

**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

Title-Sujet: Remote simultaneous interpretation services	
Solicitation No. — N° de l'invitation 22-215241	Date: October 14, 2022
Solicitation Closes — L'invitation prend fin	Time Zone — Fuseau horaire
At / à: 2 :00 PM	EST (Eastern Standard Time) / HNE (Heure Normale De l'Est)
On / le November 11, 2022	
F.O.B. — F.A.B. Plant-Usine: <input type="checkbox"/> Destination: X Other — Autre: <input type="checkbox"/>	
Address Enquiries to — Addresser les questions à: Assane Ndiaye assane.ndiaye@international.gc.ca	
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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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Check List, the Non-Disclosure Agreement and the Periodic Usage Reports: Standing Offer.

1.2 Summary

- 1.2.1 In accordance with the Official Languages Act, events of the Department of Foreign Affairs, Trade and Development (DFATD) are held in both official languages. For certain events, all content must be available in both official languages. Interpreters are therefore mandated to simultaneously interpret speeches and interventions from French to English or from English to French.

The Corporate Communications Team (LDC) at DFATD is seeking remote simultaneous interpretation services for corporate events on an as-needed basis to ensure full bilingualism at key events.

The objective of this solicitation is to establish multiple standing offers to a maximum of four (4) offerors who will provide remote simultaneous interpretation services for a contract period of eight months and three annual renewal option periods.

The Offeror must provide remote simultaneous interpretation services for various events based on source documents that can be provided in advance, upon request.

Events vary in length depending on their nature and the number of questions. Most events are no longer than 90 minutes. Services will be provided in English or French, or in a combination of both languages. If the event is bilingual, the interpreter will need to be able to switch easily from English to French and from French to English, as needed.

The Offeror is required to propose, at a minimum, one qualified interpreter with the experience and knowledge necessary to perform the tasks described in 5.0 Scope of Services. Should the services of any individual resource prove unsatisfactory, the Offeror will be informed verbally, then in writing, and ultimately may be asked to replace the resource in question. Any resource subsequently replacing one of the proposed resources will be required to meet or exceed all the evaluation criteria results of the predecessor.

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors 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 Debriefings

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

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

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

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2022-03-29) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Offers

Offers must be submitted only to Department of Foreign Affairs, Trade and Development (DFATD) Bid Receiving Unit email address by the date, time and place indicated on page 1 of the RFSO.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to DFATD will not be accepted.

2.3 Former Public Servant

Refer to Attachment 1 of Part 5 - Certifications Precedent to the issuance of a standing offer

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than sept (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Improvement of Requirement During Solicitation Period

Should offerors consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, offerors are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Offerors must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular offeror will be given consideration provided they are submitted to the Contracting Authority at least 7 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential Offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages Offerors to first bring their concerns to the attention of the Contracting Authority. Canada's [CanadaBuys](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

Section I: Technical Offer (one (1) electronic copy)
Section II: Financial Offer (one (1) electronic copy)
Section III: Certifications (one (1) electronic copy)

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

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

- a. use a numbering system that corresponds to the RFSO.
- b. include a title page at the front of each section of the offer that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative.

Section I: Technical Offer

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

Section II: Financial Offer

- A.** Offerors must submit their financial bid in Canadian funds and in accordance with the Basis of selection detailed in Annex "B".
- B.** Offerors must submit their price; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- C.** When preparing their financial offer, Offerors should review clause 4.1.2, Financial Evaluation, of Part 4 of the RFSO; and article 7.7, Payment, of Part 7 of the RFSO.
- D.** Electronic Payment of Invoices - Offer
The Offerors accepts to be paid by the following Electronic Payment Instrument(s):
 - Direct Deposit

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Attachment 1 of Part 4.

4.1.2 Financial Evaluation

Offerors must submit their financial bid in Canadian dollars, in accordance with the Basis of payment at Annex "B". The price of the offer for financial evaluation purpose is **the sum of all proposed all-inclusive daily rates of all periods**, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

Substantiation of Rates Quoted by Offerors in Professional services offers

In Canada's experience, Offerors will from time to time quote rates in professional services offers for one or more categories of resources that, when they are selected as the Offeror for the work, they refuse to honor during the period of the issued Standing Offer, including any extension thereof, on the basis that the rates they quoted do not allow them to recover their own costs and/or make a profit.

When evaluating the financial offers submitted by Offerors in response to this RFSO, Canada may, but will have no obligation to, require price support from Offerors for any of the rates (either for one, several or all categories of resources) they quoted in their financial offers.

