

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des
soumissions\Travaux publics et Services
gouvernementaux Canada
See herein for bid submission
instructions/
Voir la présente pour les
instructions sur la présentation
d'une soumission
NA
Ontario

Request For a Standing Offer
Demande d'offre à commandes

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and
Government Services Canada, hereby requests a Standing Offer
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et
Services Gouvernementaux Canada, autorise par la présente,
une offre à commandes au nom des utilisateurs identifiés
énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Public Works and Government Services Canada
Ontario Region
10th Floor, 4900 Yonge Street
Toronto
Ontario
M2N 6A6

Title - Sujet Bilingual Services Des services bilingues	
Solicitation No. - N° de l'invitation W8160-200056/A	Date 2021-06-10
Client Reference No. - N° de référence du client W8160-200056	GETS Ref. No. - N° de réf. de SEAG PW-\$TOR-014-8063
File No. - N° de dossier TOR-1-44015 (014)	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 2021-06-28 Heure Avancée de l'Est HAE	
Delivery Required - Livraison exigée See Herein – Voir ci-inclus	
Address Enquiries to: - Adresser toutes questions à: Vandonk, Tyler	Buyer Id - Id de l'acheteur tor014
Telephone No. - N° de téléphone (905)301-5477 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE Canadian Forces College 215 Yonge Blvd. TORONTO Ontario M5M3H9 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein
Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes.

1.2 Summary

1.2.1 Description of Requirement

Request for Standing Offer (RFSO) for the provision of Translations Services for bilingually accessible versions of pre-recorded videos and audio recordings (Presentations) - from English to French or French to English. The service is provided on and as-and-when requested basis, in accordance with the attached Annex "A" Statement of Work. A maximum call-up limitation of \$5,000.00 will apply.

The resulting Regional Individual Standing Offer (RISO) may be used by Canadian Forces College within the Ontario Region.

The period of the Standing Offer will be 1 year with additional two 1-year option periods.

- 1.2.2 This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

1.4 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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 Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2020-05-28) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Offers – Epost only

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the RFSO.

TPSGC.orreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca
(email address for epost Connect service)

Note: Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instruction 2006, or to send offers through an epost Connect message if the offeror is using its own licensing agreement for epost Connect. It is the Offeror's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six (6) days before the Request for Proposals closing date.

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

2.3 Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension?

YES () NO ()

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

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

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

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

YES () NO ()

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;

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

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors 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) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

The Offeror must submit its offer electronically. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

Section I: Technical Offer
Section II: Financial Offer
Section III: Certifications

Due to the nature of the RFSO, offers transmitted by facsimile will not be accepted.

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

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

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

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

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

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex "B" Basis of Payment.

3.1.1 Electronic Payment of Invoices - Offer

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

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

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The Offer must comply with the mandatory technical criteria specified below. The Offeror must provide in their proposal the necessary documentation to support and demonstrate compliance with the mandatory technical criteria.

Offers which fail to meet the mandatory technical criteria will be declared non-responsive and will receive no further evaluation. Each mandatory technical criteria must be addressed separately.

	Mandatory Technical Criteria
M1	<p>The Bidder must be competent to perform the Services and must have the necessary licences and qualifications including the knowledge, skill and ability to perform the Services. The Bidder must demonstrate that the translator(s) employed under any resulting contract will have appropriate accreditation and/or academic training. To demonstrate this, the Bidder must provide one of the following:</p> <ol style="list-style-type: none">1. Bidder must indicate that translators have accreditation from The Association of Translators and Interpreters of Ontario (ATIO), or;2. Accreditation from an equivalent provincial association such as Ordre des traducteurs terminologues et interprètes agréés du Québec (OTTIAQ), or;3. Accreditation from a national body such as the Canadian Translators, Terminologists and Interpreters Council (CTTIC), or;4. A certificate achieved from successfully passing a provincially-recognized interpretation/translation assessment such as the the Interpreter Language & Skills Assessment Tool (ILSAT), or5. A BA degree from a certified university in language, translation, education or an associated field. <p>If the above certification and licensing information for the translator(s) are not provided with the bid at the time of bid closing, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the requested information within the time frame provided will render the proposal non-responsive.</p>

