

PUBLIC SERVICES AND PROCUREMENT CANADA (PSPC)

REQUEST FOR SUPPLY ARRANGEMENTS (RFSA)

FOR THE TRANSLATION BUREAU'S DIRECTORY OF SUPPLIERS FOR OFFICIAL LANGUAGES TRANSLATION SERVICES OF SENSITIVE NATURE

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PART 1 – GENERAL INFORMATION

1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus annexes and attachments, as follows:

- Part 1 **General information:** Provides a general description of the requirement;
- Part 2 **Supplier instructions:** Provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 **Arrangement preparation instructions:** Provides suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 **Evaluation procedures and basis of selection:** indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;
- Part 5 **Attestations, certifications and additional information:** Includes the attestations, certifications and additional information to be provided;
- Part 6 **6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:**
- 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
- 6B, includes the instructions for the bid solicitation process within the scope of the SA;
- 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

Annex A – Statement of work

Annex B – Basis of payment

Annex C – Task authorization form

Annex D – Security Requirements Check List (SRCL)

Annex E – Areas of specialization for which the supplier is qualified

Annex F – Key terms

Annex G – Description of categories of field(s)

Attachment 1 – Technical evaluation

Attachment 2 – Attestations, certifications and additional information

Attachment 3 – Application for Registration (AFR) forms (PWGSC-TPSGC 471)

Attachment 4 – Total number of words translated

Attachment 5 – List of translation associations and degrees recognized by the Translation Bureau

1.2 Preamble

The Translation Bureau (the Bureau) is a federal institution that is part of the Public Services and Procurement Canada (PSPC) portfolio. It supports the Government of Canada in its efforts to serve Canadians and communicate with them in both official languages.

As the Government of Canada's centre of excellence for linguistic services, the Bureau collaborates with and acts for all departments, boards, agencies and commissions established by Act of Parliament or appointed by order of the Governor in Council, as well as for both Houses of Parliament, in all matters relating to the translation and revision of their documents, conference interpretation, sign-language interpretation, oral transliteration and terminology.

1.3 Summary

Public Services and Procurement Canada (PSPC), on behalf of the Bureau, is publishing these amendments to the Request for Supply Arrangements (RFSa) in order to meet Bureau needs for official languages translation services of sensitive nature and support its various programs, operational requirements and projects.

The objectives of this RFSa are as follows:

- Streamline the procurement process to acquire quality translation services and support Government of Canada procurement modernization and contract simplification initiatives;
- Improve the predictability of translation services procurement;
- Make its contracting procedures more transparent, open and fair in order to optimize this tool for the Bureau and its suppliers.

Any subsequent supply arrangement (SA) may be used to acquire official languages translation services of sensitive nature solely for the Bureau.

Official languages translation services of sensitive nature include three tiers, each of which includes 62 fields. A full description of these fields is included in Annex G – Description of Categories and Field(s).

- (a) **Tier 1 – Lower capacity official languages translation of sensitive nature:** This tier will include arrangements with suppliers demonstrating their capability of supplying official languages translations of sensitive nature in one or more areas of specialization for every language combination (French to English or English to French) for requirements where the daily translation capacity is greater than or equal to 1,000 words and less than 2,999 words.
- (b) **Tier 2– Intermediate capacity official languages translation of sensitive nature:** This tier will include arrangements with suppliers demonstrating the capability of supplying official languages translations of sensitive nature in one or more areas of specialization for every language combination (French to English or English to French) for requirements where the daily translation capacity is greater than or equal to 3,000 words and less than 7,999 words.
- (c) **Tier 3– Superior capacity official languages translation of sensitive nature:** This tier will include arrangements with suppliers demonstrating the capability of supplying official languages translations of sensitive nature in one or more areas of specialization for every language combination (French to

English or English to French) for requirements where the daily translation capacity is greater than or equal to 8,000 words.

Suppliers may choose to register in one or more tiers, depending on their capabilities.

This procurement is subject to the Canada's free trade agreement (CFTA). This procurement consists of translation services, which is not listed under the WTO-AGP.

The contract resulting from a Supply Arrangement is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

This RFSA is not a solicitation of bids or tenders. No contract will be awarded automatically as a result of qualification under this RFSA.

There are security requirements associated with this requirement. For additional information, consult Part 1 - General Information, and Part 6A - Supply Arrangement. For more information on personnel and organization security screening or security clauses, Suppliers 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.

1.4 On-going Opportunity for Qualification

A notice and the RFSA will be posted continuously on the [Government Electronic Tendering Service \(GETS\)](#), thereby allowing suppliers to qualify for one or more SAs at any given time.

1.5 Who Can Submit an Arrangement

This RFSA allows the following groups to submit an arrangement:

- (a) **New suppliers:** New suppliers able to meet the requirements of this RFSA are invited to submit an arrangement, including the documents listed in the Arrangement Submission Grid (Part 3, Article 3.4).
- (b) **Pre-qualified suppliers:** Pre-qualified suppliers within this SA framework who wish to qualify for other fields, tiers or language combinations. If so, suppliers must submit a complete arrangement, including the documents listed in the Arrangement Submission Grid (Part 3, Article 3.4).

1.6 Canadian Content

The goods and/or services covered by the supply arrangement may be limited to Canadian goods and/or services as defined in clause [A3050T](#) of the Standard Acquisition Clauses and Conditions (SACC) Manual.

1.7 Security Requirements

1. Before issuance of a supply arrangement, the following conditions must be met:

- (a) the Supplier must hold a valid organization security clearance as indicated in Part 6A - Supply Arrangement;

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- (b) the Supplier must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section II Attestations, Certifications and Additional Information.
2. Before access to sensitive information is provided to the Supplier, the following conditions must be met:
- (a) the Supplier's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 6A - Supply Arrangement.
- (b) the Supplier's security capabilities must be met as indicated Part 6A - Supply Arrangement.
3. For additional information on security requirements, Suppliers 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.

1.8 CPC Connect Service

This RFSA allows suppliers to use the CPC Connect service provided by Canada Post Corporation to transmit their arrangement electronically. Suppliers must refer to Part 2 of the RFSA entitled Supplier Instructions and Part 3 of the RFSA entitled Arrangement Preparation Instructions for further information on using this method.

1.9 Bidders' Conference

If necessary, Canada may hold bidders' conferences during the supply-arrangement period to provide bidders with instructions. Bidders should refer to Part 2 (Supplier Instructions) for more information.

1.10 Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

1.11 Anticipated Migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Supply Arrangement that is issued under this solicitation, refer to 6.12 Transition to an e-Procurement Solution (EPS).

1.12 The Government of Canada's press release provides additional information. Key Terms

Key terms used throughout this RFSA, its annexes and attachments are defined in Annex F, Key Terms, of the resulting contract clauses.

1.13 Applicability of COVID-19 vaccination requirements to individual solicitations

The requirement covered by the bid solicitation of any resulting supply arrangement may be subject to a vaccination requirement pursuant to the COVID-19 Vaccination Policy for Supplier Personnel.

PART 2 – SUPPLIER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions \(SACC\)](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Services and Procurement Canada.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the supply arrangement and/or resulting contract(s).

The [2008](#) Standard Instructions – Request for Supply Arrangements – Goods or Services (2022-03-29) are incorporated by reference into and form part of the RFSA solicitation.

Subsection 5.4 of the [2008](#) Standard Instructions – Request for Supply Arrangements – Goods or Services is amended as follows:

Delete: 60 days
Insert: 180 days

2.2 Submission of Arrangements

- (a) Suppliers must obtain the RFSA document posted on the [Government Electronic Tendering Service \(GETS\)](#), also known as the buyandsell.gc.ca website, and read it in its entirety. Suppliers are responsible for downloading all RFSA amendments, as they may contain questions and answers, as well as changes to RFSA requirements.
- (b) Arrangements must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSA in Article 6.7 Bidding Periods and Quarterly Evaluations of Part A – Supply Arrangements and Resulting Contract Clauses.
- (c) Suppliers should submit their arrangement by fax or through CPC Connect, as indicated in Article 8 of the [2008 Standard Instructions](#) (2022-03-29).

Note: For suppliers choosing to submit using CPC Connect for arrangements closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.pareceptiondessoumissions-apbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

Note: Arrangements will not be accepted if emailed directly to this email address. This email address is to be used to open a CPC Connect conversation, as detailed in Standard Instructions [2008](#), or to send arrangements through a CPC Connect message if the bidder is using its own licensing agreement for CPC Connect service.

2.3 Procurement Business Number (PBN)

Suppliers must have a Procurement Business Number (PBN) registered with the Supplier Registration Information (SRI) system to submit an arrangement.

2.3.1 Obtaining a PBN through the SRI system

- (a) To obtain a PBN, suppliers can access the following website and register online:

[Introduction – Supplier Registration Information – Buy and Sell – Public Services and Procurement Canada \(contractsCanada.gc.ca\)](https://contractsCanada.gc.ca)

SRI contact information

Telephone: 1-800-811-1148

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

- (b) In the case of a new supplier submitting an arrangement as a joint venture, a unique PBN representing the joint venture's legal entity must be created in the SRI and used to submit an arrangement. The lead company's business number (i.e., the first nine digits of the PBN) is used to create a new PBN (i.e., account) for the joint venture.
- (c) All members of the joint venture must have their own PBN, and the Legal Name field of the joint venture must show the names of all businesses participating in the joint venture. The registration of a joint venture account must be done by contacting an SRI system agent.

2.4 Submission of a Maximum of Two Arrangements

A supplier or a group of suppliers may submit a maximum of two arrangements, as follows:

- (i) One arrangement from the legal entity alone; or
 - (ii) One arrangement from the legal entity and another arrangement submitted in a joint venture; or
 - (iii) Two arrangements in joint venture.
- (a) If a supplier or a group of suppliers submits more than two arrangements, Canada will, at its sole discretion, choose the arrangements it will consider.
- (b) If a supplier or a group of suppliers submits two arrangements, they must submit them in two separate documents, clearly identified as separate arrangements. Each arrangement will be evaluated independently, without considering other arrangements. Each arrangement submitted must therefore be complete.
- (c) For the purposes of this article, the term “**group of suppliers**” means all entities (whether those entities include one or more individuals, corporations, partnerships, limited liability partnerships, etc.) that are related to one another. Regardless of the province or territory where the entities were incorporated or otherwise formed as a matter of law, the entities are considered “**related**” for the purposes of this Request for Supply Arrangements (RFSA) if
- (i) They are the same legal entity (i.e., the same individual, corporation, partnership, limited liability partnership, etc.);
 - (ii) They are “related persons” or “affiliated persons” under Canada's *Income Tax Act*;

- (iii) The entities currently have—or had in the two years prior to the RSFA closing date—a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship);
- (iv) The entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.

2.5 Former Public Servants – Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

2.6 Federal Contractors Program for Employment Equity – Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) – Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

2.7 Enquiries – Request for Supply Arrangements (RFSA)

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than 10 calendar days before the closing date of the current bidding period, in accordance with the schedule set out in Article 6.7, Bidding Periods and Quarterly Evaluations of Part 6A of the RFSA. The Supply Arrangement Authority will reply to enquiries in an amendment to the RFSA. When enquiries are received after this deadline, the Supply Arrangement Authority will answer questions in an amendment to the RFSA during the next bidding period.

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

2.8 Bidders' Conference

Canada may hold bidders' conferences as required to provide suppliers with information regarding the RFSA. If so, a notice will be posted on buyandsell.gc.ca to let suppliers know that a bidders' conference will be held. The notice will include all the details regarding the event.

2.9 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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

2.10 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.

2.11 Volumetric Data

The volumetric data included in Attachment 3 – Total Number of Words Translated have been provided for information purposes only to help suppliers prepare their arrangements. The inclusion of these data in this RFSA does not represent a commitment by Canada that Canada's future usage of translation services will be consistent with this data.

PART 3 – ARRANGEMENT PREPARATION INSTRUCTIONS

3.1 Arrangement Preparation Instructions

If the Supplier chooses to submit its arrangement electronically, Canada requests that the Supplier submits its arrangement in accordance with section 08 of the 2008 standard instructions. The CPC Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. Canada requests that the arrangement be gathered per section and separated as follows:

Section I: Technical Arrangement

Section II: Attestations, Certifications and Additional Information

If the Supplier is simultaneously providing copies of its arrangement using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through CPC Connect service, the wording of the electronic copy provided through CPC Connect service will have priority over the wording of the other copies.

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

- 1) Include all environmental certification(s) relevant to your organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g. Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
- 3) Unless otherwise noted, Suppliers are encouraged to submit arrangements electronically.

3.2 Section I: Technical Arrangement

- (a) In the technical arrangement, Suppliers must demonstrate that they meet every mandatory technical criterion set out in the RFSA and submit all requested documents and information. The technical arrangement should address clearly, and in sufficient depth, the points that are subject to the evaluation criteria against which the arrangement will be evaluated.
- (b) Suppliers must use the response form at Attachment 1 to demonstrate that they meet every mandatory technical criterion.
- (c) Canada requests that suppliers address and present the topics and information according to the order used in the applicable forms and evaluation grids and/or the RFSA.

3.3 Section II: Attestations, certifications and additional information

Suppliers must submit the attestations, certifications and additional information required at Attachment 1 and 2.

3.4 Arrangement Submission Grid

Suppliers may refer to the table below to ensure that their arrangement includes the completed documents required according to their situation.

Column A Description of Items	Column B New Supplier (has no SA for official languages translation services of sensitive nature)	Column C Current Supplier (has an SA for official languages translation services of sensitive nature)	Column D Tier 1 (reference point in RFSA document)	Column E Tier 2 (reference point in RFSA document)	Column F Tier 3 (reference point in RFSA document)
Signed RFSA Cover Page	Required*	Not required**	N/A	N/A	N/A
SECTION I: Technical arrangement					
Response form – Technical evaluation	Required*	Not required**	Part 4, Attachment 1	Part 4, Attachment 1	Part 4, Attachment 1
SECTION II: Attestations, certifications and additional information					
Integrity provisions – Declaration of convicted offences	Required	Not required**	Part 5, Attachment 2	Part 5, Attachment 2	Part 5, Attachment 2
Certification of resource qualifications for Tiers 1 and 2	Required	Not required**	Part 5, Attachment 2	Part 5, Attachment 2	Part 5, Attachment 2
National Standard of Canada CAN/CGSB-131.10-2017 certification for Tier 3	Required	Not required**	Part 5, Attachment 2	Part 5, Attachment 2	Part 5, Attachment 2
Integrity provisions – List of names	Required	Not required**	Part 5, Attachment 2	Part 5, Attachment 2	Part 5, Attachment 2
Supplier declaration	Required	Not required**	Part 5, Attachment 2	Part 5, Attachment 2	Part 5, Attachment 2
Supplier's Proposed Sites or Premises Requiring Safeguarding Measures	Required	Not required**	Part 1, Attachment 2	Part 1, Attachment 2	Part 1, Attachment 2
Application for Registration (AFR) form (PWGSC-TPSGC 471)	Required	Not required**	Part 5, Attachment 3	Part 5, Attachment 3	Part 5, Attachment 3

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- Required*: Electronic attachments from the Tender Notice page: RFSA – Method of supply for official languages translation services of sensitive nature for the Translation Bureau (EP745-230361/A).
 - Not required**: Unless the Bidder wishes to qualify for other fields or tiers, then refer to Column B.

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements (RFSA), including the mandatory technical criteria. There is no financial evaluation criteria for this RFSA..
- (b) An evaluation team including representatives of Canada will evaluate the arrangements. Canada may hire independent consultants or use government resources to evaluate arrangements. Not all members of the evaluation team will necessarily take part in all aspects of the evaluation.
- (c) When the evaluation team requests clarifications, a verification or additional information, the supplier will have two business days (or longer if specified in writing) to provide the requested information. Failure to meet this requirement may result in the arrangement being declared non-responsive.
- (d) Canada wishes to point out that this RFSA is intended as a collaborative process. Consequently, any arrangement received by Canada that fails to demonstrate compliance with the requirements of this RFSA will not be rejected automatically. Canada will instead work with the supplier in order to obtain the clarifications and information required to validate the supplier's arrangement.

