



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

Title - Sujet RFP FOR CLOSED CAPTIONING (HoC) RFP FOR REAL-TIME CLOSED CAPTIONING (HoC)	
Solicitation No. - N° de l'invitation E60ZS-221944/A	Date 2023-02-21
Client Reference No. - N° de référence du client 20221944	
GETS Reference No. - N° de référence de SEAG PW-\$\$ZF-503-41351	
File No. - N° de dossier 503zf.E60ZS-221944	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2023-03-14 Heure Avancée de l'Est HAE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Hakizimana, Christophe	Buyer Id - Id de l'acheteur 503zf
Telephone No. - N° de téléphone (873) 354-7592 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Linguistic Services Division / Division des services
linguistiques
Les Terrasses de la Chaudière
10, rue Wellington, 5e étage
Gatineau
Québec
K1A 0S5

Delivery Required - Livraison exigée See Herein – Voir ci-inclus	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
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)	
Signature	Date

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION.....	3
1.2 SUMMARY	4
1.3 DEBRIEFINGS	5
PART 2 - OFFERORS INSTRUCTIONS	6
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	6
2.2 SUBMISSION OF BIDS.....	6
2.3 FORMER PUBLIC SERVANT.....	6
2.4 ENQUIRIES - BID SOLICITATION.....	7
2.5 APPLICABLE LAWS.....	8
2.6 BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY	8
2.7 BID CHALLENGE AND RECOURSE MECHANISMS.....	8
PART 3 - BID PREPARATION INSTRUCTIONS.....	9
3.1 BID PREPARATION INSTRUCTIONS	9
SECTION I: TECHNICAL BID	9
SECTION II: FINANCIAL BID	10
SECTION III: CERTIFICATIONS	10
ATTACHMENT 1 TO PART 3, PRICING SCHEDULE STREAM 1	11
ATTACHMENT 2 TO PART 3, PRICING SCHEDULE STREAM 2	13
ATTACHMENT 3 TO PART 3, ELECTRONIC PAYMENT INSTRUMENT	15
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	16
4.1 EVALUATION PROCEDURES.....	16
4.2 BASIS OF SELECTION – HIGHEST COMBINED RATING OF TECHNICAL MERIT (70%) AND PRICE (30%)	17
ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA STREAM 1.....	19
ATTACHMENT 2 TO PART 4, TECHNICAL CRITERIA STREAM 2.....	29
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	39
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	39
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	39
ATTACHMENT 1 TO PART 5, CERTIFICATION PRECEDENT TO CONTRACT AWARD	41
PART 6 - SECURITY AND OTHER REQUIREMENTS	42
6.1 SECURITY REQUIREMENTS	42
6.2 INSURANCE REQUIREMENTS	42
PART 7 - RESULTING CONTRACT CLAUSES	43
7.1 STATEMENT OF WORK.....	43
7.2 STANDARD CLAUSES AND CONDITIONS.....	45
7.3 SECURITY REQUIREMENTS	46
7.4 TERM OF CONTRACT	46
7.5 AUTHORITIES	47
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	48
7.7 PAYMENT	48
7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	50
7.10 APPLICABLE LAWS.....	50
7.11 PRIORITY OF DOCUMENTS	51

Solicitation No. - N° de l'invitation
E60ZS-221944/A
Client Ref. No. - N° de réf. du client
20221944

Amd. No. - N° de la modif.
File No. - N° du dossier
503zf.E60ZS-221944

Buyer ID - Id de l'acheteur
503zf
CCC No./N° CCC - FMS No./N° VME

7.12 FOREIGN NATIONALS (CANADIAN CONTRACTOR)	51
7.13 INSURANCE	51
7.14 DISPUTE RESOLUTION.....	51
ANNEX A- STATEMENT OF WORK	52
STREAM 1 - REAL TIME CLOSED CAPTIONING (CC) SERVICES IN CANADIAN FRENCH	52
STREAM 2 - REAL TIME CLOSED CAPTIONING (CC) SERVICES IN CANADIAN ENGLISH	58
ANNEX B - BASIS OF PAYMENT	64
STREAM 1 - CANADIAN-FRENCH REAL TIME CLOSED CAPTIONING.....	64
STREAM 2 -CANADIAN-ENGLISH REAL TIME CLOSED CAPTIONING.....	66
ANNEX C - SECURITY REQUIREMENTS CHECK LIST	67
ANNEX D - EXAMPLES OF TASK AUTHORIZATION FORM.....	70
1. EXAMPLE OF WEEKLY TASK AUTHORIZATION FORM	70
2. EXAMPLE OF MONTHLY MODIFIED TASK AUTHORIZATION FORM	73
ANNEX E – PERIODIC USAGE REPORTS - CONTRACTS WITH TASK AUTHORIZATIONS.....	74
ANNEX F – CSP APPLICATION FOR REGISTRATION (AFR).....	75

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

List of Annexes:

- Annex A Statement of Work (stream 1 and stream 2)
- Annex B Basis of Payment (stream 1 and stream 2)
- Annex C Security Requirements Checklist
- Annex D Examples of task authorization forms (weekly and monthly)
- Annex E Periodic Usage Reports - Contracts with Task Authorizations
- Annex F CSP Application for registration PSPC 471 form for Canadian Legal Entities

List of attachments

- Attachment 1 to Part 3 - Pricing Schedule (Stream 1)
- Attachment 2 to Part 3 - Pricing Schedule (Stream 2)
- Attachment 3 to Part 3 - Electronic Payments Instrument
- Attachment 1 to Part 4 - Technical Criteria (Stream 1)
- Attachment 2 to Part 4 – Technical Criteria (Stream 2)
- Attachment 1 to Part 5 – Certification precedent to Contract award (Federal Contractors Program for Employment Equity – Certification)

1.2 Summary

1.2.1 The Translation Bureau, which reports to Public Works and Government Services Canada (PWGSC), requires, on an as and when requested basis, simultaneous real time Closed Captioning Services for the House of Commons of the Parliament of Canada which will be broadcast via Webcast on ParlVu and on the Cable Public Affairs Channel (CPAC) on CC1 in Canadian-English and on CC3 in Canadian-French.

The Translation Bureau seeks one or two companies to provide simultaneous real time Closed Captioning Services in Canadian-French and in Canadian-English of the daily proceedings of the House of Commons (HoC) and of committee meetings as well as of special events in video format broadcast on ParlVu and the Cable Public Affairs Channel (CPAC) and provide these videos as well for the media.

The services must be provided in accordance with the HoC's changing schedule. The Contractor must provide the Closed captioning at the technical authority's request. The services must also be provided in the event of an emergency recall of the House of Commons, particularly during a recess or at any time (including weekends and statutory holidays). The Contractor's proposal must allow for services to be prolonged, as sessions of the House of Commons and committees may be extended or delayed. In addition, committee meetings may be added after the schedule is established. The Contractor must be able to provide uninterrupted live closed captioning throughout the sessions and days of proceedings.

Up to two (2) contracts may be awarded under this request for proposal:

- One (1) contract for Stream 1 – Canadian-French Closed Captioning
- One (1) contract for Stream 2 – Canadian-English Closed Captioning

Bidders may submit a bid for a single Stream, or separate bids for both. Bidders MUST therefore clearly specify which stream(s) they bid for. Each work stream will be evaluated separately.

The term of any subsequent contract will be for two (2) years, starting on contract award. Any resulting Contract will include an option to extend the resulting Contract by up to three (3) additional one (1) year periods, under the same conditions.

1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website".

1.2.3 This requirement is solely limited to Canadian services.

1.2.4 Canada will own the intellectual property rights in foreground information.

1.2.5 This procurement is subject to the Canadian Free Trade Agreement (CFTA).

1.2.6 There are no accessibility requirements associated with this requirement.

1.2.7 This bid solicitation requests bidders to use the Canada Post Corporation (CPC) Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2

Solicitation No. - N° de l'invitation
E60ZS-221944/A
Client Ref. No. - N° de réf. du client
20221944

Amd. No. - N° de la modif.
File No. - N° du dossier
503zf.E60ZS-221944

Buyer ID - Id de l'acheteur
503zf
CCC No./N° CCC - FMS No./N° VME

entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information."

1.2.8 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification."

1.3 Debriefings

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

PART 2 - OFFERORS INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days
Insert: 180 days

2.2 Submission of Bids

UNTIL FURTHER NOTICE, BIDS MUST BE SENT BY FAX OR EPOST ONLY

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

Note: For bidders choosing to submit using Canada Post Corporation's (CPC) Connect service for bids closing at the Bid Receiving Unit in the National Capital Region (NCR), the email address is:

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

Note: Bids 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 [2003](#), or to send bids through a CPC Connect message if the bidder is using its own licensing agreement for CPC Connect service.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to 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 time frame 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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Basis for Canada's Ownership of Intellectual Property

The Translation Bureau of Public Services and Procurement Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#): «The Intellectual Property in Foreground Information consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software».

2.7 Bid Challenge and Recourse Mechanisms

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

If the Offeror choose to submit its bid electronically. Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 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 Bidder submits its bid in separately bound sections as follows:

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Certifications
- Section IV: Additional Information

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

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

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

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, bidders 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, bidders are encouraged to submit bids electronically. If hard copies are required, bidders should:
 - a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably managed forest and containing minimum 30% recycled content; and
 - b. use an environmentally preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of Cerlox, duo tangs or binders.

Section I: Technical Bid

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

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

Part 4, Evaluation Procedures and basis of selection contains additional instructions that Bidders should consider when preparing their technical bid.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in the Attachment 1 to Part 3, Pricing schedule, Stream 1 and Attachment 1 to Part 3, Pricing schedule Stream 2 below.

Bidders should include the following information in their financial bid:

1. Their legal name;
2. Their Procurement Business Number (PBN); and
3. The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid and any contract that may result from their bid.

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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

ATTACHMENT 1 to PART 3, PRICING SCHEDULE STREAM 1

STREAM 1 - CANADIAN-FRENCH CLOSED CAPTIONING

1. The Bidder must complete this pricing schedule for each Stream and include it in its financial bid.
2. The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. 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.
3. The rates specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:
 - a all travel and living expenses for work performed inside the National Capital Region (NCR) defined in the [National Capital Act \(R.S.C., 1985, c. N-4\)](http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont), available on the Justice Website (<http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont>);
 - b any travel expenses for travel between the Contractor's place of business and the NCR; and
 - c any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.
4. The price includes a proportional distribution of all inclusive costs.

The definition of all-inclusive fixed hourly rate is: The all-inclusive price includes a proportional distribution of the following costs in the fixed hourly rate:

- Provision of closed captioning services
- Updating terminology databases before and after the sessions
- Costs related to the provision of services such as long distance charges, costs related to the audio equipment
- Connection costs
- Management and Service improvement
- Monthly or quarterly performance reports
- Technical Setup Fee (scheduled 15 minutes before the start of the event)
- Technical preparation time before broadcast
- Testing the modem five (5) minutes before the event when waiting is not required
- Captioner's preparation time 15 minutes before the start of the event
- Other costs (ex. staff training) will be prorated in the fixed hourly rate
- Any other costs related directly or indirectly to closed captioning in Canadian-French.

INITIAL CONTRACT PERIOD: FROM _____ TO _____ (2 YEARS)

Stream 1 – Canadian-French real time Closed Captioning			
A	B	C	D
Activity to be closed captioned	Hourly rate, all inclusive	Volumetric data	Total (B x C)
House of Commons proceedings, Committee meetings and special events	\$ /hour	Approx. 6,230	\$
Total price (sum for column D) for the initial contract period:			\$

OPTION PERIOD YEAR 1: FROM _____ TO _____

Stream 1 – Canadian-French real time Closed Captioning			
A	B	C	D
Activity to be closed captioned	Hourly rate, all inclusive	Volumetric data	Total (B x C)
House of Commons proceedings, Committee meetings and special events	\$ _____ /hour	Approx. 3,425 hours	\$ _____
Total price (sum for column D) for the first option year:			\$ _____

OPTION PERIOD YEAR 2: FROM _____ TO _____

Stream 1 – Canadian-French real time Closed Captioning			
A	B	C	D
Activity to be closed captioned	Hourly rate, all inclusive	Volumetric data	Total (B x C)
House of Commons proceedings, Committee meetings and special events	\$ _____ /hour	Approx. 3,770 hours	\$ _____
Total price (sum for column D) for the second option year:			\$ _____

OPTION PERIOD YEAR 3: FROM _____ TO _____

Stream 1 – Canadian-French real time Closed Captioning			
A	B	C	D
Activity to be closed captioned	Hourly rate, all inclusive	Volumetric data	Total (B x C)
House of Commons proceedings, Committee meetings and special events	\$ _____ /hour	Approx. 4,000 hours	\$ _____
Total price (sum for column D) for the third option year:			\$ _____

TOTAL PRICE FOR STREAM 1- CANADIAN-FRENCH REAL TIME CLOSED CAPTIONING

Stream 1 – Canadian-French real time Closed Captioning	
Total price for the initial period (two years)	\$ _____
Total price for option period year 1	\$ _____
Total price for option period year 2	\$ _____
Total price for option period year 3	\$ _____
Total price for bid, Stream 1 – Canadian-French Closed Captioning	\$ _____

ATTACHMENT 2 to PART 3, PRICING SCHEDULE STREAM 2

STREAM 2 - CANADIAN-ENGLISH CLOSED CAPTIONING

1. The Bidder must complete this pricing schedule for each Stream and include it in its financial bid.
2. The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. 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.
3. The rates specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:
 - a) all travel and living expenses for work performed inside the National Capital Region (NCR) defined in the [National Capital Act \(R.S.C., 1985, c. N-4\)](http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont), available on the Justice Website (<http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont>);
 - b) any travel expenses for travel between the Contractor's place of business and the NCR; and
 - c) any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.
4. The price includes a proportional distribution of all inclusive costs.

