



**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

Proposal to : Statistics Canada  
Propositions aux: Statistique 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 or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

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 articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

<b>Solicitation No – N° de l’invitation :</b> J055373/B
<b>Solicitation closes – L’invitation prend fin</b>  At – à : 14:00 EST  On – le : March 10, 2022
<b>Update – Mise à jour :</b>

<b>Name and title of person authorized to sign on behalf of vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d’impression).</b>
<b>Name – Nom :</b>
<b>Title – Titre :</b>

<b>Date of Solicitation – Date de l’invitation:</b> February 08, 2022	<b>Page</b> 1 of/de 26
<b>Address inquiries to – Adresser toute demande de renseignements à:</b>  <a href="mailto:statcan.macs bids-smcsoumissions.statcan@statcan.gc.ca">statcan.macs bids-smcsoumissions.statcan@statcan.gc.ca</a>	
<b>Area code and Telephone No. Code régional et N° de téléphone</b> (613) 402-7636	
<b>Destination</b>  MACS BID  <a href="mailto:statcan.macs bids-smcsoumissions.statcan@statcan.gc.ca">statcan.macs bids-smcsoumissions.statcan@statcan.gc.ca</a>	

**Instructions :**  
Municipal taxes are not applicable.

Unless otherwise specified herein by the Crown, all prices quotes are to be net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be F.O.B., including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax is to be shown as a separate item.

**Instructions:**  
Les taxes municipales ne s’appliquent pas.

Sauf indication contraire, énoncée par la Couronne, dans les présentes, tous les prix indiqués sont des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d’accise et doivent être F.A.B., y compris tous frais de livraison à la (aux) destination(s) indiquée(s). La somme de la taxe sur les produits et services devra être un article particulier.

<b>Delivery required – Livraison exigée</b>	<b>Delivery offered – Livraison proposé</b>
<b>Vendor Name and Address – Raison sociale et adresse du fournisseur</b>  <b>Facsimile No – N° de télécopieur :</b> <b>Telephone No – N° de téléphone :</b>	
<b>Signature</b>	<b>Date</b>



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses & conditions related to solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted and bidder will be selected as per the evaluation criteria addressed in the bid;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, Task Authorization Form, and Electronic Payment Instruments.

### **1.2 Summary**

Statistics Canada is seeking the services of a contractor to provide remote interpretive services in a non-moderated Zoom environment as Statistics Canada has no in-house interpretation booths as they are being upgraded and renovated. as defined under the Annex A: Statement of Work.

The objective of this project is provision of simultaneous interpretative services to assist their Conference and Multimedia Services Section in providing interpretation in a non-moderated Zoom environment during virtual and hybrid meetings.

The initial contract would be for one (1) year from contract award to March 31, 2023 with three (3) additional one (1) year option periods.

### **1.3 Security Requirement**

There is no security requirement associated with this requirement.

### **1.4 Trade Agreements**

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA), Canada Korea Free Trade Agreement (CKFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Columbia Free Trade Agreement (CCoFTA), Canada-Honduras Free Trade Agreement, Canada-Peru Free Trade Agreement and the Canada-Panama Free Trade Agreement (CPanFTA) if it is in force.



## 1.5 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.

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$26,400 for goods and \$105,700 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information on OPO's services or to determine if your concerns are within the Ombudsman's mandate, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).



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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

In the complete text content (except Subsection 1.0, Subsection 3.0, and Subsection 20): Delete "Public Works and Government Services Canada" and Insert "Statistics Canada". Delete "PWGSC" and Insert "StatCan"

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

Delete: 60 days

Insert: 90 days

### 2.2 Submission of Bids

Bids must be submitted only to Statistics Canada by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile or epost 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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### Definitions

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

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



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

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

### Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than two (2) 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



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be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## 2.5 Applicable Laws

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

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

## 2.6 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.





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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

- Section I: Technical Bid: one (1) soft copy by e-mail in a “pdf” format;
- Section II: Financial Bid: one (1) soft copy by e-mail in a “pdf” format;
- Section III: Certifications: one (1) soft copy by e-mail in a “pdf” format;
- Section IV: Additional Information: one (1) soft copy by e-mail in a “pdf” format.

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

#### Section I: Technical Bid

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Pricing Schedule Attachment 2 to Part 3. The total amount of Applicable Taxes must be shown separately.

#### Section III: Certifications

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

#### 3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete “Attachment 1 to Part 3” Electronic Payment Instruments, to identify which ones are accepted.

