4.1	Spanish to English or French	\$ _____	\$ _____	\$ _____	\$ _____
4.2	English or French to Spanish	\$ _____	\$ _____	\$ _____	\$ _____
5.1	Other Source language to English or French (as requested)	\$ _____	\$ _____	\$ _____	\$ _____
5.2	English or French to Other Source language (as requested)	\$ _____	\$ _____	\$ _____	\$ _____

Estimated Cost: \$ (unfunded)

- B5** Subject to the exercise of Contract option to extend the Contract period for Option Period 4 (April 1, 2025 to March 31, 2026), the Contractor shall be paid the following firm all-inclusive rates in Canadian funds, Applicable Taxes extra, for each category listed below, to complete all work and services required to be performed in relation to the Contract extension.

OPTION PERIOD 4 – APRIL 1, 2025 TO MARCH 31, 2026					
LANGUAGES		SERVICE STREAMS			
		TRANSLATION	INTERPRETATION	TRANSCRIPTION	PROOFREADING
		Price (\$) per word	(including site Interpretation and simultaneous or consecutive oral interpretation) Price (\$) per hour	Price (\$) per word	Price (\$) per hour
		A	B	C	D
1.1	Bosnian Croatian & Serbian (BCS) to English or French	\$ _____	\$ _____	\$ _____	\$ _____
1.2	English or French to Bosnian Croatian & Serbian (BCS)	\$ _____	\$ _____	\$ _____	\$ _____
2.1	Kinyarwanda to English or French	\$ _____	\$ _____	\$ _____	\$ _____
2.2	English or French to Kinyarwanda	\$ _____	\$ _____	\$ _____	\$ _____
3.1	Arabic to English or French	\$ _____	\$ _____	\$ _____	\$ _____
3.2	English or French to Arabic	\$ _____	\$ _____	\$ _____	\$ _____
4.1	Spanish to English or French	\$ _____	\$ _____	\$ _____	\$ _____
4.2	English or French to Spanish	\$ _____	\$ _____	\$ _____	\$ _____
5.1	Other Source language to English or French (as requested)	\$ _____	\$ _____	\$ _____	\$ _____
5.2	English or French to Other Source language (as requested)	\$ _____	\$ _____	\$ _____	\$ _____

Estimated Cost: \$ (unfunded)



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**B6**      Pre-Authorized Travel and Living Expenses

B6.1      Canada will not accept any travel and living expenses for:

- (a) Work performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. The *National Capital Act* is available on the Justice Website: <http://laws.justice.gc.ca/eng/acts/N-4/>;
- (b) Any travel between the Contractor's place of business and the NCR; and
- (c) Any relocation of resources required to satisfy the terms of the Contract.

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

B.7      Any Contractor or Contractor's resources that are required to work on site during non-business hours under this Contract must obtain pre-authorization in writing by the Project / Technical Authority prior to commencing work.

B.8      All payments are subject to Government audit.

ANNEX C  
SECURITY REQUIREMENTS CHECK LISTGovernment  
of Canada  
Gouvernement  
du Canada

Contract Number / Numéro du contrat

PR 1000029029

Security Classification / Classification de sécurité

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

## PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Justice Canada		2. Branch or Directorate / Direction générale ou Direction PSDI / CAHWCS	
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 Multilingual language services. Contractor would provide translation and transcription services, in a variety of languages, of case related documents both obtained and prepared by the CAHWCS of the Department of Justice.			
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 type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays: <input type="text"/>	Specify country(ies): / Préciser le(s) pays: <input type="text"/>	Specify country(ies): / Préciser le(s) pays: <input type="text"/>	
7. c) Level of Information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada





Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

PR 1000029029

Security Classification / Classification de sécurité

**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  
Non Oui

If Yes, Indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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



RELIABILITY STATUS  
COTE DE FIABILITÉ



CONFIDENTIAL  
CONFIDENTIEL



SECRET  
SECRET



TOP SECRET  
TRÈS SECRET



TOP SECRET- SIGINT  
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL  
NATO CONFIDENTIEL



NATO SECRET  
NATO SECRET



COSMIC TOP SECRET  
COSMIC TRÈS SECRET



SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☐ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada





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Gouvernement  
du Canada

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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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).



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du Canada

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**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

**13. Organization Project Authority / Chargé de projet de l'organisme**

Name (print) - Nom (en lettres moulées)

Monique Kennedy

Title - Titre

a/Supervisor, Administrative Services

Signature

Kennedy, Monique

Digitally signed by Kennedy, Monique  
Date: 2020.12.03 09:47:22 -05'00'

Telephone No. - N° de téléphone  
613-462-1546

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel  
monique.kennedy@justice.gc.ca

Date  
12/03/2020

**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres moulées)

Eric Lecompte

Title - Titre

Director SSEMD

Signature

Lecompte, Eric

Digitally signed by Lecompte, Eric  
Date: 2020.12.04 16:15:11 -05'00'

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?



No  
Non



Yes  
Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)

Sharon Rutter

Title - Titre

Contracting Officer

Signature

Rutter, Sharon

Digitally signed by Rutter, Sharon  
Date: 2020.12.04 16:15:11 -05'00'

Telephone No. - N° de téléphone  
613-219-5763

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel  
sharon.rutter@justice.gc.ca

Date  
18-12-2020

**17. Contracting Security Authority / Autorité contractante en matière de sécurité**

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date



ANNEX D  
INTEGRITY REGIME VERIFICATION FORM

The supplier should complete the Form and submit it precedent to contract award.\*

Supplier's legal name:	
Organizational structure:	<input type="checkbox"/> corporate entity <input type="checkbox"/> privately owned corporation <input type="checkbox"/> sole proprietor
Bidder's address:	
<a href="#">Procurement Business Number (PBN):</a>	

Directors / Owners *		
First Name	Last Name	Position (if applicable)

\* Note:

- i. Suppliers, including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- ii. Privately owned corporations must provide the names of the owners of the corporation.
- iii. Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- iv. Suppliers that are a partnership do not need to provide a list of names.