4.2 Evaluation Criteria

4.2.1 Mandatory Technical Criteria

- (a) Suppliers must meet the mandatory technical evaluation criteria set out in Attachment 1.
- (b) Suppliers may register in one or more field categories and tiers.

4.2.2 Other Mandatory Requirements

- (a) In order to be awarded an SA, the supplier must comply with all the requirements set out in this RFSA and maintain compliance throughout the duration of the SA.
- (b) Except where expressly provided otherwise, members of a joint venture may combine their capabilities to meet any given mandatory requirement of this RFSA. When it is necessary to justify a mandatory requirement, the supplier must indicate which joint venture member(s) will meet the requirement.

4.3 Basis of Selection

- (a) An arrangement must comply with the requirements of the Request for Supply Arrangements and meet all mandatory technical evaluation criteria to be declared responsive.
- (b) All responsive suppliers will be awarded a supply arrangement in the field categories and tiers for which they are qualified.
- (c) Evaluation results will establish the supplier's status, as follows:

- (i) **Compliant supplier:** The supplier has met all the mandatory requirements of this RFSA and is awarded an SA.
- (ii) **Non-compliant supplier:** The supplier has not met all the mandatory requirements of this RFSA and is not awarded an SA.

PART 5 – ATTESTATIONS, CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required attestations, certifications and additional information in order to be awarded a supply arrangement (SA). All attestations are listed in Attachment 2 – Attestations, Certifications and Additional Information.

The certifications that suppliers submit to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default, if any certification is found to be untrue, whether made knowingly or unknowingly, during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

The Supply Arrangement Authority has the right to request additional information in order to verify the supplier's certifications. Failure to comply and cooperate with any request or requirement imposed by the Supply Arrangement Authority will render the arrangement non-responsive, or constitute a default under the contract.

5.1 Attestations and Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

5.1.1 Integrity Provisions – Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all suppliers must provide with their arrangement, **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.

5.1.2 Certification of Resource Qualifications for Tiers 1 and 2

Suppliers wishing to qualify for Tier 1 and/or Tier 2 must provide a certification indicating that they have resources that are qualified to do the work. In other words, these resources

- (i) Are members in good standing of the Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ) or a provincial or territorial professional association affiliated with the Canadian Translators, Terminologists and Interpreters Council (CTTIC), as indicated in Attachment 5;

OR

- (ii) Hold a bachelor's degree in translation from a university recognized by the Translation Bureau, as indicated in Attachment 5.

5.1.3 International Standards Organization (ISO) 17100 Certification or Equivalent for Tier 3

Suppliers wishing to qualify for Tier 3 must provide proof that they are certified under national standard [CAN/CGSB-131.10-2017](#).

5.2 Certifications Precedent to the Issuance of a Supply Arrangement and Additional Information

The certifications and additional information listed below should be submitted with the arrangement, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier 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 arrangement non-responsive.

5.2.1 Integrity Provisions – List of Names

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](https://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<https://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Supplier must submit the duly completed [List of Names for Integrity Verification Form](#) with their arrangement.

5.2.2 Supplier Declaration

The supplier declaration is a certification whereby suppliers certify that all the information provided in their arrangement is true.

5.2.3 Security Requirements – Required Documentation

In accordance with the [requirements of 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>), the Supplier must provide the completed Application for Registration (AFR) form at Attachment 3 to be given further consideration in the procurement process.

Suppliers are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, suppliers who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extensions granted by the Contracting Authority in its discretion), or if Canada requires further information from the Supplier in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Supplier will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Supplier fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

PART 6 – SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

6.1 Arrangement

The supply arrangement (SA) allows Canada to acquire official languages translation services, as required by Canada, in support of its various programs, operational needs and projects through an inventory of pre-qualified suppliers.

The Statement of Work can be found at Annex A and will form part of the resulting contract clauses.

6.2 Security Requirements

6.2.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Supply Arrangement:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), and obtain approved Document Safeguarding Capability at the level of PROTECTED B, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets, or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. The Contractor/Offeror MUST NOT utilize its facilities to process, produce, or store PROTECTED information or assets until the CSP, PWGSC has issued written approval.
4. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce, or store PROTECTED information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED B.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
6. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
 - (b) *Contract Security Manual* (Latest Edition)

6.2.2 Supplier's Sites or Premises Requiring Safeguarding Measures

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

(To be inserted at Supply Arrangement award)

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

City, Province, Territory / State

Postal Code / Zip Code

Country

6.2.1.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individual(s) hold a valid security clearance at the required level.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the supply arrangement (SA) and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions \(SACC\)](#) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Services and Procurement Canada.

6.3.1 General Conditions

The [2020](#) General Conditions – Supply Arrangement – Goods or Services (2022-01-28) apply to and form part of this supply arrangement.

6.4 Term of Supply Arrangement

6.4.1 Period of the Supply Arrangement

The supply arrangement has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it.

The period for awarding contracts under the supply arrangement begins on _____..

6.5 Authorities

6.5.1 Supply Arrangement Authority

The Supply Arrangement Authority is as follows:

Linguistic Services Division
Acquisitions Branch
Public Services and Procurement Canada
Terrasses de la Chaudière
10 Wellington Street, 5th Floor
Gatineau, Quebec K1A 0S5

Email: TPSGC.AMARepertoireBureau-SADirectoryBureau.PWGSC@tpsgc-pwgsc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the supply arrangement, its administration and its revision, if applicable.

6.5.2 Supplier Representative

(The supplier representative will be indicated once the supply arrangement is issued.)

Name: _____
Title: _____
Address: _____
Telephone: _____
Email: _____

6.5.3 Identified Users

The Bureau and PSPC may use the SA to acquire translation services.

1. The Translation Bureau (the Bureau)
Procurement Centre
Crémazie Building, 8th Floor
70 Crémazie Street, Gatineau, Quebec
K1A 0S5 Canada
2. Linguistic Services Division
Professional Services Procurement Directorate
Services and Technology Acquisition Management Sector
Acquisitions Branch
Public Services and Procurement Canada (PSPC)
Terrasses de la Chaudière
10 Wellington Street
Gatineau, Quebec K1A 0S5

6.6 On-going Opportunity for Qualification

- (a) A permanent notice will be posted on the Government Electronic Tendering Service (GETS) for the duration of the SA in order to allow
 - (i) Current pre-qualified suppliers to qualify for new tiers and fields of the SA;
 - (ii) New suppliers to submit their arrangements in order to become pre-qualified suppliers and to be issued an SA for the provision of translation services.
- (b) Evaluations will take place four times a year, as specified below in Article 6.7, Bidding Periods and Quarterly Evaluations.

- (c) Suppliers should submit their arrangements to the Bid Receiving Unit, in accordance with Part 2 of this document.
- (d) PSPC may add, delete or modify existing supply arrangement clauses and conditions during any revision process.
- (e) The supplier acknowledges that Canada may issue an unlimited number of supply arrangements and may continue to issue supply arrangements to pre-qualified suppliers throughout the supply arrangement period.

6.7 Bidding Periods and Quarterly Evaluations

Canada reserves the right to evaluate arrangements in cycles, not less than quarterly. Arrangements received over a calendar year will be evaluated in accordance with the schedule below. Changes to the schedule may be required owing to operational requirements, in which case suppliers will be notified.

Arrangement evaluation schedule

Quarters	Closing date	Closing time	Evaluation period
Q1	June 30	2:00 p.m. Eastern Daylight Time (EDT)	From July 1 to September 30
Q2	September 30	2:00 p.m. EDT	From October 1 to December 31
Q3	January 3	2:00 p.m. Eastern Standard Time (EST)	From January 4 to March 31
Q4	March 31	2:00 p.m. EST	From April 1 to June 30

6.8 Notice of the Supplier's Withdrawal from the Supply Arrangement (SA)

If an SA holder wishes to withdraw from the SA, the holder must notify the Supply Arrangement Authority in writing and ask to be removed from the list of pre-qualified SA suppliers. Upon receipt of this notice, the Supply Arrangement Authority will remove the supplier from the list of pre-qualified suppliers and the Supplier will not be eligible to bid on bid solicitations issued under the Supply Arrangement. The Supplier will be required to qualify again to become a pre-qualified supplier. The supplier acknowledges that its removal from the list of pre-qualified SA suppliers will not affect any contract entered into before the date on which the Supply Arrangement Authority received this notice.

6.9 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 the Supply Arrangement;
- (b) The [2020](#) General Conditions – Supply Arrangement – Goods or Services (2022-01-28);
- (c) Annex A, Statement of Work;
- (d) Annex D, Security Requirements Check List (SRCL)

- (e) The supplier's arrangement dated _____ (*insert date of arrangement*). *[If the arrangement was clarified or amended, insert the following at the time of issuance of the arrangement: "as clarified on _____" or "as amended on _____". Insert the date(s) of clarification(s) or amendment(s), if applicable.]*

6.10 Certifications and Additional Information

6.10.1 Compliance

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

6.11 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the province or territory as specified by the Supplier in the arrangement, if applicable*).

6.12 Transition to an e-Procurement Solution (EPS)

During the period of the Supply Arrangement, Canada may transition to an EPS for more efficient processing and management of individual contracts for any or all of the SA's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

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

If the Supplier chooses not to provide the supply arrangement of their goods or services through the e-procurement solution, the Supply Arrangement may be set aside by Canada.

6.13 Suspensions

- (a) With respect to this supply arrangement (SA), Canada may, by sending a written notice to the supplier, suspend the supplier's SA in whole or in part, as applicable, in each of the following situations:
- (i) If a resulting contract has been terminated for default owing to unsatisfactory performance;
 - (ii) For failing to comply with the standards of professional conduct set out in Article A7 of the Statement of Work;
 - (iii) If a resulting contract has been terminated for default owing to refusal of work.
- (b) The previous article does not affect Canada's right to pursue other remedies or measures that may be available.

-
- (c) A suspension will not, on its own, affect any contracts entered into before the notice of suspension was issued.

6.13.1 Suspensions for Unsatisfactory Performance

- (a) When a supplier fails to meet the quality and timeliness standards set out in Annex A – Statement of Work, Canada may terminate the supplier's contract for default and suspend the supplier's supply arrangement (SA) in whole or in part.
- (b) Canada will notify the contractor in writing of its intention to suspend the contractor's SA in whole or in part. The suspension will take effect on the date of the suspension notice.
- (c) For a first, second or third contract termination owing to default over the last five consecutive years, Canada may suspend the area(s) of specialization in the language combination of the resulting contract being terminated for a period of up to 12 consecutive months.
- (d) During the suspension period, the supplier will not be invited to participate in bid solicitations that include the area(s) of specialization in the language combination for which it was suspended.
- (e) If a suspension is already in effect in the area(s) of specialization in the language combination of the most recent suspension, the period of the most recent suspension will be added to the end of the previous suspension period.
- (f) For a fourth contract termination owing to default over the last five consecutive years, Canada may suspend the following for a period of up to 24 consecutive months:
- (i) The area(s) of specialization in the language combination targeted by the fourth termination;
 - (ii) The areas of specialization in the language combinations targeted by the last four terminations;
 - (iii) All fields of a language combination in the supply arrangement (SA);
 - (iv) The entire SA.
- (g) During the suspension period, the supplier will not be invited to participate in bid solicitations that include the part(s) of the SA for which it was suspended. When the entire SA has been suspended, the supplier will be removed from the SA list of qualified suppliers and will not be invited to participate in bid solicitations associated with that arrangement for the duration of the suspension.
- (h) If a suspension is already in effect in one or more parts of the SA targeted by the most recent suspension, the period of the most recent suspension will be added to the end of the previous suspension period.
- (i) If the entire SA is suspended, and a suspension is already in effect in one or more area(s) of specialization or language combination(s), the period of the most recent suspension will be added to the end of the previous suspension period for the area(s) of specialization or language combination(s).
- (j) When a suspension period expires, the supplier's suspended field(s) or language combination(s) become active once again in the automated system used to manage the SA directory of pre-qualified suppliers. The supplier will again be invited to participate in bid solicitations for the field(s) or language combination(s).

(k) The period of five consecutive years begins on the date indicated in the last notice of termination issued by the contracting authority.

(l) Suspensions are outlined in the table below.

Number of Terminations (In order for penalties to be applicable, all terminations must have been issued over the last five years since the date on the last notice of termination.)	Type of Suspension	Months of Suspension
1st termination	Suspension from the field(s) for the language combination targeted by the termination	Up to 12 months
2nd termination	Suspension from the field(s) for the language combination targeted by the termination	Up to 12 months
3rd termination	Suspension from the field(s) for the language combination targeted by the termination	Up to 12 months
4th termination	Canada chooses a suspension pursuant to Article 6.13.1 (f) below	Up to 24 months

6.13.2 Suspensions for Failure to Comply with the Standards of Professional Conduct

(a) When a supplier fails to meet the standards of professional conduct set out in Annex A – Statement of Work, Canada may terminate the supplier's contract for default and suspend the supplier's supply arrangement (SA) for a period to be determined by Canada according to the severity of the breach. The supplier will be removed from the SA list of qualified suppliers and will not be invited to participate in bid solicitations associated with this arrangement for the duration of the suspension. The suspension will take effect on the date of the suspension notice.

6.13.3 Suspensions for Refusal of Work

- (a) The supplier is required to render the services identified in a resulting contract. Being incapable of performing the work does not relieve the contractor from its responsibility to meet contract requirements.
- (b) If the supplier is unable to deliver the services, the supplier must provide a replacement with similar qualifications and experience, as stipulated in Article 08 of the [2035](#) General Conditions.
- (c) If the supplier is unable to find a replacement, Canada may terminate the supplier's contract for default and suspend the supplier's supply arrangement (SA) for a period up to the total contract period (i.e., the remainder of the initial period and option years, as applicable). The supplier will be removed from the SA list of qualified suppliers and will not be invited to participate in bid solicitations associated with this arrangement for the duration of the suspension. The suspension will take effect on the date of the suspension notice.

B. BID SOLICITATION

6.1 Bid Solicitation Documents

Canada will use the following template, available in the Standard Acquisition Clauses and Conditions Manual:

- High Complexity (HC) for more complex requirements.

A copy of the standard procurement template can be requested by suppliers from the Supply Arrangement Authority or the Contracting Authority, as applicable.

Note: References to the HC template in PSPC Requests for Supply Arrangements is provided as examples only. The latest version of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) A complete description of the work to be performed;
- (b) The [2003](#) Standard Instructions – Goods or Services – Competitive Requirements **OR** [2004](#) Standard Instructions – Goods or Services – Non-Competitive Requirements (*insert the applicable standard instructions*);

“Subsection 3.a) of Section 01, Integrity Provisions – Bid of Standard Instructions (insert [2003](#) or [2004](#), as applicable) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. At the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the bidder has already provided a complete list of names, as requested under the Ineligibility and Suspension Policy. During this procurement process, the bidder must immediately inform Canada in writing of any changes affecting the list of names.”*

- (c) Bid preparation instructions;
- (d) Instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (e) Evaluation procedures and basis of selection;
- (f) Certifications;
- (g) Conditions of the resulting contract.

6.2 Bid Solicitation Process

- (a) Bids will be solicited for specific requirements within the scope of the supply arrangement (SA) from suppliers that are SA holders and whose satisfaction indicators meet the mandatory minimum threshold set out in Article 6.15 below.

- (b) Bid solicitations will be emailed directly to suppliers according to the Table of Response Periods for Bid Solicitations set out in Article 6.16 below.

6.3 Process for Establishing Satisfaction Indicators for Suppliers

Suppliers are selected to participate in bid solicitations based on the following satisfaction indicators.

- (a) **Quality indicator:** The percentage arrived at by dividing the number of words delivered satisfactorily by the total number of words delivered by the same supplier, in the same field and in the same language combination, over the last 12 months.

