



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

Bid Receiving - PWGSC / Réception des
soumissions - TPSGC

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services 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 therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux 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-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Linguistic Services Division / Division des services
linguistiques

Les Terrasses de la Chaudière

10, rue Wellington, 5e étage

Gatineau

Québec

K1A 0S5

Title - Sujet RFP - Interpretation Services	
Solicitation No. - N° de l'invitation EN960-212323/C	Date 2021-04-07
Client Reference No. - N° de référence du client 20212323	
GETS Reference No. - N° de référence de SEAG PW-\$\$ZF-508-39348	
File No. - N° de dossier 508zf.EN960-212323	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2021-05-06 Heure Avancée de l'Est HAE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Boyer, Tania	Buyer Id - Id de l'acheteur 508zf
Telephone No. - N° de téléphone (613) 858-9232 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

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



Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D - 1	PSPC/SPAC Conference Interpretation Interpretation des Conferences 171 Slater St Ottawa, ON, K1P 5H7 Canada	I - 1	PSPC/SPAC Conference Interpretation Interpretation des Conferences Edif. Vanguard 4E Etage 171 Slater St. Ottawa, ON, K1P 5H7 Canada



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM		Delivery Req. Livraison Req.	Del. Offered Liv. offerte
						Destination	Plant/Usine		
1	Contracts ouverts en Interpretatio n	D-1	I-1	1	LOT	\$	\$	See Herein – Voir ci-inclus	
2	RFI Report and QA	D-1	I-1	1	LOT	\$	\$	See Herein – Voir ci-inclus	



Public Services and
Procurement Canada

Services publics et
Approvisionnement Canada

Canada



Serving
GOVERNMENT,
serving
CANADIANS.

PUBLIC SERVICES AND PROCUREMENT CANADA (PSPC)

REQUEST FOR PROPOSAL (RFP)

FOR THE DIRECTORY OF SUPPLIERS FOR PARLIAMENTARY AND CONFERENCE INTERPRETATION SERVICES IN OFFICIAL LANGUAGES

ON BEHALF OF THE TRANSLATION BUREAU

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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: general description of the requirement.
- Part 2** Bidder Instructions: 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.

List of Annexes and Attachments:

Annex A – Statement of Work
Annex B – Basis of Payment
Annex C – Security Requirement Check List
Annex D – Task Authorization Form
Annex E – Key Terms

Attachment A – Technical Evaluation
Attachment B – Certifications
Attachment C – Electronic Payment Instruments
Attachment D – Bidders' Conference Registration Form
Attachment E – Example of Request for Availability Form
Attachment F – Bid Submission Checklist
Attachment G – Epost Connect quick reference card

1.2 Summary

Public Services and Procurement Canada (PSPC), on behalf of the Translation Bureau (the Bureau), is issuing this Request for Proposal (RFP) to meet its needs for in-person and distance interpretation services on an "as and when required" basis and to support its various operational requirements for parliamentary and conference interpretation in both official languages.

The Bureau is a Special Operating Agency (SOA) within PSPC. The Bureau is responsible for supporting the Government of Canada in its efforts to serve and inform Canadians in the official language of their choice.

1.3 Who can submit a bid?

Bidders who hold an accreditation issued by the Bureau and able to meet the requirements under this RFP are invited to submit a bid.

1.4 How to obtain an accreditation

Non-accredited suppliers who do not hold an accreditation granted by the Bureau and who wish to offer their interpretation services in official languages are invited to consult the following link: <https://www.tpsgc-pwgsc.gc.ca/bt-tb/services/interpretation/officielle-official-eng.html> for information on the procedure to follow to obtain an accreditation.

1.5 Overview of the Bid Evaluation Process

Official Languages Interpretation Services is comprised of two streams. In order to best meet the needs of the Government of Canada and to manage the volume of bids received in response to this RFP, the process for evaluating supplier bids under each stream will be as follows:

Stream 1 - Conference Interpretation Services: will include bids from Suppliers demonstrating their ability to provide conference interpretation services for general events that may attract media coverage, involve high-ranking personalities in Canada or abroad, or be of a technical or complex nature for each language combination (French to English or English to French).

Stream 2 - Parliamentary Interpretation Services: will include bids from suppliers demonstrating their ability to provide parliamentary interpretation services for events involving the Parliament of Canada, such as daily proceedings, debates in the House of Commons, and speeches by the Prime Minister, for each language combination (French to English or English to French).

A Language: the language (French or English) for which the interpreter has a native speaker's skill in both oral expression and comprehension. In other words, the A language is the interpreter's mother tongue (or another language strictly equivalent to a mother tongue), into which they work from the other official language, in the two main modes of interpretation: simultaneous and consecutive interpretation. For broadcast assignments, an interpreter normally works only into their A-language.

B Language: a language (English or French) other than the mother tongue, for which the interpreter has full functional competence in both oral expression and comprehension. Although it is not their mother tongue, the interpreter has a perfect command of this language into which they work from their A language (i.e. the other official language).

Providers may qualify in one or both streams.

1.6 Period of the Contract

The period of the contract will be from July 1, 2021 to June 20, 2022, with a 1-year irrevocable option period that allows Canada to extend the contract period.

1.7 Trade Agreements

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

1.8 Security Requirements

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

1.9 Canadian Content

The requirement is limited to Canadian services.

Bid solicitations for requirements resulting from a contract will be awarded to Canadian services as defined in paragraph 4 of the Standard Acquisition Clauses and Conditions (SACC) Manual, section [A3050T](#).

Miscellaneous Services: For requirements consisting of more than one service, at least 80 percent of the total bid price must be for services provided by individuals based in Canada.

1.10 Comprehensive Land Claims Agreement

The resulting contract is not to be used for deliveries to be made in a region covered by a comprehensive land claim agreement. All deliveries to be made in that area must be submitted to PSPC for separate processing.

1.11 Epost Connect

Bidders must submit their bid electronically using the epost Connect service provided by Canada Post Corporation. For further information on bid solicitation, Bidders must refer to Part 2 – Bidder Instructions, and Part 3 – Bid Preparation Instructions.

1.12 Bidders' Conference

There could be a Bidders' conference on April 21st, 2021. For additional information, Bidders must consult Part 2 – Bidder Instructions.

1.13 Debriefings

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

1.14 Key Terms

Definitions of key terms throughout this RFP, including the attached Form Annexes, are detailed in Annex E of the resulting contract clauses.

1.15 Transition to an Electronic Procurement Solution

During the period of the Contract, Canada may transition to an electronic procurement solution (EPS) for more efficient processing and management of individual contracts for applicable services. Canada reserves the right, at its sole discretion, to make the use of the new EPS mandatory.

N° de l'invitation - Solicitation No.

EN960-212323/C

N° de réf. du client - Client Ref. No.

EN960-212323

N° de la modif - Amd. No.

File No. - N° du dossier

508zf. EN960-212323

Id de l'acheteur - Buyer ID

508zf

N° CCC / CCC No./ N° VME - FMS

Canada agrees to provide the supplier with at least a 3-month notice to allow for any measures necessary for the integration of the contract into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the supplier chooses not to provide the services through the EPS, the supplier's Contract may be set aside by Canada.

PART 2 – BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Services and Procurement 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, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days
Insert: 180 days

2.1.1 Bid Validity Period

Bids will be valid for a minimum of 180 days from the bid closing date unless otherwise specified. Canada reserves the right to request an extension of this period in writing to all bidders submitting responsive bids, at least 3 days prior to the end of the bid validity period. If this extension is not accepted by all responsive bidders, Canada, at its sole and absolute discretion, will continue to evaluate the bids of those bidders who have accepted the extension or will cancel the bid solicitation.

2.2 Submission of Bids

- a) Bidders must obtain the RFP document posted on the [Government Electronic Tendering Service \(GETS\)](#), also known as buyandsell.gc.ca, and read it in its entirety. Bidders are responsible for uploading all amendments to the RFP as they may contain questions and answers and may also change the requirements of the RFP.
- b) Bids must only be submitted to the Bid Receiving Unit of Public Services and Procurement Canada no later than the date, time and place indicated on the first page of the RFP.
- c) Bidders must submit their Bids using epost Connect for Bid Closing at the Bid Receiving Unit. In the National Capital Region, the email address is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca
- d) Submissions will not be accepted if sent directly to this email address. This email address must be used to initiate an epost Connect conversation as outlined in the [2008 Standard Instructions](#). This address must also be used if the bidder is using their own epost Connect user licence to send Submissions using an epost Connect message.
- e) To create a free account, please visit the [epost Connect](#) website.
- f) Bidders can consult the Epost Connect quick reference card under the Attachment G for the steps to submit an electronic submission.

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

2.2.1 Requirements Prior to Bidding

Bidders must have a Procurement Business Number (PBN) that is registered with the Supplier Registration Information (SRI) system.

2.2.2 Obtaining a PBN through the SRI System

- a) Bidders must obtain a PBN that is registered with the SRI system. To obtain a PBN, bidders can visit the following Website and register online:

<https://srisupplier.contractscanada.gc.ca/>

SRI system contact information:

Tel.: 1-800-811-1148

Email: BPMEclient.OSMEclient@tpsgc-pwgsc.gc.ca

- b) In the case of a new bidder submitting a bid as a joint venture, a single PBN representing the legal entity of the joint venture must be created in SRI and used to submit a bid. The Business Number of the lead firm (i.e. the first nine digits of the PBN) is used to create a new PBN (i.e. account) for the joint venture.
- c) All members of the joint venture must have their own PBN and the joint venture name field must include the names of all companies involved in the joint venture. The entry of a joint venture account must be made by contacting an SRI system agent.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required at Attachment B – Certifications 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.

2.4 Enquiries – Bid Solicitation

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

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

2.5 Applicable Laws

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

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

2.6 Bidders' Conference

If a large number of suppliers have shown their interest by sending us the Attachment "D"; Bidders' Conference Registration Form before April 16, 2021 at 4:00 PM (EDT), PSPC may hold a meeting to provide advice on completing the necessary documentation to respond to the RFP.

Based on the number of interested vendors, PSPC will determine if a bidders' conference will be required and notify bidders through an amendment to the RFP. This conference could take place via WebEx videoconference on Wednesday, April 21, 2021 and the conference will take place from 5:00 pm to 7:00 pm EDT.

Bidders are therefore requested to complete the registration form for the Bidders' Conference included under Attachment "D" and submit it to the Contracting Authority as soon as possible, no later than Friday April 16, 2021 at 4:00 PM (EDT) to confirm their interest.

The Bidders' Conference is not mandatory and Bidders who do not attend the conference could still submit a submission.

We strongly encourage to send your questions regarding the RFP to PSPC at TPSGC.PAOutillInterpretation-APTToolInterpretation.PWGSC@tpsgc-pwgsc.gc.ca as per the instructions described in section 2.4 Enquiries – Bid Solicitation, so that the questions can be revised and responded through an amendment to the RFP as soon as possible.

2.7 Basis of Canada's Ownership of Intellectual Property

Public Services and Procurement Canada/Translation Bureau has determined that any intellectual property (IP) rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

1. National security; and
2. Where the Foreground IP consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

2.8 Bid Challenge and Recourse Mechanisms

- a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading [Bid Challenge and Recourse Mechanisms](#) contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)

-
- Canadian International Trade Tribunal (CITT)
- c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 – BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

The Bidder must submit their bid electronically. Canada requests that the Bidder submits their bid in accordance with section 08 of the 2003 standard instructions. The **epost Connect** system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

Section I: Technical Bid

In their bids, bidders must demonstrate that they meet each requirement contained in the RFP, provide all requested information, and submit their technical bid in accordance with Attachment A – Technical Evaluation.

For Interpretation Services in Official Languages, contractors may bid for one or two streams.

Section II: Financial Bid

Pricing: Bidders must submit their financial bid in accordance with the basis of payment in Annex B. Bidders must include a single firm daily rate for Conference or Parliamentary Interpretation Services, in Canadian funds, in each of the boxes to be completed on the pricing tables.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment C – Electronic Payment Instruments, to identify which ones are accepted.