4.2 Basis of Selection

4.2.1 Basis of Selection – Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The first six (6) responsive offers with the lowest evaluated price will be recommended for issuance of a Standing Offer.

The responsive offers will be ranked in ascending order based on their evaluated price. The responsive offer with the lowest evaluated price will be ranked first. The responsive offer with the second lowest evaluated price will be ranked second. And so forth, up to a maximum of six (6) Offerors who will be recommended to receive a Standing Offer.

The total estimated value of all Standing Offers is forecasted at \$1,104,000.00 including the initial period and all option periods. The Standing Offers will be allocated equally among the qualified offerors for each period. For example, the initial period will be allocated on the following pro-rata basis for each of the following possible scenarios:

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22-215241
Client Ref. No. - N° de réf. du client
22-215241

Amd. No. - N° de la modif.
File No. - N° du dossier
22-215241

Buyer ID - Id de l'acheteur
Assane Ndiaye

Proportional Allocation \$ - Initial Period							
Scenarios	Rank						
	1st	2nd	3rd	4th	5th	6th	Total
6 responsive offers	\$ 31,000.00	\$ 31,000.00	\$ 31,000.00	\$ 31,000.00	\$ 31,000.00	\$ 31,000.00	\$ 186,000.00
5 responsive offers	\$ 37,200.00	\$ 37,200.00	\$ 37,200.00	\$ 37,200.00	\$ 37,200.00		\$ 186,000.00
4 responsive offers	\$ 46,500.00	\$ 46,500.00	\$ 46,500.00	\$ 46,500.00			\$ 186,000.00
3 responsive offers	\$ 62,000.00	\$ 62,000.00	\$ 62,000.00				\$ 186,000.00
2 responsive offers	\$ 93,000.00	\$ 93,000.00					\$ 186,000.00
1 responsive offer	\$ 186,000.00						\$ 186,000.00
Proportional Allocation % - Initial Period							
Scenarios	Rank						
	1st	2nd	3rd	4th	5th	6th	Total
6 responsive offers	16.67%	16.67%	16.67%	16.67%	16.67%	16.67%	100.00%
5 responsive offers	20.00%	20.00%	20.00%	20.00%	20.00%		100.00%
4 responsive offers	25.00%	25.00%	25.00%	25.00%			100.00%
3 responsive offers	33.33%	33.33%	33.33%				100.00%
2 responsive offers	50.00%	50.00%					100.00%
1 responsive offer	100.00%						100.00%

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
M1	<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 must 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"/>
<u>Demonstration</u>			
M2	<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.</p> <p>For any other accreditation, the Offeror must submit an equivalency acceptance request 7 days before offer closing date. 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"/>
<u>Demonstration</u>			

PART 5 – CERTIFICATIONS

Offerors must provide the required certifications and additional information to be issued a Standing Offer.

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to the Issuance of a Standing Offer

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

(Refer to Attachment 1 to Part 5)

5.2.3 Status and Availability of Resources

(Refer to Attachment 1 to Part 5)

5.2.4 Education and Experience

(Refer to Attachment 1 to Part 5)

5.2.5 Language requirements

(Refer to Attachment 1 to Part 5)

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22-215241

Buyer ID - Id de l'acheteur
Assane Ndiaye

5.2.6 Former Public Servant

(Refer to Attachment 1 to Part 5)

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" 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/canada-labour/s website (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" 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.

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.

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

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:

Name and title

Signature

Date

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a Standing Offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a Standing Offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, Offerors 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.

To validate that all proposed resources have a valid security clearance as indicated in Part 7A - Standing Offer; the Offeror should provide for each proposed resource:

- a. the legal name; and
- b. security file number or date of birth or both

6.2 Financial Capability

SACC *Manual* clause [M9033T](#) (2011-05-16) Financial Capability

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

7.2.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

COMMON PS SRCL #02

1. The offeror must, at all times during the performance of the standing offer, hold a valid designated organization screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC)
2. The offeror personnel requiring access to sensitive work site(s) must **each** hold a valid **reliability status**, granted or approved by the CSP, PWGSC
3. Subcontracts which contain security requirements **are not** to be awarded without the prior written permission of the CSP, PWGSC
4. The contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex "C".
 - b. Industrial Security Manual (Latest Edition)

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

[2005](#) (2022-01-28), General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.3.2 Standing Offers Reporting