Quality indicator calculation method (example)	
Date of search performed by the identified user	August 30, 2020
Reference period	From August 30, 2019 to August 30, 2020
Total number of words translated by the supplier during the reference period	131,308
Subtract the number of words deemed unsatisfactory	-28,595
Total number of words translated satisfactorily by the supplier	102,713
Divide the total number of words translated satisfactorily by the total number of words translated, and multiply by 100	78.2%

- (b) **Timeliness indicator:** The percentage arrived at by dividing the number of requests a supplier has delivered on time by the total number of requests delivered by the same supplier, in the same field and in the same language combination, over the last 12 months. The term delivery refers to an individual text, grouped texts that are delivered together and sections of a long text that are delivered separately.

Timeliness indicator calculation method (example)	
Date of search performed by the identified user	August 30, 2020
Reference period	From August 30, 2019 to August 30, 2020
Total number of texts delivered by the supplier during the reference period	57
Subtract the number of unsatisfactory deliveries (not delivered on time)	-10
Total number of texts delivered satisfactorily (on time) by the supplier	47

Divide the total number of texts delivered satisfactorily by the total number of texts delivered, and multiply by 100	82.5%
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- (c) Official languages translation services of sensitive nature include three tiers, each of which includes 62 fields for every language combination (French to English or English to French). Each field has a *Quality Satisfaction Indicator* and a *Timeliness Satisfaction Indicator*.
- (d) Satisfaction indicators are based on an evaluation of the supplier's services. Every text translated by a supplier is evaluated by the Bureau and subject to quality control by a language professional.
- (e) The data on each supplier's evaluations are entered in the Bureau's contract management system, which automatically calculates the satisfaction indicators every day at 5:00 a.m. (EST in winter, EDT in summer).
- (f) The mandatory minimum threshold that suppliers must meet for every translated text is typically 90% for each satisfaction indicator. Suppliers whose satisfaction indicators are all below the mandatory minimum threshold (less than 90%) will not be invited to participate in bid solicitations.
- (g) Suppliers newly registered in the Bureau's directory are automatically assigned 95% satisfaction indicators for each language combination in every field for which they are registered. They also benefit from a familiarization period when a first contract is issued, as indicated in Article 6.21 of Part 6C of the SA.
- (h) If a supplier does not work in one or more fields for a period of 12 consecutive months, the satisfaction indicators for the field(s) in question will be reset to 95%. The satisfaction indicators in an area of specialization for which a suspension was issued will be reset to 90% at the end of the suspension period (see Article 6.12, Suspensions, of Part 6A of the SA) for more information on suspensions) and will be maintained for a period of 60 days. On the 61st day, the satisfaction indicators will be reset to the satisfaction indicator earned over the last 12 months, or to 95% if inactive (no work over the last 12 months).
- (i) To select the suppliers who will be invited to participate in a bid solicitation, the identified user will begin by running a search in the Bureau's contract management system. The Bureau's contract management system then calculates the reference period. The reference period is the 12-month period immediately preceding the date on which the search is performed.

Example

- (i) If a search is performed on August 30, 2020, the reference period is the period from August 30, 2019 to August 30, 2020;
- (ii) The system will take all the supplier's data into account for this period;
- (iii) Only those suppliers whose satisfaction indicators meet the requirements set out in the bid solicitation will be invited to bid.
- (j) The percentages shown in the Bureau's contract management system contain only one significant digit after the decimal point.

The following rule is used to round off figures:

- (i) If the second digit after the decimal point is less than 5, round down to the nearest tenth;
- (ii) If the second digit after the decimal point is greater than or equal to 5, round up to the nearest tenth.

Examples

1. 78.349 becomes 78.3% (because the digit after 3 is less than 5);
2. 78.350 becomes 78.4% (because the digit after 3 is greater than or equal to 5).

6.4 Response Periods for Bid Solicitations

Tier	Daily Capacity	Number of Suppliers Invited	Response Period		
			Urgent Requirements ¹	Non-Urgent Requirements Up to \$99,999.99 (taxes included)	Non-Urgent Requirements \$100,000 or more (taxes included)
1	Requirements where the daily translation capacity is greater than or equal to 1,000 words and less than 2,999 words	A minimum of 10 active suppliers ² should be invited.* A minimum of 3 active suppliers ² will be selected by the designated user. The other 7 active suppliers ² will be selected at random by the Bureau's system.	Active suppliers have a minimum of 2 hours to respond to the bid solicitation.	Active suppliers ² have a minimum of 4 calendar days ³ to respond to the bid solicitation.	Active suppliers ² have a minimum of 10 calendar days ³ to respond to the bid solicitation.
2	Requirements where the daily translation capacity is greater than or equal to 3,000 words and less than 7,999 words	A minimum of 15 active suppliers ³ should be invited.* A minimum of 5 active suppliers ³ will be selected by the designated user. The other 10 active suppliers ² will be selected at random by the Bureau's system.			***A Notice of Proposed Procurement (NPP) will be posted on the Government Electronic Tendering Service (GETS) for Tier 3 requirements. However, only pre-qualified Tier 3 suppliers will be invited to submit bids.***
3	Requirements where the daily translation capacity is greater than or equal to 8,000 words	All active suppliers ² will be invited.			

1. Urgent requirements: Requirements where some or all of the work must be completed within a tight deadline once the contract is awarded.
2. Active supplier: Supplier who meets the requirements related to the satisfaction indicators and who is not under suspension during the bid solicitation.
3. Calendar day: A 24-hour period, from midnight to midnight.

C. 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.

6.2 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.

Should more than one contractor be awarded a contract, the texts for translation will be distributed equally among the contractors. Texts with similarities and dealing with the same subject will be assigned to the same contractor in the interests of consistency and efficiency.

6.2.1 Task Authorization Process

- (a) The project authority will provide the contractor with a description of the tasks using the Task Authorization Form at Annex C.
- (b) 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 bases and methods of payment as specified in the contract.
- (c) 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.

6.3 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 20 % of the maximum contract value.

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.

6.4 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 Services and Procurement Canada.

6.4.1 General Conditions

The [2035](#) General Conditions – Higher Complexity – Services (2022-05-12) apply to and form part of the contract.

6.5 Security Requirements

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

1. The Contractor/Officer must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), and obtain approved Document Safeguarding Capability at the level of PROTECTED B, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Officer personnel requiring access to PROTECTED information, assets, or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. The Contractor/Officer MUST NOT utilize its facilities to process, produce, or store PROTECTED information or assets until the CSP, PWGSC has issued written approval.
4. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce, or store PROTECTED information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED B.

5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
6. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
 - (b) *Contract Security Manual* (Latest Edition)

6.5.2. Supplier's Sites or Premises Requiring Safeguarding Measures

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

(To be inserted at contract award)

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

- 6.5.2.2** The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individual(s) hold a valid security clearance at the required level.

6.6 Term of Contract

6.6.1 Period of Contract

The work must be completed from _____ to _____ inclusively *(indicate the period end date)*.

6.6.2 Option to Extend Contract

The contractor grants to Canada the irrevocable option to extend the contract for one (1) **OR** two (2) **OR** three (3) additional period(s) of six (6) months **OR** one (1) year, 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 of the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.7 Authorities

6.7.1 Contracting Authority

OPTION 1 (when the Translation Bureau is the contracting authority)

The contracting authority for the contract is

Procurement Center
Translation Bureau
Public Services and Procurement Canada
Crémazie Building, 8th Floor
70 Crémazie Street
Gatineau, Quebec K1A 0S5

Email: BTCA.TBPC@tpsgc-pwgsc.gc.ca

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

OR

OPTION 2 (when the Acquisitions Branch is the contracting authority)

The contracting authority for the contract is

Linguistic Services Division
Professional Services Procurement Directorate
Services and Technology Acquisition Management Sector
Acquisitions Branch
Public Services and Procurement Canada (PSPC)
Terrasses de la Chaudière, 5th Floor
10 Wellington Street
Gatineau, Quebec K1A 0S5

Email: TPSGC.PADDSBT-APRFPTB.PWGSC@tpsgc-pwgsc.gc.ca

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

6.7.2 Project Authority

The project authority for the project is:

Name: *(Insert name at contract award)*
Manager, Dispatch Centre
Translation Bureau
Public Services and Procurement Canada
Crémazie Building
70 Crémazie Street,
Gatineau, Quebec K1A 0S5
Telephone :
Email:

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.

6.7.3 Contractor's Representative

(To be completed when the resulting contract is awarded.)

The contractor's representative for the contract is

Name:

Telephone:

Email:

6.8 Proactive Disclosure of Contracts with Former Public Servants

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

6.9 Payment

6.9.1 Basis of Payment – Individual task authorizations

The contractor will be paid for the work specified in the authorized task authorization (TA), in accordance with the Basis of Payment at Annex B.

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

No increase in Canada's total liability or in the price of the work specified in any authorized TA 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.

6.10 Limitation of Expenditure – Cumulative Total of all Task Authorizations

- (a) Canada's total liability to the contractor under the contract for all authorized task authorizations, inclusive of any revisions, must not exceed \$_____ *(to be completed when the resulting contract is awarded)*. Customs duties are included, and applicable taxes are extra.
- (b) 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.
- (c) The contractor must notify the contracting authority in writing as to the adequacy of this sum::
 - (i) When it is 75% committed; or

- (ii) Four (4) months before the contract expiry date; or
- (iii) As soon as the contractor considers that the sum is inadequate for the completion of the work required in all task authorizations, inclusive of any revisions, whichever comes first.

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

6.11 Method of Payment - Single Payment

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.

6.12 Electronic Payment of Invoices – Contract

The contractor agrees to be paid by Direct Deposit.

6.13 Discretionary Audit

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

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

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

6.14 Invoicing Instructions

- (a) The contractor must submit invoices in accordance with the "Invoice Submission" section of the general conditions. Invoices must not be submitted until all work identified in the invoice is completed.
- (b) Every invoice must be supported by a copy of the task authorization.
- (c) Invoices must be distributed as follows:
- (i) The original invoice must be sent to the following address for certification and payment.

BTCA.TBPC@tpsgc-pwgsc.gc.ca

- (d) Given the volume of task authorizations, the contractor is strongly encouraged to submit invoices on a weekly (preferably), bi-weekly or monthly basis for completed tasks. The contractor is also advised to include no more than 25 task authorizations per invoice.

6.15 Weighting and Pricing

6.15.1 Word Count for Translation

One translation tool used by the Translation Bureau is a translation memory, which saves the Bureau from having to retranslate previously translated segments and ensures greater consistency in client terminology. In addition to the source text, the contractor receives one or more TMX files (universal files containing data useful for the translation of a text and compatible with all translation-memory applications) and the analysis report on which the source text word count is based.

6.15.2 Word-count Process Definitions

The following definitions apply to the word-count process:

- (a) Word: An unbroken series of characters, including figures;
- (b) Segment: A string of words beginning with a capital letter and ending with a period or return;
- (c) Match: A segment already translated in full or in large part (75% or more) found in a translation memory;
- (d) Repetition: The recurrence of identical segments within a given text or set of texts. The first occurrence of every recurring segment is counted as a new segment requiring translation.

6.15.3 Word-count Process

- (a) The word-count process is used to establish the pricing basis.
- (b) The supplier is paid according to the number of weighted words.
- (c) The weighting is done by the Bureau's translation memory.
- (d) The Bureau's translation memory calculates the match and repetition rates.

(e) The match and repetition rates are calculated as follows:

- (i) Total number of words in segments with a match x 0.25 rate of exact matches (100%), including repetitions;
- (ii) Total number of words in segments with a fuzzy match (75% to 99%) x 0.50;
- (iii) Total number of words in new segments (0% to 74% match) remains as is.

CALCULATION EXAMPLE: TEXT OF 10,553 WORDS			
	Word count	Conversion factor	Weighted word count
Exact matches (segments with a match rate of 100%), including repetitions	4,646	0.25	1,162
Fuzzy matches (segments with a match rate of 75% to 99%)	4,749	0.50	2,375
New segments	1,158	None	1,158
TOTAL	10,553		4,695
The pricing basis is 4,695 weighted words.			

- (f) The contractor shall translate the new segments and revise exact and fuzzy matches to ensure that the translation proposed by the translation memory is accurate and that the style and level of language are appropriate.
- (g) The contractor may ask the project authority to revise the word count before the work begins if the contractor feels that the word count is incorrect or that it does not reflect the effort required.
- (h) If the calculation cannot be performed using the word-count process described above, a separate process, to be identified in the resulting contract, will be used.

6.15.4 Elements Included in the Word Count

The following table indicates which elements are included in the word count generated by the Bureau's analyzer and which are not.

Elements	Included*
Content of all Excel and Visio tabs	Yes
Page headers and footers	Yes
Images	No
Hyperlink tooltips	No
Comment marks	Yes
Tracked changes (automatically accepted by the analyzer)	Yes
Integrated organization charts created with publishing software	No

Notes pages (PowerPoint)	Yes
PDF file (image format)	No
PDF file (text format – editable content)	Yes
Bullets and automatic numbering	No
“Personalized” sections in dynamic forms	Yes
Smart Art sections (PowerPoint 2007) Examples: Vertical chevron list or horizontal bulleted list	Yes, if the images have been ungrouped and the word count recalculated
Tables	Yes
Nested Excel tables	No
Hidden text (Word)	No
Text boxes	Yes
Text boxes integrated into image data	Yes
*If the content of excluded elements requires translation, it will be manually added to the weighted word count.	

6.15.5 Specific Rules for Word Counts

Spaces serve as word separators	Except between figures
	Except before a non-alphanumeric character
Commas do <u>not</u> serve as word separators	Except where immediately followed by a space
	Except where immediately followed by a new line character
Periods do <u>not</u> serve as word separators	Except where immediately followed by a space
	Except where immediately followed by a new line character
Non-alphanumeric characters do <u>not</u> serve as word separators	Except where they are immediately preceded AND followed by a string of exclusively alphanumeric characters (which may be preceded or followed by a space)
Hyphens do <u>not</u> serve as word separators	Not applicable
Apostrophes serve as word separators	Not applicable

Note

Two or more spaces count as a single space for the processing in question.

6.15.6 Word Count for Figures

Figure format	Example	Word count if stand-alone	Word count if included in a sentence
Figure without spaces	1000000	0	1
Figure with hard space(s)	1 000 000	0	3
Figure with soft space(s)	1 000 000	0	3
Figure with comma(s) [to separate triads]	1,000,000	0	1
Figure without spaces followed by a symbol (e.g., \$, %, °C), with an intervening hard or soft space	1000000 \$	0	2
Figure with hard space(s) followed by a symbol (e.g., \$, %, °C), with an intervening hard or soft space	1 000 000 \$	0	3
Figure with soft space(s) followed by a symbol (e.g., \$, %, °C), with an intervening hard or soft space	1 000 000 \$	0	4
Figure without spaces followed by a symbol (e.g., \$, %, °C), with no intervening space	1000000\$	0	1
Figure with hard space(s) followed by a symbol (e.g., \$, %, °C), with no intervening space	1 000 000\$	0	3
Figure with space(s) followed by a symbol (e.g., \$, %, °C), with no intervening space	1 000 000\$	0	3
Figure with comma(s) preceded by a symbol (e.g., \$, %, °C), with no intervening space	\$1,000,000	0	1
Figure accompanied by a word	1 million	2	2

6.15.7 Exception to the Word-count Process

Under exceptional circumstances, the Translation Bureau reserves the right to forego the use of the translation memory to perform the word count in order to streamline the process and ensure that the translation memory remains available for all other translation work.

Consequently, the Translation Bureau will not provide the supplier with a TMX or XLIFF file, will not apply Article 14.1 (Word Count) to the translation and revision, and will not weight the translated words using translation-memory results. Given that no TMX or XLIFF file will be provided and the word count will not be weighted, the supplier will be paid as though all segments were new segments.

The supplier will deliver the translated texts in accordance with the instructions stipulated in the task authorization.

6.16 Certifications and Additional Information

6.16.1 Compliance

Unless specified otherwise, continuous compliance with the certifications provided by the contractor with its bid or prior to the contract award, and ongoing co-operation in providing additional information are conditions of the contract. Failure to comply will constitute the contractor in default. Certifications are subject to verification by Canada throughout the contract period.

OPTION (include the following for requirements estimated at \$1,000,000 and above, options excluded and Applicable Taxes included.)

6.16.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

6.17 Applicable Laws

The contract must be interpreted and governed, and the relations between the parties determined, by the laws in force, as stipulated in the supplier's arrangement.