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

Any offer which fails to meet the following mandatory requirements will be deemed non- responsive and will receive no further consideration:

- a) Offers must not contain any alteration to the Pricing Basis other than the addition of the Offeror's unit prices.
- b) Pricing must be provided for all items and all pricing periods. If the Offeror leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Offeror confirm that the price is, in fact, \$0.00. No Offeror will be permitted to add or change a price as part of this confirmation. Any Offeror who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.
- c) Offers must not contain any condition or qualification placed upon the offer.
- d) Pricing must be firm in Canadian currency, excluding applicable taxes, and must not be indexed or tied to an escalation factor.

4.1.2.2 Financial Evaluation Criteria

SACC Manual Clause M0220T (2016-01-28), Evaluation of Price - Offer

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

The Evaluated Price of an Offer will be determined by multiplying the Offer's Unit Pricing for all items in all Pricing Bases by the corresponding estimated usage for each item and adding these values together.

4.2 Basis of Selection

4.2.1 SACC Manual Clause M0031T (2007-05-25), Basis of Selection – Mandatory Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's website](https://www.canada.ca/en/employment-social-development/canada-labour/s website) (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Offeror certifies that:

() the service(s) offered are Canadian services as defined in paragraph 2 of clause A3050T.

5.2.3.1.1 SACC Manual clause A3050T (2020-07-01) Canadian Content Definition

5.2.3.2 Status and Availability of Resources

SACC Manual clause M3020T (2016-01-28), Status of Availability of Resources

5.2.3.3 Education and Experience

SACC Manual clause M3021T (2012-07-16), Education and Experience

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

6.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

6.2 Security Requirements

6.2.1 There is no security requirement applicable to the Standing Offer.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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 Works and Government Services Canada.

6.3.1 General Conditions

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

6.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in annex entitled "D". If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from _____ to _____. [Note to Offerors: Canada will insert information (dates) at time of issuance].

6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) one (1) year periods, from _____ to _____ under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Standing Offer.

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Tyler Vandonk
4900 Yonge Street, 10th floor
Toronto, Ontario M2N 6A6
Telephone: 905-301-5477
E-mail: tyler.vandonk@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

6.5.2 Project Authority

The Project Authority for the Standing Offer is: *(Identified in the call-up against a Standing offer)*

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

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

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

6.5.3 Offeror's Representative – *[Note to Offerors: Please fill out required information]*

The Offeror's Authority for the Standing Offer is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

Procurement Business Number: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2019-01 of the Treasury Board Secretariat of Canada.

6.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Canadian Forces College within the Ontario Region.

6.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through PWGSC Forms Catalogue website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;

- point of delivery;
- confirmation that funds are available under section 32 of the Financial Administration Act;
- confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ 5,000.00 (Applicable Taxes included).

6.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2035 (2020-05-28), Higher Complexity – Services of the general conditions that will apply to the contract
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) the Offeror's offer dated _____ (insert date of offer), (if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" **or** "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable).

6.11 Certifications and Additional Information

6.11.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

6.11.2 SACC Manual Clauses

SACC Manual clause M3020C (2016-01-28), Status of Availability of Resources – Standing Offer

SACC Manual clause M3060C (2008-05-12), Canadian Content Certification

6.12 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (insert the name of the province or territory as specified by the Offeror in its offer, if applicable).

6.13 Transition to an e-Procurement Solution (EPS)

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W8160-20-0056

Amd. No. - N° de la modif.
File No. - N° du dossier
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During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

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

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

6.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

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

Placeholder Clause - *[Note to Offerors: This clause will be inserted if payment by credit cards is accepted by the Offeror, otherwise it will be deleted]*

Section 17 Interest on Overdue Accounts, of (2008-12-12) General Conditions – Higher Complexity Services will not apply to payments made by credit cards.

6.3 Term of Contract

6.3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

6.4 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2019-01 of the Treasury Board Secretariat of Canada.