The definition of all-inclusive fixed hourly rate is: The all-inclusive price includes a proportional distribution of the following costs in the fixed hourly rate:

- Provision of closed captioning services
- Updating terminology databases before and after the sessions
- Costs related to the provision of services such as long distance charges, costs related to the audio equipment
- Connection costs
- Management and Service improvement
- Monthly or quarterly performance reports
- Technical Setup Fee (scheduled 15 minutes before the start of the event)
- Technical preparation time before broadcast
- Testing the modem five (5) minutes before the event when waiting is not required
- Captioner's preparation time 15 minutes before the start of the event
- Other costs (ex. staff training) will be prorated in the fixed hourly rate
- Any other costs related directly or indirectly to closed captioning in Canadian-English.

INITIAL CONTRACT PERIOD: FROM _____ TO _____ (2 YEARS)

Stream 2 – Canadian-English real time Closed Captioning			
A	B	C	D
Activity to be closed captioned	Hourly rate, all inclusive	Volumetric data per two years	Total (B x C)
House of Commons proceedings, Committee meetings and special events	\$ /hour	Approx. 6,230 hours per two years	\$
Total price (sum for column D) for the initial contract period:			\$

OPTION PERIOD YEAR 1: FROM _____ TO _____

Stream 2 – Canadian-English real time Closed Captioning			
A	B	C	D
Activity to be closed captioned	Hourly rate, all inclusive	Volumetric data	Total (B x C)
House of Commons proceedings, Committee meetings and special events	\$ _____ /hour	Approx. 3,425 hours per year	\$ _____
Total price (sum for column D) for the first option year:			\$ _____

OPTION PERIOD YEAR 2: FROM _____ TO _____

Stream 2 – Canadian-English real time Closed Captioning			
A	B	C	D
Activity to be closed captioned	Hourly rate, all inclusive	Volumetric data	Total (B x C)
House of Commons proceedings, Committee meetings and special events	\$ _____ /hour	Approx. 3,770 hours per year	\$ _____
Total price (sum for column D) for the second option year:			\$ _____

OPTION PERIOD YEAR 3: FROM _____ TO _____

Stream 2 – Canadian-English real time Closed Captioning			
A	B	C	D
Activity to be closed captioned	Hourly rate, all inclusive	Volumetric data	Total (B x C)
House of Commons proceedings, Committee meetings and special events	\$ _____ /hour	Approx. 4,000 hours per year	\$ _____
Total price (sum for column D) for the third option year:			\$ _____

TOTAL PRICE FOR STREAM 2- CANADIAN-ENGLISH REAL TIME CLOSED CAPTIONING

Stream 2 – Canadian-English Closed Captioning	
Total price for the initial period (two years)	\$ _____
Total price for option period year 1	\$ _____
Total price for option period year 2	\$ _____
Total price for option period year 3	\$ _____
Total price for bid, Stream 2 – Canadian-English Closed Captioning	\$ _____

Solicitation No. - N° de l'invitation
E60ZS-221944/A
Client Ref. No. - N° de réf. du client
20221944

Amd. No. - N° de la modif.
File No. - N° du dossier
503zf.E60ZS-221944

Buyer ID - Id de l'acheteur
503zf
CCC No./N° CCC - FMS No./N° VME

ATTACHMENT 3 to PART 3, ELECTRONIC PAYMENT INSTRUMENT

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

() Direct Deposit (Domestic and International).

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Canada reserves the right to stop its evaluation of the mandatory evaluation as soon as one of the mandatory criteria is considered non-compliant.

Refer to Attachment 1 to Part 4, Technical Evaluation Criteria Stream 1 (Canadian-French Closed Captioning)

Refer to Attachment 2 to Part 4, Technical Evaluation Criteria Stream 2 (Canadian-English Closed Captioning).

4.1.1.2 Point Rated Technical Criteria

Only bids that comply with the mandatory technical criteria will be evaluated according to the rated technical criteria.

Refer to Attachment 1 to Part 4, Technical Evaluation Criteria Stream 1 (Canadian-French Closed Captioning)

Refer to Attachment 2 to Part 4, Technical Evaluation Criteria Stream 2 (Canadian-English Closed Captioning).

4.1.1.3 Demonstration

The Bidder will have to close caption in real time and in closed circuit with the evaluation team two (2) samples:

- One (1) sample of the Question Period in the House of Commons (10 minutes)
- One (1) sample from the House of Commons debates (10) minutes

Refer to Attachment 1 to Part 4, Technical Evaluation Criteria Stream 1 (Canadian-French Closed Captioning)

Refer to Attachment 2 to Part 4, Technical Evaluation Criteria Stream 2 (Canadian-English Closed Captioning).

4.1.2 Financial Evaluation

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

- 4.1.2.1 For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 and 2 to Part 3.

4.1.2.2 The volumetric data included in the pricing schedule detailed in Attachment 1 and 2 to Part 3 are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

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

1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation; and
 - (b) meet all mandatory evaluation criteria; and
 - (c) obtain the required minimum of 225 points overall out of 320 points as specified in each of the two attachments: Attachment 1 to Part 4 (Stream 1) and Attachment 2 to Part 4 (stream 2).
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. For each stream, the responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.
8. In the event that two or more responsive bids per stream have the same highest combined rating of technical merit and price, the responsive bid with the highest technical rating will be recommended for award of a contract.
9. The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

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

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score Rated Technical Criteria		115/135	89/135	92/135
Bid evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing score	$45,000/55,000 \times 30 = 24.55$	$45,000/50,000 \times 30 = 27.00$	$45,000/45,000 \times 30 = 30.00$

Solicitation No. - N° de l'invitation
E60ZS-221944/A
Client Ref. No. - N° de réf. du client
20221944

Amd. No. - N° de la modif.
File No. - N° du dossier
503zf.E60ZS-221944

Buyer ID - Id de l'acheteur
503zf
CCC No./N° CCC - FMS No./N° VME

Combined Score	84.18	73.15	77.7
Overall Ranking	1 st	3 rd	2 nd

ATTACHMENT 1 to PART 4, TECHNICAL CRITERIA STREAM 1

CANADIAN-FRENCH REAL TIME CLOSED CAPTIONING

1. Mandatory Technical Criteria French (MTCF)

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

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

Number	Mandatory Technical Criteria	Bid Preparation Instructions
MTC1F	From January 1 st 2017, to the bid closing date, the Bidder must demonstrate a minimum of sixty (60) months (cumulative) experience in providing real-time Canadian-French closed captioning for live broadcasts on networks.	<p>The Bidder must provide the information below to clearly demonstrate the (60) months (cumulative) experience and meets the MTC1F criterion.</p> <ol style="list-style-type: none"> 1) The number of months of experience in providing Canadian-French closed captioning for live broadcasts on networks. 2) The period of such closed captioning services from January 1st, 2017 to the bid closing date expressed in the form of (month/ year to month/year). 3) For each client to which closed captioning services were provided during the period set out in point 2 above: <ol style="list-style-type: none"> i name of client; ii name of contact person with phone number or email address; and iii title of the Canadian-French program for which the Bidder provided real-time closed captioning in Canadian-French. <p>Canada reserves the right, using its resources, to conduct any verification that may be required to verify the authenticity of the bidder's experience.</p>
MTC2F	The Bidder must be iCAP compliant	<p>To clearly demonstrate compliance to MTC2F, the Bidder must provide, <u>with the bid</u>, a proof of being iCAP user</p> <p>Website for information: https://eegent.com/icap</p> <p>List of iCap Partners: https://eegent.com/support/resources/FAQs/iCap%20Caption%20Partner%20List</p>

Number	Mandatory Technical Criteria	Bid Preparation Instructions
MTC3F	<p>At the demo stage, the Bidder must demonstrate during two (2) trials (see details of the demonstration at RTC2F demonstration process of Canadian-French closed captioning) that he can produce closed captioning in an average time of six (6) seconds or less in order to be considered for the evaluation process of the rated criteria.</p> <p>An average closed captioning which exceeds six (6) seconds will be deemed unsatisfactory and the Bidder will be declared non-compliant.</p>	<p>To clearly demonstrate that the MTC3F criterion is met, the Bidder must demonstrate during two (2) trials that the Bidder can produce the French-Canadian closed captioning in an average maximum time of six (6) seconds or less.</p>

2. Point Rated Technical Criteria and Demonstrations

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in accordance with the following evaluation criteria.

Bids which fail to obtain the minimum overall score of 225 points required under RTC2F specified will be declared non-responsive.

The Bidder should demonstrate through an off-site demonstration that the Canadian-French closed captioning being produced live meets each sub-criteria RTC2F set out below.

During the demonstration, all the sub-criterion listed under RTC2F below will be evaluated, the points obtained for each sample will be added and an average will be established.

Rated Technical Criteria (RTC) and Scores	Minimum number of points required	Maximum number of points
RTC1F Compatibility of the proposed CC technologies	-	100
RTC2F Demonstration of Canadian-French Closed Captioning (2 samples X 110 points each)		220
RTC2.1F Display	-	20
RTC2.2F Accuracy rate	-	40
RTC2.3F Accents in written French and punctuation	-	20
RTC2.4F Uppercase and lowercase letters	-	20
TRC2.5F Change of speaker	-	20
RTC2.6F Omissions	-	20
RTC2.7F Text colour	-	20
RTC2.8F Representation of numbers	-	20
RTC2.9F Atmosphere descriptors	-	20
RTC2.10F Interpreters' interventions	-	20
MINIMUM OVERALL SCORE REQUIRED (225 points)	225	320
Total Score achieved by the Bidder		

COMPATIBILITY OF BIDDER'S PROPOSED CC TECHNOLOGIES MAXIMUM NUMBER OF POINTS: 100 POINTS		
RTC1F	Submission Instructions	Weighting factors (100 points)
The Bidder should describe the proposed technology to produce live, real-time Canadian-French closed captioning of the daily Chamber proceedings and video-enabled committee meetings on and ParlVu and for the media, as well as special events.	<p>The Bidder should address the following elements by describing each of the key elements of compatibility:</p> <ul style="list-style-type: none"> a) how the proposed technology works (25 points) b) what the proposed technology involves (25 points) c) how the proposed technology satisfies the requirements of the Statement of Work (Annex A) - (25 points) and; d) how the proposed technology integrates to the House of Commons (HOC) current and future technology (25 points) 	(see below)

Weighting factors for RTC1F (maximum 100 points: 25 points X 4 key elements)

- No description or description of the key element is incomplete, unclear or inconsistent. = 0 point
 - Poor: description of the key element has limited coherence. Description is rarely logical and organized. Some major aspects were not clearly addressed = 5 points
 - Acceptable: description of the key element is adequate, consistent and coherent but there are several minor deficiencies. The bidder demonstrates the minimum acceptable capability to meet the requirement = 10 points
 - Good: description of the key element is structured, coherent and most of the necessary details are provided but minor deficiencies exist with the proposed technology. The bidder demonstrates the capability to adequately meet the requirement = 15 points.
- Excellent: description of the key element is complete, clear and consistent. No deficiencies exist. The bidder demonstrates the capability to fully meet the requirement with the proposed technology = 25 points.

AT THE DEMO STAGE

**RATED TECHNICAL CRITERIA RTC2F
DEMONSTRATION PROCESS OF CANADIAN-FRENCH CLOSED CAPTIONING**

The Bidder should demonstrate through an off-site demonstration that the Canadian-French closed captioning being produced live meets the rated criteria RTC2F set out below.

During the demonstration, all the sub-criterion listed under RTC2F below will be evaluated, the points obtained for each sample will be added and an average will be established.

The number of points for the demonstration will be established by adding the points obtained for the two (2) samples divided by the number of samples.

The final grade will be the average of the two (2) samples, meaning the total maximum number of points achieved by the bidder divided by two for a total of 110 points.

The Bidder will have to close caption in real time and in closed circuit with the evaluation team two (2) samples:

- One (1) sample of the Question Period in the House of Commons (10 minutes)
- One (1) sample from the House of Commons debates (10) minutes

There will be a ten (10) minute break between each sample.

Each sample will be evaluated individually against the rated criteria found below.

Evaluation procedure:

Canada will contact, by email and at least 48 hours in advance, the Bidder to provide his the date and time of the demonstration. The Bidder must confirm his presence within 24 hours of reception of this email.

At the time agreed upon by both parties, the evaluation will be conducted as follows:

- House of Commons will send the audio signal to the Bidder by telephone line or IP (unaltered audio signal or digitally coded audio signal);
- the Bidder will perform the real time closed captioning of this audio signal; and

- the resulting closed caption code will be sent live to the second telephone line or IP.

Note: No video signal will be sent to the Bidder.

During that time, the evaluation team will:

- receive the live coded closed caption signal on the second telephone line or IP. This signal will be sent to a closed captioning encoder to be superimposed on the video signal;
- view the live closed captioning on a video monitor showing live video and sound as well as the coded closed captioning sent by the Bidder; and
- record the demonstration for evaluation purposes.

