



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

solicitation-sollicitation@cspc-efpc.gc.ca
--

**REQUEST FOR PROPOSAL
INVITATION À SOUMISSIONNER**

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

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

Solicitation No. - N° de la demande CSPS-RFP-22JP-0931/A	Amendment No. - N° de modification
Solicitation closes – La demande prend fin : at – à 2:00 pm EDT 14h00 HAE on – le May 9, 2022 9 mai 2022	File No. - N° de dossier 2021-0931



Date of Solicitation – Date de la demande 2022-04-13
Address inquiries to – Adresser toute demande de renseignement à : jean-pierre.archambault@cspc-efpc.gc.ca
Destination See Herein. Voir ci-joint.

Instructions:

Municipal taxes are not applicable.

Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadian funds including Canadian customs duties, excise taxes, must be FOB, including all delivery charges to destination(s) as indicated. The amount for Applicable Taxes is to be shown as a separate item.

Instructions:

Les taxes municipales ne s'appliquent pas.

Sauf indication contraire dans la demande de soumissions, tous les prix indiqués doivent être des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être FAB, y compris tous frais de livraison à la (aux) destination(s) indiqué(s). Le montant des taxes applicables doit apparaître séparément.

Supplier Name and Address – Nom et adresse du fournisseur Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur
Name and title of person authorized to sign on behalf of supplier (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression) Signature : _____ Date : _____

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work (SOW), the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity – Certification, the Task Authorization Form 572 and any other annexes.

1.2 Summary

- a. The objective of this bid solicitation is to award up to two (2) contracts, on an as and when needed basis, to provide management, administrative and technical services related Accessibility products to the Canada School of Public Service, Communications and Engagement Branch in order to meet the Government of Canada's Standard on Web Accessibility. "Accessibility Products" include, but are not limited to, Subtitles (Open Captions), Closed Captions, Described Audio, Descriptive Transcripts, Verbatim Transcripts and transcript translation.

As stated above, this process could result in the award of up to two (2) contracts, functioning on a task authorization (TA) basis, for a period of one (1) year, with the irrevocable option allowing Canada to extend the term of the Contracts by up to two (2) additional one (1) year periods under the same terms and conditions.

Contract award could result in the following allocation:

Up to two (2) contracts with a total budget allocation of \$350,000.00, plus applicable taxes, and in which each contract could be awarded as follows:

- 1st ranked - \$175,000.00, and
- 2nd ranked - \$175,000.00.

For the optional periods, budget allocation is anticipated to be the same as the amounts for the initial contract period stated above.

The total estimated budget allocated for this requirement (including the optional periods) will not exceed \$1,050,000.00, plus applicable taxes.

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

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

2.2 Submission of Bids

Bids must be submitted only to Canada School of Public Service (CSPS) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

Email: solicitation-sollicitation@cspcs-efpc.gc.ca

Note: Bids will not be accepted if emailed directly to the Contracting Authority's email address.

Due to the nature of the bid solicitation, bids transmitted by facsimile to CSPS 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: 2019-01 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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

Bidders may, at their discretion, 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 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 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)

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

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

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B.

3.1.2 Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non responsive.

3.1.3 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, identify which ones are accepted below.

- a. Direct Deposit (Domestic and International);

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

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

Section III: Certifications

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

Section IV: Additional Information

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

The evaluation process comprises of two steps: Step 1: Mandatory Technical Criteria and Step 2: Point Rated Technical Criteria. Only Bidders who have met the mandatory requirements listed in Section 4.1.1.1, Mandatory Technical Criteria, will advance to the Point Rated section.

4.1.1.1 Mandatory Technical Criteria

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

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

Number	Mandatory Requirement	Proposal Page #.	FOR CSPS USE ONLY	
			Met	Not Met
MT1	<p>EXPERIENCE OF THE FIRM</p> <p>The Bidder must demonstrate that they have produced Accessibility files including Transcripts, Descriptive Transcripts, Open Captioning and Closed Captioning for at least five (5) video products in the last four (4) years (between March 2018 and March 2022).</p> <p>To demonstrate its experience, the Bidder must provide, similar in size and scope to our SOW, the following:</p>			