6.5 Payment

6.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Call-up, the Contractor will be paid a firm price, as stipulated in the call-up, calculated in accordance with Annex B - Basis of Payment. Customs duties are included, and Applicable Taxes are extra.

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

6.5.2 Limitation of Price

SACC Manual clause C6000C (2017-08-17) Limitation of Price

6.5.3 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

6.5.4 Electronic Payment of Invoices – Call-up

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- 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)

[Note to Offerors: Canada will insert or delete text, as per the Offer (Annex C), at time of issuance]

6.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract

6.7 Insurance

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

6.8 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

ANNEX "A"

Statement of Work

1. TITLE

- 1.1.** Post production of videos and audio recordings into bilingually accessible (English to French and French to English) formats.

2. BACKGROUND

- 2.1.** The Canadian Forces College (CFC) delivers graduate-level professional military education and professional development programmes to selected senior military officers and members of the national security community. Annual student enrolment is in the order of 600-700, ranging from full time programmes (450 students – annual) to short duration seminars (200 attendees - 2 days to 2 weeks duration). The programmes delivered include but are not limited to the Joint Command and Staff Programme (JCSP), the National Security Programme (NSP), the Joint Staff Operations Programme (JSOP), the Canadian Security Studies Programme (CSSP) as well as workshops and symposia.
- 2.2.** Programmes continue to rely significantly on the ability to deliver remotely through a virtual campus. As a consequence, there will be a great reliance on pre-recorded presentations by university level presenters. In instances where presenters and presentations are unilingual we endeavor to make course content as equitably accessible as practicable relative to Canadian Official Languages (English and French).
- 2.3.** During Academic Year (AY) 19/20, CFC conducted upwards of 300 minutes of lectures/presentations, for which 75% (225) could conceivably be delivered through pre-recorded video-audio during successive AYs, representing an estimated usage of 20,000 words of context per academic year.

3. REQUIREMENT

- 3.1.** CFC requires a service provider to generate bilingually accessible versions of pre-recorded videos and audio recordings (Presentations) - from English to French or French to English. Individual presentations are estimated at 15-60 minutes each; though some could be as short as 5 minutes. Some video products are also accompanied by electronic/digital slide presentations (power point) that require translation.
- 3.2.** The Service Provider is to provide translation services for CFC pre-recorded (video/audio) product, and slide deck material. The translation shall be done using a style and level of language that is consistent with the nature of the document to be translated.
- 3.3.** The rate/volume of request for service will vary based on curriculum development cycles. Routine service is likely to include as many as 10 tasks (separate recordings of varying

length) over the course of one week. The Service Provider is to deliver the material to CFC 5 business days from time of receipt for each translation request. The estimate of cumulative processing is 200-300 minutes per week.

4. PERIOD OF THE CONTRACT

- 4.1.** The period of the contract is from Date of issuance to one year later inclusive with two (2) one year options.

5. WORK ENVIRONMENT

- 5.1.** CFC regular business hours of operation are Monday to Friday 0800 to 1600 EDT.

6. TASKS

- 6.1.** Generate, from the original presentation, an English to French or French to English translation either as Voice Over audio (video or audio requests) or Subtitles (video requests) and return the material in the format requested as directed by the Project Authority.
- 6.2.** Original and final products will be in a Canadian Official Language, either:
- 6.2.1. English to French; or
 - 6.2.2. French to English.
- 6.3.** The service provider is expected to receive and deliver services, during regular business hours which are Monday-Friday from 0800 to 1600 EST, with all business affairs being conducted through common corporate IT capabilities (video calls / telephone / email / web based data exchange).
- 6.4.** The Service Provider is to respond promptly to any enquiries from the Project Authority (within four (4) business hours) to any concerns, during the translation services and after to address any quality of finished products.