No.	Rated criterion	Instructions	Weighting (points)
RTC2.1F	Display	The text is displayed using three-line roll-up above the graphic box located at the bottom of the screen (indicating the speaker's name, title, political affiliation and riding).	<p>Display is compliant with specifications: three-line roll-up above the graphic box located at the bottom of the screen (indicating the speaker's name, title, political affiliation and riding). = 10 points</p> <p>Display is not compliant with specifications: using three-line roll-up above the graphic box located at the bottom of the screen (indicating the speaker's name, title, political affiliation and riding). = 0 points</p> <p>Maximum: 10 points per sample</p> <p>Total maximum of points for the 2 samples = 20 points</p>

RTC2.2F	Accuracy	<p>The Bidder will be evaluated based on the method used.</p> <p>“Accuracy” represents the measurement of the integrity of the words spoken by floor speakers or interpreters compared to those that appear in the caption. Errors may include spelling errors, wrong names, punctuation errors, homophones and substituted, omitted or added words. Reformulation and substitution of words that are intended to create correct and intelligible captions will not be considered errors.</p> <p>The following formula will be used to obtain the percentage of accuracy: the numbers of words displayed correctly divided by the total number of words spoken, multiplied by 100.</p> <p>For evaluation purposes, the Bidder must provide to the evaluation team the exact transcript of the closed captioning in an electronic file (original file of the closed captioner) after the demonstration.</p>	<p>100 to 90% = 20 points</p> <p>89 to 80% = 10 points</p> <p>79% or less = 0 points</p> <p>Maximum: 20 points per sample</p> <p>Total maximum of points for the 2 samples = 40 points</p>
RTC2.3F	French accents and punctuation	<p>French accents in written French and punctuation should be used in accordance with the rules of grammar set out in the latest version of the Clés de la rédaction (which are available on the Ressources du Portail linguistique du Canada - Outils d'aide à la rédaction – Outils français Outils d'aide à la rédaction – Ressources du Portail linguistique du Canada – Langues – Identité canadienne et société – Culture, histoire et sport – Canada.ca (noslangues-ourlangues.gc.ca)).</p> <p>You can also have access to the guide at the following address: www.btb.termiumplus.gc.ca (Clés de la rédaction).</p>	<p>French accents No error = 5 points Up to 3 errors = 2.5 points Four errors or more = 0 points</p> <p>AND</p> <p>Punctuation No error = 5 points Up to three errors = 2.5 points Four errors or more = 0 points</p> <p>Maximum = 10 points per sample</p> <p>Total maximum of points for the 2 samples = 20 points</p>

<p>RTC2.4F</p>	<p>Uppercase and lowercase letters</p>	<p>Uppercase and lowercase letters should be used in accordance with the latest version of the Clés de la rédaction (which are available on the Ressources du Portail linguistique du Canada - Outils d'aide à la rédaction – Outils français Outils d'aide à la rédaction – Ressources du Portail linguistique du Canada – Langues – Identité canadienne et société – Culture, histoire et sport – Canada.ca (noslangues-ourlangues.gc.ca).</p> <p>You can also have access to the guide at the following address: www.btb.termiumplus.gc.ca (Outils d'aide à la rédaction).</p>	<p>No error = 10 points Consistent with the Clés de la rédaction guidelines</p> <p>Up to two errors = 5 points Not consistent with the Clés de la rédaction guidelines up to two times</p> <p>Three errors or more = 0 points Not consistent with the Clés de la rédaction guidelines up to three times or more</p> <p>Maximum: 10 points per sample</p> <p>Total maximum of points for the 2 samples = 20 points</p>
<p>RTC2.5F</p>	<p>Change of speaker</p>	<p>Should be indicated either by a closing chevron (>>) or by a dash (-).</p> <p>The use of the closing chevron or the dash must be done consistently.</p>	<p>No error = 10 points All speaker changes are indicated by using the symbol (>>) or the symbol (-) with uniformity.</p> <p>Two errors = 5 points Failed to indicate change of speaker using the (>>) or (-) symbol up to two times</p> <p>Three or more errors = 0 point Failed to indicate a change of speaker using the (>>) or (-) symbol up to three times or more</p> <p>Or</p> <p>Incorrect symbol or missing symbol = 0 points If the change of speaker is indicated by another symbol or are not indicated using the (>>) or (-) symbol.</p> <p>Maximum: 10 points per sample</p> <p>Total maximum of points for the 2 samples = 20 points</p>

<p>RTC2.6F</p>	<p>Omissions</p>	<p>Inaudible statements must be indicated by [---]</p>	<p>No error = 10 points All inaudible statements are indicated by the symbol [---]</p> <p>Two errors = 5 points Failed to indicate inaudible statements using [---] up to two times</p> <p>Three errors or more = 0 points Failed to indicate inaudible statements using [---] up to three times or more</p> <p>Or,</p> <p>Incorrect symbol or missing symbol = 0 points If inaudible statements are indicated by <u>another symbol</u> or are not indicated using [---] = 0 points</p> <p>Maximum: 10 points per sample</p> <p>Total maximum of points for the 2 samples = 20 points</p>
<p>RTC2.7F</p>	<p>Text Colour</p>	<p>Subtitles should appear in white superimposed on the image.</p>	<p>Subtitles appear in white superimposed on the image = 10 points</p> <p>Subtitles that do not appear in white superimposed on the image = 0 points</p> <p>Maximum: 10 points per sample</p> <p>Total maximum of points for the 2 samples = 20 points</p>

<p>RTC3.8F</p>	<p>Representation of numerals</p>	<p>For French CC (Stream 1), numbers should be written as follows for Canadian-French captions:</p> <p>Years: 2013 Dollar amounts: 400 000,00 \$ Numbers: 400 000,15 Percentages: 10 % Bills: C-45</p>	<p>No error = 10 points (Years, dollar amounts, numbers, percentages and Bills in numbers: years are all properly represented.)</p> <p>Up to two errors = 5 points</p> <p>Three errors or more = 0 points</p> <p>Maximum: 10 points per sample</p> <p>Total maximum of points for the 2 samples = 20 points</p>
<p>RTC2.9F</p>	<p>Atmosphere descriptors</p>	<p>Should add the atmosphere descriptors (e.g. laughter, silence, applause, noise or technical difficulties).</p>	<p>No error = 10 points Atmosphere descriptors were included throughout.</p> <p>Up to two errors = 5 points Atmosphere descriptors were not added up to two times.</p> <p>Three errors or more = 0 points Atmosphere descriptors were not added three or more times.</p> <p>Maximum: 10 points per sample</p> <p>Total maximum of points for the 2 samples = 20 points</p>
<p>RTC2.10F</p>	<p>Interpreters' interventions</p>	<p>Should display "Voice of interpreter" at the beginning of the interpreter's interventions.</p>	<p>No error = 10 points Interpreters' interventions are always indicated by "Voice of interpreter".</p> <p>Up to two errors = 5 points Interpreters' interventions are not indicated by "Voice of interpreter" up to two times.</p> <p>Three errors or more = 0 points Interpreters' interventions are not indicated by "Voice of interpreter" three or more times.</p> <p>Maximum : 10 points per sample</p>

Solicitation No. - N° de l'invitation
E60ZS-221944/A
Client Ref. No. - N° de réf. du client
20221944

Amd. No. - N° de la modif.
File No. - N° du dossier
503zf.E60ZS-221944

Buyer ID - Id de l'acheteur
503zf
CCC No./N° CCC - FMS No./N° VME

			Total maximum of points for the 2 samples = 20 points
--	--	--	--

ATTACHMENT 2 to PART 4, TECHNICAL CRITERIA STREAM 2

CANADIAN-ENGLISH REAL TIME CLOSED CAPTIONING

1. Mandatory Technical Criteria (MTCE)

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

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

Number	Mandatory Technical Criteria	Bid Preparation Instructions
MTC1E	From January 1 st 2017 to the bid closing date the Bidder must have a minimum of sixty (60) months (cumulative) experience in providing real-time Canadian-English closed captioning for live broadcasts on networks.	<p>The Bidder must provide the information below to clearly demonstrate the (60) months (cumulative) experience and meets the MTC1E criterion.</p> <ol style="list-style-type: none"> 1) The number of months of experience in providing Canadian-English closed captioning for live broadcasts on networks. 2) The period of such closed captioning services from January 1st, 2017 to until the bid closing date expressed in the form of (month/ year to month/year). 3) For each client to which closed captioning services were provided during the period set out in point 2 above: <ol style="list-style-type: none"> i name of client; ii name of contact person with phone number or email address; and iii title of the Canadian-English program for which the Bidder provided real-time closed captioning in Canadian-English. <p>Canada reserves the right, using its resources, to conduct any verification that may be required to verify the authenticity of the bidder's experience.</p>
MTC2E	The Bidder must be iCAP compliant	<p>To clearly demonstrate compliance to MTC2E, the Bidder must provide, <u>with the bid</u>, a proof of being iCAP user</p> <p>Website for information: https://eegent.com/icap</p> <p>List of iCap Partners: https://eegent.com/support/resources/FAQs/iCap%20Caption%20Partner%20List</p>

Number	Mandatory Technical Criteria	Bid Preparation Instructions
MTC3E	<p>At the demo stage, the Bidder must demonstrate during the two (2) trials (see details of the demonstration at RTC2E process of Canadian-English closed captioning) that he can produce closed captioning in an average time of six (6) seconds or less in order to continue the evaluation process of the rated criteria.</p> <p>An average closed captioning which exceeds six (6) seconds will be deemed unsatisfactory and the Bidder will be declared non-compliant.</p>	<p>To clearly demonstrate that the MTC3E criterion is met, the Bidder must demonstrate during two (2) trials that he can produce the Canadian-English closed captioning in an average maximum time of six (6) seconds or less.</p>

2. Point Rated Technical Criteria and Demonstrations

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in accordance with the following evaluation criteria.

Solicitation No. - N° de l'invitation
E60ZS-221944/A
Client Ref. No. - N° de réf. du client
20221944

Amd. No. - N° de la modif.
File No. - N° du dossier
503zf.E60ZS-221944

Buyer ID - Id de l'acheteur
503zf
CCC No./N° CCC - FMS No./N° VME

Bids which fail to obtain the minimum overall score of 225 points required under RTC2E will be declared non-responsive.

The Bidder should demonstrate through an off-site demonstration that the Canadian-English closed captioning being produced live meets each sub-criteria under RTC2E set out below.

During the demonstration, all the sub-criterion listed under RTC2E below will be evaluated, the points obtained for each sample will be added and an average will be established.

Rated Technical Criteria (RTC) and Scores	Minimum number of points required	Maximum number of points
RTC1.E Compatibility of the proposed CC technologies	-	100
RTC2.E Demonstration of Canadian-English Closed Captioning (2 samples X 110 points each)	-	220
RTC2.1E Display	-	20
RTC2.2E Accuracy rate	-	40
RTC2.3E Punctuation	-	20
RTC2.4E Uppercase and lowercase letters	-	20
RTC2.5E Change of speaker	-	20
RTC2.6E Omissions	-	20
RTC2.7E Text colour	-	20
RTC2.8E Representation of numbers	-	20
RTC2.9E Atmosphere descriptors	-	20
RTC2.10E Interpreters' interventions	-	20
MINIMUM OVERALL SCORE REQUIRED (225 points)	225	320
Total Score achieved by the Bidder		

COMPATIBILITY OF BIDDER'S PROPOSED CC TECHNOLOGIES MAXIMUM NUMBER OF POINTS: 100 POINTS		
Rated Technical Criterion RTC1E	Submission Instructions	Weighting factors (points)
<p>The Bidder should describe the proposed technology to produce live, real-time Canadian-English closed captioning of the daily Chamber proceedings and video-enabled committee meetings on CPAC and ParlVu and for the media, as well as special events.</p>	<p>The Bidder should address the following elements by describing each of the following key elements of compatibility:</p> <ul style="list-style-type: none"> a) how the proposed technology works (25 points) b) what the proposed technology involves (25 points) c) how the proposed technology satisfies the requirements of the Statement of Work (Annex A)- (25 points) and; d) how the proposed technology it integrates to the House of Commons (HOC) current and future technology (25 points) 	<p>(See below)</p>
<p>Weighting factors for RTC1E (maximum 100 points: 25 points X 4 key elements)</p> <ul style="list-style-type: none"> • No description or description of the key element is incomplete, unclear or inconsistent. = 0 point • Poor: description of the key element has limited coherence. Description is rarely logical and organized. Some major aspects were not clearly addressed = 5 points • Acceptable: description of the key element is adequate, consistent and coherent but there are several minor deficiencies. The bidder demonstrates the minimum acceptable capability to meet the requirement = 10 points • Good: description of the key element is structured, coherent and most of the necessary details are provided but minor deficiencies exist with the proposed technology. The bidder demonstrates the capability to adequately meet the requirement = 15 points. <p>Excellent: description of the key element is complete, clear and consistent. No deficiencies exist. The bidder demonstrates the capability to fully meet the requirement with the proposed technology = 25 points.</p>		

AT THE DEMO STAGE

RATED TECHNICAL CRITERIA RTC2E

DEMONSTRATION PROCESS OF CANADIAN-ENGLISH CLOSED CAPTIONING

The Bidder should demonstrate through an off-site demonstration that the Canadian-English closed captioning currently being produced live meets the rated criteria set out below.