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

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

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

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than thirty (30) calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the date of Standing Offer issuance to mars 31, 2023.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer by up to three (3) additional one (1) year period(s) under the same conditions and at the rates or prices specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority ten (10) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Assane Ndiaye
Title: Senior Procurement specialist
Address: 200 Promenade du Portage, Gatineau, Québec Canada K1A 0G4
Telephone: 613-791-7185
E-mail address: assane.ndiaye@international.gc.ca

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

7.5.2 Project Authority (to be inserted at Standing Offer issuance)

The Project Authority for the Standing Offer is:

Name: _____
Title: _____
Organization: Foreign Affairs, Trade and Development
Address: _____
Telephone: ____ - ____ - _____
E-mail address: _____

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

7.5.3 Offeror's Representative

Name: _____
Title: _____
Organization: Foreign Affairs, Trade and Development
Address: _____
Telephone: ____ - ____ - ____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Foreign Affairs, Trade and Development Canada (DFATD)

7.8 Call-up Procedures

Should multiple Standing Offers be issued, the requirement will be allocated equally among the qualified offerors for each period. Call-ups will be allocated among Standing Offer Holders following a **method of rotation**. The first round of call-ups will be allocated following the ranking in ascending order of the offerors evaluated price.

A Standing Offer does not guarantee the Offeror any amount of work. Furthermore, there is no guarantee that an Offeror will receive call-ups totaling the proportion dollar values by the end of the Standing Offer period.

7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using a duly completed call-up form

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. The electronic call-up document will contain at a minimum the following information:
 - Standing Offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description of services required and the level of effort
 - unit price and total value of the call-up;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$100,000.00** (Applicable Taxes included).

7.11 Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$_____ (to be inserted at Standing Offer issuance) (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups, which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2022-01-28), General Conditions - Standing Offers - Goods or Services
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) Annex C, Security Requirements Check List;
- g) the Offeror's offer dated _____ (to be inserted at standing offer issuance)

7.13 Certifications and Additional Information

7.13.1 Compliance

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

7.14 Specific person(s) (to be inserted at Standing Offer issuance)

The Offeror must provide the following person(s) to perform the work required in the call-ups:

- 1. _____
- 2. _____
- 3. _____

7.15 Non-Disclosure Agreement

At Standing Offer issuance, the Offeror must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex "D", and provide it to the Contracting Authority before they are given access to information by or on behalf of Canada in connection with the work.

7.16 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Standing Offer are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Offeror before recommending payment.

7.17 Applicable Laws

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

7.18 Transition to an e-Procurement Solution (EPS)

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

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

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

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2035 (2022-05-12), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Period of the Contract

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

7.3.2 Delivery Date

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid for the Work performed, in accordance with the Basis of payment at annex "B", to the limitation of expenditure specified. Customs duties are included and Applicable Taxes are extra.

7.5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under for call-ups against this Standing Offer shall not exceed the value of the Standing Offer resulting from this RFSO, unless otherwise authorized in writing by DFATD.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75% committed, or
- b. four months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

7.5.3 Method of Payment

Canada will pay the Contractor on a monthly basis for work performed covered by the invoice 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 performed has been accepted by Canada.

7.5.4 Electronic Payment of Invoices – call-up

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

- a. Direct Deposit

7.5.5 Discretionary Audit

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

- a. The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.
- b. The accuracy of the Contractor's time recording system.
- c. 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).
- d. 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.

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.

7.5.6 Time Verification

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

7.6 Invoicing Instructions

The Contractor must submit invoices in accordance with the following instructions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must specify the following:

- a. Company name, address, etc.;
- b. Client address;
- c. Date of the invoice;
- d. Call-up Number;
- e. Details of billed days
- f. Total dollar amount;

Applicable Taxes must be calculated on the total amount of the invoice.

Invoices must be distributed as follows:

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

7.7 Insurance

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

7.8 Dispute Resolution

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

ANNEX "A"

STATEMENT OF WORK

1.0 TITLE

Remote simultaneous interpretation services

2.0 BACKGROUND

In accordance with the *Official Languages Act*, events of the Department of Foreign Affairs, Trade and Development (DFATD) are held in both official languages. For certain events, all content must be available in both official languages. Interpreters are therefore mandated to simultaneously interpret speeches and interventions from French to English or from English to French.

3.0 OBJECTIVE(S)

The Corporate Communications Team (LDC) at DFATD is seeking remote (distance) simultaneous interpretation services for corporate events on an as-needed basis to ensure full bilingualism at key events.

4.0 PROFESSIONAL RESOURCES

The Offeror is required to propose, at a minimum, one qualified interpreter with the experience and knowledge necessary to perform the tasks described in 5.0 Scope of Services.