If Attachment C – Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5 by completing Attachment B – Certifications.

3.2 Submission of only one bid

A bidder, including related entities, will be permitted to submit only one bid in response to this bid solicitation which may include more than one service. If a bidder or any related entities participate in more than one bid (participate means as part of the tendering group, not as a subcontractor), Canada will allow two working days for such bidders to indicate which bid should be considered by Canada. If this deadline is not met, all the bids concerned will be rejected.

For the purposes of this article, regardless of the province or territory where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc.), an entity will be considered to be "related" to the bidder if:

- a) They are the same legal entity (i.e.: the same natural person, corporation, or limited partnership, etc.).
- b) They are "related persons" or "affiliated persons" within the meaning of the *Income Tax Act*.
- c) The entities have fiduciary relationship (as a result of an agency arrangement or some other form of fiduciary relationship) or have had such a relationship in the two years prior to the closing date for bids.
- d) The entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.

Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture

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

Each submission will be reviewed for compliance with the mandatory requirements of the RFP. Bids that do not meet each of the mandatory requirements will be declared non-responsive and rejected. The mandatory technical criteria are described in Attachment A – Technical Evaluation.

4.1.2 Financial Evaluation

The Bidder shall submit prices in Canadian dollars, in accordance with Annex B – Basis of Payment.

4.1.2.1 For bid evaluation and selection purposes only, the total evaluated price will be for the initial contract period and the one-year option period, as set out in Annex B – Basis of Payment.

4.1.2.2 Rates will be evaluated in Canadian dollars, excluding applicable taxes, FOB destination, including Canadian customs duties and excise taxes.

4.1.2.3 No separate financial evaluation will be conducted for each stream of work. The firm daily rate to be submitted by the bidder will be the rate provided for interpretation services.

4.1.2.4 The total evaluated price will then be compared to a median to determine the pool to which suppliers will be assigned for the period of the contract (Initial Period and Option Period). There will be only one median for price evaluation.

For each service, the median price range will be determined as follows:

- Step 1** The total evaluated price will be for the initial period of the contract and the one-year option period, set out in Annex B – Basis of Payment.
- Step 2** The median will be calculated using the median function in Microsoft Excel. A median is the middle bid in a set of bids whereby half of the bids are greater, and half are lower. When an even number of technically responsive bids have been determined, an average of the middle 2 rates will be used to calculate the median.
- Step 3** The 20% median price range will be calculated using the median.

Example:

		900	\$900						
		850							
		800						810 (+20%)	
Name of Bidder	Service X								
A	\$ 900.00	750	\$750						
B	\$ 625.00								
C	\$ 675.00	700	\$700						
D	\$ 700.00								
E	\$ 750.00	650	\$675					Median	
F	\$ 500.00								
G	\$ 550.00	600	\$625						
Median	\$ 675.00								
Range of rates									
Median (-20%)	\$ 540.00	550	\$550					540 (-20%)	
Median (+20%)	\$ 810.00	500	\$500						

4.2 Basis of Selection

- Any bid proposing an evaluated price that is in between or equal to the 20% median price range will be declared responsive and a contract will be awarded under Pool 1.
- Any bid proposing an evaluated price which exceeds 20% (higher or lower) of the median price range would be awarded a contract under Pool 2.

4.3 Definition of Pools

- Pool 1:** If their rates are within 20% of the established median, freelancers will be placed in Pool 1, which is the first pool to be considered for attributing work.
- Pool 2:** If their rates are not within 20% over or under the established median, freelancers will be placed in Pool 2, which is the second pool to be considered for attributing work.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract by completing Attachment B – Certifications.

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.

PART 6 – SECURITY REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - a) The Bidder must hold a valid organization security clearance as indicated in Part 7 – Resulting Contract Clauses.
 - b) The Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 – Resulting Contract Clauses.
 - c) The Bidder must provide the name of all individuals who will require access to classified or protected information, assets, or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](https://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) (<https://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) of the Public Works and Government Services (PWGSC) website.
4. Bidders may request that the Contracting Authority consider security sponsorship of their candidacy to upgrade the Bidder to the next security level that is above their current security level or to seek initial designated organization screening (DOS) clearance. Such sponsorship is only available for one level of upgrade at a time. This request may be made at any time before or after bid closing by sending the request to the attention of the Contracting Authority. If sponsorship is anticipated, the Bidder is encouraged to contact the Contracting Authority as soon as possible so that the process can be started. There is no need for the Bidder to wait for the bid solicitation to close before advising the Contracting Authority of the need to be sponsored.

PART 7 – RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

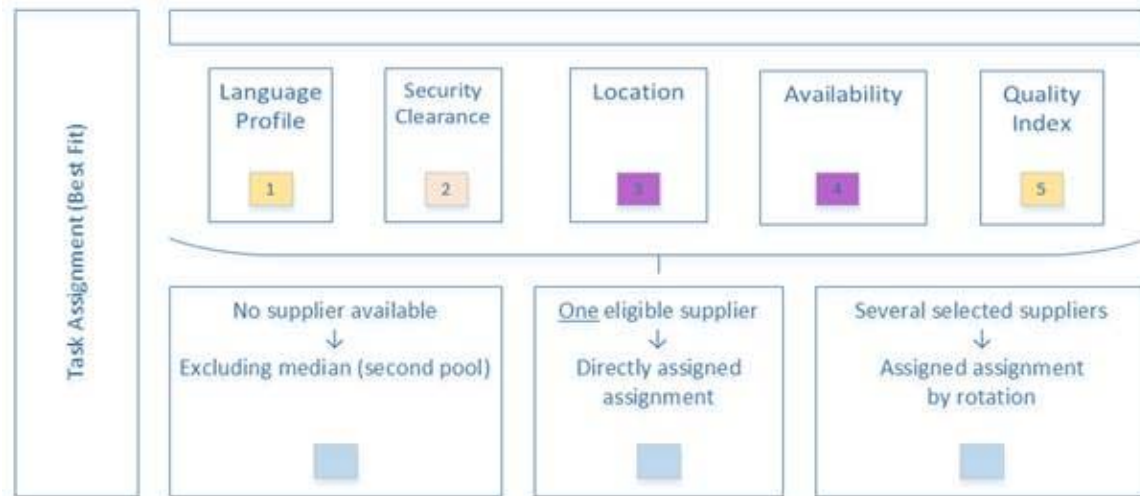
7.1.2 Task Authorization Process

- a) The Project Authority will provide the Contractor with a TA form in Annex D.
- b) The TA will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
- c) Within 48 hours of receiving the TA, the Contractor must provide the Project Authority the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
- d) The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.3 Task Authorization – Attribution of Work

Multiple contracts were awarded as a result of PSPC's bid solicitation No. EN960-212323/C. The work will be attributed according to the following order of best fit criteria:

- 1. Language profile;
- 2. Security clearance;
- 3. Professional domicile and location of work;
- 4. Availability (see article 7.1.3.1 Request for Availability); and
- 5. Quality index.



In exceptional circumstances, the Project Authority reserves the right to award work for events based a specific subject or client or based on Contractor's specific experience or knowledge. To this end, an updated copy of the Contractor's résumé will be requested by Canada to update the profile, validate the field and level of studies, professional attestations, experience and knowledge of each resource proposed by the contractor under this contract.

The Translation Bureau will apply above criteria to Pool 1 in the first place, and if no Contractor from Pool 1 corresponds to the criteria, it will apply the same criteria to Pool 2.

The Translation Bureau will use a rotation system if, after applying the work attribution model, it must choose between several contractors. Contractors that will receive a task authorization as part of the rotation system will be placed at the bottom of the list. Contractors that will refuse work offers as part of the rotation system will also be placed at the bottom of the list, unless they have identified that they are not available for the days specified in the Request for Availability call-out offer. Each pool has its own rotation list.

If no contractor can perform the task, Canada reserves the right to acquire the required work through other contractual means than this tool.

7.1.3.1 Request for Availability

Request for availability can be done in the form of an advanced availability call-out where we ask the Contractor to provide their availability up to 8 weeks ahead or can be in the form of assignment offers weeks or days before an assignment. Completion of Requests for availability is not mandatory but highly encouraged. Contractors that have declared their availability will be given priority over Contractors that have not provided their availability at the time the Bureau will be attributing work (as per article 7.1.3 Task Authorization – Attribution of Work).

In the Request for Availability call-out, the Contractor must provide the dates for which they are available for assignments, the preferred work stream for each date (if they have a contract for both work streams) and the location where they will accept work. An example of a Request for Availability call-out can be found at Attachment E. The Contractor is responsible to account for travel time in their availability if they indicated that they would accept work in a different location.

The Contractor may submit their availability at any time. The Contractor can also amend declared availability at any time before having received written confirmation that their services are retained. The Bureau will have 5 business days to provide the Contractor with an approved Task Authorization after confirmation that the services have been retained.

7.1.4 Quality Index

The quality index is represented by a colour (green, yellow or red) and is based on the Interpretation Technique Requirements in Annex A. Translation Bureau accreditation confirms that a Contractor meets the Interpretation Technique Requirements and therefore all contractors who meet the technique requirements (Translation Bureau accreditation) are qualified and begin with a green quality rating.

During the contract period, an evaluator from the Bureau will conduct technical evaluations to determine whether the contractor continues to meet interpretive technical standards and to assign a quality rating that reflects the contractor's performance. Contractors from the same pool who have a quality index with a green index will receive priority job offers over contractors with a yellow or red index. For example, a contractor from Pool 1 with a green quality index will receive job offers before a contractor from Pool 1 with a yellow quality index. On the other hand, a contractor from Pool 2 with a green quality index will not receive a job offer before a contractor from pool 1 with a yellow quality index. As indicated in section 7.1.3, priority is given to contractors from Pool 1, then to Pool 2 if no contractor meets the criteria.

7.1.5 Limit of task authorizations

The Technical Authority may authorize individual task authorizations up to a limit of \$100,000 applicable Taxes included, inclusive of any revisions.

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

7.1.6 Minimum Work Guarantee – All the Work – Task Authorization

- a) For the purposes of this clause:

Maximum Contract Value: the sum specified in Contract clause 6.2, Limitation of Expenditure – Cumulative Total of All Authorized TAs; and

Minimum Contract Value: 1%.

- b) 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 c) of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada, must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- c) 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 cost of the Work requested.
- d) Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.2.2 Supplemental General Conditions

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

7.3 Security Requirements

The following security requirements apply to and form part of the Contract: Security Requirements Check List (SCRL) and related clauses provided by the Contract Security Program.

When security requirements are applicable to the Contract, the proper security clause will be used.

7.3.1 Mandatory Technical Criteria

There is a security requirement applicable to the Contract:

- a) For parliamentary interpretation services, the Contractor must hold a valid security clearance at the level of SECRET or TOP SECRET.

7.3.2 Reliability

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified site(s), and the Contractor/Offeror must ensure that their personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C; and
 - (b) Contract Security Manual (latest edition).

7.3.3 Secret

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by the CSP, PWGSC.
3. The Contractor/Offeror MUST NOT remove any CLASSIFIED information or assets from the identified site(s), and the Contractor/Offeror must ensure that their personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex C; and
 - b) Contract Security Manual (latest edition).

7.3.4 Top Secret

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of TOP SECRET, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive site(s) must EACH hold a valid personnel security screening at the level of TOP SECRET, granted or approved by the CSP, PWGSC.
3. The Contractor/Offeror MUST NOT remove any CLASSIFIED information or assets from the identified site(s), and the Contractor/Offeror must ensure that their personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C; and
 - (b) Contract Security Manual (latest edition).

7.4 Term of Contract

7.4.1 Period of the Contract

The Work is to be performed from July 1, 2021, to June 30, 2022.