During the demonstration, all the rated criteria listed under RTC2E below will be evaluated, the points obtained for each sample will be added and an average will be established.

The number of points for the demonstration will be established by adding the points obtained for the two (2) samples divided by the number of samples.

The final grade will be the average of the two (2) samples, meaning the total maximum number of points achieved by the Bidder divided by two (2) for a total of 110 points.

The Bidder will have to close caption in real time and in closed circuit with the evaluation team two (2) samples:

- One (1) sample of the Question Period in the House of Commons (10 minutes)
- One (1) sample from the House of Commons debate (10) minutes

There will be a ten (10) minute break between each sample.

Each sample will be evaluated individually against the rated criteria found below.

Evaluation procedure:

Canada will contact, by email and at least 48 hours in advance, the Bidder to provide him the date and time of the demonstration. The Bidder must confirm his presence within 24 hours of reception of this email.

At the time agreed upon by both parties, the evaluation will be conducted as follows:

- House of Commons will send the audio signal to the Bidder by telephone line (unaltered audio signal or digitally coded audio signal);
- the Bidder will perform the real time closed captioning of this audio signal; and
- the resulting closed caption code will be sent live to the second telephone line.

Note: No video signal will be sent to the Bidder.

During that time, the evaluation team will:

- receive the live coded closed caption signal on the second telephone line. This signal will be sent to a closed captioning encoder to be superimposed on the video signal;
- view the live closed captioning on a video monitor showing live video and sound as well as the coded closed captioning sent by the Bidder; and
- record the demonstration for evaluation purposes.

No.	Rated criterion	Instructions	Weighting (points)
RTC2.1E	Display	The text is displayed using three-line roll-up above the graphic box located at the bottom of the screen (indicating the speaker's name, title, political affiliation and riding).	Display is compliant with specifications: three-line roll-up above the graphic box located at the bottom of the screen (indicating the speaker's name, title, political affiliation and riding). = 10 points

			<p>Display is not compliant with specifications: using three-line roll-up above the graphic box located at the bottom of the screen (indicating the speaker's name, title, political affiliation and riding).= 0 points</p> <p>Maximum: 10 points per sample</p> <p>Total maximum of points for the 2 samples = 20 points</p>
RTC2.2E	Accuracy	<p>Should ensure the intelligibility of the message, accuracy.</p> <p>The Bidder will be evaluated based on the method used.</p> <p>“Accuracy” represents the measurement of the integrity of the words spoken by floor speakers or interpreters compared to those that appear in the caption. Errors may include spelling errors, wrong names, punctuation errors, homophones and substituted, omitted or added words. Reformulation and substitution of words that are intended to create correct and intelligible captions will not be considered errors.</p> <p>The following formula will be used to obtain the percentage of accuracy: the numbers of words displayed correctly divided by the total number of words spoken, multiplied by 100.</p> <p>For evaluation purposes, the Bidder must provide to the evaluation team the exact transcript of the closed captioning that he just finished in an electronic file (original file of the closed captioner) after the demonstration.</p>	<p>100 to 90% = 20 points</p> <p>89 to 70% = 10 points</p> <p>69% or less = 0 points</p> <p>Maximum: 20 points per sample</p> <p>Total maximum of points for the 2 samples = 40 points</p>

Solicitation No. - N° de l'invitation
E60ZS-221944/A
Client Ref. No. - N° de réf. du client
20221944

Amd. No. - N° de la modif.
File No. - N° du dossier
503zf.E60ZS-221944

Buyer ID - Id de l'acheteur
503zf
CCC No./N° CCC - FMS No./N° VME

RTC2.3E	Punctuation	<p>Punctuation should be used in accordance with the rules of grammar set out in the latest version of the Resources of the Language Portal of Canada - Writing tools – English tools Writing tools – Resources of the Language Portal of Canada – Languages – Canadian identity and society – Culture, history and sport – Canada.ca (noslangues-ourlanguages.gc.ca).</p> <p>You can also have access to the guide at the following address: www.btb.termiumplus.gc.ca (Writing tools).</p>	<p>Punctuation No error = 10 points Up to three errors = 5 points Four errors or more = 0 points</p> <p>Maximum = 10 points per sample</p> <p>Total maximum of points for the 2 samples = 20 points</p>
----------------	--------------------	---	---

<p>RTC2.4E</p>	<p>Uppercase and lowercase letters</p>	<p>Uppercase and lowercase letters should be used in accordance with the latest version of the Resources of the Language Portal of Canada - Writing tools – English tools Writing tools – Resources of the Language Portal of Canada – Languages – Canadian identity and society – Culture, history and sport – Canada.ca (noslangues-ourlanguages.gc.ca).</p>	<p>No error = 10 points Consistent with writing tools</p> <p>Up to two errors = 5 points Not consistent with writing tools up to two times</p> <p>Three errors or more = 0 points Not consistent with writing tools up to three times or more</p> <p>Maximum: 10 points per sample</p> <p>Total maximum of points for the 2 samples = 20 points</p>
<p>RTC2.5E</p>	<p>Change of speaker</p>	<p>should be indicated either by a closing chevron (>>) or by a dash (-).</p> <p>The use of the closing chevron or the dash must be done consistently.</p>	<p>No error = 10 points All speaker changes are indicated by using the symbol (>>) or the symbol (-) with uniformity.</p> <p>Two errors = 5 points Failed to indicate change of speaker using the (>>) or (-) symbol up to two times</p> <p>Three or more errors = 0 point Failed to indicate a change of speaker using the (>>) or (-) symbol up to three times or more</p> <p>or</p> <p>Incorrect symbol or missing symbol = 0 points If the change of speaker is indicated by another symbol or are not indicated using the (>>) or (-) symbol.</p> <p>Maximum: 10 points per sample</p> <p>Total maximum of points for the 2 samples = 20 points</p>

<p>RTC2.6E</p>	<p>Omissions</p>	<p>Omissions should be avoided but when inevitable, inaudible statements must be indicated by [---].</p>	<p>No error = 10 points All inaudible statements are indicated by the symbol [---]</p> <p>Two errors = 5 points Failed to indicate inaudible statements using [---] up to two times</p> <p>Three errors or more = 0 points Failed to indicate inaudible statements using [---] up to three times or more</p> <p>or</p> <p>Incorrect symbol or missing symbol = 0 points If inaudible statements are indicated by <u>another symbol</u> or are not indicated using [---] = 0 points</p> <p>Maximum: 10 points per sample</p> <p>Total maximum of points for the 2 samples = 20 points</p>
<p>RTC2.7E</p>	<p>Text Colour</p>	<p>Subtitles should appear in white superimposed on the image.</p>	<p>Subtitles appear in white superimposed on the image = 10 points</p> <p>Subtitles that do not appear in white superimposed on the image = 0 points</p> <p>Maximum: 10 points per sample</p> <p>Total maximum of points for the 2 samples = 20 points</p>

RTC2.8E	Representation of numbers	<p>For Canadian-English CC (Stream 2), the representation of numbers in figures should be displayed as shown below:</p> <p>Years: 2021 Dollar amounts: \$400,000.00 Numbers: 400,000.15 Percentages: 10% Bills: C-45</p>	<p>No error = 10 points (Years, dollar amounts, numbers, percentages and Bills are all properly represented).</p> <p>Up to two errors = 5 points</p> <p>Three errors or more = 0 points</p> <p>Maximum: 10 points per sample</p> <p>Total maximum of points for the 2 samples = 20 points</p>
RTC2.9E	Atmosphere descriptors	<p>Should add the atmosphere descriptors (e.g., laughter, silence, applause, noise or technical difficulties).</p>	<p>No error = 10 points Atmosphere descriptors were included throughout.</p> <p>Up to two errors = 5 points Atmosphere descriptors were not added up to two times.</p> <p>Three errors or more = 0 points Atmosphere descriptors were not added three or more times.</p> <p>Maximum: 10 points per sample</p> <p>Total maximum of points for the 2 samples = 20 points</p>
RTC2.10E	Interpreters' interventions	<p>Should display "Voice of interpreter" at the beginning of the interpreter's interventions.</p>	<p>No error = 10 points Interpreters' interventions are always indicated by "Voice of interpreter".</p> <p>Up to two errors = 5 points Interpreters' interventions are not indicated by "Voice of interpreter" up to two times.</p> <p>Three errors or more = 0 points Interpreters' interventions are not indicated by "Voice of interpreter" three or more times.</p> <p>Maximum : 10 points per sample</p> <p>Total maximum of points for the 2 samples = 20 points</p>

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Canadian Content Certification

SACC Manual clause [A3050T](#) (2020-07-01) Canadian Content Definition

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 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 Bidder must provide a completed Contract Security Program Application for Registration (AFR) form (Annex F) to be given further consideration in the procurement process.

Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, bidders 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 extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the Bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Bidder 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 Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

5.2.3 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex H-Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

ATTACHMENT 1 to PART 5, CERTIFICATION PRECEDENT TO CONTRACT AWARD

Federal Contractors Program For Employment Equity - Certification

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit Employment and Social Development Canada (ESDC) – Labour's website.

Date: _____(YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.
OR
- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex G-Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

PART 6 - SECURITY AND OTHER REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
2. Before access to sensitive information is provided to the Bidder, the following conditions must be met:
 - (a) the Bidder's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's security capabilities must be met as indicated in Part 7 - Resulting Contract Clauses.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Insurance Requirements

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.

PART 7 - RESULTING CONTRACT CLAUSES

7.1 Statement of Work

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

7.1.1 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.

7.1.2 Task Authorization Process

- The Project Authority will provide the Contractor with a description of the weekly task using the Task Authorization Forms specified in Annex D.
- For each weekly task authorization (TA) or modification to a TA authorized, the Project Authority or his representative will send by e-mail via BTsoustitrage.TBClosedcaptioning@tpsgc-pwgsc.gc.ca to the Contractor, on Thursday preceding the week of activities to closed caption, a request to perform a task prepared by using the Task Authorization Form in Annex D.
- The weekly TA indicates to the contractor that it is an estimate of the hours scheduled weekly for the daily proceedings of the House of Commons as per ParlVu and televised parliamentary committee meetings as per the schedule of weekly televised committees prepared by the production team of the House of Commons
- The weekly TA contains as a minimum:
 - i. The number of the weekly task;
 - ii. The date on which the weekly task was authorized;
 - iii. The contract number;
 - iv. The Contractor's name;
 - v. Tasks to be performed, including:
 - the number of the House of Commons sitting for the activities to closed caption and the name of the parliamentary committee meetings to closed caption; and activities schedule (start and end time of the planned activities);
 - the total estimated duration of the day's tasks for a given week.
- the Project Authority or their representative may authorize, by email, work based on an estimated number of hours required for weekly activities. The Contractor must perform closed captioning of daily activity to the end, even if it exceeds the time scheduled for this day;
- after checking on ParlVu, the Project Authority or their representative sends by e-mail via the address BTsoustitrage.TBClosedcaptioning@tpsgc-pwgsc.gc.ca, to the contractor, a monthly adjustment of each weekly authorizations of the month to reflect the actual hours of the daily proceedings of the House of Commons and televised parliamentary committee meetings to finalize the financial changes before the monthly billing.

- the Contractor will invoice in accordance with the basis of payment under the contract for work performed by the actual hours included in the monthly adjustment.

7.1.3 Deadline following receipt of the TA

Within 24 hours of the receipt of the TA, the Contractor must provide, by email, to the Project Authority or his representative, a response prepared using the TA form received from the Project Authority or his representative, containing as a minimum:

1. a confirmation that the weekly tasks will be executed;
2. the total number of hours;
3. the hourly rate;
4. the estimated total cost proposed for the execution of the weekly tasks or if applicable, the revised tasks; and
5. applicable taxes.

7.1.4 TA Authorization

7.1.4.1 The Project Authority or his representative will authorize the TA based on:

- the request submitted to the Contractor pursuant to clause 7.1.2;
- the received Contractor's response pursuant to clause 7.1.3; and
- the agreed total estimated cost for performing the weekly task or, as applicable, monthly revised task.

7.1.4.2 The authorized TA will be issued to the Contractor by e-mail via the address BTsoustirage.TBClosedcaptioning@tpsgc-pwgsc.gc.ca,

7.1.5 Monthly authorized TAs

At the end of the month, the Project Authority or their representative sends by e-mail via the address BTsoustirage.TBClosedcaptioning@tpsgc-pwgsc.gc.ca, to the contractor, the amended TA form with the Monthly Production Report to confirm the actual hours of weekly tasks with adjustment for monthly billing.

The amended TA form contains the following items in the order in which they are presented:

- weekly TA numbers included in the monthly modification;
- date the weekly tasks were authorized in the weekly TA forms;
- contract number;
- contractor's name;
- sitting number;
- number of actual hours (rounded to the nearest 15 minutes);
- hourly rate;
- billable cancellations;
- total cost without tax;
- total taxes;
- full billable cost.

7.1.6 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$300,000.00, Applicable Taxes included, inclusive of any revisions. Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and Contracting Authority before issuance.