	<p>a) List of five (5) video product projects with Accessibility files including Transcripts, Descriptive Transcripts, Open Captioning (subtitles) and Closed Captioning, for external clients produced in the last four (4) years (between March 2018 and March 2022)</p> <p>b) a description of each video product for external clients:</p> <ol style="list-style-type: none"> a. date b. project title c. name of client organization d. tasks performed that must include <ul style="list-style-type: none"> • Closed Captioning • Open Captioning for Language Purposes (Subtitling) • Transcription, one fully English and one fully french • Descriptive Transcription 			
<p>MT2</p>	<p>VIDEO PRODUCTION SAMPLES</p> <p>The Bidder must provide a Digital Format demo (Electronically) containing five (5) samples from previous productions to demonstrate the bidder's experience and ability to produce Accessibility files including Transcripts, Descriptive Transcripts, and Closed Captioning. The sample should include all previously stated files as well as a video example with Open Captioning for Language accessibility (subtitles).</p> <p>At a minimum, one (1) video sample must be bilingual (English and French) with Open Captioning (subtitles) for at least one language.</p> <p>All productions must have been completed entirely by the Bidder under a contract with the public sector or private industry, and have been completed and delivered after March 2018.</p> <p>Each package sample must demonstrate:</p> <ol style="list-style-type: none"> 1. closed captioning 2. open captioning for language purposes (subtitling) 3. transcription 4. descriptive transcription 			

4.1.1.2 Point Rated Technical Criteria

Only those proposals which first meet the Mandatory Requirements will be considered in the second stage of the evaluation, the Point Rated Technical Evaluation.

To be considered compliant, Bidders must obtain a minimum passing mark of 50 for R.1 and a minimum passing mark of 250 for R.2 for the point rated criteria of the Technical Evaluation. The rating for R.1 is performed on a scale of 100 points and the rating for R.2 is performed on a scale of 500 points. Proposals scoring less than the minimum point criteria of the Technical Evaluation will not be given further consideration.

Bidders are instructed to address each requirement in sufficient depth to permit a complete analysis and assessment by the Evaluation Team.

Proposals will be evaluated on the completeness and level of detail by which they address the rated requirements. For example, if a description of a process or procedure is requested, the various steps which the Bidder will perform in order to complete the requirement, as detailed in the Annex "A" Statement of Work (SOW), should be described.

General statements should be avoided. These do not provide details which can be compared to the description of the requirement and therefore evaluated as to their relevancy in fulfilling the requirement, as detailed in the SOW.

Rated Technical Criteria	Minimum Points	Maximum Points
R.1 Project Management Approach	50	100
R.2 Quality of Accessibility Samples Provided	250	500
TOTAL:	300	600

**R.1: Project Management Approach
(Maximum: 100 points - Minimum: 50 points)**

The Bidder must propose a preliminary project management approach that provides flexibility and considers client needs. It must reflect how the Bidder proposes to work in collaboration with the Project Manager and Project Team and outline the key areas that require input from the client. It must illustrate how the Bidder will ensure that performance, quality, and scheduled goals are achieved.

The Bidder should provide a detailed description of:

1. their proposed project management approach and procedures,
2. schedule controls,
3. possible challenges and risks,
4. risk mitigation,
5. the tools and techniques that would be used to plan, organize, and control the project.
6. The project management approach should also outline how the Bidder proposes to work in collaboration with the Project Authority to ensure sufficient time for review and Government approval process.

Points factors utilized is as follows:

Not acceptable (0): The information provided was unsuitable or insufficient. Criterion may be addressed, but not enough information provided and/or technically not acceptable.

Acceptable (50): This is the established minimum. Details provided to describe the Bidder's approach and procedures; schedule controls and planning tools and techniques. Demonstrates techniques to be put in place and used to plan, organize, direct and control projects. Identifies some potential challenges and proposes mitigation strategies. Demonstrates client involvement in the approach.

Superior (75): Details provided to describe the Bidder's approach and procedures; schedule controls and planning tools and techniques are complete. Demonstrates established techniques to be put in place and used to plan, organize, direct and control projects. Identifies some potential risks and challenges relevant to accessibility file production and mitigation strategies. Demonstrates client involvement in the approach and outlines key areas that require their input. Approach for working with Project Authorities is addressed but not fully elaborated on.