If “Attachment 1 to Part 3” 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.

#### 3.1.3 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

#### 3.1.4 SACC Manual Clauses

#### Section II: Certifications

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



**ATTACHMENT 1 to PART 3 OF THE BID SOLICITATION**

**ELECTRONIC PAYMENT INSTRUMENTS**

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

( ) Direct Deposit (Domestic and International)



**ATTACHMENT 1 TO PART 3 – PRICING SCHEDULE**

The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted all-inclusive fixed per-diem rate for each of the resource categories identified.

The rates specified below, when quoted by the Bidder, include the total estimated cost of all travel and living expenses that may need to be incurred for:

- a. Work described in Part 6, Resulting Contract Clauses, of this bid solicitation required to be performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2.
- b. travel between the successful bidder's place of business and the NCR; and
- c. the relocation of resources

To satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

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

**Table 1:**

**Initial Period** from contract award to March 31, 2023

Description of Service	Estimated number of Hours (A)	Hourly rate per interpreter (B)	Total Evaluated Price (C) C= A x B
Simultaneous Interpretation Services in a non-moderated Zoom environment as per Annex A - Statement of Work	4 events a month @ 8 Hour X 12months=384h	\$ _____	\$ _____

**Table 2:**

**Option Period 1:** April 1, 2023 to March 31, 2024

Description of Service	Estimated number of Hours (A)	Hourly rate per interpreter (B)	Total Evaluated Price (C) C= A x B
Simultaneous Interpretation Services in a non-moderated Zoom environment as per Annex A - Statement of Work	4 events a month @ 8 Hours X 12months=384h	\$ _____	\$ _____



**Table 3:**

**Option Period 2:** April 1, 2024 to March 31, 2025

Description of Service	Estimated number of Hours (A)	Hourly rate per interpreter (B)	Total Evaluated Price (C) C= A x B
Simultaneous Interpretation Services in a non-moderated Zoom environment as per Annex A - Statement of Work	4 events a month @ 8 Hours X 12months=384h	\$ _____	\$ _____

**Table 4:**

**Option Period 3:** April 1, 2025 to March 31, 2026

Description of Service	Estimated number of Hours (A)	Hourly rate per interpreter (B)	Total Evaluated Price (C) C= A x B
Simultaneous Interpretation Services in a non-moderated Zoom environment as per Annex A - Statement of Work	4 events a month @ 8 Hours X 12months=384h	\$ _____	\$ _____

<b>Total Evaluated Price (Applicable Taxes excluded)</b> (i.e., sum of: Table 1+ Table 2+ Table 3+ Table 4)	\$
<b>Applicable Taxes</b>  Insert the amount, as applicable:	<b>GST:</b> <b>HST:</b> <b>PST:</b>

Half day event is defined as four (4) hours (inclusive of breaks) with minimum of 3 Interpreters required.  
Full day event is defined as 4+ to 8 hours (inclusive of breaks) with minimum of 6 Interpreters required.

**\*\*\* Please note that all recordings will be 25% of each interpreter's fee**



**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**

<b>Criteria No.</b>	<b>Mandatory Technical Criteria (MTC)</b>
<b>MTC1</b>	<p>The Bidder must demonstrate that it has participated in a minimum of five (5) non-moderated Zoom* interpretation assignments (English to French and French to English) for any level of government or private organizations. The experience must have been accumulated within the past thirty six (36) months.</p> <p>To meet this mandatory criterion, the bidder must provide the following information:</p> <ul style="list-style-type: none"> <li>• Names of the five (5) events.</li> <li>• References for the 5 events (contact name, organization, telephone number and email address).</li> </ul> <p>*Non moderated Zoom environment calls for an environment that is not located in an Audio-Visual Studio (Interpretation Booths) but remote location using only the interpreters device.</p>
<b>MTC2</b>	<p>The Bidder must propose six (6) interpreters who will be used to render services for this requirement. Each of the proposed interpreters must have 2 years of experience in English and French simultaneous interpretation. At least one (1) of the years of experience must have been accumulated in a non-moderated Zoom environment.</p> <p>The Bidder must demonstrate this experience by providing the résumés for each resource.</p>
<b>MTC3</b>	<p>The Bidder must demonstrate that each of the six (6) proposed interpreters are accredited by/members of one or more of the following organizations as indicated:</p> <ul style="list-style-type: none"> <li>• Federal Bureau of Translation accreditation</li> <li>• AIIC (International Association of Conference Interpreters) member</li> <li>• Member of one of the provincial associations/orders representing translators and interpreters (ATIO, OTTIAQ, etc.)</li> </ul> <p>Proof of membership or accreditation must be provided with the bid.</p>

**4.1.2 Financial Evaluation**

**4.1.2.1 Mandatory Financial Criteria**

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

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

**4.2 Basis of Selection- Mandatory Technical Criteria Only**

An offer must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.