7.1.7 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 5% of the Maximum Contract Value on the date the initial contract is first issued.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.1.8 Periodic Usage Reports - Contracts with Task Authorizations

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

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

The data must be submitted on a monthly basis to the Project authority (or his representative) and to the Contracting Authority.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

[2035](#) (2022-12-01), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.3 Security Requirements

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER

1. The Contractor/Offeror must, at all times during the performance of the Contract/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 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 remove any PROTECTED information or assets from the identified site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List attached at Annex C;
 - b) *Contract Security Manual* (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from _____ (*fill in start date of the period*) to _____ inclusive (*fill in end date of the period*)

7.4.2 Option to Extend the Contract

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

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

Solicitation No. - N° de l'invitation
E60ZS-221944/A
Client Ref. No. - N° de réf. du client
20221944

Amd. No. - N° de la modif.
File No. - N° du dossier
503zf.E60ZS-221944

Buyer ID - Id de l'acheteur
503zf
CCC No./N° CCC - FMS No./N° VME

7.4.3 Termination on Thirty Days Notice

Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Christophe Hakizimana
Title: Supply Team Leader
Public Works and Government Services Canada (PWGSC) - Linguistic Services Division
Address: Terrasses de la Chaudière 5th floor
10 Wellington Street, Gatineau, Quebec
K1A 0S5, 5th Floor
Telephone: 873-354-7592
E-mail address: christophe.hakizimana@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.

7.5.2 Project Authority

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

In its absence, the Project Authority is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the

Solicitation No. - N° de l'invitation
E60ZS-221944/A
Client Ref. No. - N° de réf. du client
20221944

Amd. No. - N° de la modif.
File No. - N° du dossier
503zf.E60ZS-221944

Buyer ID - Id de l'acheteur
503zf
CCC No./N° CCC - FMS No./N° VME

Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative

The Contractor's Representative for this Contract is: *(Fill in at time of contract award.)*

Name: _____
Title: _____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment

7.7.2 TA subject to a Limitation of Expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work specified in the authorized TA in accordance with the basis of payment in Annex ___ *(insert letter)* to the limitation of expenditure specified in the authorized TA.

Canada's total liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are _____ *(insert, as applicable: "included", "excluded" or "subject to exemption")* and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work specified in the authorized TA will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the TA Authority before their incorporation into the Work specified in the authorized TA. 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 authorization of the TA Authority. The Contractor must notify the TA Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the final delivery date specified in the authorized TA, or
- (c) as soon as the Contractor considers that the authorized TA funds are inadequate for the completion of the Work specified in the authorized TA,

whichever comes first.

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

7.7.3 Limitation of Expenditure - Cumulative Total of all Task Authorizations

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

7.7.4 Method of payment – Monthly payment

Canada will pay the Contractor on a monthly basis for work performed during the month 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.

7.7.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument: Direct Deposit (Domestic and International);

7.7.6 Discretionary Audit

SACC Manual clause C0705C (2010-01-11), Discretionary Audit

7.7.7 Time verification

SACC Manual clause C0711C (2008-05-12), Time verification

7.8 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed. The invoice must include:

- a) Date;
- b) Name and address of the CONSIGNEE;
- c) Item / Reference Number, deliverable and/or description of work (ex.: event, hourly rate, number of hours per event);
- d) Contract serial number and financial codes, PWGSC file number, Client Reference Number (CRN);
- e) Invoiced amount (without tax);
- f) Amount of appropriate tax shown separately;
- g) Procurement Business Number (PBN);
- h) The specified event and date (ex.: Question Period, HoC Sitings, special events or Parliamentary Committees), the planned start and end time, the actual start and end time, the actual duration and the actual billed duration of the event, indication of cancellation of an event if it was cancelled less than 24 hours prior to the event.

Invoices shall be sent by email to the Project Authority no later than the 10th day of the month following the last month of activities to be billed.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.9.2 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.

7.9.3 Canadian Content Certification

SACC Manual clause A3060C (2008-05-12), Canadian Content Certification.

7.10 Applicable Laws

The Contract 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 Bidder in its bid, if applicable*).

7.11 Priority of Documents

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

2035 (2022-12-01), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

- a) the Articles of Agreement;
- b) the general conditions 2035 (2022-12-01), General Conditions - Higher Complexity – Services
- c) the supplemental conditions 4007 (2022-12-01), Canada to own intellectual property in Foreground information.
- d) Annex A, Statement of Work (stream 1 and stream 2);
- e) Annex B, Basis of Payment (stream 1 and stream 2);
- f) Annex C, Security Requirements Check List;
- g) Annex E, Periodic Usage Reports - Contracts with Task Authorizations;
- h) the signed Task Authorizations (including all of its annexes, if any) (*if applicable*);
- i) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award.*), as clarified on _____ " *or* ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).

7.12 Foreign Nationals (Canadian Contractor)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor).

7.13 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.

7.14 Dispute Resolution

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

ANNEX A- STATEMENT OF WORK

STREAM 1 - REAL TIME CLOSED CAPTIONING (CC) SERVICES IN CANADIAN FRENCH

A.1 BACKGROUND

Since September 2007, the Translation Bureau, which reports to Public Services and Procurement Canada (PSPC), provides the House of Commons (HoC) of the Parliament of Canada, as well as the media, with live bilingual closed captioning (CC) of the daily proceedings of the House of Commons and committee meetings in video broadcasts carried on [ParlVu](#) and the [Cable Public Affairs Channel](#) (CPAC). They are available in French on Service 3 (STREAM 1).

A.2 DESCRIPTION OF THE REQUIREMENT

A.2.1 The Contractor, as and when requested, must produce live CC in Canadian French of the daily proceedings of the House of Commons and of committee meetings as well as of special events in video format broadcast on [ParlVu](#) and the [Cable Public Affairs Channel](#) (CPAC) and provide these videos as well for the media.

A.2.2 The services must be provided in accordance with the HoC's changing schedule. The Contractor must provide the CC at the technical authority's request. The services must also be provided in the event of an emergency recall of the House of Commons, particularly during a recess or at any time (including weekends and statutory holidays). The Contractor's proposal must allow for services to be prolonged, as sessions of the House of Commons and committees may be extended or delayed. In addition, committee meetings may be added after the schedule is established. The Contractor must be able to provide uninterrupted live closed captioning throughout the sessions and days of proceedings.

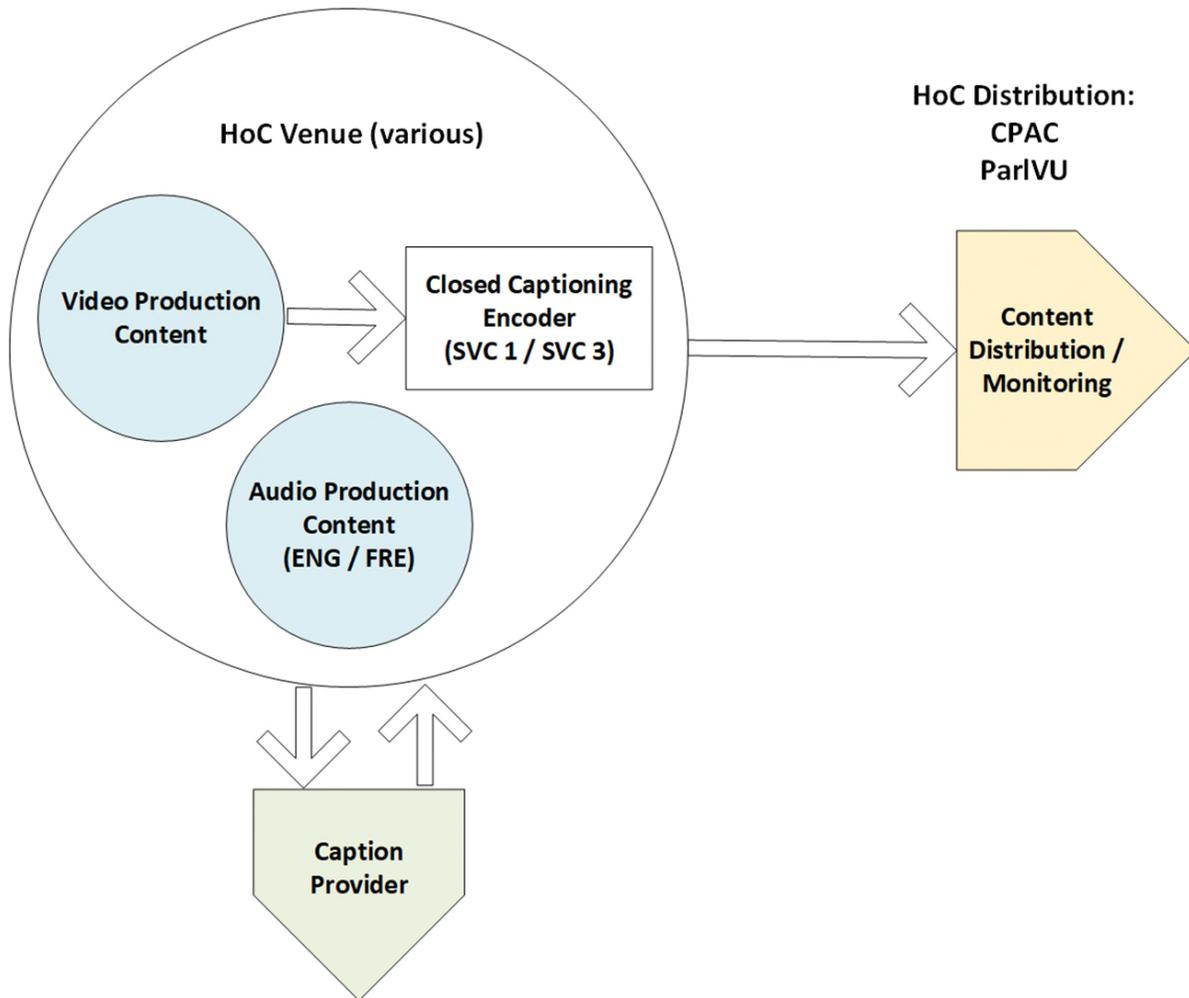
A.3 TECHNICAL ASPECTS OF CC BROADCASTING

A.3.1 Process summary

The HoC encoder is connected to the appropriate audio channel to receive the audio signal processed in real time of the location in Parliament where the event is held. Depending on the language of the speaker, the Contractor will receive an audio signal in Canadian French or Canadian English from the person concerned or the official languages interpreter. The encoder then receives the subtitles transmitted continuously by the Contractor to feed its CC encoder, through a modem belonging to the HoC. The CC encoder is programmed to display all of the video broadcast content for distribution on Service 3 (Canadian French).

A.3.2 Detailed description of the process

The following diagram describes the bilingual CC done for the House of Commons.



A.3.2.1 Audio line (Canadian French)

The Contractor must transmit the signal over a telephone line, either directly or through a digital encoder, Internet protocol or Internet Content Adaptation Protocol (iCap). The Contractor must pay for all connection costs. This should be in the basis of payment but not in the SoW. At least 15 minutes prior to the start of the event, the Contractor must connect to the audio source and confirm that there is a signal. If there is no signal, the Contractor must immediately call the emergency number, which will be provided by the technical authority after the contract award.

A3.2.2 CC Contractor (Canadian French)

The Contractor will receive the signal transmitted by means of the method described in A.3.2 and distribute it to its CC system. The resulting CC signal will be produced continuously, without interruption, with an average time lag not exceeding six seconds.

A.3.2.3 CC data (Canadian French)

The CC produced by the Contractor is sent to the encoder, the connection costs of which must be borne by the Contractor. The House of Commons uses digital CC encoders and receives the CC from the Contractor through a telephone line (modem) and/or transmission by Internet protocol (IP) or Internet Content Adaptation Protocol (iCap). The House of Commons provides the telephone lines on its premises and pays the basic monthly costs thereof.

A.3.2.4 Video signal containing CC on Service 3

The video-recorded proceedings of the House of Commons and committees are broadcast live on the CPAC and the ParIVu website as well as in the media. The broadcast delay on CPAC and ParIVu varies and may be as long as 90 seconds.

A.3.2.5 EEG iCap certification system

The HoC requires that CC services meet EEG iCap certification system criteria.. Consult the following website for details: <https://eegent.com/icap>. Reference to a specific criteria should not be in the SoW.

The HoC is planning to gradually implement technology changes that will allow encoded connections (audio and data) to be sent over the Internet. These technology changes must be fully compatible with the EEG iCap certification system and not result in changes to the level of service delivery.

A.4 SCOPE OF WORK

A.4.1 House of Commons

A.4.1.1 House of Commons sessions (including Question Period) last an average of nine hours per day and sometimes extend into the evening, depending on the needs of Parliament.

A.4.2 Video broadcasts of Committee meetings

A.4.2.1 Most committee meetings are broadcast in video format. The Committee Chair makes the decision to hold a public meeting, usually several days in advance, but sometimes with less than 24 hours' notice. The House of Commons updates a weekly broadcast schedule of committee meetings and informs all interested parties when changes are announced.

A.4.2.2 Video broadcasts of committee meetings last an average of about two hours each and several meetings may be held simultaneously in various committee rooms, several times a week. Generally, the committees sit at the same time as the House of Commons; however, a committee may be called back into session at any time during the year. There may be up to 10 committees meeting simultaneously in addition to the House of Commons. The schedule of committee meetings is released at the start of each quarter.

A.4.2.3 Because the broadcast schedule for the proceedings of committees may often be changed, sometimes on short notice, the Audiovisual Planning and Logistics (AVPL) team notifies all interested parties, including the CC Contractor, of any last-minute changes by sending out schedules by email. Sometimes, the committee meetings may start late, be extended or interrupted temporarily or held in camera. In these specific cases, the Contractor must respond promptly. Broadcast meetings may be

delayed because of the needs of the House of Commons (votes, etc.). The Contractor must be available until the broadcast meetings begin. The Contractor must check whether it must remain available to the AVPL team.