6.18 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) Articles of Agreement;
- (b) [2035](#) General Conditions – Higher Complexity – Services (2022-05-12);
- (c) Annex A – Statement of Work;
- (d) Annex B – Basis of Payment;
- (e) Annex D – Security Requirements Check List (SRCL)
- (f) Task authorizations;
- (g) Supply arrangement EP745-230361/XXX/ZF (*enter the contractor's supply arrangement number when the contract is awarded*);
- (h) The contractor's bid dated _____ (*insert date of bid*). [*If the bid was clarified or amended, insert the following when the contract is awarded: "as clarified on _____" or "as amended on _____" and insert the date(s) of bid clarification or amendment(s).]*]

6.19 Transition to GClingua, the Translation Bureau's Linguistic Services Request Management Solution

During the contract period, the Translation Bureau may transition to GClingua to process and manage requests for linguistic services more efficiently.

GClingua is hosted on a secure cloud. An Internet connection, an active user account and a password are required to access GClingua. Users must use a recent version of Google Chrome, Mozilla Firefox or Microsoft Edge to connect to GClingua. Internet Explorer 11 (IE11) is not fully compatible.

GClingua will be rolled out gradually and the contractor will continue to do business with the Translation Bureau in the usual manner until the date on which the contractor's contract is migrated to GClingua. Once the contract is migrated, the contractor will be required to deliver services through GClingua. The contractor may, however, continue to receive task authorizations in the usual manner during the rollout period.

Once the contractor's contract has been targeted for migration to GClingua, the Translation Bureau will provide the contractor with advance notification, including a detailed information package describing the requirements, as well as the applicable guidance and support.

Only the contractor's designated project managers will receive a GClingua user account. If a project manager decides to assign a task to an employee or subcontractor, that person will receive a temporary username and password, which will enable them to access GClingua exclusively for the task in question.

The contractor receives an automated email notifying him that work has been assigned to him. He accesses GClingua to accept the tasks and to download the files to be processed, available in native format and in Xliff format. Once the work is done, the contractor uploads the processed files to GClingua, preferably in Xliff format, or at least in native format (or both).

Contractors who are not familiar with GClingua will be required to learn how to use GClingua at their own expense before the work begins. A user manual and online training will be made available to them.

Once the contract has been migrated to GClingua, if the contractor decides not to provide services through GClingua, Canada may terminate the contractor's contract for default.

6.20 Unsatisfactory Performance

OPTION (Insert the "7.19.1 Familiarization Period" clause below for an initial contract with a new supplier, or for a specific project identified by the project authority / Request Processing Centre. See the Translation Bureau contract request.)

6.20.1 Familiarization Period

- (a) The Bureau grants a familiarization period _____ (*insert "to new suppliers with a supply arrangement who are awarded a first contract" or "to current suppliers for a specific project", as applicable*). This period allows the supplier to become familiar with the Bureau's processes, as well as its clients' specific requirements _____ (*insert "and/or the specific project" when the familiarization period is granted for a specific project*).
- (b) The duration of the familiarization period is equal to one third of the total contract period, including any option years. The familiarization period is from the date of the contract to _____ (*insert end date*).
- (c) The familiarization period may be extended through a contract amendment if the supplier received few or no texts to be translated during the period indicated in (b).
- (d) The supplier will receive feedback on their texts during the familiarization period.

- (e) When a translation does not meet the expected quality standards set out in Annex A – Statement of Work or the agreed-upon deadlines, the Bureau will issue a warning. Warnings have no impact on quality indicators and do not result in the contract's termination or the suspension of the supply arrangement in whole or in part.
- (f) Once the familiarization period has ended, the Bureau will issue a notice of unsatisfactory performance to the supplier when a translation does not meet the expected quality standards set out in Annex A – Statement of Work or the agreed-upon deadlines. Unlike warnings, notices of unsatisfactory performance will affect the quality indicators and may result in the contract's termination or the suspension of the supply arrangement in whole or in part.

6.20.2 Notice of Unsatisfactory Performance

- (a) Contractors who fail to meet the quality and timeliness standards set out in Annex A – Statement of Work may receive a notice of unsatisfactory performance from the Bureau.
- (b) A notice of unsatisfactory performance affects the supplier's satisfaction indicators.
- (c) Following a third notice of unsatisfactory performance, Canada may terminate the contract for default and suspend the supplier's supply arrangement in whole or in part for a specified period, pursuant to Article 6.12.1, Suspensions for Unsatisfactory Performance.
- (d) When unsatisfactory performance is related to **quality standards**, Canada may terminate the contract if the percentage of unsatisfactory words exceeds the annual ratio of 5%. The formula below will be used to determine whether or not the annual 5% ratio of unsatisfactory words has been met. The percentage of unsatisfactory words will be rounded to the first decimal point.

$$\frac{\text{unsatisfactory words}}{\text{total words delivered}} \times 100$$

In the following scenario, the supplier's contract may be terminated for default during Option Year 1 because the supplier will have met the annual 5% ratio of unsatisfactory words.

Contract Year	Estimated Annual Number of Words Precedent to Contract Award	Number of Words Delivered to Date	Number of Unsatisfactory Words	% of Unsatisfactory Words $\frac{\text{mots insatisfaisants}}{\text{mots livrés}} \times 100$
Year 1	4,000,000	2,000,000	12,597	0.63%
Year 2	4,000,000	2,978,555	38,877	1.31%
Option Year 1	4,000,000	1,233,756	125,323	10.16%
Option Year 2	4,000,000	--	--	--%
Total	12,000,000	8,880,297	176,797	--

At its discretion, Canada may grant the contractor an adjustment period so that the contractor may improve the quality of its work. The duration of the adjustment period will be determined by Canada on the basis of usage of the contract. During the adjustment period, texts deemed unsatisfactory will not be added to the contractor's file and will not have any impact on quality indicators. Once the adjustment period has ended, the contractor may once again begin receiving notices of unsatisfactory performance when translations do not meet the expected quality standards set out in Annex A – Statement of Work. Following an adjustment period, the contractor must maintain quality; failure to do so will result in immediate termination of the contract.

- (e) When unsatisfactory performance is related to **timeliness standards**, Canada may terminate the contract if the percentage of unsatisfactory deliveries exceeds the annual ratio of 5%. The formula below will be used to determine whether or not the annual 5% ratio of unsatisfactory deliveries has been met. The percentage of unsatisfactory deliveries will be rounded to the first decimal point.

$$\frac{\text{unsatisfactory deliveries}}{\text{total deliveries}} \times 100$$

In the following scenario, the supplier's contract may be terminated for default during Option Year 1 because the supplier will have met the annual 5% ratio of late deliveries.

Contract Year	Number of Texts Delivered to Date	Number of Texts Delivered Late	% of Unsatisfactory Deliveries
			$\frac{\text{textes livrés en retard}}{\text{textes livrés}} \times 100$
Year 1	57	2	3.51%
Year 2	49	1	2.04%
Option Year 1	35	5	14.29%
Option Year 2	--	--	--%
Total	141	8	--

6.20.3 Redoing the Work

- (a) When unsatisfactory performance is related to **quality standards**, the project authority may ask the supplier to redo any work deemed to be unsatisfactory, time permitting.
- (b) If asked to do so by the project authority, the contractor must redo the work at the contractor's expense, in accordance with Article 11 of the [2035](#) General Conditions of the resulting contract. The deadline for redoing the work will be 24 to 72 hours, at the Bureau's discretion.
- (c) In the event of a request to redo the work, the redone work will be evaluated. This evaluation will impact the satisfaction indicators and be added to the file. Please note, however, that the evaluation of the redone work will not replace the initial evaluation. The initial unsatisfactory evaluation will also be added to the file and impact the satisfaction indicators.

6.20.4 Challenge Mechanism Following a Notice of Unsatisfactory Performance

- (a) The contractor has 10 business days from the date indicated on the notice of unsatisfactory performance to challenge the evaluation. After this date, the contractor shall be deemed to have accepted the unsatisfactory evaluation.
- (b) The challenge request must be submitted by electronic mail.
- (c) The challenge request should include the following elements:
 - (i) Contractor's name;
 - (ii) Contract number;
 - (iii) Notice of unsatisfactory performance;
 - (iv) Name of the Translation Bureau representative who issued the notice of unsatisfactory performance;
 - (v) Contractor's reasons for challenging the unsatisfactory evaluation;
 - (vi) Evidence that the unsatisfactory evaluation is unjustified.
- (d) The Translation Bureau representative who issued the notice of unsatisfactory performance has 20 days from the date indicated on the notice to let the contractor know whether or not the unsatisfactory evaluation stands.
- (e) If the Translation Bureau representative who issued the notice upholds the unsatisfactory evaluation, the contractor may appeal to the contracting authority.
- (f) The contractor has 25 business days from the date indicated on the notice of unsatisfactory performance to appeal to the contracting authority. After this date, the contractor shall be deemed to have accepted the unsatisfactory evaluation.
- (g) The challenge request submitted to the contracting authority must follow the steps outlined above and include the response from the Bureau representative.
- (h) The contracting authority has 30 business days from the date indicated on the notice of unsatisfactory performance to let the contractor know whether or not the unsatisfactory evaluation stands. The contracting authority's response is final.

6.20.5 Stop-work Order

Canada will notify the contractor in writing of its intention to terminate the contract. This notice is known as a stop-work order. Upon receiving a stop-work order, the contractor must stop the work under the contract immediately until further notice.

6.21 Damages and Interest

If any part of the work is not to Canada's satisfaction, without restricting any other right of Canada under the contract, Canada may elect to use and pay for that part of the work that is satisfactory in accordance with the Basis of Payment.

For the part of the work that is not satisfactory, Canada may, at its entire discretion, require its correction or replacement from another source, including in-house resources. In such case, the contractor will be

required to pay Canada liquidated damages at the rate of \$81.00 per hour multiplied by the number of hours required to have the work corrected or replaced.

The contractor agrees that the above amount is the best estimate of Canada's loss if the above situation occurs, and that it is not intended to be, nor is it construed to be, a penalty.

6.22 Insurance

SACC Manual clause [G105C](#) Insurance (2016-01-28).

ANNEX A – STATEMENT OF WORK

Translation services from **English** to **French** (*enter the applicable language combination: French to English OR English to French*) upon request for the Translation Bureau

A1 BACKGROUND

A2 DOCUMENTS

A2.1 Nature of texts to be translated

A2.2 Reference documents

A3 DEFINITIONS

A3.1 Working day

A3.2 Calendar day

A3.3 Statutory holidays

A4 DESCRIPTION OF REQUIREMENT

A4.1 General

A4.2 Performance of work

A4.3 Daily production capacity

A4.4 Workload management

A4.5 Software

A4.6 Equipment and materials

A5 RECEIPT AND DELIVERY OF WORK

A5.1 Receipt of work

A5.2 Delivery of work

A6 QUALITY AND TIMELINESS STANDARDS FOR OFFICIAL LANGUAGES TRANSLATION OF SENSITIVE NATURE

A7 STANDARDS OF PROFESSIONAL CONDUCT

A8 MEETINGS (*remove if not required under the contract*)

A1 BACKGROUND

The Translation Bureau is an agency of Public Services and Procurement Canada (PSPC) charged with supporting the Government of Canada in its efforts to provide services for, and communicate with, Canadians in the official language of their choice.

This requirement is for the provision of translation services, from French to English (*enter the applicable language combination: French to English or English to French*), of work in the field of “_____” (*enter the full name of the field [there can be only one field per contract]*), as and when requested, for all federal departments and agencies served by the Translation Bureau.

OPTION (insert the paragraph below if the requirement includes accessibility criteria and standards, as indicated in the Translation Bureau's contract request)

The Government of Canada strives to ensure that the goods and services it procures are inclusive by design and accessible by default, in accordance with the *Accessible Canada Act*, its associated regulations and standards, and the Treasury Board Contracting Policy. Procurement documents will specify the accessibility criteria and standards to be met and provide guidelines for evaluating proposals with respect to those criteria and standards.

A2 DOCUMENTS

A2.1 Nature of texts to be translated

(The contracting authority should insert a description of the texts to be translated from the field indicated in the Bureau's contract request.)

A2.2 Reference documents

The contractor must use the reference documents, as stipulated in Article A6.2 Translation quality of this annex.

A3 DEFINITIONS

A3.1 Field: *(Enter the field name in full [do not use the acronym] and the definition.)*

A3.2 Working day: A day of the week that is normally devoted to work or professional activities (Monday to Friday) and that is not a statutory holiday.

A3.3 Calendar day: Any consecutive day in the calendar.

A3.4 Statutory holidays: For the purposes of this contract, the term “statutory holiday” means

- New Year's Day
- Good Friday
- Easter Monday

-
- Victoria Day
 - June 24th
 - Canada Day
 - Labour Day
 - National Day for Truth and Reconciliation
 - Thanksgiving Day
 - Remembrance Day
 - Christmas Day
 - Boxing Day

A4 DESCRIPTION AND SCOPE OF WORK

A4.1 General

The Translation Bureau requires translation services from **French to English** (*enter the appropriate language combination: French to English or English to French*), as and when requested, in the field of “_____” (*enter the full name of the field*).

The requirement is estimated at **XXXX words** (*enter the number of words for the initial contract period and update when option years are added, as required*) for the contract period.

This volume is an estimate and in no way constitutes a commitment on the part of Canada with respect to the contractor.

A4.2 Performance of work

(The contracting authority should select one of the four options below.)

OPTION 1

This is a **day** contract for working days, namely from Monday to Friday inclusive.

OR

OPTION 2

This is a **day** contract for Saturdays, Sundays and statutory holidays.

OR

OPTION 3

This is a **day** contract for **calendar days**, namely from Sunday to Saturday inclusive, including statutory holidays, and the contractor is frequently asked to work on Saturdays and Sundays.

OR

OPTION 4

This is an **evening** contract for working days, namely from Monday to Friday inclusive.

A4.3 Daily production capacity

The contractor must provide translation services according to a daily production capacity of up to **XXXX words** (*enter the daily production capacity indicated in the contract request*), as stipulated in A4.2, including the receipt of the text to be translated, the translation, quality control and delivery of the completed work.

A4.4 Workload management

- (a) The contractor must translate texts, as agree with the project authority, in accordance with the pace of work required under the “Daily Production Capacity” clause.
- (b) In the event of a dispute with respect to workload management, the project authority will set the priorities and deadlines (date and time) related to the approved task authorization issued to the contractor.
- (c) The contractor will be required to deliver work on the same day or within 24 hours, at the project authority's discretion. In the case of work to be delivered on the same day, the deadline for the work will be calculated on the basis of **XXXX words** (*enter the hourly production capacity [number of words] by dividing the daily production capacity indicated in A4.3 by 9 hours for a day contract OR 8 hours for an evening contract*) per hour.

A4.5 Translation formats and applications

The contractor must be able to use all the software applications listed below at all times during the contract period.

Conversions will not be accepted in any form. Consequently, it will not be possible to convert documents from one type of operating system to another, or to save texts in an earlier version of a requested application.

The documents must be submitted to the task authorization authority in the following applications:

Microsoft Office suite (Word, PowerPoint, Excel, Visio);
Portable Digital Format (PDF) file processing application;
Translation memory (TMX file).

The project authority may ask that the documents be submitted in later versions of these applications on the approved task authorization form. Should the project authority use a later version of one of the applications listed above, the project authority must give the contractor two weeks to obtain the required version at the contractor's expense and to become familiar with the new features.

The contractor must also have the WinZip compression application.

The contractor agrees to obtain any new application required within two weeks upon receipt of a written notice from the project authority.

The work must be done directly using the software (and version) of the source text. The most frequently used software are Microsoft Office (Word, PowerPoint, Excel, Visio) and Adobe Acrobat, PowerPDF. The Contractor must also have the capability to use the Translation Memory (.tmx) files.

The Contractor must also be able to support XLIFF files when he receives work through GClingua. XLIFF is a markup language created to standardize regionalization (or localization) related exchanges. This type of file is used to store language translation information. An XLIFF file can be recognized by its .xlf extension.