7. TRANSLATION SERVICES

- 7.1. Regular Business Hours for Audio/Visual to Subtitles** – Translations services for translation of audio/visual into subtitles is based on 5 business days estimated at approximately 30-300 minutes of audio/visual material on a weekly basis and services are to be delivered within 5 business days of initial receipt.
- 7.2. Regular Business Hours for Audio/Visual to Voiceover** – Translations services for translation of audio/visual into voiceover is based on 5 business days estimated at approximately 30-300 minutes of audio/visual material on a weekly basis and services are to be delivered within 5 business days of initial receipt

7.3. Rush Hours for Audio/Visual to subtitles - In the event that CFC requests a rush translation to subtitles of between 30-300 minutes of audio/visual material to be delivered in 2.5 business days, the service provider will be paid at the rush rate with the expectation from CFC that work may be done outside of regular business hours to provide that fastest reasonably possible delivery.

7.4. Rush Hours for Audio/Visual to Voiceover - In the event that CFC requests a rush translation to voiceover of between 30-300 minutes of audio/visual material to be delivered in 2.5 business days, the service provider will be paid at the rush rate with the expectation from CFC that work may be done outside of regular business hours to provide that fastest reasonably possible delivery.

8. LANGUAGE OF WORK

8.1. The language of work is English and French.

9. TRAVEL REQUIREMENT

9.1. Not applicable.

10. WORK LOCATION

10.1. Service Provider's location.

11. CLIENT SUPPORT

11.1. Project Authority, identified at time of request.

11.2. CFC will provide a glossary of military terms/acronyms (referenced in Appendix A) to assist in interpretation. Any questions regarded translation should be referenced by to the project authority that submitted the translation request.

12. GOVERNMENT FURNISHED EQUIPMENT

12.1. None will be provided.

13. Quality Assurance

CFC Project Authority will notify the Service Provider of any errors or omissions, the service provide must rectify any errs or omissions with within 5 business days of notification.

13.1 Word Count

- a.** When a material for translation is sent to the Contractor electronically, the word count will be done electronically from the source material using the same software and version used for the source material. In this case the Project Authority will inform the Contractor of the word count in the call-up form the Contractor shall confirm the word count with the Project Authority, and any disputes shall be resolved prior to the start of the Work.

13.2 Linguistic quality and terminology uniformity

- a. The quality of the Work delivered under the Contract must meet the following and be to the satisfaction of the Project Authority. The Contractor must:
- b. Use an administrative style and appropriate language which accurately renders the message of the source material.
- c. Ensure the Work contains standardized and consistent terminology when using the services of more than one translator.
- d. Deliver Work that is absent of errors. Errors include but are not limited to:

13.3 Accuracy

- a. Mistranslation;
- b. Shift in meaning;
- c. Unwarranted omission;
- d. Unwarranted addition;
- e. Ambiguity;
- f. Illogical rendering;
- g. Lack of clarity;
- h. Improper use of terminology.

13.4 Language

- a. Syntax [improper sentence construction];
- b. Calque [expression adopted by one language from another in a more or less literally translated form];
- c. Under / over translation;
- d. Improper use of: prepositions, conjunctions, adverbs, pronouns;
- e. Grammar (lack of agreement, improper verb use);
- f. Usage, including:
 - 1) Faulty usage;
 - 2) Anglicism [words or phrases borrowed from English];
 - 3) Incorrect collocation;
 - 4) Barbarism (language error where a non-standard or an incorrect word is used);
 - 5) Improper choice of words and expressions;
- g. Typography (failure to comply with typographical conventions, punctuation and capitalization rules;
- l. typos, errors in figures).

13.5 Style and Adaptation

- a. Awkward rendering;
- b. Poor formulation;
- c. Word for word translation;
- d. Non-idiomatic rendering [whose meaning is not rendered in a natural, native-speaker style];
- e. Incorrect adaptation of any of the following with respect to the end user: tone, conciseness and level of language.

13.6 Official Titles and Terminology

Incorrect use of the following:

- a. Official titles;
- b. Acronyms;
- c. Terminology;
- d. Client usage;
- e. Lack of consistency.