The Contractor must provide a telephone help line that will be operational at least one hour prior to the first captioning and for 30 minutes after the last captioning of the day, based on the updated schedule. This telephone help line will be used to contact the technical authority in order to jointly deal with issues requiring attention and immediate action in case of need.

A.4.2.3 If notification of cancellation of a Parliamentary Sitting, event or Committee is less than 24 hours prior to the event, Canada will pay half an hour of the supplier hourly rate for the entire day regardless of the number of cancellations received in one day for the day's events. Should not be included in the SOW but basis of payment.

A.5 CONTRACTOR'S TASKS

As and when requested, the Contractor must provide CC of sessions (up to 10 simultaneously) of the House of Commons and of Parliamentary committees broadcast in video format, as follows:

A.5.1 For proceedings of the House of Commons and of Parliamentary committees broadcast in video format, the Contractor must:

A.5.1.1 At least 15 minutes prior to the start of each session day, establish communication with the location in Parliament (scheduled committee room) where the event will be held.

A.5.1.2 Display for 15 minutes, prior to the start of a session, a message announcing that CC will be provided. The technical authority will provide the wording to the Contractor.

A.5.1.3 Perform CC as soon as a participant's voice is heard on the audio channel.

A.5.1.4 Create the closed captions code and send it to the encoder over a separate telephone line.

A.5.1.5 Perform CC without interruption of all (100%) sessions of the House of Commons and of committees broadcast in video format.

A.5.1.6 Every day, consult the schedule of Parliamentary activities in [ParlVu](#) and AVPL emails concerning upcoming requirements in order to plan necessary resources to meet the demand and deal with any last-minute changes (delays, cancellation, extensions, interruptions, in-camera proceedings, etc.).

A.5.1.7 For each committee session to be broadcast in video format, establish audio communication and CC communication with the equipment in the room where the committee will be sitting.

A.5.1.8 Create the closed captions code and send it to the encoding device.

A.6 QUALITY CRITERIA

The CC produced by the Contractor must meet the following criteria:

A.6.1 **Display:** Must be displayed on three lines in ascending-order sequencing (*roll-up*) just above the House of Commons graphic insert box located at the bottom of the screen (which displays the session participant's name, title, political affiliation and constituency) in Canadian French.

NB: *The House of Commons inserts the graphic box. Closed captions must not conceal the information contained in the box.*

- A.6.2 **Time lag:** The CC time lag in Canadian French must not exceed six seconds on average during an entire session in accordance with the most recent directives of the Canadian Radio-television and Telecommunications Commission (CRTC) with respect to the input audio signal and must comply with the [ANSI/CTA 708](#) standard.

"Time lag" is understood to mean the time elapsed between when words are spoken during the live session (by participants on the floor or by the interpreter) and when the subtitles are displayed on the Service 3 channel.

- A.6.3 **Accuracy rate:** The accuracy rate must be at least 90% for CC in Canadian French (STREAM 1).

NB: *Canada will perform spot checks to ensure compliance with these requirements.*

"Accuracy rate" is understood to mean the measurement of the integrity of the words spoken as such in the House of Commons (by participants on the floor or the interpreter) in relation to the words in the subtitles. Errors may include spelling mistakes, incorrect names, punctuation errors, homonyms and substituted, omitted or inserted words. The accuracy rate is equivalent to the number of correctly displayed words in relation to the total number of words spoken by a session participant or the interpreter during a given segment of time. The reformulation or substitution of words to facilitate the writing of correct and intelligible subtitles will not be considered an error.

- A.6.4 **Canadian French accent marks and punctuation:** Canadian French accent marks and punctuation must be presented in accordance with the grammar rules set out in the Resources of the Language Portal of Canada, *Outils d'aide à la rédaction, Outils français (Clés de la rédaction – Outils d'aide à la rédaction – Ressources du Portail linguistique du Canada – Canada.ca)*.

- A.6.5 **Uppercase and lowercase letters:** Uppercase and lowercase letters must be presented in accordance with the Resources of the Language Portal of Canada, *Outils d'aide à la rédaction, Outils français (Clés de la rédaction – Outils d'aide à la rédaction – Ressources du Portail linguistique du Canada – Langues – Identité canadienne et société – Culture, histoire et sport – Canada.ca (noslangues-ourlangues.gc.ca))*.

- A.6.6 **Change of session participant:** A change of session participant must be indicated consistently by a closed angle bracket (>>) or by a hyphen (-).

- A.6.7 **Omissions:** Omissions must be avoided, but when unavoidable, they must be indicated by [---].

- A.6.8 **Text colour:** Subtitles must be white and superimposed on the image.

- A.6.9 **Representation of numbers in numerals:** For CC in Canadian French (Stream 1), the numerals of numbers must be displayed as follows:

Years: 2021
Currency: 400 000,00 \$
Numbers: 400 000,15
Percentages: 10 %
Legislative bills: C-45

- A.6.10 **Non-speech descriptors:** The following non-speech descriptors must be displayed: *rires, silence, applaudissements, bruit or problèmes techniques [laughter, silence, applause, noise or technical problems]*.

A.6.11 Interpreter's input: Insert the words "Voix de l'interprète" [Voice of interpreter] when the interpreter begins speaking.

NB: The quality criteria may change in accordance with new CRTC recommendations and regulatory policies. To consult the policies in effect, go to: <https://crtc.gc.ca/>.

A.7 SPECIFIC PROVISIONS

The Contractor must:

A.7.1 Pay for all connecting costs incurred through the setting up of the Contractor's equipment; Should not be included in the SOW but basis of payment.

A.7.2 Make necessary arrangements to provide the service at all times while Parliament is sitting, on short notice of less than one hour;

A.7.3 Immediately inform the technical authority or his/her representative of any technical problem that may jeopardize the broadcasting of subtitles.

NB: The committee rooms will maintain a constant audio level, but factors beyond their control (e.g., participant not facing their microphone, ambient noise or participant speaking their second language with a heavy accent) may have an impact on sound quality.

Example of Schedule of Televised Committee Sessions

	Monday	Tuesday	Wednesday	Thursday	Friday
11:00 am to 1:00 pm	Group 1 AGRI FAAE FINA HUMA LANG TRAN	Group 3 ACVA CIMM ENVI FOPO PROC SECU	N/A	Group 3 ACVA CIMM ENCI FOPO PROC SECU	N/A
3:30 pm to 5:30 pm	Group 2 CHPC CIIT ETHI HESA NDDN RNNR	Group 4² FEWO INAN INDU OGGO PACP JUST	Group 2 CHPC CIIT ETHI HESA NDDN RNNR	Group 1 AGRI AFFE FINA HUMA LANG TRAN	1:00 pm to 3:00 pm Group 4 FEWO INAN INDO JUST PACP OGGO
6:30 pm to 8:30 pm	SRSR *	Group 4 SDIR Subcommittee	N/A	SRSR *	N/A

Solicitation No. - N° de l'invitation
E60ZS-221944/A
Client Ref. No. - N° de réf. du client
20221944

Amd. No. - N° de la modif.
File No. - N° du dossier
503zf.E60ZS-221944

Buyer ID - Id de l'acheteur
503zf
CCC No./N° CCC - FMS No./N° VME

--	--	--	--	--	--

STREAM 2 - REAL TIME CLOSED CAPTIONING (CC) SERVICES IN CANADIAN ENGLISH

B.1 BACKGROUND

Since September 2007, the Translation Bureau, which reports to Public Services and Procurement Canada (PSPC), provides the House of Commons (HoC) of the Parliament of Canada, as well as the media, with live bilingual closed captioning (CC) of the daily proceedings of the House of Commons and committee meetings in video format broadcast on [ParlVu](#) and the [Cable Public Affairs Channel](#) (CPAC). They are available in Canadian English on Service 1 (STREAM 2).

B.2 DESCRIPTION OF THE REQUIREMENT

B.2.1 The Contractor, as and when requested, must produce live CC in Canadian English of the daily proceedings of the House of Commons and of committee meetings as well as of special events in video format broadcast on [ParlVu](#) and the [Cable Public Affairs Channel](#) (CPAC) and provide these videos as well for the media.

B.2.2 The services must be provided in accordance with the HoC's changing schedule. The Contractor must provide the CC at the technical authority's request. The services must also be provided in the event of an emergency recall of the House of Commons, particularly during a recess or at any time (including weekends and statutory holidays). The Contractor's proposal must allow for services to be prolonged, as sessions of the House of Commons and committees may be extended or delayed. In addition, committee meetings may be added after the schedule is established. The Contractor must be able to provide uninterrupted live closed captioning throughout the sessions and days of proceedings.

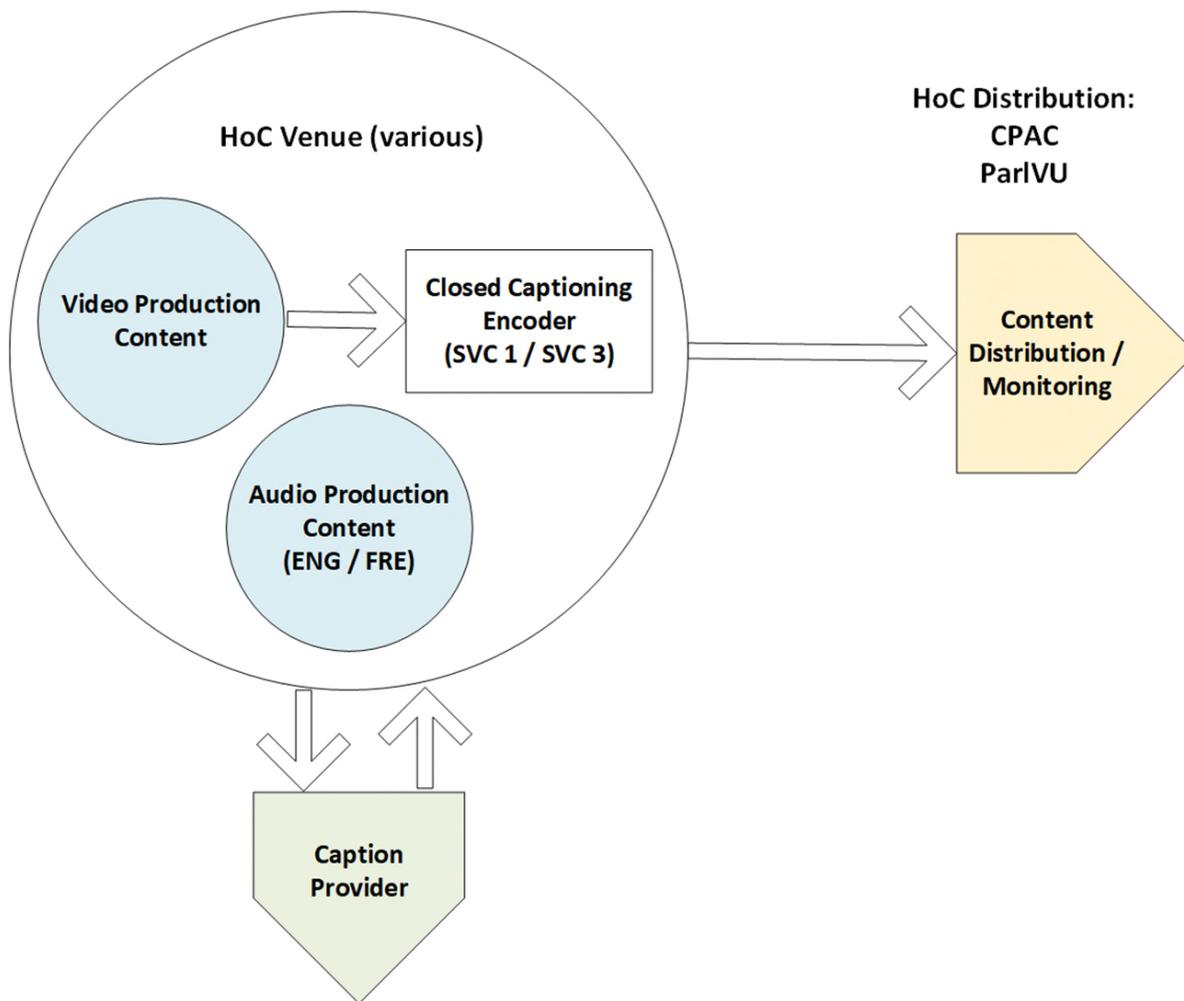
B.3 TECHNICAL ASPECTS OF CC BROADCASTING

B.3.1 Process summary

The encoder is connected to the appropriate audio channel to receive the audio signal processed in real time from the location in Parliament where the event is held. Depending on the language spoken by the session participant or the interpreter, the Contractor will receive an audio signal in Canadian French or Canadian English from the session participant or the interpreter. The encoder then receives the closed captions transmitted by the Contractor to feed its CC encoder, through a modem belonging to the Contractor. The CC encoder is programmed to display all of the video broadcast content for distribution on Service 1 (Canadian English).

B.3.2 Detailed description of the process

The following diagram describes the bilingual CC done for the House of Commons.