The electronic exchange of documents with a security classification between Canada and the contractor must be done by using an encryption software approved by Canada.

A4.6 EQUIPMENT AND MATERIALS

The contractor must have a high-speed Internet connection to send and receive texts.

The contractor must use a recent version of Google Chrome, Mozilla Firefox or Microsoft Edge to connect to GClingua. Internet Explorer 11 (IE11) is not fully compatible.

A5 RECEIPT AND DELIVERY OF WORK

A5.1 Receipt of work

(The contracting authority should select one of the six options below.)

OPTION 1 (for *day* contracts, from Monday to Friday)

The contractor must be available every day under the contract, namely Monday to Friday inclusive, from 8:00 a.m. to 5:00 p.m. EST or EDT (as appropriate) to receive work.

The contractor must acknowledge receipt of any work sent from 8:00 a.m. to 5:00 p.m. EST or EDT (as appropriate) within one hour of receiving the work. If the work was received by electronic mail, the contractor should reply to the task authorization authority at the email address indicated in the task authorization. If the work was received in GClingua, the contractor should use the "Accept" or "Refuse" buttons in the GClingua "Task" menu.

In the case of work received by the contractor after 5:00 p.m. EST or EDT (as appropriate), the contractor must acknowledge receipt of the work by 9:00 a.m. the following business day.

OR

OPTION 2 (for *day* contracts, for *Saturdays, Sundays and statutory holidays* only)

The contractor must be available every day under the contract, namely Saturdays, Sundays and statutory holidays, from 8:00 a.m. to 5:00 p.m. EST or EDT (as appropriate) to receive work.

The contractor must acknowledge receipt of any work sent from 1:00 p.m. to 5:00 p.m. on Friday or the day before the statutory holiday, and from 8:00 a.m. to 5:00 p.m. EST or EDT (as appropriate) within one hour of receiving the work. If the work was received by electronic mail, the contractor should reply to the

task authorization authority at the email address indicated in the task authorization. If the work was received in GClingua, the contractor should use the "Accept" or "Refuse" buttons in the GClingua "Task" menu.

In the case of work received by the contractor after 5:00 p.m. EST or EDT (as appropriate), the contractor must acknowledge receipt of the work by 9:00 a.m. the following business day.

OR

OPTION 3 (for evening contracts, from Monday to Friday)

The contractor must be available every day under the contract, namely every evening from Monday to Friday inclusive, from 4:00 p.m. to 12:00 midnight EST or EDT (as appropriate) to receive work.

The contractor must acknowledge receipt of any work sent from 4:00 p.m. to 12:00 midnight EST or EDT (as appropriate) within one hour of receiving the work. If the work was received by electronic mail, the contractor should reply to the task authorization authority at the email address indicated in the task authorization. If the work was received in GClingua, the contractor should use the "Accept" or "Refuse" buttons in the GClingua "Task" menu.

In the case of work received by the contractor after 12:00 midnight EST or EDT (as appropriate), the contractor must acknowledge receipt of the work by 5:00 p.m. the following business day.

OR

OPTION 4 (for evening contracts, for Saturdays, Sundays and statutory holidays)

The contractor must ensure that someone is on duty at its office every day of the contract, Saturdays, Sundays and statutory holidays, between 4 p.m. and 12 midnight Eastern Standard Time (EST) or Eastern Daylight Time (EDT), as appropriate, to receive work.

The contractor must acknowledge receipt of any work sent from 4 p.m to 12 midnight, EST or EDT, as appropriate, by email to the task authorization authority at the email address indicated in the task authorization within one hour of receiving the work.

In the case of work received by the contractor after midnight. EST or EDT, as appropriate, the contractor must acknowledge receipt by 5 p.m. on the following working day

OR

OPTION 5 (for calendar day contracts – every day of the week, from Sunday to Saturday, including or excluding statutory holidays)

The contractor must be available every day under the contract, namely any consecutive day in the calendar, *including (or excluding) statutory holidays*, from 8:00 a.m. to 5:00 p.m. EST or EDT (as appropriate) to receive work.

The contractor must acknowledge receipt of any work sent from 8:00 a.m. to 5:00 p.m. EST or EDT (as appropriate) within one hour of receiving the work. If the work was received by electronic mail, the contractor should reply to the task authorization authority at the email address indicated in the task authorization. If the work was received in GClingua, the contractor should use the "Accept" or "Refuse" buttons in the GClingua "Task" menu.

In the case of work received by the contractor after 5:00 p.m. EST or EDT (as appropriate), the contractor must acknowledge receipt of the work by 9:00 a.m. the following business day.

OR

OPTION 6 (for evening contracts - calendar days – every day of the week, from Sunday to Saturday, including or excluding statutory holidays)

The contractor must be available every day under the contract, which is, any consecutive day in the calendar including statutory holidays, *including (or excluding) statutory holidays*, between 4 p.m. and 12 midnight Eastern Standard Time (EST) or Eastern Daylight Time (EDT), as appropriate, to receive work.

The contractor must acknowledge receipt of any work sent from 4 p.m. and 12 midnight EST or EDT, as appropriate, by email at the email address indicated in the task authorization within one hour of receiving the work.

In the case of work received by the contractor after 12 midnight EST or EDT, as appropriate, the contractor must acknowledge receipt by 5 p.m. on the following day specified in the contract.

A5.2 Delivery of work

- (a) The project authority will usually send texts to be translated to the contractor, and the completed work is returned by using GClingua or Oproma's CentralCollab application, at the discretion of the project authority's representative.
- (b) When the work is submitted using GClingua, the contractor receives the files in native format and in Xliff 1.2 format. The Contractor must always render the translation in the native format, and in the Xliff 1.2 format when possible, i.e. if his tool is compatible.

The contractor must download the native and XLIFF 1.2 files and process them using its own tools, then upload the translated documents to GClingua.

- (c) In the case of an unforeseen interruption of electronic communication channels, the project authority may require the contractor to pick up the work from and deliver it to the address indicated below (either in person or by messenger, at the contractor's discretion and expense), or to one of the Translation Bureau's regional offices, as applicable.

Public Services and Procurement Canada
Translation Bureau – Reception Services
Crémazie Building
70 Crémazie Street, 8th Floor
Gatineau, Quebec
Canada K1A 0S5

OPTION (add the following paragraph if the contract is for evenings, weekends and statutory holidays or for calendar days)

- (c) Access to resource persons outside regular business hours (8:00 a.m. to 5:00 p.m.) is limited. It is important to ask any questions as soon as possible after receiving the request.

If the request is assigned during regular business hours, please submit your questions to the client advisor who assigned the work or to the resource person identified in the task authorization.

After regular business hours, suppliers who have urgent questions or issues can contact the After-Hours Emergency Service. However, there is no terminological or documentation support capacity available after regular business hours.

If you do not receive a response to your questions before delivery, you may deliver the text with your questions.

A6 QUALITY AND TIMELINESS STANDARDS FOR OFFICIAL LANGUAGES TRANSLATION OF SENSITIVE NATURE

The quality standards below apply to all translation work and serve as the basis for evaluating contractors' work and establishing satisfaction indicators. The quality standards cover the following two areas:

- (a) Timeliness;
- (b) Translation quality.

A6.1 Timeliness

- (a) The contractor must ensure that the work is delivered in accordance with the due date indicated in the task authorization.
- (b) The contractor must notify the project authority as soon as possible if it will not be able to meet the deadline indicated in the task authorization.
- (c) Canada will assess the situation and determine whether or not the delay is excusable, pursuant to the definition of an excusable delay set out in Article 10 of the [2035](#) General Conditions:
 - (i) Is beyond the reasonable control of the contractor;
 - (ii) Could not reasonably have been foreseen;
 - (iii) Could not reasonably have been prevented by means reasonably available to the contractor;
 - (iv) Occurred without the fault or neglect of the contractor.
- (d) If Canada deems the delay to be excusable, the contractor must submit the work completed to date to the project authority. The contractor will receive a task authorization amendment that is consistent with the completed work and will be paid as indicated in the task authorization. An excusable delay has no impact on the timeliness satisfaction indicator.
- (e) If Canada **does not** deem the delay to be excusable, the contractor must meet the deadline set out in the task authorization. If the contractor fails to meet the deadline, it will receive a notice of unsatisfactory performance for timeliness and its satisfaction indicator shall be reduced.

A6.2 Translation quality

The contractor must meet the following requirements:

-
- (a) Ensure that the translation accurately reflects the meaning of the source text;
 - (b) Ensure that the translation is consistent with spelling, grammar and syntax rules, with usage and with writing conventions;
 - (c) Ensure that the translated text reads well, that it can be easily understood by readers, and that it is idiomatic, clear, concise, logical and coherent;
 - (d) Ensure that the register and level of language is tailored to the audience, namely the reader and client, and that the tone of the source text is preserved;
 - (e) Preserve the layout of the source text and produce the translations using the agreed-upon software in the agreed-upon format:
 - (i) The contractor must follow the specific instructions given by the client with respect to software and format. Absent any direction from the client, the translation must be produced using the same software (and the same version of that software) and the same format as were used for the source text.
 - (f) Be guided by the following references:
 - (i) The reference package supplied by the client, which contains the client's official titles, terminology and usage preferences;
 - (ii) The [Writing Tips Plus](#) for French-to-English translations and [Clés de la rédaction](#) for English-to-French translations, both of which are available on the Bureau website;
 - (iii) [TermiumPlus®](#);
 - (iv) Translation Bureau [Glossaries and Vocabularies](#) (if applicable), available on the Bureau website.
- Note: If there are discrepancies between the above reference works, the reference work that is highest in the list takes precedence.*
- (g) Ensure that the translation is consistent with the client's terminology and official titles and reflects client usage:
 - (i) The contractor must do the necessary research to familiarize itself with client-specific terminology and concepts;
 - (ii) The contractor must use current official titles, correct technical terminology and the terminology applicable to government programs;
 - (iii) The contractor must use any reference package or other documentation made available to it containing terminology requirements, reference documents and related lexicons and glossaries.
 - (h) Ensure that the names and addresses of websites, web pages and hyperlinks are correct in the target language, unless the client has instructed the contractor not to change them:
 - (i) Exercise discretion in using reference documents:
 - (i) The contractor may consult previous translations, government websites and other reference material, but must exercise discretion, as these are not always reliable sources;
 - (ii) Deliver translations that are ready for use:

- a. Translations should not include notes, questions, highlighted passages or options for the client to choose from. If a translation needs to be delivered before all the issues have been resolved, the translator's notes should be submitted in a separate file.
- (j) Adhere to the following guidelines regarding initialisms and acronyms:
 - (i) If the source text contains an initialism or acronym, the supplier shall observe the following rule in the target language, even if the source text does not: the first instance of the expression is to be written out in full, followed by the initialism or acronym in parentheses; thereafter, the initialism or acronym may be used alone as required;
 - (ii) The official title of a Government of Canada organization, program or administrative body is often accompanied by an initialism or acronym. The English or French equivalents of official Government of Canada titles (including any abbreviations, initialisms or acronyms) can be found in [TermiumPlus®](#), the Government of Canada's terminology and linguistic data bank. Official parliamentary titles can be found on the [Parliament of Canada](#) website.
- (k) Use Government of Canada terminology:
 - (i) Terminology relating to an activity, initiative, program or concept associated with a Government of Canada department or agency. English and French terminology applicable to federal programs can be found in [TermiumPlus®](#) or in the glossaries, packages or reference works supplied under the contract.

A7 STANDARDS OF PROFESSIONAL CONDUCT

The contractor must meet the following requirements:

- (a) The contractor must demonstrate professionalism and respect in its dealings with its client, the Translation Bureau;
- (b) The contractor must demonstrate professionalism in performing its duties and prepare for the work by conducting the relevant research and gathering the appropriate documentation;
- (c) In the course of the work, the contractor must refrain from any act which might bring the Translation Bureau into dispute;
- (d) The contractor must follow the agreed-upon protocols, terms and conditions and procedures as set out in the resulting contract and supply arrangement;
- (e) The contractor must not perform any duties other than the work described in the task authorization for which it has been contracted;
- (f) The contractor must refrain from deriving any personal gain from information it may have acquired in the course of the work.

A7.1 Failure to meet professional conduct standards

- (a) Canada may terminate the supplier's contract if it fails to meet the standards of professional conduct stipulated in the above Article A7 (Standards of Professional Conduct), and suspend its supply arrangement for a specified period pursuant to Article 6.13.2 (Suspensions for Failure to Comply with the Standards of Professional Conduct) of the supply arrangement.

A8 MEETINGS *(to be removed if not required under the contract)*

- (a) The contractor agrees that a team of its main contract administration personnel and personnel responsible for carrying out the work will meet with their Translation Bureau counterparts within two weeks of contract award.
- (b) The contractor agrees that its contracting authority and one of its quality controllers will, within two weeks of the start of each new contract year, attend a meeting with their Translation Bureau counterparts to review the past year and discuss any corrective action required.
- (c) Meetings may be held virtually or in person. The contractor will be responsible for travel costs in the event of in person meetings.

ANNEX B – BASIS OF PAYMENT

1. For evaluation purposes – Financial bid *(delete this section at contract award)*

The bidder should complete this pricing schedule and include it with its financial bid. As a minimum, the bidder must respond to this pricing schedule in its financial bid by including its quoted all-inclusive rate (in Canadian dollars) for each period specified below and for each service stream identified in Annex A – Statement of Work.

The volumetric data included in this pricing schedule are provided strictly for the purpose of determining the bid evaluated price. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

The rates included in this pricing schedule include the total estimated cost of any travel and living expenses that may need to be incurred for the work described in Annex A of the bid solicitation.

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to fulfill its contractual obligations.

1.1 Unit price per word

1.1.1 For evaluation purposes, the unit price per word must be presented in dollar form with a maximum of two decimals. Bids with more than two decimals will be rejected.

A. Initial contract period from _____ to _____ *(enter dates when contract is awarded)*

During the contract period, the contractor will be paid at the rate specified below for work performed in accordance with the contract and the terms and conditions of the Statement of Work.

(Insert the appropriate basis of payment for the requirement and delete the other.)

A	B	C
Unit price per word*	Estimated number of words	Total (A x B)
\$X.XX	<i>Enter the forecasted volume of words for the initial contract period.</i>	\$X.XX
Firm hourly rate*	Estimated number of hours	Total (A x B)
\$X.XX	<i>Enter the forecasted number of hours for the initial contract period.</i>	\$X.XX
1 – Total price initial period		\$X.XX

B. First option to extend the contract from _____ to _____ *(enter dates when contract is awarded)*

This section is only applicable if Canada exercises the option to extend the contract.

During the contract extension period, the contractor will be paid at the rate specified below for work performed in accordance with the contract extension period and the terms and conditions of the Statement of Work.

(Insert the appropriate basis of payment for the requirement and delete the other)

A	B	C
Unit price per word*	Estimated number of words	Total (A x B)
\$X.XX	<i>Enter the total forecasted volume of words for the first option year.</i>	\$X.XX
Firm hourly rate*	Estimated number of hours	Total (A x B)
\$X.XX	<i>Enter the total forecasted volume of words for the first option year.</i>	\$X.XX
2 – Total price first option period		\$X.XX

C. Second option to extend the contract from _____ to _____ *(enter dates when contract is awarded)*

This section is only applicable if Canada exercises the option to extend the contract.

During the contract extension period, the contractor will be paid at the rate specified below for work performed in accordance with the contract extension period and the terms and conditions of the Statement of Work.

(Insert the appropriate basis of payment for the requirement and delete the other)

A	B	C
Unit price per word*	Estimated number of words	Total (A x B)
\$X.XX	<i>Enter the total forecasted volume of words for the second option year.</i>	\$X.XX
Firm hourly rate*	Estimated number of hours	Total (A x B)
\$X.XX	<i>Enter the total forecasted number of hours for the second option year.</i>	\$X.XX
3 – Total price second option period		\$X.XX

***Unit price per word (or Hourly rate):** The unit price per word (*or The hourly rate*) must be presented in dollar form and have a maximum of two decimals. Bids with more than two decimals will be rejected (*delete this section at contract award*).