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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

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

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **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 Contract Award and Additional Information

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

#### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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



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## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1. Statement of Work

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

#### 6.1.2 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.

##### 6.1.2.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the Task Authorization form specified in Annex D.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within three (3) calendar days of its receipt, 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.
4. The Contractor must not commence work until a TA authorized by the Contracting 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.

##### 6.1.2.2 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,  
  
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and  
"Minimum Contract Value" means 2.5%.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.



6.2 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 Works and Government Services Canada.

6.2.1 General Conditions

2010B (2021-12-02), General Conditions – Professional Services (Medium Complexity) apply to and form part of the Contract.

6.3 Security Requirements

There is no security requirement applicable to the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract Award to March 31, 2023.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at any time 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.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: AJ Omary
Title: Coordinator
Statistics Canada
Address: 150 Tunney's Pasture Driveway Ottawa, Ontario K1A 0T6
E-mail address: AJ.Omary@statcan.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.

6.5.2 Project Authority (to be inserted at contract award)

The Project Authority for the Contract is:

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





he 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.

### 6.5.3 Contractor's Representative (to be inserted at contract award)

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

### 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: 2012-2 of the Treasury Board Secretariat of Canada.

### 6.7 Payment

#### 6.7.1 Basis of Payment – Task Authorizations

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of **insert at contract award**. Customs duties are included and Applicable Taxes are extra.

#### 6.7.2 Limitation of Expenditure

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

whichever comes first.

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

#### 6.7.3 Method of Payment

SACC Manual clause H1008C (2008-05-12) Monthly Payment



#### 6.7.4 Electronic Payment of Invoices – Contract

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

- ( ) Direct Deposit (Domestic and International)

#### 6.8 Invoicing Instructions

- a. The Contractor must submit invoices in accordance with the information required in the General Conditions.
- b. By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- c. Invoices must be distributed as follows:

- i. One (1) electronic copy must be forwarded to the address below for certification and payment.

Email: [financecounter@statcan.gc.ca](mailto:financecounter@statcan.gc.ca)

- ii. One (1) electronic copy must be forwarded to the Contracting Authority and the Project Authority identified under the section entitled "Authorities" of the Contract

#### 6.9 Discretionary Audit

SACC Manual clause [C0705C](#) (2010-01-11)

#### 6.10 Certifications and Additional Information

##### 6.10.1 Compliance

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

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

#### 6.11 Priority of Documents

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

- a. The Articles of Agreement;
- b. [2010B](#) (2021-12-02), General Conditions – Professional Services (Medium Complexity);
- c. Annex A, Statement of Work with its Appendix A
- d. Annex B, Basis of Payment;
- e. the signed Task Authorizations; and
- f. the Contractor's bid dated\_\_\_\_\_.



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**6.12 Foreign Nationals (Canadian Contractor or Foreign Contractor) (TBD at Contract Award)**

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

Or

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

**6.13 Insurance - No Specific Requirement**

SACC Manual clause [G1005C](#) (2016-01-28), Insurance - No Specific Requirement

**6.14 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](#)".

**6.15 Contract Administration**

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information on OPO's services, please see the Procurement Ombudsman Regulations or visit the OPO website.



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## ANNEX A STATEMENT OF WORK

### SW.1.0 TITLE

Remote Interpretive Services

### SW.2.0 BACKGROUND

Since the beginning of the pandemic, Statistics Canada (StatCan) has been committed to providing its employees and partners with a modern and flexible workplace that promotes creativity, diversity, and innovation, notably through the implementation of state-of-the-art technology and facilities. The Department aims to continuously improve collaboration and inclusion, and to foster continuous learning and professional development.

The services required under this contract are to be provided remotely in a non-moderated Zoom environment as Statistics Canada has no in-house interpretation booths as they are being upgraded and renovated.

### SW.3.0 OBJECTIVES

Statistics Canada requires simultaneous interpretative services to assist their Conference and Multimedia Services Section in providing interpretation in a non-moderated Zoom environment during virtual and hybrid meetings.