B.3.2.1 Audio line (Canadian English)

The Contractor must transmit the signal over a telephone line, either directly or through a digital encoder, Internet protocol or Internet Content Adaptation Protocol (iCap). The Contractor must pay for all connection costs. At least 15 minutes prior to the start of the event, the Contractor must connect to the audio source and confirm that there is a signal. If there is no signal, the Contractor must immediately call the emergency number, which will be provided by the technical authority after the contract award.

B.3.2.2 CC Contractor (Canadian English)

The Contractor will receive the signal transmitted by means of the method described in B.3.2 and distribute it to its CC system. The resulting CC signal will be produced continuously, without interruption, with an average time lag not exceeding six seconds.

B.3.2.3 CC data (Canadian English)

The CC produced by the Contractor is sent to the encoder, the connection costs of which must be borne by the Contractor. The House of Commons uses digital CC encoders and receives the CC from the Contractor through a telephone line (modem) and/or transmission by Internet protocol (IP). The House of Commons provides the telephone lines on its premises and pays the basic monthly costs thereof.

B.3.2.4 Video signal containing CC on Service 1

The video-recorded proceedings of the House of Commons and committees are broadcast live on the CPAC and the ParIVu website as well as in the media. The broadcast delay on the CPAC and ParIVu varies and may be as long as 90 seconds.

B.3.2.5 EEG iCap certification system

The HoC requires that CC services meet EEG iCap certification system criteria. Consult the following website for details: <https://eegent.com/icap>. Reference to a specific criteria should not be in the SoW.

The HoC is planning to gradually implement technology changes that will allow encoded connections (audio and data) to be sent over the Internet. These technology changes must be fully compatible with the EEG iCap certification system and not result in changes to the level of service delivery.

B.4 SCOPE OF WORK

B.4.1 House of Commons

B.4.1.1 House of Commons sessions (including Question Period) last an average of nine hours per day and sometimes extend into the evening, depending on the needs of Parliament.

B.4.2 Committee Meetings broadcast in video format

B.4.2.1 Most committee meetings are broadcast in video format. The Committee Chair makes the decision to hold a public meeting, usually several days in advance, but sometimes with less than 24 hours' notice. The House of Commons updates a weekly broadcast schedule of committee meetings and informs all interested parties when changes are announced.

B.4.2.2 Video broadcasts of committee meetings last an average of about two hours each and several meetings may be held simultaneously in various committee rooms, several times a week. Generally, the committees sit at the same time as the House of Commons; however, a committee may be called back into session at any time during the year. There may be up to 10 committees meeting simultaneously in addition to the House of Commons. The schedule of committee meetings is released at the start of each quarter.

B.4.2.3 Because the broadcast schedule for the proceedings of committees may often be changed, sometimes on short notice, the Audiovisual Planning and Logistics (AVPL) team notifies all interested parties, including the CC Contractor, of any last-minute changes by sending out schedules by email. Sometimes, the committee meetings may start late, be extended or interrupted temporarily or held in camera. In these specific cases, the Contractor must respond promptly. Broadcast meetings may be delayed because of the needs of the House of Commons (votes, etc.). The Contractor must be available

until the broadcast meetings begin. The Contractor must check whether it must remain available to the AVPL team.

The Contractor must provide a telephone help line that will be operational at least one hour prior to the first captioning and for 30 minutes after the last captioning of the day, based on the updated schedule. This telephone help line will be used to contact the technical authority in order to jointly deal with issues requiring attention and immediate action in case of need.

B.4.2.4 If notification of cancellation of a Parliamentary Sitting, event or Committee is less than 24 hours prior to the event, Canada will pay half an hour of the supplier hourly rate for the entire day regardless of the number of cancellations received in one day for the day's events.

B.5 CONTRACTOR'S TASKS

As and when requested, the Contractor must provide CC of sessions (up to 10 simultaneously) of the House of Commons and of Parliamentary committees broadcast in video format, as follows:

B.5.1 For proceedings of the House of Commons and of Parliamentary committees broadcast in video format, the Contractor must:

B.5.1.1 At least 15 minutes prior to the start of each session day, establish communication with the location in Parliament (scheduled committee room) where the event will be held.

B.5.1.2 Display for 15 minutes, prior to the start of a session, a message announcing that CC will be provided. The technical authority will provide the wording to the Contractor.

A.5.1.3 Perform CC as soon as a participant's voice is heard on the audio channel.

A.5.1.4 Create the closed captions code and send it to the encoder over a separate telephone line.

A.5.1.5 Perform CC without interruption of all (100%) sessions of the House of Commons and of committees broadcast in video format.

A.5.1.6 Every day, consult the schedule of Parliamentary activities in [ParlVu](#) and AVPL emails concerning upcoming requirements in order to plan necessary resources to meet the demand and deal with any last-minute changes (delays, cancellation, extensions, interruptions, in-camera proceedings, etc.).

B.5.1.7 For each committee session to be broadcast in video format, establish audio communication and CC communication with the equipment in the room where the committee will be sitting.

B.5.1.8 Create the closed captions code and send it to the encoding device.

B.6 QUALITY CRITERIA

The subtitles produced by the Contractor must meet the following criteria:

B.6.1 **Display:** Must be displayed on three lines in ascending-order sequencing (*roll-up*) just above the House of Commons graphic insert box located at the bottom of the screen (which displays the session participant's name, title, political affiliation and constituency) in Canadian English.

NB: *The House of Commons inserts the graphic box. Subtitles must not conceal the information contained in the box.*

- B.6.2 **Time lag:** The CC time lag in Canadian English must not exceed six seconds on average during an entire session in accordance with the most recent directives of the Canadian Radio-television and Telecommunications Commission (CRTC) with respect to the input audio signal and must comply with the [ANSI/CTA 708](#) standard.

“Time lag” is understood to mean the time elapsed between when words are spoken during the live session (by participants on the floor or by the interpreter) and when subtitles are displayed on the Service 1 channel.

- B.6.3 **Accuracy rate:** The accuracy rate must be at least 90% for CC in Canadian English (Stream 2).

NB: *Canada will perform spot checks to ensure compliance with these requirements.*

“Accuracy rate” is understood to mean the measurement of the integrity of the words spoken as such in the House of Commons (by participants on the floor or the interpreter) in relation to the words in the subtitles. Errors may include spelling mistakes, incorrect names, punctuation errors, homonyms and substituted, omitted or inserted words. The accuracy rate is equivalent to the number of correctly displayed words in relation to the total number of words spoken by a session participant or the interpreter during a given segment of time. The reformulation or substitution of words to facilitate the writing of correct and intelligible subtitles will not be considered an error.

- B.6.4 **Uppercase and lowercase letters:** Uppercase and lowercase letters must be presented in accordance with the Resources of the Language Portal of Canada, Writing Tools ([Clés de la rédaction – Writing Tools – Resources of the Language Portal of Canada – Languages – Canadian identity and society – Culture, history and sport – Canada.ca \(noslangues-ourlanguages.gc.ca\)](#)).

- B.6.5 **Change of session participant:** A change of session participant must be indicated consistently by a closed angle bracket (>>) or by a hyphen (-).

- B.6.6 **Omissions:** Omissions must be avoided, but when unavoidable, they must be indicated by [---].

- B.6.7 **Text colour:** Subtitles must be white and superimposed on the image.

- B.6.8 **Representation of numbers in numerals:** For CC in Canadian English (Stream 1), the numerals of numbers must be displayed as follows:

Years: 2021
Currency: \$400,000.00
Numbers: 400,000.15
Percentages: 10%
Legislative bills: C-45

- B.6.9 **Non-speech descriptors:** The following non-speech descriptors must be displayed: laughter, silence, applause, noise or technical problems.

- B.6.10 **Interpreter’s input:** Insert the words “Voice of interpreter” when the interpreter begins speaking.

NB: *The quality criteria may change in accordance with new CRTC recommendations and regulatory policies. To consult the policies in effect, go to: <https://crtc.gc.ca/>.*

B.7 SPECIFIC PROVISIONS

The Contractor must:

B.7.1 Pay for all connecting costs incurred through the setting up of the Contractor's equipment; Should not be included in the SOW but basis of payment.

B.7.2 Make necessary arrangements to provide the service at all times while Parliament is sitting, on short notice of less than one hour;

B.7.3 Immediately inform the technical authority or his/her representative of any technical problem that may jeopardize the broadcasting of subtitles.

NB: *The committee rooms will maintain a constant audio level, but factors beyond their control (e.g., participant not facing their microphone, ambient noise or participant speaking their second language with a heavy accent) may have an impact on sound quality.*

Example of Schedule of Televised Committee Sessions

	Monday	Tuesday	Wednesday	Thursday	Friday
11:00 am to 1:00 pm	Group 1 AGRI FAAE FINA HUMA LANG TRAN	Group 3 ACVA CIMM ENVI FOPO PROC SECU	N/A	Group 3 ACVA CIMM ENCI FOPO PROC SECU	N/A
3:30 pm to 5:30 pm	Group 2 CHPC CIIT ETHI HESA NDDN RNNR	Group 4² FEWO INAN INDU OGGO PACP JUST	Group 2 CHPC CIIT ETHI HESA NDDN RNNR	Group 1 AGRI AFFE FINA HUMA LANG TRAN	<u>1:00 pm to 3:00 pm</u> Group 4 FEWO INAN INDO JUST PACP OGGO
6:30 pm to 8:30 pm	SRSR *	Group 4 SDIR Subcommittee	N/A	SRSR *	N/A

ANNEX B - BASIS OF PAYMENT

During the period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

Pre Event: Billing starting time: to the minute of the beginning of the event.

Post Event: Billing finishing time: to reflect a maximum of 15 minutes after the closing of the event.

Example: If the event ends at 2:22 p.m., the billing for the end of the event will be until 2:30 p.m. maximum.

If notification of cancellation of a Parliamentary Sitting, event or Committee is less than 24 hours prior to the event, Canada will pay half an hour of the supplier hourly rate for the entire day regardless of the number of cancellations received in one day for the day's events.

STREAM 1 - CANADIAN-FRENCH REAL TIME CLOSED CAPTIONING

INITIAL CONTRACT PERIOD: FROM _____ TO _____ (2 YEARS)

Stream 1 – Canadian-French Real time Closed Captioning	
A	B
Activity to be closed captioned	Hourly rate, all inclusive
House of Commons proceedings, Committee meetings and special events	\$ /hour <i>(The hourly rate will be included at contract award)</i>

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

OPTION PERIOD YEAR 1: FROM _____ TO _____

Stream 1 – Canadian-French Real time Closed Captioning	
A	B
Activity to be closed captioned	Hourly rate, all inclusive
House of Commons proceedings, Committee meetings and special events	\$ /hour <i>(The hourly rate will be included at contract award)</i>

OPTION PERIOD YEAR 2: FROM _____ TO _____

Stream 1 – Canadian-French Real time Closed Captioning	
A	B
Activity to be closed captioned	Hourly rate, all inclusive
House of Commons proceedings, Committee meetings and special events	\$ /hour <i>(The hourly rate will be included at contract award)</i>

OPTION PERIOD YEAR 3: FROM _____ TO _____

Stream 1 – Canadian-French Real time Closed Captioning	
A	B

Solicitation No. - N° de l'invitation
E60ZS-221944/A
Client Ref. No. - N° de réf. du client
20221944

Amd. No. - N° de la modif.
File No. - N° du dossier
503zf.E60ZS-221944

Buyer ID - Id de l'acheteur
503zf
CCC No./N° CCC - FMS No./N° VME

Activity to be closed captioned	Hourly rate, all inclusive
House of Commons proceedings, Committee meetings and special events	\$ /hour <i>(The hourly rate will be included at contract award)</i>

Solicitation No. - N° de l'invitation
 E60ZS-221944/A
 Client Ref. No. - N° de réf. du client
 20221944

Amd. No. - N° de la modif.
 File No. - N° du dossier
 503zf.E60ZS-221944

Buyer ID - Id de l'acheteur
 503zf
 CCC No./N° CCC - FMS No./N° VME

STREAM 2 –CANADIAN-ENGLISH REAL TIME CLOSED CAPTIONING

INITIAL CONTRACT PERIOD : FROM _____ TO _____(2 YEARS)

During the period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

Stream 2 – Canadian-English Real time Closed Captioning	
Activity to be closed captioned	Hourly rate, all inclusive
House of Commons proceedings, Committee meetings and special events	\$ /hour <i>(The hourly rate will be included at contract award)</i>

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

OPTION PERIOD YEAR 1: FROM _____ TO _____

Stream 2 – Canadian-English Real time Closed Captioning	
Activity to be closed captioned	Hourly rate, all inclusive
House of Commons proceedings, Committee meetings and special events	\$ /hour <i>(The hourly rate will be included at contract award)</i>

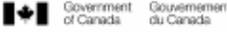
OPTION PERIOD YEAR 2: FROM _____ TO _____

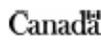
Stream 2 – Canadian-English Real time Closed Captioning	
Activity to be closed captioned	Hourly rate, all inclusive
House of Commons proceedings, Committee meetings and special events	\$ /hour <i>(The hourly rate will be included at contract award)</i>

OPTION PERIOD YEAR 3: FROM _____ TO _____

Stream 2 – Canadian-English Real time Closed Captioning	
Activity to be closed captioned	Hourly rate, all inclusive
House of Commons proceedings, Committee meetings and special events	\$ /hour <i>(The hourly rate will be included at contract award)</i>