Evaluated price: *Total price for initial period + Total price for first option period + Total price for second option period (modify as appropriate).*

ANNEX C – TASK AUTHORIZATION FORM

TASK AUTHORIZATION					
1. General information					
Contractor's name					
Email address of contractor's representative					
Telephone number of contractor's representative					
Contract number					
Request number					
Date sent					
Description of work					
Solicitation number	Description	Word count	Language combination		Deadline (D/M/Y / 00:00)
Special instructions (if applicable)					
Reference documents (if applicable)					
Project authority representative					
Name		Telephone		Email	
Estimated cost					
Solicitation number	Word count	Rate per word	Total (excluding taxes)		
		\$	\$		
Total			\$		
Simply reply to the original email message to accept the work (acknowledgment of receipt)					

ANNEX D – SECURITY REQUIREMENTS CHECK LIST (SRCL)

 Government of Canada / Gouvernement du Canada	Contract Number / Numéro du contrat EP745 23 0361
	Security Classification / Classification de sécurité UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Bureau de la Traduction
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Service de traduction		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

Government
of CanadaGouvernement
du Canada

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Security Classification / Classification de sécurité
UNCLASSIFIED**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : _____

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

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

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

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non Oui**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)****INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

PRODUCTION

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

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

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

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

Government
of CanadaGouvernement
du Canada

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Security Classification / Classification de sécurité
UNCLASSIFIED**PART C - (continued) / PARTIE C - (suite)**

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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



No

Non

Yes

Oui

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

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

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

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



No

Non

Yes

Oui

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

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

ANNEX E – AREAS OF SPECIALIZATION FOR WHICH THE SUPPLIER IS QUALIFIED

Supplier's name:

PBN:

Supply arrangement number:

ENGLISH-TO-FRENCH TRANSLATION		FRENCH-TO-ENGLISH TRANSLATION	
Qualified Fields		Qualified Fields	
ADMINISTRATIVE FIELD			
General and administrative texts (TAG)	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	General and administrative texts (TAG)	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
INSTITUTIONAL FIELDS			
Indigenous	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Indigenous	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Real property	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Real property	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Police forces (RCMP)	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Police forces (RCMP)	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Border services	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Border services	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Public safety	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Public safety	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Correctional services	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Correctional services	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Employment	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2	Employment	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2

ENGLISH-TO-FRENCH TRANSLATION		FRENCH-TO-ENGLISH TRANSLATION	
Qualified Fields		Qualified Fields	
	<input type="checkbox"/> Tier 3		<input type="checkbox"/> Tier 3
Immigration	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Immigration	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Software, applications and hardware	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Software, applications and hardware	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Government contracts and procurement	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Government contracts and procurement	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Military – Air element	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Military – Air element	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Military – Land element	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Military – Land element	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Military – Sea element	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Military – Sea element	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Political sciences and diplomacy	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Political sciences and diplomacy	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Sociology	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Sociology	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Arts and culture, museology and heritage, sports and recreation	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Arts and culture, museology and heritage, sports and recreation	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Air transport	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Air transport	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Marine transport	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Marine transport	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Rail transport	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2	Rail transport	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2

ENGLISH-TO-FRENCH TRANSLATION		FRENCH-TO-ENGLISH TRANSLATION	
Qualified Fields		Qualified Fields	
	<input type="checkbox"/> Tier 3		<input type="checkbox"/> Tier 3
Road transport	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Road transport	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
SPECIALIZED FIELDS			
Animal and plant biology	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Animal and plant biology	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Forestry and silviculture	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Forestry and silviculture	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Biotechnology and genetics	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Biotechnology and genetics	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Fisheries and aquaculture	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Fisheries and aquaculture	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Commercial law and copyright	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Commercial law and copyright	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Courts and administrative law	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Courts and administrative law	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Constitutional law, criminal law, Indigenous law and family law	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Constitutional law, criminal law, Indigenous law and family law	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Tax law and civil law	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Tax law and civil law	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Maritime law and labour law	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Maritime law and labour law	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Collective agreements, national and international agreements and contracts	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Collective agreements, national and international agreements and contracts	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Banking and compensation	<input type="checkbox"/> Tier 1	Banking and compensation	<input type="checkbox"/> Tier 1

ENGLISH-TO-FRENCH TRANSLATION		FRENCH-TO-ENGLISH TRANSLATION	
Qualified Fields		Qualified Fields	
	<input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3		<input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Land and railway vehicles	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Land and railway vehicles	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Aircraft construction and flight mechanics	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Aircraft construction and flight mechanics	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Boat and ship building and marine engineering	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Boat and ship building and marine engineering	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Machines and tools	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Machines and tools	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Weapons systems	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Weapons systems	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Medicine	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Medicine	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Health promotion (and OHS component)	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Health promotion (and OHS component)	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Veterinary medicine	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Veterinary medicine	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Dentistry	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Dentistry	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Fossil-fuel based and renewable energy	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Fossil-fuel based and renewable energy	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Nuclear energy	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Nuclear energy	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Ecology and environment	<input type="checkbox"/> Tier 1	Ecology and environment	<input type="checkbox"/> Tier 1

ENGLISH-TO-FRENCH TRANSLATION		FRENCH-TO-ENGLISH TRANSLATION	
Qualified Fields		Qualified Fields	
	<input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3		<input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Production of primary animal or plant products	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Production of primary animal or plant products	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Agri-food: Production and industry	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Agri-food: Production and industry	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Geology and related fields	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Geology and related fields	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Oceanology	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Oceanology	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Atmosphere, meteorology	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Atmosphere, meteorology	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Geodesics and remote sensing	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Geodesics and remote sensing	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Chemistry	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Chemistry	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Physics (astronomy, astrophysics)	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Physics (astronomy, astrophysics)	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Aerospace	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Aerospace	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Mathematics	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Mathematics	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Textile and clothing industry	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Textile and clothing industry	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Wood industry	<input type="checkbox"/> Tier 1	Wood industry	<input type="checkbox"/> Tier 1

ENGLISH-TO-FRENCH TRANSLATION		FRENCH-TO-ENGLISH TRANSLATION	
Qualified Fields		Qualified Fields	
	<input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3		<input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Mining industry	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Mining industry	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Materials industry	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Materials industry	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Broadcasting and radiocommunications, telephony and telematics	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Broadcasting and radiocommunications, telephony and telematics	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Electricity and electronics	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Electricity and electronics	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Construction, buildings and civil engineering	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Construction, buildings and civil engineering	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Metrology	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Metrology	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3

ANNEX F – KEY TERMS

The terms below shall have the following meanings in this agreement, unless the context requires otherwise.

TERMS	DEFINITIONS
Accessible procurement	The procurement of goods or services that meet the needs of a wide range of persons with varying functional abilities, in order to eliminate or avoid creating barriers to peoples' full participation in society. Accessible procurement involves adding accessibility criteria as part of the requirements.
Applicable taxes	The Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax payable by Canada by law, such as the Quebec Sales Tax (QST) as of April 1, 2013.
Bid	The documents that the supplier submits in response to the RFSA.
Canada, the Crown, Her Majesty or the Government	Her Majesty the Queen in Right of Canada, as represented by the Minister of Public Services and Procurement and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of Public Services and Procurement has delegated their powers, duties or functions and any other person duly authorized to act on behalf of that minister.
Contract	The articles of agreement, general conditions, any supplemental general conditions, annexes, appendices and any other document incorporated by reference, all as amended by agreement of the parties from time to time.
Contract price	The amount stated in the contract to be payable to the contractor for the work, exclusive of applicable taxes.
Contracting authority	The person designated by that title in the contract, or by notice to the contractor, to act as Canada's representative to manage the contract.
Contractor	The person, entity or entities named in the contract to supply Canada with services and/or work.
Cost	Cost determined according to Contract Cost Principles 1031-2 as revised to the date of the bid solicitation or, if there was no bid solicitation, the date of the contract.
Deliverable(s)	When used generically, refers to any discrete part of the work to be performed for Canada.
Intermediate translation capacity	Capacity to deliver official languages translations for requirements where the daily translation capacity is greater than or equal to 3,000 words and less than 8,000 words.
Lower translation capacity	Capacity to deliver official languages translations in each language combination (French to English or English to French) for requirements where the daily translation capacity is greater than or equal to 1,000 words and less than 3,000 words.
Official languages	The <u>Official Languages Act</u> (the Act), stipulates that the Constitution of Canada provides that English and French are the official languages of Canada and have equality of status and equal rights and privileges as to their use in all institutions of the Parliament and Government of Canada.
Overdue	Amount that remains unpaid on the first day following the day upon which it was due and payable under the contract.

Party	Canada, the contractor or any other contract signatory; "parties" means all of them.
Payment date	The date of the negotiable instrument drawn by the Receiver General for Canada to pay any amount under the contract.
Public Services and Procurement Canada or Public Works and Government Services Canada	The Department of Public Works and Government Services, as established under the <i>Department of Public Works and Government Services Act</i> , (S.C. 1996, c.16).
Services	Services of a class or kind that are used regularly for non-government purposes and sold by the contractor in the course of normal business operations; which are customarily provided by the contractor with permanent staff and equipment, regularly retained for the purpose of supplying such services as required; and for which there is a sufficient number of buyers other than the government to establish a going-price for the services.
Subcontractor	Any person to whom the supplier subcontracts the performance of the supplier's services, in whole or in part.
Superior translation capacity	Capacity to deliver official languages translations for requirements where the daily translation capacity is greater than or equal to 8,000 words.
Supplier	The person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid in response to the Request for Supply Arrangements (RFSA) issued by Canada. It does not imply the inclusion of its parent company, affiliates, subsidiaries or subcontractors.
Translation Bureau or the Bureau	The department or agency for which the work is performed.
Work	All the effort applied to produce a deliverable or to accomplish or deliver a service to be performed by the supplier under the contract.

ANNEX G – DESCRIPTION OF CATEGORIES OF FIELD(S)

1. Description of categories of field(s)

Source texts in official languages, for translation from English to French, fall into one of 3 categories of fields (administrative, institutional or specialized) which are then broken down into a total of 62 sous-fields. They relate to the programs and operations of the federal government, Parliament and the judiciary in all Government of Canada business lines.

2. Description of fields of work

# Field	Category 1: Administrative	Definitions
1	General and administrative texts (TAG)	General or administrative documents relating to various Government of Canada business lines, requiring general translation skills.
	Category 2: Institutional fields	
2	Indigenous	Documents relating to Indigenous peoples (social, economic or political development, implementation of legislation, or program administration)
3	Real property	Documents relating to accommodation, real property management or appraisal, land or property transfers
4	Police forces (RCMP)	Documents relating to criminology, more specifically to police forces.
5	Border services	Documents relating to criminology, more specifically to border services.
6	Public safety	Documents relating to criminology, more specifically to emergency preparedness, national security and intelligence methods.
7	Correctional services	Documents relating to criminology, more specifically to correctional services.
8	Employment	Documents relating to human resources management, employment or social security
9	Immigration	Document relating to immigration, refugee status, Canadian citizenship, passport and visa application processes, and related systems and programs.

10	Software, applications and hardware	Documents relating to information technology
11	Government contracts and procurement	Documents relating to government contracts, contract administration and government procurement policies or strategies
12	Military - Air element	Documents relating to the Royal Canadian Air Force
13	Military - Land element	Documents relating to the Canadian Army.
14	Military - Sea element	Documents relating to the Royal Canadian Navy.
15	Political science and diplomacy	Documents relating to politics diplomacy.
16	Sociology	Documents relating to Sociology or education.
17	Arts and culture, museology and heritage, sports and recreation	Documents relating to music, literature, performing arts, visual arts, museology, recreation, sports, library science or history.
18	Air transport	Documents relating to Air transport, including air traffic control.
19	Marine transport	Documents relating to Marine transport, including marine navigation.
20	Rail transport	Documents relating to Rail transport.
21	Road transport	Documents relating to Road transport.
Category 3: Specialized fields		
22	Animal and plant biology	Documents relating to animal or plant biology.
23	Forestry and silviculture	Documents relating to forestry or silviculture.
24	Biotechnology and genetics	Documents relating to biotechnology or genetics.
25	Fisheries and aquaculture	Documents relating to fisheries or aquaculture.
26	Commercial law and copyright	Documents relating to the administration of justice or the law, more specifically to commercial law or copyright.
27	Courts and administrative law	Documents relating to the administration of justice or the law, more specifically to the courts or administrative law.
28	Constitutional law, criminal law, Indigenous law and family law	Documents relating to the administration of justice or the law, more specifically to constitutional, criminal, Indigenous or family law
29	Tax law and civil law	Documents relating to the administration of justice or the law, more specifically to tax law or civil law.

30	Maritime law and labour law	Documents relating to the administration of justice or the law, more specifically to maritime law or labour law.
31	Collective agreements, national and international agreements and contracts	Documents relating to the administration of justice or the law, more specifically to collective, national or international agreements and contracts.
32	Banking and compensation	Documents relating to financial or budgetary management, government accounting or auditing, taxation, customs, economics, finance, applied statistics or econometrics.
33	Land and railway vehicles	Documents relating to land and railway vehicles, particularly the mechanical aspect of these vehicles.
34	Aircraft construction and flight mechanics	Documents relating to aircraft construction, flight mechanics or flying
35	Boat and shipbuilding and marine engineering	Documents relating to boat and ship building or marine engineering
36	Machines and tools	Documents relating to machines or tools.
37	Weapons systems	Documents relating to Weapons systems.
38	Medicine	Documents relating to the Medicine or its specialties.
39	Health promotion (and OHS component)	Documents relating to health promotion, including occupational health and safety
40	Veterinary medicine	Documents relating to Veterinary medicine.
41	Dentistry	Documents relating to Dentistry.
42	Fossil-fuel based and renewable energy	Documents relating to energy from fossil fuels or renewable sources
43	Nuclear energy	Documents relating to nuclear energy.
44	Ecology and environment	Documents relating to ecology or the environment.
45	Production of primary animal or plant products	Documents relating to agriculture (production of primary plant products) or livestock (production of primary animal products); does not include fisheries or aquaculture.
46	Agri-food: production and industry	Documents relating to agri-food (processing or industry).
47	Geology and related fields	Documents relating to the physical aspects or evolution of the Earth, more specifically to geology
48	Oceanology	Documents relating to the physical aspects or evolution of the Earth, more specifically to oceanology
49	Atmosphere, meteorology	Documents relating to the physical aspects or evolution of the Earth, more specifically to the atmosphere and meteorology

50	Geodetic sciences and remote sensing	Documents relating to the to geodetic sciences or remote sensing.
51	Chemistry	Documents relating to the pure sciences, more specifically to chemistry.
52	Physics (astronomy, astrophysics)	Documents relating to the pure sciences (physics), more specifically to astronomy or astrophysics
53	Aerospace	Documents relating to aerospace.
54	Mathematics	Documents relating to the pure sciences, more specifically to mathematics.
55	Textile and clothing industry	Technical documents relating to the textile or clothing industry.
56	Wood industry	Technical documents relating to the wood, paper, furniture or printing industry.
57	Mining industry	Technical documents relating to the mining industry.
58	Materials industry	Technical documents relating to the materials industry
59	Broadcasting and radiocommunications, telephony and telematics	Technical documents relating to telecommunications, including broadcasting, radiocommunications, telephony and telematics.
60	Electricity and electronics	Technical documents relating to the theories or principles of electricity or electronics, as well as the construction, operation or maintenance of electrical or electronic equipment
61	Construction, buildings and civil engineering	Technical documents relating to building construction, land use or civil engineering.
62	Metrology	Technical documents relating to metrology.

ATTACHMENT 1 – TECHNICAL EVALUATION

Arrangements will be assessed on the basis of the mandatory technical criteria specified below.

Bidders must fill out Attachment 1 and include it in their arrangement.