7.4.2 Option to Extend the Contract

The Contractor grants Canada the irrevocable option to extend the term of the Contract by up to one additional one-year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, they 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 60 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Tania Boyer
Supply Specialist
Public Services and Procurement Canada
Acquisitions Branch
10 Wellington Street, 5th floor
Gatineau, Quebec K1A 0S5

Telephone: 613-858-9232

E-mail address: TPSGC.PAOutilInterpretation-APTToolInterpretation.PWGSC@tpsgc-pwgsc.gc.ca

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

7.5.2 Project Authority

(To be inserted at contract award)

The Project Authority for the Contract is:

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

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

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

7.5.3 Contractor's Representative

(To be inserted at contract award)

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

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of payment - TA subject to a Limitation of Expenditure

The Contractor will be paid for their costs reasonably and properly incurred in the performance of the Work specified in the authorized TA in accordance with the basis of payment in Annex B; to the limitation of expenditure specified in the authorized TA.

Canada's total liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included; applicable taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work specified in the authorized TA will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the TA Authority before their incorporation into the Work specified in the authorized TA. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written authorization of the TA Authority. The Contractor must notify the TA Authority in writing as to the adequacy of this sum:

- a) when it is 75 percent committed, or
- b) four (4) months before the final delivery date specified in the authorized TA, or
- c) as soon as the Contractor considers that the authorized TA funds are inadequate for the completion of the Work specified in the authorized TA,

whichever comes first.

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

7.7.2 Limitation of Expenditure – Cumulative Total of all Task Authorizations

Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$_____ *(To be inserted at contract award)*.

Customs duties are included, and Applicable Taxes are extra.

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.

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

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

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

7.7.3 Method of Payment

7.7.3.1 Multiple Payments

Canada will pay the Contractor upon completion and delivery of Work in accordance with the payment provisions of the Contract if:

- 1. 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;
- 2. all such documents have been verified by Canada; and
- 3. the Work delivered has been accepted by Canada.

7.7.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instruments:

- a. Visa Acquisition Card
- b. MasterCard Acquisition Card
- c. Direct Deposit (Domestic and International)
- d. Electronic Data Interchange (EDI)
- e. Wire Transfer (International Only)
- f. Large Value Transfer System (LVTS) [Over \$25M]

7.7.5 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.

7.8 Invoicing Instructions

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

Each invoice must be supported by:

- a) a copy of the TA; and

- b) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses (if applicable).

If the contents of the invoice and related information required are not in accordance with the Contract or TA, Canada will notify the Contractor within 15 days of receipt. The 30-day payment period commences upon receipt of the accurate invoice and all required information.

Invoices must be submitted electronically and distributed as follows:

- a) One (1) copy must be sent to the Translation Bureau at the following email address: TPSGC.BTCAINTFactures-TBPCINTInvoicing.PWGSC@tpsgc-pwgsc.gc.ca; and
- b) One (1) copy must be sent to the Contracting Authority at the following email address: TPSGC.PAOutillInterpretation-APTtoolInterpretation.PWGSC@tpsgc-pwgsc.gc.ca.

Invoice presentation, expense allowance and supporting documents must refer to a single Task Authorization.

The Contractor is strongly encouraged to invoice the Translation Bureau as soon as possible (in the days following the event), at the most monthly.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Discretionary Audit

1. 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 reasonable and justifiable 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.

2. 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.

7.11 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (to be inserted at contract award).

7.12 Hours of Work

7.12.1 Availability Hours

Availability hours refers to the hours during which the Contractor is expected to be available to work when contracted by the Bureau on a given day.

- **For Conference Interpretation**, these hours are from 8:00 a.m. to 6:00 p.m.
- **For Parliamentary Interpretation**, the hours will be defined in the TA, but the Contractor will be assigned by the Translation Bureau to one of the following shifts depending on the need:
 - Day shift: from 8:00 a.m. to 6:00 p.m.; or
 - Evening shift: from 11:30 a.m. to 9:30 p.m.

When the Contractor's services are retained for an assignment spreading on more than one day, the Contractor will be entitled to a rest period of a minimum of 8 consecutive hours between workdays.

7.12.2 Interpreting Hours

Interpreting hours refers to the time that the Contractor spends interpreting on any given day. Interpreting hours vary depending on the mode of interpretation as follows:

a. In-Person Interpretation:

One interpreter	Up to 40 minutes
Team of 2 interpreters	Up to 4 hours
Team of 3 interpreters	Up to 6 hours
Team of 4 interpreters	More than 6 hours

b. Distance Interpretation:

Over-the-Telephone (OTI) Interpreting	Team of 2 interpreters	Up to 2 hours
Distance Interpreting	Team of 2 interpreters (the Bureau will make every effort not to assign a team of 2 to a broadcast event)	Up to 3 hours
	Team of 3 interpreters	Up to 4 hours

Depending on the needs of the Translation Bureau, hours of interpretation may be consecutive (in one assignment) or spread between several assignments.

Occasionally, events may take place on weekends or holidays. A "statutory holiday" means the following holidays observed by the federal government: New Year's Day, Good Friday, Easter Monday, Victoria

Day, Saint-Jean-Baptiste Day in Quebec, Canada Day, the first Monday in August (in all provinces except Quebec), Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day.

7.12.3 Non-Interpreting Hours

The Contractor must include in their daily rate one hour of non-interpretation time at the site of the event(s) taking place as part of the working hours. The non-interpretation time can be spread over more than one assignment in the same working day. Non-interpretation time includes sound testing and time without interpretation for sound testing and/or waiting time without interpretation, in cases where committees start late for technical or obstruction reasons, after which the contractor is entitled to invoice for an extension of the work.

Regarding sound testing, the contractor may be required must plan to arrive must report to the scene(s) of the event(s) at the time indicated in the task authorization or the next day's program in order to perform sound tests.

Hours of work that exceed the hours of work specified in the TA – hours of interpretation plus hours of non-interpretation – will be considered as extension time and the Contractor will be compensated at the rates set out in Article 2, Extension of Work, of Annex B – Basis of Payment.

Scenarios:

1. Only one assignment:

A contractor is assigned to a team of two interpreters for a 3-hour videoconference remote event. The Contractor may therefore be present at the event for a period of 4 hours: 3 interpreting hours and 1 non-interpreting hour.

On the day of the event, the Contractor arrives at the event site at 8:30 a.m. to conduct sound tests 30 minutes prior to the start of the event scheduled at 9:00 a.m. Unfortunately, the client is late, and the event does not start until 10:00 a.m. and ends at 13:00 p.m.

	Interpreting Time	Non-Interpreting Time
Event 1	3 hours	1 hour 30 min

In above scenario, the Contractor will have worked for a total of 4 hours and 30 minutes (*interpreting time + non-interpreting time*). As one-hour non-interpreting is included in the Contractor's daily rate, the Contractor will be able to charge an extension of 30 minutes at the rate set out in Article 2, Extension of Work, of Annex B – Basis of Payment.

2. More than one assignment:

A contractor is assigned to three in-person 2-hour events, for a total of 6 hours. The Contractor may therefore be present on-site for a total of 7 hours (6 interpreting hours and 1 non-interpreting hour).

The Contractor arrives on-site of each event 30 minutes in advance to conduct sound tests. The first two events began and ended on time, while the third event began 45 minutes late and lasted 2 hours.

	Interpreting Time	Non-Interpreting Time
Event 1	2 hours	30 min
Event 2	2 hours	30 min
Event 3	2 hours	75 min

Total:	6 hours	2 hours 15 min
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In above scenario, the contractor will have worked for a total of 8 hours 15 minutes (*interpreting time + non-interpreting time*). As one non-interpreting hour is included in the Contractor's daily rate, the Contractor will be able to charge an extension of 1 hour 15 minutes at the rate set out in Article 2, Extension of Work, of Annex B – Basis of Payment.

7.13 Extension of Work

In exceptional circumstances, the work may be extended beyond the hours agreed to in the Task Authorization. If the work is extended, the Project Authority may ask the contractor to continue providing services until the end of the extended work period or decide to send another contractor.

In the event that work is extended without the project authority being informed, the contractor must ensure to notify the project authority of the extension of the work as soon as possible, i.e. during a break, between turns, or at the end of the work.

If it is appropriate to continue the provision of services until the end of the work, when the work is extended, the contractor will be entitled to additional remuneration, in accordance with the section on Article 2, Extension of Work, of Annex B – Basis of Payment.

7.14 Cancellation / Reassignment

7.14.1 Cancellation or Reassignment before the Start of the Event or Events

If an event (or events) is (are) cancelled 60 calendar days or more before the beginning date of the event (or events) specified in the Task Authorization, the Task Authorization will be cancelled, and the Contractor will not be compensated.

If an event (or events) is (are) cancelled within 60 calendar days before the event start date (or the start date of the events) specified in the Task Authorization, the Bureau may reassign the Contractors to an event (or events), if needed, while respecting the criteria: linguistic profile, security clearance (if applicable), location (same city) or professional domicile (with Contractor's consent), length of the event (in days) and mode of interpretation of the original event. In the interest of including the details pertaining to the new assignment, the Bureau will provide an amendment to the Task Authorization before the start of the event (or events).

If an event (or events) is (are) cancelled within 60 calendar days before the event start date (or the start date of the events) specified in the Task Authorization, and the Bureau does not require the services of the Contractor for reassignment, the Contractor will be compensated as indicated in the Task Authorization.

If a task authorization contains more than one event, the 60 calendar days are calculated from the start date of each of the events. In the following example, the cancellation policy would apply when the event (s) are canceled after the following dates:

	EVENT START DATE	CANCELLATION POLICY START DATE
EVENT 1	October 1 st , 2021	August 2 nd , 2021
EVENT 2	November 1 st , 2021	September 2 nd , 2021

7.14.2 Cancellation or Reassignment during the Event or Events

If all or part of an event (or events) is (are) cancelled once the event (or events) has (have) begun, the Bureau may reassign the Contractors to an event (or events), if needed, while respecting the Work assignment criteria: linguistic profile, security clearance (if applicable), location (same city) or professional domicile (with Contractor's consent), length of the event (in days) and mode of interpretation) of the original assignment. In the interest of including the details pertaining to the new assignment, the Bureau will provide an amendment to the Task Authorization before the start of the event (or events).

If all or part of an event (or events) is (are) cancelled once the event (or events) has (have) begun, and if the Bureau does not require the services of the Contractor for reassignment, the Contractor will be compensated as indicated in the Task Authorization.

7.14.3 Cancellation of Parliamentary Interpretation Task Authorization due to Prorogation

If Parliament is prorogued, the Translation Bureau will cancel the task authorizations after 7 calendar days from the prorogation. Contractors will be paid for the workdays scheduled during the intervening 7 calendar days.

7.14.4 Refusal of Reassignment

The Contractor may not refuse reassignment by the Bureau to an event (or events), unless the event (or events) does (do) not respect the assignment criteria of the original assignment: linguistic profile, security clearance (if applicable), location (same city) or professional domicile (with Contractor's consent), length of the event (in days) and mode of interpretation. For example, if the reassignment is longer (in days) than what is indicated in the Task Authorization, and if the Contractor is unable to provide service for the event (or events) on the additional days and refuses the reassignment (or reassignments) for this reason, the Contractor will not be penalized for their refusal. The Contractor will be entitled to full compensation as specified in the Task Authorization.

7.14.5 Additional Assignment(s)

The Contractor may not refuse an additional assignment on a day for which the Contractor's services have been retained, as long as both assignments, combined together, fall within the Hours of work, specified at Article 7.12.2 and the Availability Hours, specified at Article 7.12.1 of this Contract.

7.15 Suspension

Contractors may be suspended for breach of Quality Standards on Professional Conduct. The Quality Standards on Professional Conduct are contained in clause 6.2 of Annex A – Statement of Work.

If a Contractor is suspended during an event, they will be compensated for days worked and will not be compensated for the days on which they were suspended.