Outstanding (100): Details provided to describe the Bidder's approach and procedures; schedule controls and planning tools and techniques are clear and complete. The Bidder demonstrates very effective, appropriate and innovative techniques to be put in place and used to plan, organize, direct and control projects. Identifies and clearly describes the potential risks and challenges relevant to accessibility files and provides detailed mitigation strategies for each risk. Demonstrates excellent client involvement in the approach and outlines key areas that require their input. Approach for working with Project Authority is well defined and includes all aspects, appropriate and flexible.

**R.2: Quality of Accessibility Files Sample Provided
(Maximum: 500 points – Minimum: 250 points)**

The Bidder will be assessed against the accessibility files samples provided in accordance with M.2 and the Accessibility Files Definitions and Examples section found below at 4.1.1.3.

The Accessibility Files samples will be evaluated on the following rated criteria:

R.2.1 Per Video Sample (5) – Proper Accessibility Files, Client Objectives and Purpose of the Production (Maximum 100 points – minimum 50 points)

For each video sample described in 4.1.1.3 Accessibility Files Definitions and Examples section; the samples submitted should demonstrate the client's objectives, fulfill the purpose of the accessibility element production and the accessibility approach used by the Bidder.

The following elements will be evaluated for each video sample provided in response to M.2:

1. Open captioning for language accessibility (subtitling)
2. closed captioning for the hearing impaired
3. transcription
4. descriptive transcription

For evaluation purposes, "very good" is defined as: excellent quality and appropriate approach. Should more than 5 samples be provided, only the first 5 will be evaluated.

Point factors utilized for each video production sample:

Not Acceptable (0): The sample does not show an understanding of the client objectives and purpose of the files described in 4.1.1.2 Accessibility Files Definitions and Examples section. One (1) or more accessibility elements was of poor quality and/or 3 accessibility items were not provided.

Acceptable (50 points): The sample shows an understanding of the client objectives and purpose of the files described in 4.1.1.2 Accessibility Files Definitions and Examples section. A minimum of 2 accessibility elements were provided.

Superior (75 points): The accessibility files sample shows an accurate understanding of the client objectives, purpose of the files and the approach described in 4.1.1.2 Accessibility Files Definitions and Examples section. A minimum of 3 accessibility elements were provided.

Outstanding (100 points): The accessibility files sample shows an accurate understand of the client objectives and purpose of the files described in 4.1.1.2 Accessibility Files Definitions and Examples section. All four accessibility elements were provided.

4.1.1.3 Accessibility Files Definitions and Examples

Transcription: Creation of a "verbatim" text document from an original Audio/video source. This document will reflect the words spoken on the original source in any and all language originally spoken. The required filetype for this document is a Word Document (.docx) file.

Translation: "Translation" refers to transcripts that have been translated so to be the complete text, in one language, of the original source. Creation of "Translations" requires TWO documents, one fully English version of the transcript and one fully French version of the transcript. The required filetype for this document is a Word Document (.docx) file.

Descriptive Transcription: Translated Transcripts, one for each official language, that include descriptions of relevant visual information and Speaker Identification for the visually impaired. These transcripts will include description of information NOT available in the audio that is vital for understanding the context of the Original Media. It will not include extraneous information that is irrelevant to the context such as (but not limited to) description of participants clothing, description of animation for logos or text, etc. The required filetype for this document is a Word Document (.docx) file.

Example:

[Taki Sarantakis, President of the Canada School of Public Service speaks]

Taki Sarantakis: Hi, my name is Taki Sarantakis and I'm the president of the Canada School of Public Service. At the Canada School of Public Service we are obsessed with building a better public service and a better public servant for the future. And one of the reasons that we are obsessed with this is because our world is changing quickly. Our world is marked by disruption. And as a civil servant in Canada's public service, you need to understand that you live in a world that's marked by disruption. Please join me for a few minutes of kind of old man wisdom on what it means to live in the age of disruption.

[The title of the slide reads, "A few lessons for the Age of Disruption." The subtitle is "The only constant is change."]

Disruption just means change, but it's a particular type of change. It's a change that's so dramatic and so rapid that it dislodges the current equilibrium. And that's what we're living right now. And I want to illustrate this in a few different ways. So I'm going to show you some pictures of some things.

[An image of a VHS tape appears.]

So that's ... A lot of you might know what that is, but depending on your age, you might not know what that is.

[An image of a CD appears beside it.]

Probably you all know what this is.

[An image of an original iPod pops up.]