A copy of Attachment 1 in an editable version (Excel) is available under the attachments section on the Tender Notice page: RFSA – Official Languages Translation Services of sensitive nature (EP745-230361/A) on the buyandsell.gc.ca website

PART 1 - GENERAL INFORMATION

Request for Supply Arrangements Number:	EP745-230361/A
Name of Bidder:	
PBN:	

PART 2 – ASSESSMENT OF MANDATORY CRITERIA

M1 – QUALIFICATION OF SUPPLIER

Criterion	Supporting document
To qualify for: (a) TIER 1 and 2: The Bidder must certify that its resources meet one of the minimum qualifying criteria required by the Translation Bureau:	To meet this criterion: (a) TIER 1 and 2: The Bidder must provide certification that the resources meet one of the minimum qualifying criteria required by the Translation Bureau for

<p>i. Be a certified member in good standing of the Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ) or a provincial or territorial professional association affiliated with the Canadian Translators, Terminologists and Interpreters Council (CTTIC). The list of professional associations accepted by the Translation Bureau can be found in Attachment 5.</p> <p>OR</p> <p>ii. Hold a bachelor's degree in translation from a university recognized by the Translation Bureau as specified in Attachment 5.</p> <p>AND/OR</p>	<p>Tier 1 and 2, which can be found in Attachment 2;</p> <p>AND/OR</p>
<p>(b) TIER 3:</p> <p>The Bidder must demonstrate that it is certified under national standard CAN/CGSB-131.10-2017 for Tier 3.</p>	<p>(b) TIER 3:</p> <p>The Bidder must provide proof of certification CAN/CGSB-131.10-2017 for Tier 3.</p>
<p>M2 – TRANSLATION EXPERIENCE</p>	
<p>The Bidder must demonstrate that it has the minimum experience/number of words required, as specified in Table 1, for the category(ies) of field(s)/language combination (French to English or English to French) selected in the M2A - Selection Grid below, regardless of Tier (1, 2 or 3) and field.</p> <p>Table 1. Minimum number of words required for each of the categories of field(s):</p>	

	Administrative field	Institutional fields	Specialized fields
Tiers	Services must have been provided within 5 years prior to the submission date of the Bidder's arrangement	Services must have been provided within 5 years prior to the submission date of the Bidder's arrangement	Services must have been provided within 5 years prior to the submission date of the Bidder's arrangement
Tier 1 (Daily translation capacity greater than or equal to 1,000 words and less than 2,999 words)	400 000 words* per language combination	400 000 words* per language combination	100 000 words* per language combination
Palier 2 (Daily translation capacity greater than or equal to 3,000 words and less than 7,999 words)			
Palier 3 (Daily translation capacity greater than or equal to 8,000 words)			
* The minimum number of words required may be sensitive or non-sensitive translated words.			

To meet this requirement, the Bidder must complete columns A to I in the selection grid below for each field they wish to pre-qualify:

- The Bidder cannot use the same translation experience for more than one field.
- The Bidder must select the appropriate Tier level for each field based on their daily translation capacity. Bidders who qualify in Tier 2 or 3 will automatically qualify in lower Tier levels. For example, if the Bidder qualifies at Tier 3 level in the Indigenous field from French to English, the Bidder will automatically qualify in the same field and language combination at the Tier 2 and Tier 1 levels.
- Any experience shown outside the required timeframe indicated in Table 1 above will not be considered.
- A description of the categories and fields of work is provided in Annex G.
- Canada will conduct a reference check to validate the accuracy of the information provided by the Bidder.
- References may not be persons:
 - who was employed by the Bidder;

- (ii) who acted as a consultant to the Bidder;
(iii) who are members of the Bidder's Board of Directors.

- g. Members of a joint venture can combine their experience to meet the mandatory criterion. For example, suppose a Bidder is a joint venture consisting of members X, Y and Z, and that the Request for Supply Arrangements requires that the Bidder have three years' experience in delivering translation services in the X1 field. The requirement can then be met by one or several members of the joint venture. Thus, the Bidder can indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared responsive.
- h. Canada reserves the right to request a copy of the invoice and/or a copy of the contract that applies in order to verify the accuracy of the information provided by the Bidder.
- i. If for any selected field, the reference is unwilling or unable to confirm the supplier's experience, the selected field will be deemed non-compliant.
- j. If an email return marked "not delivered" indicating that the email address is no longer valid is received, the Bidder will be contacted to request an alternate email address for the same specific field reference.
- k. If the Bidder's reference does not provide a response by the deadline indicated in the reference check email, the reference check process will be terminated and the selected field will be deemed non-compliant.
- l. For all fields deemed non-compliant, those will not be included in the resulting supply arrangement.

M2A - SELECTION GRID

	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I
Categories of Fields	Fields	Language combination	Selection of supplier's Tier(s)	Reference(s) Name	Reference(s) Email Address	Reference Number(s) (ie. PO number, invoice number or contract number, etc.)	Start date (YYYY- MM- DD)	End date (YYYY- MM- DD)	Number of words translated
ADMINISTRATIVE AND GENERAL FIELD	General and administrative texts (TAG)	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
INSTITUTIONAL FIELDS	Indigenous	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/>	<input type="checkbox"/> Tier 1						

		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Real property	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Police forces (RCMP)	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Border services	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
Public safety	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1							
		<input type="checkbox"/> Tier 2							
		<input type="checkbox"/> Tier 3							
	<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1							
		<input type="checkbox"/> Tier 2							
		<input type="checkbox"/> Tier 3							
Correctional services	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1							
		<input type="checkbox"/> Tier 2							
		<input type="checkbox"/> Tier 3							
		<input type="checkbox"/> Tier 1							

		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Employment	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Immigration	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Software, applications and hardware	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Government contracts and procurement	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
<input type="checkbox"/> Tier 2									
<input type="checkbox"/> Tier 3									
Military - Air element	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1							
		<input type="checkbox"/> Tier 2							
		<input type="checkbox"/> Tier 3							
			<input type="checkbox"/> Tier 1						

		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Military - Land element	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Military - Sea element	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Political science and diplomacy	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
Sociology	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1							
		<input type="checkbox"/> Tier 2							
		<input type="checkbox"/> Tier 3							
	<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1							
		<input type="checkbox"/> Tier 2							
		<input type="checkbox"/> Tier 3							
Arts and culture, museology and heritage, sports and recreation	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1							
		<input type="checkbox"/> Tier 2							
		<input type="checkbox"/> Tier 3							
		<input type="checkbox"/> Tier 1							

		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Air transport	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Marine transport	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Rail transport	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Road transport	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
<input type="checkbox"/> Tier 2									
<input type="checkbox"/> Tier 3									
SPECIALIZED FIELDS	Animal and plant biology	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
			<input type="checkbox"/> Tier 1						

		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Forestry and silviculture	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Biotechnology and genetics	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Fisheries and aquaculture	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
Commercial law and copyright	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1							
		<input type="checkbox"/> Tier 2							
		<input type="checkbox"/> Tier 3							
	<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1							
		<input type="checkbox"/> Tier 2							
		<input type="checkbox"/> Tier 3							
Courts and administrative law	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1							
		<input type="checkbox"/> Tier 2							
		<input type="checkbox"/> Tier 3							
		<input type="checkbox"/> Tier 1							

		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Constitutional law, criminal law, Indigenous law and family law	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Tax law and civil law	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Maritime law and labour law	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Collective agreements, national and international agreements and contracts	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Banking and compensation	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/>	<input type="checkbox"/> Tier 1						

		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Land and railway vehicles	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Aircraft construction and flight mechanics	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Boat and shipbuilding and marine engineering	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Machines and tools	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Weapons systems	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
			<input type="checkbox"/> Tier 1						

		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Medicine	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Health promotion (and OHS component)	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Veterinary medicine	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Dentistry	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Fossil-fuel based and renewable energy	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
			<input type="checkbox"/> Tier 1						

		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Nuclear energy	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Ecology and environment	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Production of primary animal or plant products	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
Agri-food: production and industry	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1							
		<input type="checkbox"/> Tier 2							
		<input type="checkbox"/> Tier 3							
	<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1							
		<input type="checkbox"/> Tier 2							
		<input type="checkbox"/> Tier 3							
Geology and related fields	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1							
		<input type="checkbox"/> Tier 2							
		<input type="checkbox"/> Tier 3							
		<input type="checkbox"/> Tier 1							

		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Oceanology	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Atmosphere, meteorology	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Geodetic sciences and remote sensing	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
Chemistry	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1							
		<input type="checkbox"/> Tier 2							
		<input type="checkbox"/> Tier 3							
	<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1							
		<input type="checkbox"/> Tier 2							
		<input type="checkbox"/> Tier 3							
Physics (astronomy, astrophysics)	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1							
		<input type="checkbox"/> Tier 2							
		<input type="checkbox"/> Tier 3							
			<input type="checkbox"/> Tier 1						

		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Aerospace	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Mathematics	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Textile and clothing industry	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Wood industry	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Mining industry	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
			<input type="checkbox"/> Tier 1						

		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Materials industry	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Broadcasting and radiocommunications, telephony and telematics	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Electricity and electronics	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Construction, buildings and civil engineering	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
	Metrology	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1						
			<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						
			<input type="checkbox"/> Tier 1						

Supply Arrangement No. – N° de l'arrangement
EP745-230361/A

Amd. No. – N° de la modif

Buyer ID – Id de l'acheteur
526zf

Client Ref. No. – N° de réf. du client
20230361

File No. – N° du dossier
526zf EP745-230361

CCC No. / N° CCC – FMS No. / N° VME

		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 2						
			<input type="checkbox"/> Tier 3						

ATTACHMENT 2 – ATTESTATIONS, CERTIFICATIONS AND ADDITIONAL INFORMATION

1. Integrity Provisions – Declaration of Convicted Offences

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

2. Attestation of qualification of resources for Tier 1 and 2

Does the supplier wish to qualify for Tier 1 and/or 2? **Yes** ☐ or **No** ☐

If so, the supplier must complete the following attestation:

I, _____ (*Name of supplier*), wish to qualify for

Tier 1 ☐ **and/or** **Tier 2** ☐

And I certify that my resources meet one of the criteria for qualification specified in Item 1 of Part 2, Assessment of Mandatory Criteria, in Attachment 1, Technical evaluation.

3. National Standard certification CAN/CGSB-131.10-2017 for Tier 3

Does the supplier wish to qualify for Tier 3? **Yes** ☐ or **No** ☐

If so, the supplier must include proof of certification under the National Standard [CAN/CGSB-131.10-2017](#) with its arrangement.

4. Integrity Provisions – List of Names

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](https://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<https://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Supplier must submit the duly completed [List of Names for Integrity Verification Form](#) with their arrangement.

5. Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the province or territory if other than Ontario*).

6. Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

As indicated in Part 1 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

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 Article 1.7, Security Requirements, of Part 1.

7. Declaration of supplier

Form - Declaration of supplier													
Supplier's full legal name													
	<input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other												
Authorized Representative of Supplier's for evaluation purposes (e.g., clarifications)	<table border="1"><tr><td>Nom</td><td></td></tr><tr><td>Title</td><td></td></tr><tr><td>Address</td><td></td></tr><tr><td>Telephone</td><td></td></tr><tr><td>Facsimile</td><td></td></tr><tr><td>Email</td><td></td></tr></table>	Nom		Title		Address		Telephone		Facsimile		Email	
Nom													
Title													
Address													
Telephone													
Facsimile													
Email													
Procurement Business Number (PBN) of supplier [see the Standard Instructions 2008]													
Is the supplier (check all that apply)?	<input type="checkbox"/> New supplier. <input type="checkbox"/> Existing supplier that is part of the Bureau's directory of translation services suppliers (AMA EP745-230361). <input type="checkbox"/> Existing supplier that is not part of the Bureau's directory of translation services suppliers (AMA EP745-230361).												
If you have been identified as an existing supplier that is part of the Bureau's directory of translation services of sensitive nature suppliers (AMA EP745-230361), please check all boxes that apply:	<input type="checkbox"/> Add fields for one of the Tiers already qualified. <input type="checkbox"/> Qualification for new Tier. <input type="checkbox"/> Other: _____												
Indigenous Businesses Suppliers must indicate whether their company is an Indigenous business, as defined under the Procurement Strategy for Indigenous Business (PSIB) , and if the company is registered under the Indigenous Services Canada's Indigenous Business Directory . This information is requested for information purposes only and will not be evaluated.	1. Indigenous Business: <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Registered in the directory: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable												
Canadian Small and Medium Enterprises (CSME) [Suppliers are requested to indicated if they meet the definition of a Canadian Small and Medium Enterprise (OSME indicated: 100 to 500 Employees = Medium; 10 to 100 = Small; 1 to 10 = Micro)].	<input type="checkbox"/> 100 to 500 employees = Medium <input type="checkbox"/> 10 to 100 employees = Small <input type="checkbox"/> 1 to 10 employees = Micro												
On behalf of the Supplier, by signing below, I confirm that I have read the entire Request for Supply Arrangements including the documents incorporated by reference and I certify that: 1. The Supplier considers itself and its products able to meet all the mandatory requirements described in the RFSA. 2. All the information provided in response to the RFSA is complete, true and accurate; and 3. If the Supplier enters into an arrangement with Canada and if it is awarded contracts, it will accept all the terms and conditions set out in the resulting contract clauses included in the RFSA.													
Signature of Authorized Representative of Supplier													

ATTACHMENT 3 – APPLICATION FOR REGISTRATION (AFR) FORM (PWGSC-TPSGC 471)



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CONTRACT SECURITY PROGRAM (CSP)

APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities

Instructions for completing the Application for Registration (AFR)

Privacy notice for Canadian entities registering in the CSP

Part of the information collected in this form includes personal information which is collected under the authority of subsection 7(1) of the *Financial Administration Act* and is mandatory in accordance with Treasury Board's *Policy on Government Security and Standard on Security Screening* for the purposes of security assessment and registration in the Contract Security Program (CSP) of Public Services and Procurement Canada (PSPC). The personal information will be used to assess your eligibility to hold a security status or security clearance and for your organization to be registered in the Contract Security Program. The information provided may be disclosed to the Royal Canadian Mounted Police and Canadian Security Intelligence Service to conduct the requisite checks and / or investigation in accordance with the *Policy on Government Security and Standard on Security Screening*. Additionally, the information may be disclosed to and used by other federal institutions that may require this information as part of their functions or investigation under Canadian Law or to the industrial security programs of foreign governments (with which Canada has bilateral security instruments) for foreign assurances.

Personal information is protected, used and disclosed in accordance with the Privacy Act and is described in the Info Source under the Personal Information Bank PWGSC PPU 015 ([Access to information and privacy - PSPC \(tpsqc-pwgsc.gc.ca\)](#)) and the TBS standard personal information bank Personal Security Screening PSU 917 ([Standard personal information banks - Canada.ca](#)). Under the Privacy Act, you have the right to access and correct your personal information, if erroneous or incomplete. The personal information from paper sources that accompanies an organization registration is retained for two years after the last administrative action, and then destroyed. The personal information from paper sources that accompanies a foreign ownership, control, or influence assessments is kept for two years, and then destroyed if there are no changes to the organization that are reported to the foreign ownership, control, or influence evaluation office during this period. The personal information from paper sources that accompanies the personnel security screening process or foreign assurance process will be retained for a minimum period of two years after the last administrative action, and then destroyed. The Contract Security Program's retention period and disposal standards of personal information in electronic format may vary from the above retention period.

If you have concerns or require clarification about this privacy notice, you can contact PSPC's Access to Information and Privacy Directorate by email at TPSGC.ViePrivee-Privacy.PWGSC@tpsqc-pwgsc.gc.ca. If you are not satisfied with the response to your privacy concern or if you want to file a complaint about the handling of your personal information, you may wish to contact the Office of the Privacy Commissioner of Canada.

General Instructions:

- This form is used for registering Canadian legal entities **ONLY**. The CSP does not register foreign based organizations. **ALL** Foreign based firms must contact the [International Industrial Security Directorate \(IISD\)](#) for more information on the security screening process. Canadian subsidiaries of foreign based firms may be eligible to register with the CSP.
- This form and all supporting documentation requested must be provided in English or French
- In any instance where this form does not allow enough space for a complete answer, please include additional pages or rows to the table as required.

For organizations that do not yet have a clearance, refusal to provide required information, the provision of a false statement, misleading information, concealment or failure to disclose of any material fact on this application will result in the CSP not granting, or upgrading, a security clearance.