13.7 FORMATTING

Problems concerning the following:

- a. Layout;
- b. Alignment of paragraphs and titles;
- c. Translation does not mirror the original of any of the following: tables, charts, table of contents, bibliography;
- d. Hypertext links are incorrect;
- e. Consistency.

13.8 Technicalities

- a. Deliver the Work in the application, format, style and layout of the source document that is used by the Project Authority unless otherwise requested in the approved call-up. In addition, the following conditions must be adhered to:
- b. No conversions will be accepted in any form. Consequently, it will not be possible to convert from one type of system to another (for example, from a Macintosh to an IBM-compatible), or to save files in an earlier or later version of the application(s) of the source document.
- c. The Contractor shall use virus detection and elimination systems and agrees to take the necessary measures to ensure the delivery of its translations on electronic media or systems free of viruses.
- d. The Contractor shall not use unauthorized codes in word processing, tables, etc.
- e. The Contractor must return, to the Unit, all form of documentation supplied.

13.9 Format and layout

- a. The Contractor shall not apply any publicity or distinctive markings (stamps, business cards, stickers, notes, etc.) to either the translations returned, in hard copy or electronic format, to any source material, previously translated material, reference documentation, diskettes, etc., however supplied to the Contractor by the Project Authority.
- b. A5.4.2. All Work must be delivered without any hand written corrections and must respect the format, pagination, layout and specific characteristics of the source material so that the Project Authority can use the Work as is.
- c. A5.4.3. For any Work interrupted or left unfinished as a result of directives from the Project Authority, the word count corresponding to the final written form of the Work completed shall be the final word count.

13.10 Certification of quality control

- a. For each deliverable, the Contractor shall return the approved call-up form to the Project Authority and provide the name of the Reviser(s) who performed the quality control, as well as his/her/their professional certification number(s) certifying the quality of the Work, where indicated on the call-up form. All Work performed shall be dated and certified by the Reviser(s) prior to delivery to the Project Authority

13.11 Language Challenges

When Canada receives an official language challenge from the Language Ombudsman, pertaining to the Contractor's translation, the Contractor must provide all information required by Canada to defend or correct their translation at no extra cost to Canada.

APPENDIX "A" - GLOSSARY OF MILITARY ACRONYMS & TERMS

3B RELEASE – Medical Release from the Canadian Armed Forces
AD – Accidental Dismemberment
ADIP – Accidental Dismemberment Insurance Plan
ALOA – Allowance in Lieu of Operational Allowance
AR/MEL – Administrative Review - Medical Employment Limitations
ASU – Area Support Unit
ATOC – Army Tactical Operations Course
BMOQ – Basic Military Officer Qualification
BMQ – Basic Military Qualification
BOI – Board of Inquiry
CAF – Canadian Armed Forces
CAR – Coverage After Release
CDA – Canadian Defence Academy
CDS – Chief of the Defence Staff
CFAO – Canadian Forces Administrative Orders
CF GROUP RSP – Canadian Forces Group Retirement Savings Plan
CFHS – Canadian Forces Health Services
CFIRP – Canadian Forces Integrated Relocation Program
CFIS – Canadian Forces Income Support
CFMAP – Canadian Forces Member Assistance Program
CFMVRCA – Canadian Forces Member and Veterans Re-establishment and Compensation Act
CFMWS – Canadian Forces Morale and Welfare Services
CFRTW – Canadian Forces Return to Work Program
CFS – Canadian Forces Station
CFSA – Canadian Forces Superannuation Act
CFSU – Canadian Forces Support Unit
CMPC – Commander Military Personnel Command
CO – Commanding Officer
CPI – Consumer Price Index
CPP – Canada Pension Plan
CRA – Canada Revenue Agency
CT – Career Transition
CTS – Career Transition Services
CTAB – Canadian Technology Accreditation Board
CTAP – Career Transition Assistance Programs
CTCC – Combined Arms Team Commanders Course
CVVRS – Canadian Veterans Vocational Rehabilitation Services
DAOD – Defence Administration Orders and Directives
DCFPS – Director Canadian Forces Pension Services
DCSM – Director Casualty Support Management
DDCP – Dependants Dental Care Plan
DGHS – Director General Health Services
DL – Dependant Life Insurance
DMCA – Director Military Careers Administration
DMED POL – Director Medical Policy
DMPAP – Director Military Pay and Allowances Processing
DND – Department of National Defence
DPSP – Director Pensions and Social Programs
EAS – Employee Assistance Services
ER – Education Reimbursement
ESDC – Employment and Social Development Canada