And some of you know what this is, some of you kind of thought at one point this was the greatest thing on Earth. And some of you are kind of scratching your heads going, "what is that thing?"

[The three images are replaced with a picture of an old device attached to a wood platform.]

This is a Morse code transmitter.

Open Captions: Text appearing on screen for language purposes as a subtitle that is permanently added to the video source. Open Captions will be created from the transcript and will display during sections of a video where another language is spoken. All CSPS products require an English version and a French version. For a bilingual product, the for the “English Version” all sections where French is spoken will require the text to display in English Open Captions and vice versa. If a video is a single language, only the other official language version will require Open Captions. E.g. A video with only English speakers will require the “French Version” to have Open Captions throughout. The required filetype for Open Captioning is .mp4 video including the original video product or a .tiff sequence timed correctly to overlay in Premiere Pro.

Closed Captions: Text appearing through a video player/interface that can be toggled on/off. Closed Captions are created from the translations and are required in each official language for the hearing impaired. The required filetype for Closed Captioning is both .SRT format and .XML .

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

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

4.2 Basis of Selection

4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a) comply with all the requirements of the bid solicitation
 - b) meet all mandatory technical evaluation criteria
 - c) obtain the required minimum of 50 points for R.1 and 250 points for R.2 for the Point Rated Technical Criteria
 - d) include a completed Annex B – Basis of Payment
2. Bids not meeting the above requirements will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by 70.
5. To establish the pricing score, each responsive bid will be prorated against the lowest total evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 600 and the lowest evaluated price is \$95,000 (95).

Basis of Selection – Highest Combined Rating of Technical Merit (70%) and Price (30%)

	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	550/600	450/600	400/600

Bid Evaluated Price		\$105,000	\$100,000	\$95,000
Calculations	Technical Merit Score	550/600 x 70 = 64.17	450/600 x 70 = 52.5	400/600 x 70 = 46.67
	Pricing Score	95/105 x 30 = 27.14	95/100 x 30 = 28.5	95/95 x 30 = 30.00
Combined Rating		91.31	81.00	76.67
Overall Rating		1 st	2 nd	3 rd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](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 specified will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real 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 website \(https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#\)](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#).

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A – Statement of Work of the Contract under the same conditions and at the prices and/or rates

stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

7.1.2 Task Authorization

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

7.1.2.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex C.
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 and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within two (2) 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 Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

Any task authorization to be issued must be authorized by the Project Authority and the Contracting Authority before issuance.

7.1.2.3 Task Authorization - Order of Ranking

_____ *[insert number at contract award]* contracts have been awarded as a result of Canada School of Public Service bid solicitation number: CSPS-RFP-22JP-0931/A. The Contractors' order of ranking is as follows:

Ranked First: *[insert information at contract award]*

Ranked Second: *[insert information at contract award]*

7.1.2.4 Task Authorization – Work Allocation

Contractors were awarded contracts based on their ranking. Canada has determined that the Project Authority will be allowed to allocate a task to the Contractor of their choice.

A request to perform a task will be sent to the Contractor. If that Contractor confirms in writing that it is unable to perform the task as a result of previous commitments under a TA, the request to perform a task will then be forwarded to the other Contractor. If no Contractor can perform the task, Canada reserves the right to acquire the required Work by other means. A Contractor may advise the Project Authority and the Contracting Authority in writing that it is unable to carry out additional tasks as a result of previous commitments under a TA and no request to perform a task will be sent to that Contractor until that Contractor has given notice in writing to the Project Authority and the Contracting Authority that it is

available to perform additional tasks.

7.1.2.5 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 10%.

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

7.1.2.6 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted to the Contracting Authority when requested.

The data must be submitted to the Contracting Authority no later than five (5) calendar days after the request is made.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must:

For each authorized task:

1. the authorized task number or task revision number(s);
2. a title or a brief description of each authorized task;
3. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
4. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;

5. the start and completion date for each authorized task; and
6. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

[2035](#) (2021-12-02), General Conditions - Higher Complexity - Services, apply to and form part of the Contract, with the following changes:.

- Wherever Public Works and Government Services Canada (PWGSC) revise to read "Canada School of Public Service (the School)" with the exception of article 41 Integrity Provisions – Contract where any reference to PWGSC remains.

7.3 Security Requirements

The following security requirements (Annex D – Security Requirement Check List) apply and form part of the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of contract to _____. (for a period of one year from date of contract award).