In the case of already cleared organizations; a denial or revocation of your organization's existing security clearance may occur and any personnel reliability statuses and/or personnel security clearances issued to your organization will be administratively closed out along with the organization's clearance with the Contract Security Program. This will immediately prohibit your eligibility to perform work on contracts requiring organization security clearances.



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CONTRACT SECURITY PROGRAM (CSP)

Section A - Business Information

- **Legal name of the organization** refers to the legal name of the organization as it is organized & existing within the country of jurisdiction. In the case of Canadian legal entities, this would be the legal name that is registered with federal, provincial or territorial authorities.
- **Business or Trade name** refers to the name which a business trades under for commercial purposes, although its registered, legal name, used for contracts and other formal situations, may be another name.
- **Type of Organization** - All required documentation in relation to the type of organization must be provided
 - **Corporation** refers to an entity having authority under the law to act as a single person distinct from the shareholders who own it and having rights to issue stock and exist indefinitely.
Provide the following information to substantiate this "Type of Organization" selection:
 - Stock exchange identifier (if applicable);
 - Certificate of incorporation, compliance, continuance, current articles of incorporation, etc.
 - Ownership structure chart is mandatory
 - **Partnership** refers to an association or relationship between two or more individuals, corporations, trusts, or partnerships that join together to carry on a trade or business.
Provide the following information to substantiate this "Type of Organization" selection:
 - Evidence of legal status, ie. partnership agreement;
 - Provincial partnership name registration (if applicable);
 - Ownership structure chart
 - **Sole proprietor** refers to the owner of a business who acts alone and has no partners.
Provide the provincial registration documentation (if applicable) ie. master business license, provincial name registration document
 - **Other** (universities, financial institutions, unincorporated organizations, Assembly of First Nations, etc.)
Provide the following information to substantiate this "Type of Organization" selection:
 - Evidence of legal status such as acts, charters, bands, etc.
 - Ownership structure chart and management structure chart
- **Principal place of business** must be where the business is physically located and operating in Canada. Virtual locations, mail boxes, receiving offices, coworking spaces, representative agent's office, etc. will not be accepted.
- **Self-identify as a diverse supplier:** Public Services and Procurement Canada (PSPC) defines a diverse supplier as "a business owned or led by Canadians from underrepresented groups, such as women, Indigenous Peoples, persons with disabilities and visible minorities.

Section B - Security Officers

Identify the individual(s) you intend to nominate or are already appointed as your organization's company security officer and alternate company security officer(s). For Document Safeguarding Capability at other locations, please ensure to indicate address (site) the ACSO is located at. Add additional rows or provide a separate page as required. Employee has the same meaning as that used by the Canada Revenue Agency.

- Email address must be able to accept various types of correspondence from the CSP
- Security officers must meet all of the following criteria:
 - an employee of the organization;
 - physically located in Canada;
 - a Canadian citizen*; and
 - security screened at the same level as the organization (in some cases alternates may require a different level).

*Canadian citizenship is required due to the oversight responsibility entrusted to a security officer and some contractual requirements in relation to national security. This requirement may be waived on a case by case basis for Permanent Residents.



CONTRACT SECURITY PROGRAM (CSP)

Section C - Officers

- Your organization must list **all** the names and position titles for its officers, management, leadership team, executives, managing partners, authorized signatories, members, etc. that are responsible for the day to day operations of its business. A management structure chart must be provided to demonstrate the reporting structure. Add additional rows to the section if required.
- For the purposes of the Contract Security Program, the term "Country of Primary Residence/National Domicile" refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.
- **Citizenship** refers to the status of being a citizen. A **citizen** is a person who, by either birth or naturalization, is a member of a state or nation, entitled to enjoy all the civil rights and protections of that state or nation and owing allegiance to its government.

Section D - Board of Directors

- List **all** members of your organization's board of directors. Indicate all board titles including the chairperson if there is one. Add additional rows to the section or on a separate page if required.
- For the purposes of the Contract Security Program, the term "Country of Primary Residence/National Domicile" refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.
- **Citizenship** refers to the status of being a citizen. A **citizen** is a person who, by either birth or naturalization, is a member of a state or nation, entitled to enjoy all the civil rights and protections of that state or nation and owing allegiance to its government.

Section E - Ownership Information

- For the purposes of the CSP, the following interpretations are applicable:
 - **Direct (or registered) ownership** are **all** owners who hold legal title to a property or asset in that owner's name.
 - **Ownership** refers to either (1) voting rights attached to the corporation's outstanding voting shares or (2) outstanding shares measured by fair market value.
 - **Parent company** refers to a company which owns and/or controls controlling interest (e.g., voting stock) of other firms or companies, usually known as subsidiaries, which may give it control of the operation of the subsidiaries.

Section F - Justification (this section is to be completed by organizations that are undergoing a renewal ONLY - not bidding)

- Your organization is to provide a list of active federal contracts, subcontracts, leases, supply arrangements (SA), standing offers (SO), purchase orders that have security requirements. Indicate the contract number (lease, SA, SO, sub-contract, etc.), contracting authority or prime contractor and the security level requirement.

Section G - Certification and Consent

- Only an officer identified in Section C may complete this section.

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CONTRACT SECURITY PROGRAM (CSP)**APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities****NOTE:**

The provision of false, misleading information, or concealment and/or failure to disclose of any material fact on this application will result in a denial or revocation of your organization security clearance and registration with the Contract Security Program which will immediately prohibit your eligibility to perform on contracts requiring organization security clearances. An incomplete form **will not** be processed.

SECTION A - BUSINESS INFORMATION

1. Legal name of the organization	
<input type="text"/>	
2. Business or trade name (if different from legal name)	
<input type="text"/>	
3. Type of organization - Indicate the type of organization and provide the required validation documentation (select one only)	
<input type="checkbox"/> Sole proprietor	
<input type="checkbox"/> Partnership	
<input type="checkbox"/> Corporation	
<input type="checkbox"/> Private	
<input type="checkbox"/> Public	
<input type="checkbox"/> Other (specify) <input type="text"/>	
4. Provide a brief description of your organization's general business activities.	
<input type="text"/>	
5. Procurement Business Number (PBN) (if applicable)	6. Self-identify as a diverse supplier (provide profile)
<input type="text"/>	<input type="text"/>
7. Business civic address (head office)	
<input type="text"/>	
8. Principal place of business (if not at head office)	
<input type="text"/>	
9. Mailing address (if different from business civic address)	
<input type="text"/>	
10. Organization website (if applicable)	
<input type="text"/>	
11. Telephone number	12. Facsimile number
<input type="text"/>	<input type="text"/>
13. Number of employees in your organization or corporate entity	14. Number of employees requiring access to protected/classified information/assets/sites
<input type="text"/>	<input type="text"/>

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CONTRACT SECURITY PROGRAM (CSP)**SECTION B – SECURITY OFFICERS**

Please identify all security officers for your organization. For document safeguarding capability identify the site number for each ACSO and the corresponding address for each site below.

Add additional rows or attachments as needed if there is not enough space allotted

Position title	Site #	Surname	Given name	E-mail (where the CSP will send correspondence)
Company security officer (CSO)				
Alternate company security officer (ACSO)				
ACSO (if applicable)				
ACSO (if applicable)				
ACSO (if applicable)				

For Document Safeguarding Capability ONLY:

00 – Address will be principal place of business	
01 – Site address:	
02 – Site address:	

SECTION C – OFFICERS (managing partners, key leadership, signatories, etc.)

Add additional rows or attachments as needed and include management structure chart demonstrating reporting structures

Position title - within your organization	Surname	Given name	Citizenship(s)	Country of primary residence/National domicile

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CONTRACT SECURITY PROGRAM (CSP)**SECTION D – LIST OF BOARD OF DIRECTORS**

Add additional rows or attachments as needed

Position Title on the Board	Surname	Given name	Citizenship(s)	Country of primary residence/National domicile

SECTION E – OWNERSHIP INFORMATION – PLEASE COMPLETE FOR EACH LEVEL OF OWNERSHIP**Please complete for each level of ownership**

Identify all entities, individuals, public or private corporations that have an ownership stake in your organization being registered. Indicate if the entity has a valid Facility Security Clearance from Public Services and Procurement Canada's Contract Security Program or any other country. For publicly traded corporations, identify stock exchange. If there are more than three levels of ownership; please submit on an additional page to include all levels of ownership from direct to ultimate.

Note: The organization structure chart with percentages of ownership must be included with your submission

SECTION E-1 – OWNERSHIP LEVEL 1 (direct ownership) if more than three – please provide on additional sheet

Ownership - Level 1 (Direct Parent)			
Name of organization or individual			
Address			
Type of entity (e.g. private or public corporation, state-owned)			
Stock exchange identifier (if applicable)			
Facility security clearance (FSC) yes/no			
Percentage of ownership			
Country of jurisdiction or citizenship			

**CONTRACT SECURITY PROGRAM (CSP)****SECTION E-2 - OWNERSHIP LEVEL 2**

If there is any additional ownership for the names listed in the previous section (E-1) please provide the information below. If not, please indicate N/A (not applicable).

Ownership of entries listed in E-1 (Level 2)

Name of direct owner from E-1			
Name of organization or individual			
Address			
Type of entity (e.g. private or public corporation, state-owned)			
Stock exchange identifier (if applicable)			
Facility security clearance (FSC) yes/no			
Percentage of ownership			
Country of jurisdiction or citizenship			

SECTION E-3 - OWNERSHIP LEVEL 3

If there is any additional ownership for the names listed in the previous section (E-2) please provide the information below. If not, please indicate N/A (not applicable).

Ownership of entries listed in E-2 (Level 3)

Name of intermediary ownership from E-2			
Name of organization or individual			
Address			
Type of entity (e.g. private or public corporation, state-owned)			
Stock exchange identifier (if applicable)			
Facility security clearance (FSC) yes/no			
Percentage of ownership			
Country of jurisdiction or citizenship			


**CONTRACT SECURITY PROGRAM (CSP)****SECTION F - JUSTIFICATION (FOR RENEWING ORGANIZATIONS)****Add additional rows or attachments as needed**

Please provide all current procurement rationales that have security requirements - i.e. contracts, leases, RFP, RFI, ITQ, supply arrangements, standing offers, etc.

Contract, lease, SA, SO, etc. number	Client / contracting authority	Security Type & level	Expiry date (dd-mm-yyyy)

SECTION G - CERTIFICATION AND CONSENT (ONLY AN OFFICER IDENTIFIED IN SECTION C MAY COMPLETE THIS SECTION)

I, the undersigned, as the Officer authorized by the organization, have read the Privacy Notice to this application and do hereby certify that the information contained in this application is true, complete and correct. I acknowledge and agree to comply with the responsibilities outlined in the Public Services and Procurement Canada's Contract Security Manual and consent to the collection, use and disclosure of my personal information for the purposes as described above. **I agree to notify the Contract Security Program of any changes to the organization including but not limited to: change of address, phone number, contact information, change in security officers, officers and directors, board members, partners, management / leadership team and ownership.**

Surname <input type="text"/>	Given name <input type="text"/>
Position title <input type="text"/>	Telephone number (include extension number if any) <input type="text"/>
Facsimile number <input type="text"/>	Email address <input type="text"/>
Signature  <input type="text"/>	Date (dd-mm-yyyy) <input type="text"/>

FOR USE BY THE PSPC'S CONTRACT SECURITY PROGRAM

Recommendations <input type="text"/>	
Recommended by e-signature  <input type="text"/>	Approved by e-signature  <input type="text"/>

ATTACHMENT 4 – TOTAL NUMBER OF WORDS TRANSLATED

The following data is provided for information purposes only. While the data contain the best information currently available, Canada does not warrant that the data are complete or free from error. The following data refers only to the Translation Bureau and does not reflect the Government of Canada's overall demand for official languages translation of sensitive nature.

The following tables provide details on the total number of words assigned to the suppliers registered in the Bureau's directory over the last three fiscal years.

Table 1 - Total number of words translated externally, from English to French, by fiscal year

ENGLISH TO FRENCH			
ADMINISTRATIVE DOMAIN	2018-2019	2019-2020	2020-2021
General and Administrative Texts	1,068,776	2,339,602	4,004,348
INSTITUTIONAL DOMAINS			
Indigenous affairs	76,666	187,250	279,324
Real property	11,663	116,599	40,928
Criminology and security	64,735	220,848	718,666
Employment	21,989	79,555	56,550
Immigration	3,611,411	4,803,658	7,556,447
Military	443,160	279,859	908,588
Humanities and Social Sciences	10,754	28,222	4,280
Transportation	15,248	26,269	86,938
SPECIALIZED DOMAINS			
Biology, forestry and biotechnologies	6,153	0	5,778
Law, court, agreements and contracts	22,845	0	27,957
Finance, bank and economy	7,704	0	13,536
Environmental Science	1,498	228,831	333,611
Technical, textile, wood, mining and civil engineering	413,040	0	0
TOTAL:	5 775 639	8 310 691	14 036 948

Table 2 - Total number of words translated externally, from French to English, by fiscal year

FRENCH TO ENGLISH			
ADMINISTRATIVE DOMAIN	2018-2019	2019-2020	2020-2021
General and Administrative Texts	30,174	680,306	130,485
INSTITUTIONAL DOMAINS			
Immigration	287,402	1,128,529	2,358,441
Transportation	9,202	0	0
SPECIALIZED DOMAINS			
Law, court, agreements and contracts	4,708	0	15,355
TOTAL:	331,486	1,808,835	2,504,280

ATTACHMENT 5 – LIST OF TRANSLATION ASSOCIATIONS AND DEGREES RECOGNIZED BY THE TRANSLATION BUREAU

1. ASSOCIATIONS:

ASSOCIATIONS
Ordre des traducteurs, terminologues et interprètes du Québec (OTTIAQ)
Canadian Translators, Terminologists and Interpreters Council (CTTIC)
Association of translators and Interpreters of Alberta (ATIA)
Society of Translators and Interpreters of British Columbia (STIBC)
Association of Translators and Interpreters of Manitoba (ATIM)
Corporation of Translators, Terminologists and Interpreters of New Brunswick (CTINB)
Association of Translators and Interpreters of Nova Scotia (ATINS)
Association of Translators and Interpreters of Ontario (ATIO)
Association of translators and Interpreters of Saskatchewan (ATIS)

2. UNIVERSITIES AND DEGREES

UNIVERSITIES	DEGREES
UNIVERSITÉ DE MONTRÉAL	<ul style="list-style-type: none"> Bachelor of Arts (B.A.) awarded on completion of Bachelor of Arts Specialization in Translation Master of Arts in Translation
MCGILL UNIVERSITY	<ul style="list-style-type: none"> Bachelor of Arts (B.A.) – Translation
LAVAL UNIVERSITY	<ul style="list-style-type: none"> Bachelor of Arts (B.A.) awarded on completion of Bachelor of Arts Specialization in Translation Master of Arts in Translation and Terminology
UNIVERSITY OF OTTAWA	<ul style="list-style-type: none"> Master of Arts in Translation Studies B.A. Specialization in Translation
CONCORDIA UNIVERSITY	<ul style="list-style-type: none"> Bachelor of Arts (B.A.) awarded on completion of BA Specialization in Translation program Master of Arts in Translation Studies (professional – w/o translation memory) – option A
UNIVERSITY OF SHERBROOKE	<ul style="list-style-type: none"> Bachelor of Arts in Professional Translation
UNIVERSITÉ DU QUÉBEC EN OUTAOUAIS	<ul style="list-style-type: none"> Bachelor of Arts in Translation and Editing

UNIVERSITY OF MONCTON	<ul style="list-style-type: none">• Bachelor of Arts in Translation
YORK UNIVERSITY	<ul style="list-style-type: none">• Bachelor of Arts (BA) and IBA in-depth Specialization in Translation• Master of Arts in in Translation Studies
UNIVERSITÉ DE SAINT-BONIFACE	<ul style="list-style-type: none">• Bachelor of Arts Specialization in Translation
UNIVERSITÉ DU QUÉBEC À TROIS-RIVIÈRES	<ul style="list-style-type: none">• Bachelor of Arts in Translation• Master of Arts by accumulation in Translation (professional)