FIL – Family Information Line
FSNA – Federal Superannuates National Association (now National Association of Federal Retirees)
GAPDA – Garnishment, Attachment and Pension Diversion Act
GECA – Government Employees Compensation Act
GOC – Government of Canada
HOPE – Helping our Peers by Providing Empathy
HQ – Headquarters
ILP – Individual Learning Plan
INA – Insurance Needs Analysis
IPC – Incentive Pay Category
IPSC – Integrated Personnel Support Centre
IRM – Insurance for Released Members
ISN – Injured Soldier Network
JPSU – Joint Personnel Support Unit
JPSU HQ – Joint Personnel Support Unit Headquarters
LPF – Last Post Fund
LTD – Long Term Disability
LWOP – Leave without Pay
MAM – Managing Angry Moments
MBR – Member
MCTAP – Military Civilian Training Accreditation Program
MEL – Medical Employment Limitations
MET – Military Employment Transition
MFRC – Military Family Resource Centre
MFS – Military Family Services
MFSA – Mental Fitness and Suicide Awareness
MFSP – Military Family Services Program
MO – Medical Officer
NDHQ – National Defence Headquarters
NOK – Next of Kin
NPP – Non-Public Property
NVC – New Veterans Charter
OGTI – Optional Group Term Insurance
OP – Operation
OSI – Operational Stress Injury
OSISS – Operational Stress Injury Social Support
PA – Pension Act
PCAT – Permanent Category
PDSP – Pensioners Dental Services Plan
PER – Performance Evaluation Report
PLQ – Primary Leadership Qualification
PMV – Private Motor Vehicle
POC – Point of Contact
POE – Prince's Operation Entrepreneur
POP – Pastoral Outreach Program
PSC – Public Service Commission
PSEA – Public Service Employment Act
PSER – Public Service Employment Regulations
PSHCP – Public Service Health Care Plan
PSP – Personnel Support Programs
PSTC – Peace Support Training Centre
PSU – Personnel Support Unit
PTSD – Post-Traumatic Stress Disorder

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R2CL – Road to Civilian Life
R2MR – Road to Mental Readiness
RCL – Royal Canadian Legion
RCMP – Royal Canadian Mounted Police
RDCP – Reserve Dental Care Plan
RET – Retired
RFC – Reserve Force Compensation
RRIF – Registered Retirement Income Fund
RRSP – Registered Retirement Savings Plan
RTIP – Reserve Term Insurance Plan
RTW – Return to Work
SCAN – Second Career Assistance Network
SCP – Skills Completion Program
SDA – Special Duty Area
SDO – Special Duty Operation
SDP – Spousal Disability Plan
SDS – Special Duty Service
SI – Serious Injury/Illness
SISIP FS – Service Income Security Insurance Plan Financial Services
SPHL – Service Personnel Holding List
TCAT – Temporary Category
T.I.P.S. – Tax Information Phone Service
TLD – Third Location Decompression
UN – United Nations
UNMO – United Nations Military Observer
VAC – Veterans Affairs Canada
VIP – Veterans Independence Program
VPOP – Veterans Pastoral Assistance Program
VRAB – Veterans Review and Appeal Board
VRP – Vocational Rehabilitation Program
VRPSM – Vocational Rehabilitation Program for Serving Members
VSI – Very Serious Injury/Illness
WCB – Workers Compensation Board
YMPE – Year's Maximum Pensionable Earnings

ANNEX "B"

BASIS OF PAYMENT

All prices are firm all-inclusive prices in Canadian funds, including Canadian customs duties and excise taxes, FOB destination(s) indicated, as applicable. HST is not included in pricing and must be shown as a separate item on invoices.