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) 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 of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Jean-Pierre Archambault
Title: Procurement and Contracting Specialist
Canada School of Public Service
Address: 241, Cite-des-Jeunes Blvd., Gatineau, Quebec, J8Y 6L2
Telephone: 613-793-0364
E-mail address: jean-pierre.archambault@cspc-efpc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Contract is:

Name: **(will be inserted at Contract award)**.
Title: _____
Address: _____
Telephone: ____-____-_____
E-mail address: _____

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

7.5.3 Contractor's Representative

Name: **(will be inserted at Contract award)**
Title: _____
Address: _____
Telephone: ____-____-_____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment: Individual Task Authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at annex B.

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

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

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$_____ (*To be confirmed at contract award*). Customs duties are included and Applicable Taxes are extra. This amount will be reflected for each subsequent option year.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Multiple Payments

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

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

7.7.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using the following Electronic Payment Instrument:

- a. Direct Deposit (Domestic and International)

7.7.5 Time Verification

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

7.8 Invoicing Instructions

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 must be forwarded by email to the address shown on page 1 of the Contract for certification and payment.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- a) the Articles of Agreement;
- b) the general conditions 2035 (2021-12-02), General Conditions - Higher Complexity - Services;
- c) Annex A - Statement of Work;
- d) Annex B - Basis of Payment;
- e) Annex C – Security Requirements Check List;
- f) the signed Task Authorizations (including all of its annexes, if any);
- g) the Contractor's bid dated **(will be inserted at Contract award)**, and *(If applicable)*, as clarified on **(will be inserted at Contract award)** *or* as amended on **(will be inserted at Contract award)**.

7.12 Insurance – No Specific Requirement

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

7.13 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

Production of Media Accessibility Products for the Canada School of Public Service (CSPS or the School).

2. Objective

The Canada School of Public Service (CSPS) is seeking the services of a Contractor, on an as and when needed basis, to provide management, administrative and technical services related Accessibility products to the Canada School of Public Service, Communications and Engagement Branch in order to meet the Government of Canada's Standard on Web Accessibility.

"Accessibility Products" include, but are not limited to, Subtitles (Open Captions), Closed Captions, Descriptive Transcripts, Verbatim Transcripts and transcript translation.

To support the School in the creation of Accessibility products, the services of a private-sector Contractor, as described in this SOW, are required.

3. Background

The Canada School of Public Service (CSPS) provides learning opportunities to public servants across the country. Accessibility Product creation services are required to help meet the accessibility requirements of media products to be posted on the School website, or used in social media and other marketing forms.

4. Scope

The Contractor must deliver the required Accessibility Products as well as provide management, coordination, production and consulting services, including, as applicable:

- Management and coordination of the technical and professional service requirements outlined in this Statement of Work;
- Provide recommendations regarding technical specifications and performance standards on all aspects of the technical and professional service requirements outlined in this Statement of Work;

5. Relevant Terms and Acronyms

In regards to this Statement of Work:

- "Accessibility Products" refers to all of the following:
 - Open Captions: Text appearing on screen for language purposes as a subtitle for language purposes. These files are in .tif sequences, .png sequences or other acceptable formats.
 - Closed Captions: Text appearing through a video player/interface that can be toggled on/off. These files are in an .SRT format and an .XML .
 - Transcription/Translation: These are two word documents that are the verbatim representation of what was spoken within the video as well as a second language translation of that verbatim text as a separate word document.
 - Descriptive Transcription: These are two word documents that contain the verbatim transcript/translation as well as text descriptions of any relevant or pertinent visual elements contained in the video.

6. Tasks

The Contractor must supply technical and professional services relating to Accessibility Product creation, as required on a task basis including (as applicable):

- A. Transcription
- B. Descriptive Transcription
- C. Translation
- D. Closed Captioning
- E. Open Captioning (Subtitling)
- F. Personnel
- G. Digital files

7. Deliverables

The deliverables must be provided in the following formats*, as required at different stages of the work:

- 1) Transcript in Word document format in English and/or French (as required) within 5 days of TA
- 2) Descriptive Transcript in Word document format in English and/or French (as required) within 5 days of TA
- 3) closed caption file (XML, SRT) in English and/or French (as required) within 5 days of receiving Translated Transcripts
- 4) Open Caption (Subtitles) in, .tif sequence, .PNG sequence or other acceptable format in English and/or French (as required) within 5 days of receiving Translated Transcripts

All deliverable materials ("deliverables") must conform to technical specifications contained in section 6.0 of this Annex A Statement of Work and will be specified as per each task authorization request.