### SW.4.0 PROJECT REQUIREMENTS,

Work will be on an as when and required basis through the issuance of Task Authorizations (TAs).

#### SW.4.1 Tasks, Deliverables and Recordings

- The Contractor must provide Simultaneous Interpretation of Zoom webinars from their location of work (not onsite at StatCan or a studio (if in a studio, costs will need to be covered by the Contractor). Any costs associated with operating out of these locations will be the responsibility of the Contractor.
- The languages of interpretation will be English and French and all interpreters must be able to translate from English to French and/or French to English.
- The estimated duration of each event will vary and will be identified in the TA. It will be the Contractor's responsibility to provide the number of qualified interpreters required to provide the services up to and including an event that lasts 8 hours in one (1) day. If more than six (6) interpreters are required for any event, the additional interpreters will be evaluated against the criteria attached at Appendix A to Annex A: Interpreter Evaluation Criteria. If any of the initial six (6) proposed interpreters need to be replaced, replacements will also be evaluated against this criteria.
- An estimated four (4) events (full-day) are expected per month. Full day event is defined as 4+ to 8 hours in duration with minimum of 6 Interpreters, inclusive of breaks.
- The Contractor must agree to have some meetings recorded, however StatCan will obtain a written permission from the contractor before recording interpreters.
- No permission is required to record the floor channel, in other words, in the meeting original form without interpretation.
- All recordings will be done by StatCan and interpreters must not record any of the discussions



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## SW 4.2. Webcasting Details and Language Requirements

The following channels are active in StatCan webinars, and the *italicized* channels require interpretive services. The interpreters will provide Statistics Canada with the following services:

- Bidder will receive, speaker video with floor audio and English content. Provided to interpretative services via Zoom.
- Bidder will receive, speaker video with floor audio and French content. Provided to interpretative services via Zoom.
- *Bidder will provide, English interpretation audio and English content via Zoom.*
- *Bidder will provide, French interpretation audio and French content via Zoom.*

## SW.4.3 Method and Source of Acceptance

All deliverables and services rendered under any contract are subject to inspection by the Project Authority. The Project Authority shall have the right to withhold payment on any deliverables that are not satisfactory or require a correction.

## SW.5.0 OTHER TERMS AND CONDITIONS OF THE SOW

### SW.5.1 Contractor's Obligations

In addition to the obligations outlined in Section 2 of this Statement of Work, the Contractor shall:

- For simultaneous interpretation, interpreters must use a video neutral background in a 1080P or 720P signal with the interpreter centered on screen.
- Interpreters must use a quality microphone to provide a clear audio signal with no distortion or background noises.
- keep all discussion subject matter, documents and proprietary information confidential.
- return all materials belonging to StatCan upon completion of the Contract.
- submit all reports in electronic Microsoft Office Word, Excel, or MS PowerPoint format.
- attend meetings with stakeholders, in person or via MS Teams or Zoom or telephone.

### SW.5.2 StatCan Obligations

- access to event coordinator, and technicians who will be available to coordinate and manage activities
- Payment is based on number of hours of interpretation services provided and would be paid monthly
- Contractor will be provided 14 days notice prior to each event and the availability of resource must be confirmed within 48 hours upon the receipt of the notice
- provide other appropriate assistance or support as requested
- provide four (4) weeks notification of an event and cancel or modify date of the event two (2) weeks before the event without penalty. An authorized TA will only be issued an estimated two (2) weeks before the date of the event once the event has been confirmed.

### SW.5.3 Location of Work, Work Site and Delivery Point

- All interpreters will be working virtually from their location of work (not onsite at StatCan or in a studio (if in a studio, costs will need to be covered by the Contractor). The work will be delivered virtually via Zoom platform provided by StatCan. Interpreters will be asked to join the Zoom webinar as interpreters.
- Some events can host participants on-site and virtual (hybrid events) but interpreters will still be required to offer the interpretation services on-line and not on-site.
- Events can occur from Monday to Friday and from 8am to 6pm

### SW.5.4 Language of Work

Work will be in both official languages as required by circumstances.