7.16 Priority of Documents

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

- (a) the Articles of Agreement
- (b) the supplemental general conditions 4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information
- (c) the general conditions 2035 (2020-05-28) Higher Complexity – Services

-
- (d) Annex A – Statement of Work
 - (e) Annex B – Basis of Payment
 - (f) Annex C – Security Requirements Check List
 - (g) Annex D – the signed Task Authorizations
 - (h) Annex E – Key Terms (including all of its annexes, if any)
 - (i) the Contractor's bid dated _____ *(To be inserted at contract award)*

7.17 Insurance

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

ANNEX A

STATEMENT OF WORK

1. Background

The Translation Bureau (The Bureau) is a special operating agency reporting to the Department of Public Services and Procurement Canada and Government Services with the mandate to support the Government of Canada in its efforts to provide services for, and communicate with, Canadians in the official language of their choice, either English or French.

The Conference Interpretation Service (CIS), offers simultaneous and consecutive interpretation services for various Government of Canada events. Parliamentary Interpretation Service (PIS) offers simultaneous and consecutive interpretation services to Parliament of Canada.

2. Terminology

Interpreter:

A conference interpreter accredited by the Translation Bureau.

Contractor:

Third party with whom the Government of Canada has entered into a contract for the performance of work.

Event:

Activity described in a task authorization (TA) [see Annex D].

Consecutive Interpreting (CI):

The interpreter listens the speaker while taking notes and renders the speech after the speaker stops or pauses.

Short Consecutive Interpreting:

Short consecutive mode: Defined as the consecutive interpretation of short interventions, typically under one minute at a time, that is commonly used and that requires no special expertise or experience, since all conference interpreters with a MCI or equivalent experience have been trained to provide this.

Long Consecutive Interpreting:

Long consecutive mode: Defined as the consecutive interpretation of interventions of more than one minute in length, requiring specialization or considerable experience in note-taking technique. Long consecutive mode assignments typically require the interpreter to accompany the client in a variety of venues and where the assignment time may extend the workday.

Simultaneous Interpreting (SI):

In standard simultaneous mode, the interpreter sits in a booth with a clear view of the meeting room and the speaker. He or she listens to and simultaneously interprets the speech into a target language. Standard simultaneous interpreting requires a booth (fixed or mobile) that meets ISO/IEC standards for sound insulation, dimensions, air quality and accessibility as well as for the appropriate equipment, such as headphones and microphones).

Whispering Interpreting:

Whispering is an interpreting mode whereby the interpreter is seated next to one or two meeting participants and whispers the interpretation of the speech. This mode is used mainly when only very few people need interpretation. This interpreting mode is also commonly known by its classic French name, chuchotage.

Distance interpreting:

Interpreting enabled by information and communications technology (ICT) where the interpreter is in a different location than the majority of participants at a given event. Note that the definition of distance interpreting may evolve and be modified during the contract period.

Over-the-Telephone Interpreting (OTI):

Sub-category of Distance Interpretation, over-the-telephone interpreting (OTI) is the provision of interpreting for telephone audio-conferences. The Bureau makes every effort to avoid over the telephone simultaneous interpreting but allows over the telephone consecutive interpreting.

3. Requirement

- 3.1** The Contractor must perform conference and/or parliamentary interpretation in both official languages (French and English), on an "as and when" required basis. The Contractor must provide both in-person interpretation and distance interpretation.

The following services might be required under the Contract:

- simultaneous interpretation
- short consecutive interpretation or whispered interpretation
- long consecutive interpretation

Details regarding the required services for any given event are specified in the TA.

- 3.2** The Contractor must perform the duties of the interpretation profession impartially since the role of the interpreter is to facilitate communication. Interpretation is a professional and confidential service. In addition to the confidentiality provision found at 2035-22 of the General Conditions, the Contractor may not disclose any information obtained in the execution of the Contract during or after the completion of the TA.
- 3.3** The Contractor must report to the Project Authority any particular request from a recipient of interpretation services or any information passed along by a recipient of interpretation service that can affect the delivery of services provided as part of the Contractor's TA or any other future TA.
- 3.4** The Contractor must have very good knowledge of Canadian current events and the workings of the federal government.
- 3.5** The Contractor must demonstrate flexibility with respect to scheduling and the demands of the TA, be capable of working as part of a team, maintain good interpersonal relations, and follow the Quality Standards for Professional Conduct (Section 5.1 below) and Interpretation Technique requirements (Section 6 below), in keeping with the nature of the assignment.

4. Teamwork

- 4.1** In order to ensure continuous interpretation, the interpreter may be required to work as part of a team of interpreters for the Work. The interpreter may be required to work with other interpreters as directed by the Project Authority. The contractor will not have the opportunity to choose the interpreters with whom they will work and may not be advised of those with whom they will be

assigned to work until they arrive at the location for the Work. For further details, see Annex D – TA.

- 4.2** Barring exceptional circumstances, teams shall be composed according to the mode of interpretation as indicated in Article 7.12.2 of the Contract.

5. Event Program

- 5.1** The Contractor will receive the program for the event the day before. The program will include details of team composition, special instructions for the event, if any, and the name and telephone number of the person in charge of the coordination of the event to contact if needed.

6. Information Documentation

- 6.1** As available to Canada, Canada will provide briefing material for the Work. Briefing material may consist of agendas, speaking notes, lists of event participants or speakers or both or other relevant documentation.
- 6.2** The Contractor may receive the briefing material some time before the start of the Work, just before the start of the Work or during the Work.
- 6.3** Sensitive documentation (classified, confidential, secret, top secret) will be provided to the Contractor either in hard copy or in electronic format using an ICT tool that can handle this type of documentation. Any sensitive documentation must be given back to the responsible individual specified in the TA at the end of the work.
- 6.4** The Contractor must print unclassified documentation required for the Work if they wish to work from hard copies or use an electronic device to view the documentation during the Work.
- 6.5** During the work, the Contractor must be equipped with an electronic device in order to receive last-minute documentation in electronic format.
- 6.6** All tasks related to interpretation services requiring a security clearance must be performed at the conference site or at a federal location.

7. Quality Standards and Requirements

7.1. Interpretation Technique Requirements

The Contractor must meet the following requirements:

- 7.1.1** Ensure that the interpretation is as complete, accurate and faithful to the original message with respect to meaning, and as free of omissions, additions or distortions as the working conditions reasonably allow.
- 7.1.2** Ensure that the meaning conveyed by gestures, body language and tone of voice is not lost.
- 7.1.3** Ensure that the interpretation is consistent with grammar and syntax rules, and with usage and speaking conventions.
- 7.1.4** Ensure that the interpretation is clear, concise, consistent and tailored to the audience, and that constructions are idiomatic and natural.

- 7.1.5 Ensure that the recipient of interpretation services official titles, terminology and usage preferences are used in the interpretation by doing the research necessary to familiarize themselves with recipient of interpretation services-specific terminology and concepts, and by using any reference package or other documentation made available to them containing terminology requirements, reference documents and related lexicons and glossaries.
- 7.1.6 Use clear and accurate diction.
- 7.1.7 Respect the tone, level of language and the style of the speaker.
- 7.1.8 Follow the established protocols and procedures.
- 7.1.9 Perform the tasks as discreetly as possible, avoiding superfluous sounds such as coughing, typing or background noise that may distract the recipient of interpretation services from content; and;
- 7.1.10 Notify the Project Authority of any specific requests or information from the recipient of interpretation services that could affect the delivery of services.

7.2. Quality Standards for Professional Conduct

The Contractor must meet the following quality standards:

- 7.2.1 In addition to the Confidentiality provisions of the Contract, given that conference interpretation is a profession of trust and that confidentiality is the bedrock of the profession, the strictest secrecy must be observed toward all persons and with regard to all information disclosed in the course of the practice of the profession. The duty of confidentiality and professional secrecy continues indefinitely after the end of the contractual relationship with the Government of Canada.
- 7.2.2 Contractors must be present at the event or connect to the event in the case of remote interpretation, before the event begins to prepare and conduct sound tests. Contractors must also arrive at the assignment early enough to allow for security or building access procedures. When Contractors are unfamiliar with the work location, they must inform the Project Authority of this beforehand to familiarize themselves with any specific access details. Contractors must also remain on site until the end of the event, unless agreed to in advance with the Project Authority. When an event ends earlier than expected and the client no longer requires the services of the contractor, the contractor must contact the Project Authority before leaving the premises as he may be assigned to a new event.
- 7.2.3 The Contractor must refrain from deriving any personal gain from information they may have acquired in the course of the Work.
- 7.2.4 The Contractor must be qualified in knowledge and experience for the Work in question and must work with all due professionalism and must prepare for the Work by researching and documenting.
- 7.2.5 In the course of the Work, the Contractor must refrain from any act which might bring the Translation Bureau into disrepute.
- 7.2.6 The Contractor must follow the established or agreed upon protocols, terms and conditions and procedures as laid out in the [Freelance Interpreters' Handbook](#).
- 7.2.7 The Contractor must provide colleagues with assistance, have a collegial attitude and perform their tasks as discreetly as possible both in and out of the interpretation booth.

- 7.2.8** The Contractor must not perform any duties except for the Work described in the TA during the meeting for which they have been contracted.
- 7.2.9** The Contractor must interact in a professional manner with clients and must refrain from self-promotion.
- 7.2.10** The Contractor must notify the Project Authority of any specific requests or information from the recipient of interpretation services that could affect the delivery of services.

8. Contractor Performance Management

8.1 Evaluations

The Bureau will assess contractor performance using technical evaluations and sampling completed by a qualified permanent interpreter from the Translation Bureau.

8.1.1 Technical Evaluations

In a technical evaluation, the Contractor's performance is assessed in detail and compared with the original speech, the goal being to evaluate the Contractor's technical skills. The evaluation considers the level of difficulty of the assignment or turn (subject, speed, density and style, accent, and prosody) and is performed in person or using a recording, depending on operational requirements. Ideally, three turns are assessed: 20 or 30 minutes of interpretation per turn.

The Translation Bureau acknowledges that technical evaluations are best performed in person, as this allows the evaluator to experience the working environment, including documentation available and the audio-visual technical environment. However, with the written permission from the Contractor, the Translation Bureau will conduct technical evaluations based on a recording. Every effort will be made by the Translation Bureau to assess the conditions of work.

Technical evaluations determine whether the Contractor continues to meet the Interpretation Technique Requirements. A quality index is assigned to reflect the Contractor's performance relative to the requirements. The Contractor will be informed of the result of the evaluation as soon as possible.

8.1.2 Sampling

Sampling (also called spot check) is a brief (five-minute) assessment of the Contractor's performance, conducted in person or using a recording, in order to determine whether the quality is adequate. An unsatisfactory sampling may lead to a technical evaluation outside of the customary timeframe. It will not affect the Contractor's quality index.

Sampling is part of ongoing Bureau quality control measures and feedback process with the Contractor. The Contractor will be informed of the result of the evaluation as soon as possible.

8.2 Quality Index

The quality index is a rating represented by a colour (green, yellow or red). It is assigned to the Contractor following a technical evaluation by a Translation Bureau evaluator and is based on the quality of their interpretation work.

The new quality index comes into force immediately after the Contractor is informed of the result of the technical evaluation and remains in force until the next technical evaluation.

Rating Descriptions

EXCELLENT	The interpretation is as precise and exhaustive as possible. Unnecessary or repetitive content is ignored, and the interpreter uses synthesis and reformulation to communicate the speaker's ideas clearly and faithfully in the target language. There can be a few inaccuracies or omissions, but they have no significant impact on meaning. The level of language is elegant and meticulous, with no errors. The performance meets all the Interpretation Technique Requirements, to the extent that conditions allow.
GOOD	There may be some inaccuracies and omissions, but they are minor and do not greatly affect meaning or listener trust. There may be some awkward uses of language. In this category, the weaknesses of the interpretation are balanced out by the strengths. Almost all of the Interpretation Technique Requirements are met, to the extent that conditions allow.
MOYEN	The interpretation contains many inaccuracies or omissions OR the inaccuracies and omissions are more serious and affect the meaning OR linguistic mistakes and clumsiness are serious or frequent enough to distract the listener. The performance does not meet some or all of the Interpretation Technique Requirements.
FAIBLE	There are many serious inaccuracies or omissions that affect the meaning and are frequent enough that the speaker's message is no longer intelligible OR the issues with expression and communication are so serious that they undermine listener trust, make listening unpleasant or hinder communication OR the overall grade in one of the categories assessed (substance, style and technique) is zero.