8. Meetings

Meetings will be held by teleconference or videoconference. The Project Authority will be responsible for coordinating all meetings with the Contractor.

9. Language of Work

All Deliverables will be required in both official languages of Canada (English and French).

10. Approvals

All approvals are as required and outlined at the time of each Task Authorization.

ANNEX B - BASIS OF PAYMENT

1. Firm Price

The Contractor will be paid in accordance with the following Basis of Payment for Work performed in accordance with the Contract.

Note to Bidders:

Column D and Column E are for evaluation purposes only. They will be deleted at Contract award.

2. Table 1 – Firm hourly Rates

Hourly rate in Canadian \$					
Level of Service	Initial Contract Year 1 From date of contract to 1 year from date of contract award	Option 1 From ___ to ___ (for an additional one-year period)	Option 2 From ___ to ___ (for an additional one-year period)	Number of hours*	Cost** (average of A to E times F)
	A	B	C	D	E
Accessibility Products	___\$/h	___\$/h	___\$/h	10	\$___

***Do not change the number of hours recorded in Column D. This data represents a portion of the volume of work to be expected. It will only be used for evaluation purposes and will be deleted upon Contract award.**

**** Average is calculated by adding A+B+C and dividing the sum by 3. That amount will then be multiplied by 10 to give us the cost which will be used for evaluation purposes.**

Columns D and E will be deleted at contract award.

3. Total Estimated Cost

3.1 Initial Contract Period – From date of contract award to 1 year from date of contract award.

The Initial Contract Period Total Estimated Cost not to exceed \$___ (To be confirmed at contract award) per year (per contract) excluding applicable taxes.

The Option Periods Total Estimated Cost, should they be exercised, not to exceed \$___ (To be confirmed at contract award) (per contract) excluding applicable taxes, per 1 year option.



**ANNEX C
TASK AUTHORIZATION (TA) FORM –
FORMULAIRE D'AUTORISATION DE TÂCHE (AT)**

TASK AUTHORIZATION (TA) FORM - FORMULAIRE D'AUTORISATION DE TÂCHE (AT)	
Contract Number - Numéro du contrat	
TA No. - N° de l'AT	
Contractor's Name and Address - Nom et adresse de l'entrepreneur	
Original Authorization - Autorisation originale	
Total Ceiling Cost of Task (applicable taxes included) before any revisions: Coût total plafond de la tâche (taxes applicable incluses) avant toutes révisions :	\$
TA Revisions Previously Authorized(as applicable) - Révisions de l'AT autorisées précédemment (s'il y a lieu)	
<p>Instructions to the TA Authority: the information for the previously authorized revisions must be presented in ascending order of assigned revision numbers (the first revision must be identified as No. 1, the second as No. 2, etc). If no increase or decrease was authorized, enter \$0.00. Add rows, as needed. - Instructions à l'attention de la personne responsable de l'autorisation d'une AT: les révisions autorisées précédemment doivent être présentées par ordre croissant des numéros de révision attribués (la première révision doit être identifiée par le numéro 1, la seconde par le numéro 2, et ainsi de suite). Si aucune augmentation ou diminution n'a été autorisée, inscrire 0.00\$. Au besoin, ajouter des rangées.</p>	
TA Revision No. - N° de Révision de l'AT :	Authorized Increase or Decrease (applicable taxes included) / Augmentation ou réduction autorisée (taxes applicable incluses) : \$
TA Revision No. - N° de Révision de l'AT :	Authorized Increase or Decrease (applicable taxes included) / Augmentation ou réduction autorisée (taxes applicable incluses) : \$
New TA Revision (as applicable) - Nouvelle révision de l'AT (s'il y a lieu)	
<p>Instructions to the TA Authority: the first revision must be identified as No. 1, the second as No. 2, etc. If no increase or decrease is authorized, enter \$0.00. - Instructions à l'attention de la personne responsable de l'autorisation d'une AT: la première révision doit être identifiée par le numéro 1, la seconde par le numéro 2, et ainsi de suite. Si aucune augmentation ou diminution n'est autorisée, inscrire 0.00\$</p>	
TA Revision No. - N° de Révision de l'AT :	Authorized Increase or Decrease (applicable taxes included) / Augmentation ou réduction autorisée (taxes applicable incluses) : \$
Total Ceiling Cost of Task (applicable taxes included) after this revision / Coût total plafond de la tâche (taxes applicable incluses) après cette révision :	\$