**Appendix A to Annex A  
Additional Interpreter Evaluation Criteria**

<b>Criteria No.</b>	<b>Mandatory Technical Criteria (MTC)</b>
<b>MTC1</b>	<p>The Bidder must propose an interpreter who will be used to render services for this requirement. The proposed interpreter must have two (2) years of experience in English and French simultaneous interpretation. At least one (1) of the years of experience must have been accumulated in a non-moderated Zoom environment.</p> <p>The Bidder must demonstrate this experience by providing the résumés for the proposed resource.</p>
<b>MTC2</b>	<p>The Bidder must demonstrate that the proposed interpreter is accredited by/member of one or more of the following organizations as indicated:</p> <ul style="list-style-type: none"><li>• Federal Bureau of Translation accreditation</li><li>• AIIC (International Association of Conference Interpreters) member</li><li>• Member of one of the provincial associations/orders representing translators and interpreters (ATIO, OTTIAQ, etc.)</li></ul> <p>Proof of membership or accreditation must be provided with the bid.</p>



**ANNEX B  
BASIS OF PAYMENT**

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to the Contract. All deliverables are F.O.B. Destination, and Canadian Customs Duty included, and GST/HST extra, where applicable.

**Initial Period** from contract award to March 31, 2023

Description of Service	Estimated number of Hours (A)	Hourly rate per interpreter (B)	Total Extended Price (C) C= A x B
Simultaneous Interpretation Services in a non-moderated Zoom environment as per Annex A - Statement of Work		\$ _____	\$ _____

**Option Period 1:** April 1, 2023 to March 31, 2024

Description of Service	Estimated number of Hours (A)	Hourly rate per interpreter (B)	Total Extended Price (C) C= A x B
Simultaneous Interpretation Services in a non-moderated Zoom environment as per Annex A - Statement of Work		\$ _____	\$ _____

**Option Period 2:** April 1, 2024 to March 31, 2025

Description of Service	Estimated number of Hours (A)	Hourly rate per interpreter (B)	Total Extended Price (C) C= A x B
Simultaneous Interpretation Services in a non-moderated Zoom environment as per Annex A - Statement of Work		\$ _____	\$ _____

**Option Period 3:** April 1, 2025 to March 31, 2026

Description of Service	Estimated number of Hours (A)	Hourly rate per interpreter (B)	Total Extended Price (C) C= A x B
Simultaneous Interpretation Services in a non-moderated Zoom environment as per Annex A - Statement of Work		\$ _____	\$ _____



<b>Total Price (Applicable Taxes excluded)</b> (Sum of: Initial Period + Option Period 1+ Option Period 2+ Option Period 3)	\$
<b>Applicable Taxes</b> Insert the amount, as applicable:	<b>GST:</b> <b>HST:</b> <b>PST:</b>

Half day event is defined as four (4) hours (inclusive of breaks) with minimum of 3 Interpreters required.  
Full day event is defined as 4+ to 8 hours (inclusive of breaks) with minimum of 6 Interpreters required.

**\*\*\* Please note that all recordings will be 25% of each interpreter's fee.**





**ANNEX D to PART 3 OF THE BID SOLICITATION**

**ELECTRONIC PAYMENT INSTRUMENTS**

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

( ) Direct Deposit (Domestic and International)



**ANNEX C  
TASK AUTHORIZATION FORM**

TASK AUTHORIZATION (TA) FORM			
Contractor:		Contract Number:	
Commitment #:		Financial Coding:	
Task Number:		Issue Date:	
Amendment Number:		Response Required by:	
1. Statement of Work (Work Activities, Tasks and Deliverables)			
Description of Services Required:			
<b>2. Period of Services:</b>	<b>From (Date):</b>	<b>To (Date):</b>	
<b>3. Work Location &amp; Address:</b>			
<b>4. Enhanced Reliability Clearance Required?</b>	YES OR NO		
<b>5. Recording Required?</b>	YES OR NO (+25% to be calculated below)		
6. Contractor's Response for Simultaneous Interpretation Services:			
Interpreter Name	All-Inclusive hourly rate per interpreter	Number of Interpreters	Total Cost
	\$		\$
Recording %			% if required
Total			\$
Applicable Taxes			\$
Total Estimated Cost			\$
Contractor's Signature			
Name, Title and Signature of Individual Authorized to Sign on behalf of <b>Contractor</b> (type or print)		_____ Signature	
Name: Title:		_____ Date	
10. Approval – Contracting Authority			
Name, Title and Signature of Individual Authorized to Sign on behalf of <b>Statistics Canada</b> (type or print)		_____ Signature	
Name: Title:		_____ Date	
You are requested 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 services listed herein and in any attached sheets at the price set out thereof.			