

Solicitation No. - N° de l'invitation  
22-215241  
Client Ref. No. - N° de réf. du client  
22-215241

Add. No. - N° de l'addenda.  
001  
File No. - N° du dossier  
22-215241

Buyer ID - Id de l'acheteur  
Assane Ndiaye

**ADDENDUM No. 001**  
**SOLICITATION No. 22-215241**

**RETURN BID TO/ RETOURNER LES SOUMISSIONS À :**

[receptionsoumission-  
bidsreceiving.spp@international.gc.ca](mailto:receptionsoumission-bidsreceiving.spp@international.gc.ca)

**Department of Foreign Affairs, Trade and  
Development (DFATD)**  
**Ministère des Affaires étrangères, Commerce et  
Développement (MAECD)**

**Request for a Standing Offer (RFSO)**  
**Demande d'offres à commandes (DOC)**

**Offer to:**

Department of Foreign Affairs, Trade and Development  
We hereby offer to sell to Her Majesty the Queen in right of  
Canada, in accordance with the terms and conditions set out  
herein, referred to herein or attached here to, the goods,  
services, and construction listed herein and on any attached  
sheets at the price(s) set out therefore.

**Offre à:**

Ministère des Affaires Étrangères, Commerce et  
Développement  
Nous offrons par la présente de vendre à Sa Majesté la  
Reine du chef du Canada, aux conditions énoncées ou  
incluses par référence dans la présente et aux  
appendices ci-jointes, les biens, services et construction  
énumérés ici sur toute feuille ci-annexée, au(x) prix  
indiqué(s).

**Comments — Commentaires :**

**Issuing Office – Bureau de distribution**

Foreign Affairs, Trade and Development Canada  
200 Promenade du Portage,  
Gatineau, Québec, K1A 0G4

Affaires étrangères, Commerce et Développement Canada  
200 Promenade du Portage,  
Gatineau, Québec, K1A 0G4

<b>Title-Sujet</b> Remote simultaneous interpretation services	
<b>Solicitation No. — N° de l'invitation</b> 22-215241	<b>Date:</b> June 22, 2022
<b>Solicitation Closes — L'invitation prend fin</b>	<b>Time Zone —Fuseau horaire</b>
At /à: <b>2 :00 PM</b>	EDT (Eastern Daylight Time) / HAE (heure avancée de l'Est)
On / le <b>July 22, 2022</b>	
F.O.B. — F.A.B. <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other — Autre:</b> <input type="checkbox"/>	
Address Enquiries to — Addresser les questions à: Assane Ndiaye <a href="mailto:assane.ndiaye@international.gc.ca">assane.ndiaye@international.gc.ca</a>	
Telephone No. – No de téléphone: 613- 791-7185	
Destination of Goods and or Services/ Destination – des biens et ou services : Department of Foreign Affairs, Trade and Development (DFATD) / Ministère des Affaires étrangères, Commerce et Développement (MAECD)	
Vendor/Firm Name and Address — Nom du Vendeur et adresse du fournisseur/de l'entrepreneur:	
Telephone No. – No de téléphone:	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) — Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Name, Title	
Signature	Date

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# Addendum n° 001

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Addendum No. 001 is raised to make the following changes:

**A. MODIFY CRITERION M3 AS FOLLOWS:**

An equivalence has been accepted for the accreditation required under M3. In order to reflect the change in the RFSO, **ATTACHMENT 1 to PART 4, TECHNICAL CRITERIA** is deleted entirely and replaced with the one below.

**B. REMOVE THE COVID-19 VACCINATION REQUIREMENT:**

The COVID-19 vaccination requirement certification is no longer required for this solicitation.

**Delete clause 5.2.7:**

**~~5.2.7 — COVID-19 vaccination requirement certification~~**

In order to reflect the change in the RFSO, **ATTACHMENT 1 TO PART 5 - CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER** is deleted entirely and replaced with the one below.

## ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA

### **Mandatory Technical Criteria**

Offers must meet all the mandatory technical criteria specified below. Offerors must provide the necessary documentation to support compliance with this requirement.

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

Item	Mandatory Criteria	Met	Not met
<b>M1</b>	<p>The Offeror must propose a minimum of one interpreter to provide remote simultaneous interpretation services by submitting their résumé. The Offeror may propose more than one interpreter.</p> <p>A single interpreter is required to meet all the mandatory technical criteria for the offer to be compliant. And only proposed interpreters who have met all the mandatory technical criteria will be included in the Standing Offer.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Demonstration</u></b>			
<b>M2</b>	<p>The Offeror must demonstrate that each proposed interpreter has experience providing simultaneous interpretation services in English and in French for at least a total of five major events* in the last four years.</p> <p>**“Major event” is defined as an event with at least 50 attendees or an event that includes senior management panellists (director level or higher).</p> <p>To demonstrate that this criterion has been met, the Offeror must submit, before offer closing, event descriptions (maximum 300 words per interpreter) for each proposed interpreter and must include the language of delivery, name and email address of the event client.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Demonstration</u></b>			
<b>M3</b>	<p>The Offeror must demonstrate that each proposed interpreter is accredited by the International Association of Conference Interpreters (AIIC), or by the Translation Bureau of the Canadian Government, or accredited as an interpreter with a provincial or territorial association affiliated with the Canadian Translators, Terminologists and Interpreters Council (CTTIC).</p> <p>For any other accreditation, the Offeror must submit an equivalency acceptance request before offer closing. A response will be provided by way of addenda.</p> <p>To demonstrate that this criterion has been met, the Offeror must submit proof of accreditation for each proposed interpreter before offer closing.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Demonstration</u></b>			

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## **ATTACHMENT 1 TO PART 5 – CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER**

### **FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - STANDING OFFER CERTIFICATION**

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

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](https://www.canada.ca/en/employment-social-development/canada-labour/s4)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

### **STATUS AND AVAILABILITY OF RESOURCES**

The Offeror certifies that, should it be issued a Standing Offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

### **EDUCATION AND EXPERIENCE**

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

### **LANGUAGE REQUIREMENTS**

The Offeror certifies that, should it be authorized to provide services under this Standing Offer, resulting from this request for Standing Offers, It will provide bilingual resources who are fluent in both French and English and are able to communicate easily from English to French and from French to English.

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## **FORMER PUBLIC SERVANT**

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

### **Definitions**

For the purposes of this clause,

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

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

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

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

### **Former Public Servant in Receipt of a Pension**

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

YES ( ) NO ( )

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

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

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

### **Work Force Adjustment Directive**

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

**YES ( ) NO ( )**

If so, the Offeror must provide the following information:

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

**Person authorized to sign on behalf of the offeror:**

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**Name and title**

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**Signature**

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**Date**