Contract Security Requirements (as applicable) - Exigences du contrat relatives à la sécurité (s'il y a lieu)

This task includes security requirements. - Cette tâche comprend des exigences relatives à la sécurité:

No - Non

Required Work - Travaux requis

The content of sections A, B, C and D below must be in accordance with the Contract. Le contenu des sections A, B, C et D ci-dessous doit être conforme au contrat.

SECTION A - Task Description of the Work required - Description de tâche des travaux requis

SECTION B - Applicable Basis of Payment - Base de paiement applicable

TA Subject to a Limitation of Expenditure – AT assujettie à une limitation des dépenses

SECTION C - Cost Breakdown of Task - Ventilation du coût de la tâche

Description of Expenses / Description des dépenses	Firm All-inclusive Hourly Rate(s) and/or Fees (in accordance with Annex B of the Contract) / Taux horaire et/ou frais ferme tout compris (en accord avec l'annexe B du contrat)	Quantity (Number of hours and/or other) / Quantité (nombre d'heures et/ou autre)	Total
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total Estimated Cost of Professional Fees subject to a limitation of Expenditures - Coût total estimatif des honoraires professionnels assujettie à une limitation des dépenses			\$
Applicable Taxes - Taxes applicables			\$
TOTAL CEILING COST OF TA - COÛT TOTAL PLAFOND DE L'AT			\$

SECTION D - Applicable Method of Payment - Méthode de paiement applicable

Single Payment – Paiement unique



Authorization - Autorisation

By signing this TA, the Project Authority and the Contracting Authority certify that the content of this TA is in accordance with the Contract.

En apposant sa signature sur cette AT, le chargé de projet et l'autorité contractante attestent que le contenu de cette AT respecte les conditions du contrat.

Name of Project Authority - Nom du chargé de projet : _____

Signature _____

Date _____

Name of Contracting Authority - Nom de l'autorité contractante : _____

Signature _____

Date _____

Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature _____

Date _____

ANNEX D – SECURITY REQUIREMENT CHECKLIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat CSPS-RFP-22JP-0931/A
Security Classification / Classification de sécurité Reliability Status

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Canada School of Public Service	2. Branch or Directorate / Direction générale ou Direction Presidents Office, Communications and Engagement
3. a) Subcontract Number / Numéro du contrat de sous-traitance NA	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant NA

4. Brief Description of Work / Brève description du travail
Create Accessibility files specifically for multimedia products produced by and for the Canada School of Public Service

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? No / Non Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) No / Non Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with **no** overnight storage?
S'agit-il d'un contrat de messagerie ou de livraison commerciale **sans** entreposage de nuit? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
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7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

Special comments:
Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**



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Security Classification / Classification de sécurité Reliability Status

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Tim Riel		Title - Titre Production Coordinator	Signature Riel, Tim <small>Digitally signed by Riel, Tim Date: 2021.11.09 10:39:07 -05'00'</small>
Telephone No. - N° de téléphone 613-240-0465	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel tim.riel@cspc-efpc.gc.ca	Date 2021-11-09
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Heather Kite		Title - Titre Manager, Security	Signature Kite, Heather <small>Digitally signed by Kite, Heather Date: 2022.02.04 09:27:46 -05'00'</small>
Telephone No. - N° de téléphone 819-639-3192	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel heather.kite2@cspc-efpc.gc.ca	Date 2022-02-03
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Jean-Pierre Archambault		Title - Titre Procurement and Contracting Specialist	Signature Archambault, JeanPierre <small>Digitally signed by Archambault, JeanPierre Date: 2022.02.16 13:45:47 -05'00'</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Kimberly Mason		Title - Titre Security Officer	Signature Mason, Kimberly <small>Digitally signed by Mason, Kimberly Date: 2022.02.02 15:20:25 -05'00'</small>
Telephone No. - N° de téléphone 343-575-9116	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel kimberly.mason2@cspc-efpc.gc.ca	Date 2022-02-02