ANNEX C - SECURITY REQUIREMENTS CHECK LIST

		Contract Number / Numéro du contrat E60ZS 22 1944	
		Security Classification / Classification de sécurité UNCLASSIFIED	
SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)			
PART 1 - CONTRACT INFORMATION / PARTIE 1 - INFORMATION CONTRACTUELLE		2. Branch or Directorate / Direction générale ou Direction Bureau de la traduction	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Canada		3. Public Works and Government Services Canada	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Contrat secret de sous-traitage passé pour le Chambre des communes			
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 / Oui			
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 / Oui			
6. Indicate the type of access required / Indiquer le type d'accès requis			
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.) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes / Oui			
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 / Oui			
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 / 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		7. c) Level of information / Niveau d'information	
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> Not releasable / À ne pas diffuser <input type="checkbox"/> Restricted to / Limité à: <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays:		NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED / NATO DIFFUSION RESTREINTE <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"/>	
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"/> Specify country(ies) / Préciser le(s) pays:		PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <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"/>	
TBS/SCT 350-103(2004/12)		Security Classification / Classification de sécurité UNCLASSIFIED	
			

 Government of Canada / Gouvernement du Canada	Contact Number / Numéro du contrat #6028 22 1944 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? If Yes, indicate the level of sensitivity: / Dans l'affirmative, indiquer le niveau de sensibilité:													
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui													
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?													
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui													
Short Title(s) of material / Titre(s) abrégé(s) du matériel: Document Number / Numéro du document:													
PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)													
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis													
<table style="width: 100%; border: none;"> <tr> <td><input checked="" type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITÉ</td> <td><input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL</td> <td><input type="checkbox"/> SECRET / SECRET</td> <td><input type="checkbox"/> TOP SECRET / TRÈS SECRET</td> </tr> <tr> <td><input type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT</td> <td><input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL</td> <td><input type="checkbox"/> NATO SECRET / NATO SECRET</td> <td><input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET</td> </tr> <tr> <td><input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS</td> <td colspan="3"></td> </tr> </table>		<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			
<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 de travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?													
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui													
PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)													
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS													
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?													
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui													
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?													
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui													
PRODUCTION													
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?													
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui													
INFORMATION TECHNOLOGY (IT) / MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)													
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?													
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui													
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?													
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui													
TBS/SCT 350-103(200412)	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			CLASSIFIED		NATO				CCMERC						
	A	B	C	Confidential	Secret	TOP SECRET	NATO CONFIDENTIAL	NATO SECRET	TOP SECRET	Confidential	Secret	TOP SECRET	Confidential	Secret	TOP SECRET	
Information / Assets																
Development / Sites																
Personnel																
IT Media / Support IT																
IT Help / Support IT																
IT Help / Support IT																

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 i.e. 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).

Solicitation No. - N° de l'invitation
E60ZS-221944/A
Client Ref. No. - N° de réf. du client
20221944

Amd. No. - N° de la modif.
File No. - N° du dossier
503zf.E60ZS-221944

Buyer ID - Id de l'acheteur
503zf
CCC No./N° CCC - FMS No./N° VME

ANNEX D - EXAMPLES OF TASK AUTHORIZATION FORM

1. EXAMPLE OF WEEKLY TASK AUTHORIZATION FORM

Date: (yy/mm/dd): ____/____/____

Weekly Task no: _____

Contract no: _____

Contractor name: _____

On the Parliament of Canada ParlVu site, you will find the Projected Order of Business, the House of Commons (HoC) sitting number, the start and end date and the duration of the sitting for each day of **the week of June 13th to June 17th 2022**

<http://parlvu.parl.gc.ca/parlvu/en>

Parliamentary Business including the Question Period for closed captioning:

HoC Sitting No.	Date aaaa-mm-jj	Start Time	End Time	Total Planned Duration	Hourly Rate	Total	Taxe (13%)	Total with Taxe
87	2022-06-13	11 :00	19 :00	8.00				
88	2022-06-14	10:00	19:00	9.00				
89	2022-06-15	14:00	19:00	5.00				
90	2022-06-16	10:00	19:00	9.00				
91	2022-06-17	10:00	14:30	4.50				

We ask that you also check this site regularly, as it is the official schedule of Parliamentary Business published by Parliament and subject to change without notice.

This task is estimated at 35.50 hours

It should be noted that this is only an estimate since the House of Commons can adjourn later than planned and the schedule is subject to changes without notice.

You will also find below the televised committees schedule for closed captioning for **week of June 13th to June 17th 2022**

Committee	Location	Date aaaa-mm-jj	Start Time	End Time	Total Planned Duration	Hourly Rate	Total	Taxe (13%)	Total with Taxe
FINA	225A-WB	2022-06-13	11:00	13:00	2.00				
AGRI	410-180WELL	2022-06-13	11:00	13:00	2.00				
ETHI	420-180WELL	2022-06-13	11:00	13:00	2.00				
HUMA	425-180WELL	2022-06-13	11:00	13:00	2.00				

Solicitation No. - N° de l'invitation
E60ZS-221944/A
Client Ref. No. - N° de réf. du client
20221944

Amd. No. - N° de la modif.
File No. - N° du dossier
503zf.E60ZS-221944

Buyer ID - Id de l'acheteur
503zf
CCC No./N° CCC - FMS No./N° VME

FAAE	035B-WB	2022-06-13	11:15	12:00	0.75				
	315-180WELL								
HESA	180WELL	2022-06-13	15:30	17:30	2.00				
CACN	035B-WB	2022-06-13	18:30	20:30	2.00				
	315-180WELL								
PACP	180WELL	2022-06-14	11:00	13:00	2.00				
	330-180WELL								
CHPC	180WELL	2022-06-14	11:00	00:00	13.00				
	420-180WELL								
FOPO	180WELL	2022-06-14	11:00	13:00	2.00				
INDU	225A-WB	2022-06-14	15:30	17:30	2.00				
	415-180WELL								
INAN	180WELL	2022-06-14	15:30	17:30	2.00				
DEDC	025B-WB	2022-06-14	18:30	21:30	3.00				
	415-180WELL								
SDIR	180WELL	2022-06-14	18:30	20:30	2.00				
	330-180WELL								
CHPC	180WELL	2022-06-15	15:30	17:30	2.00				
	410-180WELL								
LANG	180WELL	2022-06-15	15:30	17:30	2.00				
	415-180WELL								
HESA	180WELL	2022-06-15	15:30	17:30	2.00				
	420-180WELL								
NDDN	180WELL	2022-06-15	15:30	17:30	2.00				
	425-180WELL								
CIIT	180WELL	2022-06-15	15:30	17:30	2.00				
BOIE	225A-WB	2022-06-16	11:00	13:00	2.00				
	315-180WELL								
PACP	180WELL	2022-06-16	11:00	13:00	2.00				
	410-180WELL								
FOPO	180WELL	2022-06-16	11:00	13:00	2.00				
	425-180WELL								
SECU	180WELL	2022-06-16	11:00	13:00	2.00				
FAAE	035B-WB	2022-06-16	15:30	17:30	2.00				
FINA	225A-WB	2022-06-16	15:30	17:30	2.00				
	315-180WELL								
TRAN	180WELL	2022-06-16	15:30	17:30	2.00				
	410-180WELL								
AGRI	180WELL	2022-06-16	15:30	17:30	2.00				
	420-180WELL								
ETHI	180WELL	2022-06-16	15:30	17:30	2.00				
	415-180WELL								
AMAD	180WELL	2022-06-16	18:30	21:30	3.00				
	420-180WELL								
SRSR	180WELL	2022-06-16	18:30	21:30	3.00				
INDU	225A-WB	2022-06-17	13:00	15:00	2.00				
	420-180WELL								
FEWO	180WELL	2022-06-17	13:00	15:00	2.00				
	425-180WELL								
JUST	180WELL	2022-06-17	13:00	15:00	2.00				

Solicitation No. - N° de l'invitation
E60ZS-221944/A
Client Ref. No. - N° de réf. du client
20221944

Amd. No. - N° de la modif.
File No. - N° du dossier
503zf.E60ZS-221944

Buyer ID - Id de l'acheteur
503zf
CCC No./N° CCC - FMS No./N° VME

This task is estimated at 78.75 hours

Please verify your emails regularly. The House of Commons (HoC) may send regular schedule updates via email during the week.

In order to ensure optimal service delivery, you must, in accordance with the contract terms and conditions, confirm by return email within 24 hours of reception of this email to BTsoustitrage.TBClosedcaptioning@tpsgc-pwgsc.gc.ca that you agree to perform the work for the above mentioned events and that you confirm that the indicated rate is accurate.

I accept these tasks.

Thank You!

Solicitation No. - N° de l'invitation
E60ZS-221944/A
Client Ref. No. - N° de réf. du client
20221944

Amd. No. - N° de la modif.
File No. - N° du dossier
503zf.E60ZS-221944

Buyer ID - Id de l'acheteur
503zf
CCC No./N° CCC - FMS No./N° VME

2. EXAMPLE OF MONTHLY MODIFIED TASK AUTHORIZATION FORM

Date of modified TAs (yy-mm-dd): 2022-05-08

Weekly TA No.	1	2	3	4
Date of weekly authorized TA	2022-05-08	2022-05-15	2022-05-22	2022-05-29
Modified TA No.	1-A	2-A	3-A	4-A
Contract No.				
Name of contractor				

After verification of the Parliament of Canada ParIVu site (<http://parlvu.parl.gc.ca/parlvu/>), you will find the Monthly Production Report that includes the actual hours of the tasks for the month of May 2022.

We ask that you check the attached Monthly Production Report and that you confirm in the tables below the cost of the modified weekly tasks:

HoC sitting No.	Number of actual hours rounded up to the last 15 minutes	Hourly Rate	Indication of billable cancellations	Total	Taxes	Grand total with taxes

Committee	Number of actual hours rounded up to the last 15 minutes	Hourly Rate	Indication of billable cancellations	Total	Taxes	Grand total with taxes

You must, in accordance with the contract terms and conditions, confirm via email within XX days of reception of this email, to BTsoustirage.TBClosedcaptioning@tpsgc-pwgsc.gc.ca that you accept these modifications and that you confirm that the indicated rate is accurate.

I accept this modified task.

Thank You!

ANNEX E – PERIODIC USAGE REPORTS - CONTRACTS WITH TASK AUTHORIZATIONS

Example of spreadsheet for the Monthly usage Report

Closed Captioning of **Parliamentary Committees and Special Events**

MONTHLY PRODUCTION REPORT									
Comité ou événement spécial / Committee or Special Event	Date du comité ou événement spécial / Committee or Special Event Date	Heure début prévue / Planned Start Time	Heure fin prévue / Planned End Time	Heure début réelle / Actual Start Time	Heure fin réelle / Actual End Time	Durée totale réelle / Total Actual Duration	Durée totale facturée (arrondie aux 15 min. près) / Billed Duration (rounded to the nearest 15 min.)	Indication d'annulation (moins de 24 h avant événement) / Event Cancellation Indication (if less than 24 hours before event)	Notes

Example of spreadsheet for the Monthly Production Report

Monthly Production Report - Closed Captioning of **HoC Sitings (Chamber Proceedings)**

MONTHLY PRODUCTION REPORT									
No séance Cdc / HoC Sitting No.	Date de séance Cdc/ HoCSitting Date	Heure début prévue / Planned Start Time	Heure fin prévue / Planned End Time	Heure début réelle / Actual Start Time	Heure fin réelle / Actual End Time	Durée totale réelle / Total Actual Duration	Durée totale facturée (arrondie aux 15 min. près) / Billed Duration (rounded to the nearest 15 min.)	Indication d'annulation (moins de 24 h avant événement) / Event Cancellation Indication (if less than 24 hours before event)	Notes

Solicitation No. - N° de l'invitation
E60ZS-221944/A
Client Ref. No. - N° de réf. du client
20221944

Amd. No. - N° de la modif.
File No. - N° du dossier
503zf.E60ZS-221944

Buyer ID - Id de l'acheteur
503zf
CCC No./N° CCC - FMS No./N° VME

ANNEX F – CSP APPLICATION FOR REGISTRATION (AFR)

In accordance with the requirements of the Contract Security Program (CSP) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>), all Suppliers, including Suppliers who are already registered in the CSP and who already hold the necessary organization security clearance must provide a completed Application for Registration (AFR) form to be given further consideration in the procurement process.

The Application for Registration (AFR) form is included with the Request for Proposal documents and can be found under the Attachment Section of the Tender Notice page: solicitation number (E60ZS- 22194/A).



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.



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	
2. Business or trade name (if different from legal name)	
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 <ul style="list-style-type: none"> <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Other (specify)	
4. Provide a brief description of your organization's general business activities.	
5. Procurement Business Number (PBN) (if applicable)	6. Self-identify as a diverse supplier (provide profile)
7. Business civic address (head office)	
8. Principal place of business (if not at head office)	
9. Mailing address (if different from business civic address)	
10. Organization website (if applicable)	
11. Telephone number	12. Facsimile number
13. Number of employees in your organization or corporate entity	14. Number of employees requiring access to protected/classified information/assets/sites



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



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	Given name
Position title	Telephone number (include extension number if any)
Facsimile number	Email address
Signature	Date (dd-mm-yyyy)

FOR USE BY THE PSPC'S CONTRACT SECURITY PROGRAM

Recommendations	
Recommended by e-signature	Approved by e-signature