Should the services of any individual resource prove unsatisfactory, the Offeror will be informed verbally, then in writing, and ultimately may be asked to replace the resource in question.

Any resource subsequently replacing one of the proposed resources will be required to meet or exceed all the evaluation criteria results of the predecessor.

5.0 SCOPE OF SERVICES

The Offeror must provide remote simultaneous interpretation services for various events based on source documents that can be provided in advance, upon request.

Events vary in length depending on their nature and the number of questions. Most events are no longer than 90 minutes. Services will be provided in English or French, or in a combination of both languages. If the event is bilingual, the interpreter will need to be able to switch easily from English to French and from French to English, as needed.

Proposed interpreters will need to have a basic understanding of video conferencing systems (e.g., Microsoft Teams, Webex).

For certain events, the interpreter will be required to participate in sound and microphone testing on the event date, typically one hour before the event starts. DFATD records most of the virtual events for which interpretation services are provided, and these remain generally available on the Department's intranet platform. The all-inclusive daily rate must include events recording.

6.0 QUALITY OF WORK

The Offeror must meet the following standards.

- Ensure that the interpretation is complete, accurate and faithful to the original message with respect to meaning, and is free of omissions, additions or distortions, to the extent that the working conditions allow.
- Ensure that the meaning conveyed by gestures, body language and tone of voice is not lost.
- Ensure that the interpretation is consistent with grammar and syntax rules and with usage and speaking conventions.
- Ensure that the interpretation is clear, concise, consistent and tailored to the audience and that constructions are idiomatic and natural.
- Use clear and accurate diction.
- Respect the speaker's tone, level of language and style.

7.0 SERVICE REQUEST AND CANCELLATION POLICY

The details of the services will be determined based on the corporate events and the simultaneous interpretation needs that arise during the events. As is often the case in the communications field, event dates and specific requirements are rarely known far in advance. Delivery dates and event details will be confirmed with each call-up. The Contractor will confirm the availability of resources within a maximum of 48 hours.

Event details provided in the order will include, but not be limited to, the date, time, primary language of delivery, topic, approximate number of speakers and attendees, and any other technical requirements for a specific event.

DFATD agrees to provide details on each order, specifically, content, tools, facilities and other technical aspects, for each event, at least 24 hours before the event. Content updates may be made on the day of the event.

If an event is cancelled 7 business days or more before the beginning date of the event specified in the call-up, the call-up will be cancelled, and the Offeror will not be compensated.

If an event is cancelled less than 7 business days before the event start date specified in the call-up, DFATD may reassign the Offeror to another event on the same day. If DFATD does not require the services of the Offeror for reassignment, the Offeror will be compensated according to their daily fee and DFATD will cover potential cancellation fees related to pre-approved travel.

8.0 CLIENT SUPPORT

DFATD agrees to provide contracted resources with reference materials and access to DFATD's network, subject to security clearances, which may include government-provided equipment when necessary to access the network.

9.0 LOCATION OF WORK

Although the service to be provided is remote simultaneous interpretation, **interpreters will be expected to provide the required services on site at DFATD**, at the following locations:

- 125 Sussex Drive, Ottawa, Ontario
- 111 Sussex Drive, Ottawa, Ontario
- 200 Promenade du Portage, Gatineau, Québec

10.0 LANGUAGE OF WORK

All interpreters must be bilingual and able to provide the full range of services requested in both English and French.

11.0 TRAVEL

The following does not apply to commuting from within the National Capital Region.

Reasonable travel cost from the interpreter's residence—which must be located within a 250-kilometer radius of 125, Sussex Drive will be compensated under this Standing Offer on presentation of receipts.

The Offeror will be reimbursed their authorized travel expenses reasonably and properly, at cost, without any allowance for profit or administrative overhead, in accordance with the meal, and private vehicle allowances specified in **Appendices B and C of the National Joint Council Travel Directive**. Receipts may also include charter bus, Via Rail train, or taxi (short distance). DFATD will not pay the Offeror any incidental allowance for authorized travel.

All travel must have the prior authorization of the Project Authority and all payments are subject to government audit.

National Joint Council Travel Directive link: <https://www.njc-cnm.gc.ca/s3/en>

ANNEX "B"

BASIS OF PAYMENT

The Offeror must provide firm all-inclusive daily rates per interpreter for each period for all work to be performed which includes cost of labor, direct materials and supplies, equipment, fringe benefits, general and administrative expenses, overhead and profit and any other expenses that may be incurred for the call-ups with the exception of travel from outside the National Capital Region up to 250 kilometer maximum radius of 125, Sussex Drive.