8.3 Failure to Meet Interpretation Technique Requirements

The Translation Bureau will carry out technical evaluations in order to determine whether the Contractor continues to meet the Interpretation Technique Requirements. Only technical evaluations have an impact on the quality index (as opposed to sampling).

If the Contractor does not meet with the Interpretation Technique Requirements as set out in Annex A, they may see their quality rating reduced to yellow or red. If the Contractor receives a red quality rating, they will receive a written warning.

8.3.1 If the Contractor does not meet the requirements during a technical evaluation, they will receive a written warning and may request a second technical evaluation. The Bureau will have 30 working days or more, depending on the Contractor's region, to carry out a second evaluation.

- If, following the second evaluation, the Contractor meets the Interpretation Technique Requirements, the written warning will not be placed in the Contractor's file and their quality rating will not be reduced.
- If the contractor still does not meet the technical standards of interpretation following the second technical evaluation, he will lose his accreditation* from the Bureau and his contract will be terminated for breach according to Article 2035 29, Default by the contractor, general conditions and the Contractor may also be subject to a Vendor Performance Corrective Measure (VPCM) evaluation.

*Note: A contractor who loses their accreditation will be invited to retake the Bureau's accreditation exam. However, the contractor will not be able to obtain a new contract under this contractual tool.

8.3.2 If a complaint regarding the Contractor's technical skills is lodged by a colleague or client, the Bureau must evaluate the complaint and determine whether it is well-founded by communicating with members of the team, the person who lodged the complaint, and the Contractor in question in order to understand the context and conditions, including the level of difficulty and the technical and physical conditions. All communications regarding the complaint will be confidentially retained in written form.

- a. If the Bureau determines that the complaint is **well-founded**, a technical evaluation will be carried out and the result of this evaluation will determine whether the Contractor will receive a written warning and have their quality index reduced.
- b. If the Bureau determines that the complaint is **not well-founded**, the Contractor will not receive a written warning or have their quality index reduced.

8.3.3 The Contractor may challenge a written warning as per Section 7.5, Challenge Mechanism below.

8.4 Breach of Professional Conduct Standards

If the Contractor does not meet the professional conduct standards laid out in section 6.2 of Annex A, they may be suspended or have their contract terminated, depending on the nature of the violation.

8.4.1 If a complaint is lodged regarding the Contractor's professional conduct, the Bureau must determine whether it is well-founded by communicating with members of the team, the person who lodged the complaint, and the Contractor in question in order to understand the context of the complaint. All communications regarding the complaint will be confidentially retained in written form.

- a. If the complaint is **well-founded** and concerns a **minor** violation of professional conduct standards (lateness, lack of solidarity with colleagues, lack of tact with clients, etc.), the Contractor will receive a written warning. After two written warnings, the Contracting Authority may suspend the Contractor for a period of 90 days.
- b. If the complaint is **well-founded** and concerns a **major** violation of professional conduct standards (breach of confidentiality, workplace harassment, incivility, etc.), the Contracting Authority may terminate the Contractor's contract.
- c. If the complaint is **not well-founded**, the Contractor will not receive a written warning and will not have the complaint placed in their file.

8.5 Challenge Mechanism

From the date on the written warning, the Contractor has 10 working days to object, failing which the Contractor shall be deemed to accept the written warning.

8.5.1 The challenge request must be sent to the Project Authority by email and must include the following items:

- a. Name of the Contractor
- b. Contract number
- c. Name of Project Authority
- d. Written warning
- e. Reasons the Contractor is challenging the written warning
- f. Evidence to show the written warning was unwarranted

8.5.2 From the date indicated on the challenge request, the Project Authority has 30 business days to evaluate the challenge request and determine whether or not the written warning is upheld. If the Project

Authority upholds the written warning, the Contractor may appeal to the Contracting Authority. The challenge request sent to the Contracting Authority must include the Project Authority's response.

8.5.3 From the date on the challenge request to the Contracting Authority, the Contracting Authority will then have 30 working days to notify the Contractor whether or not the written warning is upheld. The Contracting Authority's response is final.

9. Health and safety

The Bureau takes all necessary measures to ensure the health and safety of contractors in the performance of their duties and encourages contractors to contact it in order to identify any potential risks to their health and safety. On the other hand, a contractor who considers that his health or his safety is in danger must immediately interrupt the service and inform the project authority.

ANNEX B

BASIS OF PAYMENT

1. Rate

The Contractor will be compensated for services rendered in accordance with the compensation tables below. Rates are in Canadian dollars, excluding applicable taxes, FOB destination, including Canadian customs duties and excise taxes.

STREAMS	<input type="checkbox"/> Stream 1 – Conference Interpretation Services		
	<input type="checkbox"/> Stream 2 – Parliamentary Interpretation Services		
Description	RATE		
	Initial Period (July 1, 2021, to June 30, 2022)	Option Period (July 1, 2022, to June 30, 2023)	TOTAL EVALUATED PRICE
Basic daily rate for interpretation services	(A)	(B)	(C) = (A) + (B)
For contractors providing interpretation services in the two streams, one single rate for both streams must be provided.	\$	\$	\$
Escalator for short consecutive interpretation or whispered interpretation.	25% of basic daily rate		
Escalator for long consecutive interpretation	50% of basic daily rate		
Escalator for broadcast	25% of basic daily rate		
The above rates are in Canadian dollars, excluding applicable taxes, FOB destination, including Canadian customs duties and excise taxes.			

1.1 Escalator Definitions:

- a) Escalator for short consecutive interpretation or whispered interpretation: The Contractor will receive a compensation of twenty-five percent (25%) of the daily rate when the Work is subject to short consecutive interpretation or whispered interpretation.
- b) Escalator for long consecutive interpretation: The Contractor will receive a compensation of fifty percent (50%) of the daily rate when the Work is subject to long consecutive interpretation.

- c) Escalator for broadcast: The Contractor will receive a compensation of twenty-five percent (25%) of the daily rate when the Work is broadcasted or webcasted to the general public, either live or in re-broadcast.

In order for the Contractor to be compensated for public broadcast or webcast, Canada must be advised, in writing by the Contractor, that the Work was broadcasted and available to the general public prior to submission of the Contractor's invoice.

Escalators apply when work is extended but will not apply when assignments are cancelled or when reassignments are not subject to the escalators.

1.2 Pool

Based on the median below, the Contractor is part of Pool # _____ (To be inserted at contract award)

Median	\$TBD
Median (-20%)	\$TBD
Median (+20%)	\$TBD

2. Extension of Work

If the duration of an event is extended beyond the commonly accepted hours of interpretation according to team strength, the Contractor will be compensated at the following rate:

Type of interpretation	Team strength	Interpretation time	Extension of work	Rate per interpreter
In-person	1 interpreter	Max. 40 min	N/A	N/A
	2 interpreters	Up to 4 hours	60 minutes or less	Half a daily rate
			61 minutes or more	One full daily rate
	3 interpreters	Up to 6 hours	90 minutes or less	Half a daily rate
			91 minutes or more	One full daily rate
Telephone interpreting	2 interpreters	Up to 2 hours	N/A	N/A
			30 minutes or less	Half a daily rate
			31 minutes or more	One full daily rate
Distance interpreting	2 interpreters	Up to 3 hours	45 minutes or less	Half a daily rate
			46 minutes or more	One full daily rate
	3 interpreters	4 hours	60 minutes or less	Half a daily rate
			61 minutes or more	One full daily rate

Where the extension of work to an assignment that is subject to one or more of the escalators specified in Article 1 of this Annex, the calculation of the amounts to be paid for the extended time shall include the rate for the extended period plus the applicable escalator(s) rate(s).

For example, if the Contractor is assigned to a broadcasted distance interpreting session for 3 hours, the Contractor shall be entitled to a 25% escalator over and above his/her daily rate for the broadcast:

$$\text{Daily Rate } (\$700.00) + 25\% \text{ Broadcast Escalator} = \$875.00$$

If the session is extended by 30 minutes, the Contractor will be entitled to half of the daily rate for the extended period (30 minutes) plus the 25% broadcast escalator:

$$\text{Half Daily Rate } (\$350.00) + 25\% \text{ Broadcast Escalator Rate} = \$437.50$$

The Contractor will then be paid a total of \$1,312.50 for this assignment.

3. Travel Time

3.1 The Contractor is compensated for their travel time, regardless of mode of transportation, according to the following calculations:

Travel Time	Compensation
Less than 90 minutes	N/A
91 minutes to 5 hours	Half of daily rate
More than 5 hours	Full daily rate

3.2 Travel time is based on the duration of the transit, not the time of departure and time of arrival.

- a) **Plane travel:** For all travel by plane, 60 minutes of travel time will be added before the flight and 30 minutes after the flight, for a total of 90 minutes.

For example, for a traveller on a four-hour flight, a two-hour stopover and then another two-hour flight (for a total of eight hours), the travel time will be 9.5 hours (after adding the 60-minute period before departure and the 30-minute period after arrival).

- b) **Train travel:** When travelling by train, the travel time is increased by a period of 30 minutes before departure and a period of 30 minutes after arrival, for a total of 60 minutes.
- c) **Car travel:** The car trip time is calculated based on the time required to complete the trip under normal travel conditions.

3.2.1 Exceptions

Travel time does not apply to commuting and does not consider exceptional circumstances (e.g. snowstorm, traffic). Compensation for travel time applies to both weekends and weekdays.

In the event of a cancellation, the Contractor will not be reimbursed for travel time except if the travel has started (e.g. first flight).

Contractors are to claim travel time, rather than loss of earnings, when they are able to start travelling after regular working hours and are expected to arrive at their hotel or home before 9:00 p.m. (using the time zone of the city of arrival).

4. Loss of Earnings

In the event that Contractors' travel for the Translation Bureau prevents them from accepting other work, they will be compensated for loss of earnings for those days. If Contractors' travel allows them to accept work nonetheless, they will be compensated only under the Travel Time provision (see above, article 3). The Contractor may claim a loss of earnings equivalent to a full fee for the day(s) on which they are unable to work.

Compensation for loss of earnings cannot be combined with compensation for travel time.

5. Professional Domicile

As per the commonly accepted practice in conference interpretation, Contractors may declare a professional domicile that is different from their residence. If provided, the Contractor's professional domicile will be listed in clause 6.1 of this annex (if applicable).

If Contractors declare a different address than their residence as their professional domicile, their travel costs will be calculated from City Hall of the location they have selected.

Contractors who elect to declare a professional domicile may change it only every six months and must do so in writing to the Project Authority.

5.1 Address (city and province) of the Contractor's professional domicile (if applicable):

City: _____ (*To be inserted at contract award*)
Province: _____ (*To be inserted at contract award*)

6. Travel and Living Expenses - National Joint Council Travel Directive

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

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

All payments are subject to government audit.