Estimated Usage:

The estimated usages provided are for the sole purpose of establishing an evaluation tool and are based only on best estimate and in no way reflect the actual usages expected or any commitment on the part of the Crown. The quantities as stated herein reflect the expected usage for one year and are an estimate of the requirement made in good faith. The Standing Offer will be limited to the actual goods ordered.

[Note to Offerors: The text above and the Estimated Usage columns will be removed from the resulting Standing Offer(s)]

Pricing Periods

- 1st period: Date of issuance to one year later inclusive *[Canada will insert dates at time of issuance]*
- 2nd period (option): *[Full Calendar Year following end of 1st period - Canada will insert dates at time of issuance]*
- 3rd period (option): *[Full Calendar Year following end of 2nd period - Canada will insert dates at time of issuance]*

1. Regular Service

A. Regular Business Hours Translation for Audio/Visual to Subtitles (English to French and French to English)

Item	Period	Offeror's Cost per minute Column (A)	Estimated Usage Column (B)	Total Columns (AxB)
4	1 st Period	\$	300 minutes	\$.....
5	2 nd Period	\$	300 minutes	\$.....
6	3 rd Period	\$	300 minutes	\$.....

Total aggregate for 1. Regular Services (A) \$.....

B. Regular Business Hours Translation for Audio/Visual to Voiceover (English to French and French to English)

Item	Period	Offeror's Cost per minute Column (A)	Estimated Usage Column (B)	Total Columns (AxB)
7	1 st Period	\$	300 minutes	\$.....
8	2 nd Period	\$	300 minutes	\$.....
9	3 rd Period	\$	300 minutes	\$.....

Total aggregate for 1. Regular Services (B) \$.....

Total Combined Cost for 1. Regular Services (A & B) \$.....

2. Rush Service

C. Rush Translation for Audio/Visual to Subtitles (English to French and French to English)

Item	Period	Offeror's Cost per minute Column (A)	Estimated Usage Column (B)	Total Columns (AxB)
13	1 st Period	\$	100 minutes	\$.....
14	2 nd Period	\$	100 minutes	\$.....
15	3 rd Period	\$	100 minutes	\$.....

Total aggregate for 2. Rush Services (C) \$.....

D. Rush Translation for Audio/Visual to Voiceover (English to French and French to English)

Item	Period	Offeror's Cost per minute Column (A)	Estimated Usage Column (B)	Total Columns (AxB)
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19	1 st Period	\$	100 minutes	\$.....
20	2 nd Period	\$	100 minutes	\$.....
21	3 rd Period	\$	100 minutes	\$.....

Total aggregate for 2. Rush Services (D) \$.....

Total Combined Cost for 2. Rush Services (C & D) \$.....

TOTAL COST OF SERVICES FOR EVALUATION PURPOSES

Total Combined Cost for 1. Regular Services (A & B) \$.....

Total Combined Cost for 2. Rush Services (C & D) + \$.....

Total Evaluated Cost (1.Regular Services and 2. Rush Services) \$.....

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ANNEX “C” to PART 3 OF THE REQUEST FOR STANDING OFFERS

(insert if applicable)

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, the Offeror must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.

The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):

- ☐ 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)

ANNEX "D"

STANDING OFFER REPORTING REQUIREMENTS

Send to the Standing Offer authority named herein.

Use the Standing Offer number in the Subject line and clearly indicate:

- The standing offer number for which the data is submitted;
- The period for which the data has been accumulated (start date to end date);
- The Department with whom the standing offer was arranged;
- The start date and end date for the standing offer; and
- The total spend to date, by government department.

Standing Offer Title		Standing Offer #	Start Date of SO (DD/MM/YYYY)	End Date of SO (DD/MM/YYYY)	
Total Value to Date (\$)		Total Value for Reporting Period (\$)	Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)	
Department Requesting	Order Number	Work Description (Item # ,Quantity)	Date of Order	Date of Delivery	Value of Order (not including HST)