All overhead expenses normally incurred in providing the services such as project office space and furnishings, word processing, work estimates, photocopying, courier and telephone charges, travel within the National Capital Region are included in the firm rates identified hereunder and will not be permitted as direct charges.

Reasonable travel costs from the interpreter's residence within a 250-kilometer radius of 125, Sussex Drive will be compensated under this Standing Offer on presentation of receipts.

The proposed firm all-inclusive daily rate per interpreter is the same for all types of services including recording, broadcasting or live streaming.

A- Initial Contract Period

Description	Initial Period Issuance date to March 31, 2023
	All-Inclusive Daily Rate per Interpreter
Remote Simultaneous Interpretation Services	\$ _____

Applicable taxes excluded

B- Option Periods

Description	Option Period 01 April 01, 2023 to March 31, 2024
	All-Inclusive Daily Rate per Interpreter
Remote Simultaneous Interpretation Services	\$ _____

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

Amd. No. - N° de la modif.
File No. - N° du dossier
22-215241

Buyer ID - Id de l'acheteur
Assane Ndiaye

Applicable taxes excluded

Option Period 02 April 01, 2024 to March 31, 2025	
Description	All-Inclusive Daily Rate per Interpreter
Remote Simultaneous Interpretation Services	\$ _____

Applicable taxes excluded

Option Period 03 April 01, 2025 to March 31, 2026	
Description	All-Inclusive Daily Rate per Interpreter
Remote Simultaneous Interpretation Services	\$ _____



Applicable taxes excluded

C- Total for Evaluation Purpose

Evaluated Price (sum of all proposed daily rates for all of the periods): \$ _____

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

 Government of Canada Gouvernement du Canada	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="text-align: center;">Contract Number / Numéro du contrat</td></tr><tr><td style="text-align: center;">Security Classification / Classification de sécurité</td></tr></table>	Contract Number / Numéro du contrat	Security Classification / Classification de sécurité																			
Contract Number / Numéro du contrat																						
Security Classification / Classification de sécurité																						
SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)																						
PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE																						
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;">1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Affaires mondiales Canada</td><td style="width: 50%;">2. Branch or Directorate / Direction générale ou Direction LCM/LDC</td></tr><tr><td>3. a) Subcontract Number / Numéro du contrat de sous-traitance A confirmer</td><td>3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant Différentes compagnies (appel d'offre à confirmer)</td></tr><tr><td colspan="2">4. Brief Description of Work / Brève description du travail Services d'interprétation simultanée (événements dans les locaux d'AMC dans la RCN).</td></tr></table>		1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Affaires mondiales Canada	2. Branch or Directorate / Direction générale ou Direction LCM/LDC	3. a) Subcontract Number / Numéro du contrat de sous-traitance A confirmer	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant Différentes compagnies (appel d'offre à confirmer)	4. Brief Description of Work / Brève description du travail Services d'interprétation simultanée (événements dans les locaux d'AMC dans la RCN).																
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4. Brief Description of Work / Brève description du travail Services d'interprétation simultanée (événements dans les locaux d'AMC dans la RCN).																						
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? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (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.)																						
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 type="checkbox"/> No <input checked="" 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																						
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%;">Canada <input checked="" type="checkbox"/></td><td style="width: 33%;">NATO / OTAN <input type="checkbox"/></td><td style="width: 33%;">Foreign / Étranger <input type="checkbox"/></td></tr></table>		Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>																		
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7. b) Release restrictions / Restrictions relatives à la diffusion																						
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Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

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	SECRET	TOP 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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ANNEX "D"

NON-DISCLOSURE AGREEMENT

I, _____ (*resource name*), recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Standing Offer No. _____ between Her Majesty the Queen in right of Canada, represented by the Minister of Foreign Affairs, Trade and Development Canada and _____, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Offeror as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Standing Offer.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Offeror by or on behalf of Canada must be used solely for the purpose of the Standing Offer and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Standing Offer No.:

_____.

Signature

Date

ANNEX "E "

PERIODIC USAGE REPORTS: STANDING OFFER

In accordance with Section 7.3.2 of the Standing Offer, the Offeror must report on a quarterly basis the following information:

The Offeror must complete all of the data fields identified below, as applicable.				
Standing Offer Number:				
Reporting Period: _____ to: _____				
Call-up Number	Date of Call-up	Initial Value of Call-up (excluding taxes)	Value of amendments (excluding taxes)	Total Value including amendments (excluding taxes)