Link: [National Joint Council Travel Directive](#)

Email: TPSGC.BTCONFERENCES-TBCONFERENCES.PWGSC@tpsgc-pwgsc.gc.ca

ANNEX C

SECURITY REQUIREMENTS CHECK LIST (SRCL)

1. SRCL for RELIABILITY Status:



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

EN960-21-2323

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction Bureau de la traduction	
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 Contrats ouverts d'interprétation			
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input checked="" type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

N° de l'invitation - Solicitation No.
EN960-212323/C
N° de réf. du client - Client Ref. No.
EN960-212323

N° de la modif - Amd. No.
N° de la modif - Amd. No.
File No. - N° du dossier
508zf. EN960-212323

Id de l'acheteur - Buyer ID
508zf
N° CCC / CCC No./ N° VME - FMS



Contract Number / Numéro du contrat
EN960-21-2323
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

Special comments:

Commentaires spéciaux :

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

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

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

Canada

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508zf. EN960-212323

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N° CCC / CCC No./ N° VME - FMS



Contract Number / Numéro du contrat
EN960-21-2323
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SC 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

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Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat EN960-21-2323
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Provencher, Sylvie		Title - Titre Agent d'administration	
Signature Provencher, Sylvie		Digitally signed by: Provencher, Sylvie DN: CN = Provencher, Sylvie C = CA O = GC OU = PWGSC-TPSGC Date: 2021.02.16 11:15:18 -0500	
Telephone No. - N° de téléphone 613-355-1522	Facsimile No. - N° de télécopieur 619-953-9585	E-mail address - Adresse courriel sylvie.provencher@tpsgc-pwgsc.gc.ca	Date 2021/02/16
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Fleury, Jean-Michel		Title - Titre SO	
Signature Achkar, Melissa		Digitally signed by: Achkar, Melissa DN: CN = Achkar, Melissa C = CA O = GC OU = PWGSC-TPSGC Date: 2021.02.23 15:30:29 -0500	
Telephone No. - N° de téléphone -	Facsimile No. - N° de télécopieur -	E-mail address - Adresse courriel Jean-Michel.Fleury@tpsgc-pwgsc.gc.ca	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?			<input type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	
Signature Boyer, Tania		Digitally signed by Boyer, Tania Date: 2021.03.26 13:35:48 -04'00'	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Anik Farrell - CSO 613-946-5194 anik.farrell@tpsgc-pwgsc.gc.ca		Title - Titre	
Signature Farrell, Anik		Digitally signed by: Farrell, Anik DN: CN = Farrell, Anik C = CA O = GC OU = PWGSC-TPSGC Date: 2021.02.25 09:33:29 -0500	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

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Id de l'acheteur - Buyer ID
508zf
N° CCC / CCC No./ N° VME - FMS

2. SRCL for SECRET level:



Contract Number / Numéro du contrat EN960-21-2323a
Security Classification / Classification de sécurité UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Public Works and Government Services Canada		2. Branch or Directorate / Direction générale ou Direction Bureau de la traduction
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 Contrats ouverts d'interprétation		
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input checked="" type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

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EN960-212323

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508zf. EN960-212323

Id de l'acheteur - Buyer ID
508zf
N° CCC / CCC No./ N° VME - FMS



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

EN960-21-2323a

Security Classification / Classification de sécurité
UNCLASSIFIED

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

☐ CONFIDENTIAL

☒ SECRET

☐ TOP SECRET

☐ COTE DE FIABILITÉ

☐ CONFIDENTIEL

☐ SECRET

☐ TRÈS SECRET

☐ TOP SECRET-SIGINT

☐ NATO CONFIDENTIAL

☐ NATO SECRET

☐ COSMIC TOP SECRET

☐ TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIEL

☐ NATO 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

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EN960-21-2323a

Security Classification / Classification de sécurité
UNCLASSIFIED

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non 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 ☐ Yes
Non 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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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Contract Number / Numéro du contrat EN960-21-2323a
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Provencher, Sylvie		Title - Titre Agent d'administration	
Signature Provencher, Sylvie		Digitally signed by: Provencher, Sylvie DN: CN = Provencher, Sylvie C = CA O = GC OU = PWGSC-TPSGC Date: 2021.02.16 11:16:53 -0500	
Telephone No. - N° de téléphone 613-355-1522	Facsimile No. - N° de télécopieur 819-953-9585	E-mail address - Adresse courriel sylvie.provencher@tpsgc-pwgsc.gc.ca	Date 2021/02/16
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Fleury, Jean-Michel		Title - Titre SO	
Signature Achkar, Melissa		Digitally signed by: Achkar, Melissa DN: CN = Achkar, Melissa C = CA O = GC OU = PWGSC-TPSGC Date: 2021.02.23 15:29:45 -0500	
Telephone No. - N° de téléphone -	Facsimile No. - N° de télécopieur -	E-mail address - Adresse courriel Jean-Michel.Fleury@tpsgc-pwgsc.gc.ca	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?			<input type="checkbox"/> No <input type="checkbox"/> Yes Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	
Signature Boyer, Tania		Digitally signed by: Boyer, Tania Date: 2021.03.26 13:39:34 -04'00'	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Anik Farrell - CSO 613-946-5194 anik.farrell@tpsgc-pwgsc.gc.ca		Title - Titre	
Signature Farrell, Anik		Digitally signed by: Farrell, Anik DN: CN = Farrell, Anik C = CA O = GC OU = PWGSC-TPSGC Date: 2021.02.25 07:44:27 -05'00'	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

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UNCLASSIFIED

Canada

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508zf. EN960-212323

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508zf
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3. SRCL for TOP SECRET level:



Government of Canada
Gouvernement du Canada

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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	Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Bureau de la traduction
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 Contrats ouverts d'interprétation		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input checked="" 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"/>

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Canada

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Gouvernement du Canada

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ 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

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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 TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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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)

Provencher, Sylvie

Title - Titre

Agent d'administration

Signature

Provencher, Sylvie

Digitally signed by: Provencher, Sylvie
DN: CN = Provencher, Sylvie C = CA O =
GC OU = PWGSC-TPSGC
Date: 2021.02.16 11:16:56 -05'00'

Telephone No. - N° de téléphone

613-355-1522

Facsimile No. - N° de télécopieur

819-953-9585

E-mail address - Adresse courriel

sylvie.provencher@tpsgc-pwgsc.gc.ca

Date

2021/02/16

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

Name (print) - Nom (en lettres moulées)

Fleury, Jean-Michel

Title - Titre

SO

Signature
Achkar,
Melissa

Digitally signed by: Achkar, Melissa
DN: CN = Achkar, Melissa C = CA
O = GC OU = PWGSC-TPSGC
Date: 2021.02.23 15:29:05 -05'00'

Telephone No. - N° de téléphone

-

Facsimile No. - N° de télécopieur

-

E-mail address - Adresse courriel

Jean-Michel.Fleury@tpsgc-pwgsc.gc.ca

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)

Boyer, Tania

Title - Titre

Signature

Boyer, Tania

Digitally signed by: Boyer,
Tania
Date: 2021.03.26 13:43:45
-04'00'

Telephone No. - N° de téléphone

-

Facsimile No. - N° de télécopieur

-

E-mail address - Adresse courriel

Jean-Michel.Fleury@tpsgc-pwgsc.gc.ca

Date

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

Name

Anik Farrell - CSO

613-946-5194

anik.farrell@tpsgc-pwgsc.gc.ca

Title - Titre

Signature

Farrell,
Anik

Digitally signed by: Farrell,
Anik
DN: CN = Farrell, Anik C = CA
O = GC OU = PWGSC-
TPSGC
Date: 2021.02.25 08:17:08 -
05'00'

Telephone No. - N° de téléphone

-

Facsimile No. - N° de télécopieur

-

E-mail address - Adresse courriel

Jean-Michel.Fleury@tpsgc-pwgsc.gc.ca

Date

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ANNEX D

TASK AUTHORIZATION FORM

ANNEX D – Task Authorization - OL/ANNEXE D – Autorisation de tâches					
<input checked="" type="checkbox"/> New request Nouvelle					
<input type="checkbox"/> Modification					
<input type="checkbox"/> Re-assignment Réaffectation					
Contractor name/Nom de l'entrepreneur		Bidder			
Contract number/Numéro de contrat		Numéro de contrat			
TA Sheet Number/Numéro de la feuille AT		Date of issue Date d'émission		Service: Conference Conférence	
PARLIAMENTARY SERVICE/SERVICE PARLEMENTAIRE - <input type="checkbox"/>					
Description of the Work required/Description du travail demandé					
CONFERENCE SERVICE/SERVICE DES CONFÉRENCES - <input checked="" type="checkbox"/>					
Description of the Work required/Description du travail demandé					
Assignment details/Détails sur l'affectation					
Event title Titre de l'événement		Organization Organisation			
Event number Numéro de l'événement		Mode SIM		Will the event be broadcast to the public? L'événement sera-t-il diffusé au grand public? <input type="checkbox"/> Yes/Oui <input type="checkbox"/> No/Non	
Start date Date de début		End date Date de fin		Total number of days Durée totale (en	
Event Address Adresse de l'événement		Documentation time Temps de documentation		<input type="checkbox"/> Yes/Oui <input type="checkbox"/> No/Non	
				If yes, days Si oui, nombre de jours	
Travel details/Détails de voyage					
Total travel cost Coût total du voyage		Travel time or loss of earning Temps de déplacement ou perte de		<input type="checkbox"/> Yes/Oui <input type="checkbox"/> No/Non	
Dates of travel Dates de voyage		and/et		Total days of travel Nombre total de jours de déplacement	
Security Requirements/Exigences en matière de sécurité					
This task includes security requirements Cette tâche comporte des exigences de sécurité		<input type="checkbox"/> Not applicable Aucune			
		<input type="checkbox"/> Enhanced Fiabilité			
		<input type="checkbox"/> Secret			
		<input type="checkbox"/> Top Secret Très secret			
See Security Requirements Checklist (SRCL) in Annex E of the contract/voir la liste de vérification des exigences relatives à la sécurité (LVERS) à l'Annexe E du contrat					
AMENDMENT/MODIFICATION <input type="checkbox"/> Yes/Oui <input checked="" type="checkbox"/> No/Non					
RE-ASSIGNMENT <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4					
FINANCIALS/DÉTAILS FINANCIERS					
Daily rate/Tarif journalier		Additional costs/Coûts supplémentaires		Total	
		Number of days Nombre de jours			
Conference Price		Professional Fees Honoraires		0 #VALUE!	
		Broadcast 25% Diffusion 25%		0 #VALUE!	
		Short consec. 25% Petite conséc. 25%		#VALUE!	
		Long consec. 50% Longue conséc. 50%		#VALUE!	
		Travel cost Coût du voyage		0.00 \$	
		Travel time or loss of earnings Temps de déplacement ou perte de revenu		0 #VALUE!	
		Other (documentation) Autre (documentation)		0 #VALUE!	
		Amendment Modification		0.00 \$	
Total estimated cost of the Task Authorization or Task Authorization Amendment Estimation du coût total de l'autorisation de tâches ou Modification de l'autorisation de tâches		#VALUE!			
Special instructions/Instructions spéciales					
Other details of the service to be performed/Autres détails sur le travail à effectuer					

ANNEX E

KEY TERMS

Abbreviation or expression	Definition
A Language:	The language (French or English) for which the interpreter has a native speaker's skill in both oral expression and comprehension. In other words, the A language is the interpreter's mother tongue (or another language strictly equivalent to a mother tongue), into which they work from the other official language, in the two main modes of interpretation: simultaneous and consecutive interpretation. For broadcast assignments, an interpreter normally works only into their A-language.
Availability Hours	Availability hours refers to the hours during which the Contractor is expected to be available to work when contracted by the Bureau on a given day.
B Language:	A language (English or French) other than the mother tongue, for which the interpreter has full functional competence in both oral expression and comprehension. Although it is not their mother tongue, the interpreter has a perfect command of this language into which they work from their A language (i.e. the other official language).
Broadcast	Performing work disseminated to the general public, including over the Internet, whether it is a live broadcast or the broadcast of a recording.
Consecutive Interpreting (CI)	The interpreter listens the speaker while taking notes and renders the speech after the speaker stops or pauses.
Contract	Means articles of agreement, these general conditions, any general conditions, appendices, schedules and any other document incorporated by reference, all as amended from time to time with the consent of the parties.
Contracting Authority	Means the person designated as such in the contract, or in a notice to the contractor, to represent Canada in the administration of the contract.
Contractor	Third party with whom the Government of Canada has entered into a contract for the performance of work.
Contractor's Representative	Person appointed to represent the contractor performing the work under the contract.
Distance interpreting	Interpreting enabled by ICT, where the interpreter is in a different location than the majority of participants at a given event. Note that the definition of distance interpreting may evolve and be modified during the contract period.
Event	This is an activity described in a Task Authorization (TA) [see Annex D].
Extention of Work	Extension of work beyond the hours agreed in the Task Authorization.
Former Public Servant	For the purposes of this clause, "former public servant" is any former

	<p>member of a department as defined in the <i>Financial Administration Act</i>, 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:</p> <ul style="list-style-type: none"> a. an individual; b. an individual who has incorporated; c. a partnership made of former public servants; or d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.
GC	Government of Canada
Interpretation for Conference Events	This refers to conference interpretation services from English to French or French to English at the following events: international summits, bilateral or multilateral exchanges between heads of state and the government, intradepartmental or interdepartmental conferences, meetings between federal ministers and their provincial or territorial counterparts, and meetings of other federal organizations, as required.
Interpretation for Parliamentary Events	This refers to interpretation services from English to French or French to English to the Parliament of Canada in House of Commons, Senate and Cabinet debates and Cabinet committees, press conferences or events involving the work of Parliamentary associations. Resources regularly accompany senators and MPs who belong to Parliamentary committees when they travel in Canada and abroad.
Interpreter	A conference interpreter accredited by the Translation Bureau.
Interpreting Hours	Interpreting hours refers to the time that the Contractor spends interpreting on any given day.
IP	Intellectual Property
Long Consecutive Interpreting	Defined as the consecutive interpretation of interventions of more than one minute in length, requiring specialization or considerable experience in note-taking technique. Long consecutive mode assignments typically require the interpreter to accompany the client in a variety of venues and where the assignment time may extend the workday.
Non-Interpreting Hours	The Contractor must include in their daily rate one hour of non-interpretation time at the site of the event (s) taking place as part of the working hours. The non-interpretation time can be spread over more than one assignment in the same working day. Non-interpretation time includes sound testing and time without interpretation for sound testing and/or waiting time without interpretation, in cases where committees start late for technical or obstruction reasons, after which the contractor is entitled to invoice for an extension of the work.
Official Languages (OL)	The <i>Official Languages Act</i> (OLA) stipulates that French and English are the official languages of Canada and that they have equal status and equal rights and privileges as to their use in the institutions of the Parliament and Government of Canada, as per the Constitution.
Over the Telephone	Sub-category of Distance Interpretation, OTI is the provision of

Interpreting (OTI)	interpreting for telephone audio-conferences. The Bureau makes every effort to avoid over the telephone simultaneous interpreting, but allows over the telephone consecutive interpreting.
PBN	Procurement Business Number
Personal Home	Personal home of the contractor.
Pool 1	If their rates are within 20% of the established median, freelancers will be placed in Pool 1, which is the first pool to be considered for attributing work.
Pool 2	If their rates are not within 20% over or under the established median, freelancers will be placed in Pool 2, which is the second pool to be considered for attributing work.
Professional Domicile	Address (city and province) of the Contractor's professional domicile.
Projet authority	The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.
PSPC	Means the Department of Public Services and Procurement Canada, as set out in the <u>Department of Public Works and Government Services Act</u> .
PSSA	<u>Public Service Superannuation Act</u>
Public Holiday	New Year's Day, Good Friday, Easter Monday, Victoria Day, Saint-Jean-Baptiste Day in Quebec, Canada Day, the first Monday in August (in all provinces except in Quebec), Labor Day, Thanksgiving, Remembrance Day, Christmas and Boxing Day.
Quality Index	The quality index is a rating represented by a colour: green, yellow or red. It is assigned to the Contractor following a technical evaluation by a Translation Bureau evaluator and is based on the quality of their interpretation work.
Request for Availability	The request for availability may take the form of an advance call for availability in which we ask the interpreters to indicate their availability to us up to 8 weeks in advance; it could also be assignment offers made weeks or days before the assignments in question. Freelancers may change their availability at any time before receiving written confirmation that their services have been retained.
Sampling	Sampling, also called spot check, is a brief (five-minute) assessment of the Contractor's performance, conducted in person or using a recording, in order to determine whether the quality is adequate.
Short Consecutive Interpreting	Defined as the consecutive interpretation of short interventions, typically under one minute at a time, that is commonly used and that requires no special expertise or experience, since all conference interpreters with a <u>Master of Conference Interpreting</u> (MCI) or equivalent experience have been trained to provide this.

Simultaneous Interpreting (SI)	In standard simultaneous mode, the interpreter sits in a booth with a clear view of the meeting room and the speaker. He or she listens to and simultaneously interprets the speech into a target language. Standard simultaneous interpreting requires a booth (fixed or mobile) that meets ISO/IEC standards for sound insulation, dimensions, air quality and accessibility as well as for the appropriate equipment, such as headphones and microphones.
SRCL	Security Requirement Check List
TA	Task Authorization
Technical Evaluation	In a technical evaluation, the Contractor's performance is assessed in detail and compared with the original speech, the goal being to evaluate the Contractor's technical skills. The evaluation considers the level of difficulty of the assignment or turn (subject, speed, density and style, accent, and prosody) and is performed in person or using a recording, depending on operational requirements. Ideally, three turns are assessed: 20 or 30 minutes of interpretation per turn.
Translation Bureau	Department or agency for which the work is performed.
Whispering Interpreting	An interpreting mode whereby the interpreter is seated next to one or two meeting participants and whispers the interpretation of the speech. This mode is used mainly when only very few people need interpretation. This interpreting mode is also commonly known by its classic French name, chuchotage.

ATTACHMENT A

TECHNICAL EVALUATION

1. Mandatory Technical Criteria

The technical bid must meet all mandatory technical criteria specified in the table below. The Bidder must provide the necessary documentation to demonstrate compliance.

Any Bid which fails to meet the mandatory technical criteria will be declared non-responsive.

Mandatory Technical Criteria	Supporting documentation
<p>Each resource proposed by the bidder must:</p> <ul style="list-style-type: none">• Be accredited by the Translation Bureau. <p><u>Note for bidders:</u></p> <p>Above mandatory technical criteria applies to both streams:</p> <p>Stream 1 – Conferences Interpretation Services Stream 2 – Parliamentary Interpretation Services</p>	<p>To meet these criteria, the bidder must:</p> <p>a) Provide the name of each proposed resource for verification against the TB Directory of accredited freelancers by filling out the table at section 2 (below).</p> <p><u>Note for bidders:</u></p> <ul style="list-style-type: none">• Proposed resource may be employed by the bidder or a subcontractor. They may also be independent contractors to whom the offeror would assign a portion of the work.• The same resource cannot be proposed by more than one bidder.

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2. List of proposed resources

Bidder Information				
Legal Name				
Procurement Business Number (PBN)				
Address				
Professional Domicile (if Bidder prefers to use a professional domicile for travel calculations)				
Email Address				
Telephone Number(s)				
Proposed Resources				
Resource Name	Interpretation Type (conference and/or parliamentary)	A language	Security Level (Nil, Reliability, Secret or Top Secret)	Security Certificate Number
	<input type="checkbox"/> Conference <input type="checkbox"/> Parliamentary			
	<input type="checkbox"/> Conference <input type="checkbox"/> Parliamentary			
	<input type="checkbox"/> Conference <input type="checkbox"/> Parliamentary			
	<input type="checkbox"/> Conference <input type="checkbox"/> Parliamentary			
	<input type="checkbox"/> Conference <input type="checkbox"/> Parliamentary			
	<input type="checkbox"/> Conference <input type="checkbox"/> Parliamentary			

ATTACHMENT B

CERTIFICATIONS

1. Certifications Required with the Bid

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

2. Integrity Provisions - Declaration of Convicted Offences

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

2.1 Integrity Provisions – List of Names

Complete Legal Name of Company	
Company Address	
Company's Procurement Business Number (PBN)	
Bid Solicitation Number	
Board of Directors* (use format: first name, last name or attach a list)	
* Director	
* Director	
* Director	
* Director	
* Director	
* Director	
* Director	
* Director	
* Director	
* Director	
Other members of the BD	
Comments	

3. Status and Availability of Resources

The Bidder certifies that, should they be awarded a contract as a result of the bid solicitation, every individual proposed in their 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 their control, the Bidder is unable to provide the services of an individual named in their 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 they have 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.

**Printed Name of Contractor's Authorized
Signatory**

**Signature of Contractor's Authorized
Signatory**

4. Former Public Servants

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

- a. name of former public servant
- b. date of termination of employment or retirement from the Public Service

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

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Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks; and
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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5. Certification – Applicable Laws

The contract must be interpreted and governed by the laws in force in _____ (*insert province or territory*) and the relations between the parties will be determined by these laws.

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6. Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

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ATTACHMENT C

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts to be paid by any of the following Electronic Payment Instruments:

- ☐ () VISA Acquisition Card
- ☐ () MasterCard Acquisition Card
- ☐ () Direct Deposit (Domestic and International)
- ☐ () Electronic Data Interchange (EDI)
- ☐ () Wire Transfer (International Only)
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)

ATTACHMENT D

BIDDERS' CONFERENCE REGISTRATION FORM
Interpretation Services RFP Bidder's Conference
Teleconference and Videoconference
April 21st, 2021
From 5:00 p.m. to 7:00 p.m. EDT

(DEADLINE FOR REGISTRATION IS APRIL 16th, 2021, 16:00 P.M. EDT)

Instructions

- Please note that this form must be completed electronically and submitted via e-mail. Hand-written and/or scanned forms will not be accepted.**
- Entering data in this form:
 - Press Tab to move from field to field.
 - All fields will expand as you enter characters.
 - A drop-down list of possible answers will appear by double-clicking on the field and using the arrow to select your answer; and,
 - The Corporate E-mail address, as provided by you below, will be used to advise you of confirmations and other messages.
- Participation guidelines:
 - There is no limit of registration per company.
- Upon completion of this form please return it via Email to:
TPSGC.PAOutillInterpretation-APTToolInterpretation.PWGSC@tpsgc-pwgsc.gc.ca

Company - INFORMATION

Company Name:	Today's Date (YYYY/MM/DD):
Primary line of business (e.g. Interpretation Service Provider): Interpreter	Name of Person Completing this Form :
Number of attendees: 1	Corporate E-mail: Telephone:
Type of Service	For all communications relating to this form please contact:
Size of Company: Small	TPSGC.PAOutillInterpretation-APTToolInterpretation.PWGSC@tpsgc-pwgsc.gc.ca

Registration INFORMATION

REGISTRANT # 1

Last Name:	First:	Language Pref: English
Office Address Street:	City:	Prov.:
Email :	Office Phone:	Cell Phone no:

REGISTRANT # 2

Last Name:	First:	Language Pref: English
Office Address Street:	City:	Prov.:
Email :	Office Phone no.:	Cell Phone no.:

Please note the following information :

- Applicants will be advised via e-mail.
- The teleconference and videoconference information will be provided by email prior the event.

ATTACHMENT E

EXAMPLE OF REQUEST FOR AVAILABILITY

Request for Availability Form – Parliamentary and Conferences Interpretation Services
 March 29 – April 30, 2021

Please complete all fields in below table.

Contractor Name:		Security Clearance:	<input type="checkbox"/> RELIABILITY
Address:			<input type="checkbox"/> SECRET
Telephone Number:			<input type="checkbox"/> TOP SECRET
Mobile Number:		Booth:	<input type="checkbox"/> ENGLISH
Email Address:			<input type="checkbox"/> FRENCH

Please check off the dates for which you are available. Do not check the dates that you have already been hired for by the Translation Bureau. Contractors must also consider travelling time in their availabilities.

29 March: Work Streams: <input type="checkbox"/> CIS: 8 a.m. to 6 p.m. <input type="checkbox"/> PIS : <input type="checkbox"/> Day shift <input type="checkbox"/> Evening shift <input type="checkbox"/> Both Are you available to travel? <input type="checkbox"/> yes <input type="checkbox"/> no	30 March: Work Streams: <input type="checkbox"/> CIS: 8 a.m. to 6 p.m. <input type="checkbox"/> PIS : <input type="checkbox"/> Day shift <input type="checkbox"/> Evening shift <input type="checkbox"/> Both Are you available to travel? <input type="checkbox"/> yes <input type="checkbox"/> no	31 March: Work Streams: <input type="checkbox"/> CIS: 8 a.m. to 6 p.m. <input type="checkbox"/> PIS : <input type="checkbox"/> Day shift <input type="checkbox"/> Evening shift <input type="checkbox"/> Both Are you available to travel? <input type="checkbox"/> yes <input type="checkbox"/> no	1 April: Work Streams: <input type="checkbox"/> CIS: 8 a.m. to 6 p.m. <input type="checkbox"/> PIS : <input type="checkbox"/> Day shift <input type="checkbox"/> Evening shift <input type="checkbox"/> Both Are you available to travel? <input type="checkbox"/> yes <input type="checkbox"/> no	2 April: Work Streams: <input type="checkbox"/> CIS: 8 a.m. to 6 p.m. <input type="checkbox"/> PIS : <input type="checkbox"/> Day shift <input type="checkbox"/> Evening shift <input type="checkbox"/> Both Are you available to travel? <input type="checkbox"/> yes <input type="checkbox"/> no
5 April: Work Streams: <input type="checkbox"/> CIS: 8 a.m. to 6 p.m. <input type="checkbox"/> PIS : <input type="checkbox"/> Day shift <input type="checkbox"/> Evening shift <input type="checkbox"/> Both Are you available to travel? <input type="checkbox"/> yes <input type="checkbox"/> no	6 April: Work Streams: <input type="checkbox"/> CIS: 8 a.m. to 6 p.m. <input type="checkbox"/> PIS : <input type="checkbox"/> Day shift <input type="checkbox"/> Evening shift <input type="checkbox"/> Both Are you available to travel? <input type="checkbox"/> yes <input type="checkbox"/> no	7 April: Work Streams: <input type="checkbox"/> CIS: 8 a.m. to 6 p.m. <input type="checkbox"/> PIS : <input type="checkbox"/> Day shift <input type="checkbox"/> Evening shift <input type="checkbox"/> Both Are you available to travel? <input type="checkbox"/> yes <input type="checkbox"/> no	8 April: Work Streams: <input type="checkbox"/> CIS: 8 a.m. to 6 p.m. <input type="checkbox"/> PIS : <input type="checkbox"/> Day shift <input type="checkbox"/> Evening shift <input type="checkbox"/> Both Are you available to travel? <input type="checkbox"/> yes <input type="checkbox"/> no	9 April: Work Streams: <input type="checkbox"/> CIS: 8 a.m. to 6 p.m. <input type="checkbox"/> PIS : <input type="checkbox"/> Day shift <input type="checkbox"/> Evening shift <input type="checkbox"/> Both Are you available to travel? <input type="checkbox"/> yes <input type="checkbox"/> no
12 April: Work Streams: <input type="checkbox"/> CIS: 8 a.m. to 6 p.m. <input type="checkbox"/> PIS : <input type="checkbox"/> Day shift <input type="checkbox"/> Evening shift <input type="checkbox"/> Both Are you available to travel? <input type="checkbox"/> yes <input type="checkbox"/> no	13 April: Work Streams: <input type="checkbox"/> CIS: 8 a.m. to 6 p.m. <input type="checkbox"/> PIS : <input type="checkbox"/> Day shift <input type="checkbox"/> Evening shift <input type="checkbox"/> Both Are you available to travel? <input type="checkbox"/> yes <input type="checkbox"/> no	14 April: Work Streams: <input type="checkbox"/> CIS: 8 a.m. to 6 p.m. <input type="checkbox"/> PIS : <input type="checkbox"/> Day shift <input type="checkbox"/> Evening shift <input type="checkbox"/> Both Are you available to travel? <input type="checkbox"/> yes <input type="checkbox"/> no	15 April: Work Streams: <input type="checkbox"/> CIS: 8 a.m. to 6 p.m. <input type="checkbox"/> PIS : <input type="checkbox"/> Day shift <input type="checkbox"/> Evening shift <input type="checkbox"/> Both Are you available to travel? <input type="checkbox"/> yes <input type="checkbox"/> no	16 April: Work Streams: <input type="checkbox"/> CIS: 8 a.m. to 6 p.m. <input type="checkbox"/> PIS : <input type="checkbox"/> Day shift <input type="checkbox"/> Evening shift <input type="checkbox"/> Both Are you available to travel? <input type="checkbox"/> yes <input type="checkbox"/> no

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19 April: Work Streams: <input type="checkbox"/> CIS: 8 a.m. to 6 p.m. <input type="checkbox"/> PIS : <input type="checkbox"/> Day shift <input type="checkbox"/> Evening shift <input type="checkbox"/> Both Are you available to travel? <input type="checkbox"/> yes <input type="checkbox"/> no	20 April: Work Streams: <input type="checkbox"/> CIS: 8 a.m. to 6 p.m. <input type="checkbox"/> PIS : <input type="checkbox"/> Day shift <input type="checkbox"/> Evening shift <input type="checkbox"/> Both Are you available to travel? <input type="checkbox"/> yes <input type="checkbox"/> no	21 April: Work Streams: <input type="checkbox"/> CIS: 8 a.m. to 6 p.m. <input type="checkbox"/> PIS : <input type="checkbox"/> Day shift <input type="checkbox"/> Evening shift <input type="checkbox"/> Both Are you available to travel? <input type="checkbox"/> yes <input type="checkbox"/> no	22 April: Work Streams: <input type="checkbox"/> CIS: 8 a.m. to 6 p.m. <input type="checkbox"/> PIS : <input type="checkbox"/> Day shift <input type="checkbox"/> Evening shift <input type="checkbox"/> Both Are you available to travel? <input type="checkbox"/> yes <input type="checkbox"/> no	23 April: Work Streams: <input type="checkbox"/> CIS: 8 a.m. to 6 p.m. <input type="checkbox"/> PIS : <input type="checkbox"/> Day shift <input type="checkbox"/> Evening shift <input type="checkbox"/> Both Are you available to travel? <input type="checkbox"/> yes <input type="checkbox"/> no
26 April: Work Streams: <input type="checkbox"/> CIS: 8 a.m. to 6 p.m. <input type="checkbox"/> PIS : <input type="checkbox"/> Day shift <input type="checkbox"/> Evening shift <input type="checkbox"/> Both Are you available to travel? <input type="checkbox"/> yes <input type="checkbox"/> no	27 April: Work Streams: <input type="checkbox"/> CIS: 8 a.m. to 6 p.m. <input type="checkbox"/> PIS : <input type="checkbox"/> Day shift <input type="checkbox"/> Evening shift <input type="checkbox"/> Both Are you available to travel? <input type="checkbox"/> yes <input type="checkbox"/> no	28 April: Work Streams: <input type="checkbox"/> CIS: 8 a.m. to 6 p.m. <input type="checkbox"/> PIS : <input type="checkbox"/> Day shift <input type="checkbox"/> Evening shift <input type="checkbox"/> Both Are you available to travel? <input type="checkbox"/> yes <input type="checkbox"/> no	29 April: Work Streams: <input type="checkbox"/> CIS: 8 a.m. to 6 p.m. <input type="checkbox"/> PIS : <input type="checkbox"/> Day shift <input type="checkbox"/> Evening shift <input type="checkbox"/> Both Are you available to travel? <input type="checkbox"/> yes <input type="checkbox"/> no	30 April: Work Streams: <input type="checkbox"/> CIS: 8 a.m. to 6 p.m. <input type="checkbox"/> PIS : <input type="checkbox"/> Day shift <input type="checkbox"/> Evening shift <input type="checkbox"/> Both Are you available to travel? <input type="checkbox"/> yes <input type="checkbox"/> no

COMMENTS:
If you wish to work a certain number of days per week and don't have a preference on which days, please indicate it here. Preference will be given to consecutive days when there is travel.

ATTACHMENT F

BID SUBMISSION CHECKLIST

The following table is a checklist for self-assessment. Notwithstanding the requirements for deliverables identified elsewhere in this solicitation and its associated technical specifications, the following are the only mandatory deliverables that must be submitted with the solicitation documents:

Attachments can be found on buyandsell.gc.ca, in the "Solicitation Documents" and "Attachments" sections of the page dedicated to this RFP.

Documents Required at Bid Closing Time:			
Document number	Part	Description	Document included
1.	Cover page	Cover page of the completed and signed Request for Proposal (RFP)	<input type="checkbox"/>
Section I – Technical Bid			
2.	Attachment A	List of proposed resources	<input type="checkbox"/>
Section II – Financial Bid			
3.	Annex B	Duly completed basis of payment table	<input type="checkbox"/>
4.	Attachment C	Electronic Payment Instruments	<input type="checkbox"/>
Section III – Attestation			
5.	Attachment B	Completed certification	<input type="checkbox"/>
6.	Part 6 of the RFP	The Contractor must provide security clearance certification for his organization and for all proposed resources.	<input type="checkbox"/>
Bidders' Conference – Please submit the form prior April 16th, 2021 at 4:00 PM (EDT) to confirm your interest			
7.	Attachment D	Completed Bidders' Conference Registration Form	<input type="checkbox"/>

ATTACHMENT G

EPOST CONNECT QUICK REFERENCE CARD



ELECTRONIC TRANSMISSION OF BIDS

Submit Bids Electronically through *epost Connect™*

What is *epost Connect™*?

epost Connect™ is a digital delivery platform with bank-grade encryption. If the solicitation documents allow for the submission of bids through *epost Connect™*, bidders can submit bids electronically through *epost Connect™* to Public Services and Procurement Canada (PSPC).

How do I bid using *epost Connect™*?

If the solicitation allows for the submission of bids through *epost Connect™*, you can submit a bid with or without having an *epost Connect™* license. Canada Post provides support (canadapost.ca/cpc/en/business/postal-services/digital-mail/epost-connect.page) to transfer documents using an *epost Connect™* license.

Follow the steps below to submit a bid without an *epost Connect™* license. Note that these instructions are not a substitute for information contained in the solicitation. Information in the solicitation takes precedence. *epost Connect™* instructions may change over time.

- 1** Create a free Canada Post account: canadapost.ca/cpc/en/business.page. Click *My Account* and follow the steps.
- 2** Find the solicitation on [Buyandsell.gc.ca](https://buyandsell.gc.ca) that you want to bid on and open the solicitation document. Review the solicitation to determine if the submission of bids is permitted by *epost Connect™*.
- 3** Send an email to the acceptable email address to use with *epost Connect™* which is referenced in the solicitation. In the email, quote the bid solicitation number (found in the page header) and indicate that you wish to open an *epost Connect™* conversation.
 - Ensure you send this email from the email address linked to your Canada Post account.
 - Do not attach your bid to this email.
 - In order to ensure a response, send the email at least six business days prior to the solicitation closing date and time.
- 4** You will receive an email from PSPC's Bid Receiving Unit via *epost Connect™*, inviting you to participate in an *epost Connect™* conversation. Check your junk email folder if you don't receive an email in your inbox.
 - In the email, click on *Access the Message*.
 - Click on *Use epost Connect™* and log into your Canada Post account.
 - Click on the link under the NAME title.
 - Click on *Open* to open the conversation.
 - Click on *Post Message*. In the Message box, enter the solicitation number. Click *Browse* to locate your completed bid on your computer. Select your bid file(s) and click on *Open*. You will notice your file has been added below File Name.
 - Click on *Submit*.
- 5** A text box will appear in *epost Connect™*, indicating the date and time your bid was submitted.

You will also receive an email from PSPC's Bid Receiving Unit via *epost Connect™*, inviting you to open the same *epost Connect™* conversation. Click on *Access the Message* in the email and log into your Canada Post account to view the message that the Bid Receiving Unit has received your bid.

If you do not see this text box and are redirected to the Canada Post sign-in page, your session expired and your bid was not submitted. You will need to sign in again and resubmit your bid.

***epost Connect™* SUPPORT**
TECHNICAL SUPPORT IS AVAILABLE 24 HOURS A DAY, EVERY DAY, AT: 1-877-376-1212