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K1A 0S5

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**LETTER OF INTEREST**

**LETTRE D'INTÉRÊT**

Comments - Commentaires

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

<b>Title - Sujet</b> Parliamentary and Conference interp Interprétation parlementaires et de conférence	
<b>Solicitation No. - N° de l'invitation</b> EN960-231030/A	<b>Date</b> 2023-06-08
<b>Client Reference No. - N° de référence du client</b> 20231030	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$ZF-500-41460
<b>File No. - N° de dossier</b> 500zf.EN960-231030	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2023-06-19</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Fall, Moctar	<b>Buyer Id - Id de l'acheteur</b> 500zf
<b>Telephone No. - N° de téléphone</b> (613) 858-7801 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> PSPC/SPAC CONFERENCE INTERPRETATION INTERPRETATION DES CONFERENCES 171 SLATER ST OTTAWA-ON K1P 5H7 CANADA	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

**PUBLIC SERVICES AND PROCUREMENT CANADA (PSPC)**

**REQUEST FOR INFORMATION (RFI) REGARDING  
PARLIAMENTARY AND CONFERENCE INTERPRETATION  
SERVICES IN OFFICIAL LANGUAGES**

**FOR  
THE TRANSLATION BUREAU**

**EN578-231030/A**

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## **SECTION 1 - INTRODUCTION**

### **1.1 Nature of Request for Information (RFI)**

A Request for Information (RFI) is used when detailed information and feedback are required from suppliers. Such requests might outline a potential requirement and request suppliers to describe their ability to satisfy the requirement and to provide ideas and suggestions on how the eventual solicitation might be structured. Responses are used to assist Canada in further developing plans for the requirement and in developing achievable objectives and deliverables.

This RFI is neither a call for tender nor a Request for Proposals (RFP). No agreement or contract will be entered into based on this RFI. The issuance of this RFI is not to be considered in any way a commitment by the Government of Canada, nor as authority to potential respondents to undertake any work that could be charged to Canada. This RFI is not to be considered as a commitment to issue a subsequent solicitation or award a contract(s) for the work described herein. As a result, potential suppliers of any goods or services described in this RFI should not reserve stock or facilities, nor allocate resources, based on any information contained in this RFI. This RFI is simply intended to solicit feedback from industry with respect to the matters described in this RFI.

Although the information collected may be provided as commercial-in-confidence (and, if identified as such, will be treated accordingly by Canada to the extent permitted by the Access to Information Act), Canada may use the information to assist in drafting performance specifications (which are subject to change).

Participation in this RFI is encouraged, but is not mandatory. There will be no short-listing of potential suppliers for the purposes of undertaking any future work as a result of this RFI. Similarly, participation in this RFI is not a condition or prerequisite for the participation in any potential subsequent solicitation.

### **1.2 Purpose and Objectives**

Canada's objectives of the RFI is to seek information from suppliers to:

- a) Inform industry of the high-level requirements of this anticipated procurement, and request suppliers to describe their ability to satisfy the requirement and/or provide their suggestions on how the eventual solicitation might be structured.

## **SECTION 2 - RESPONDENT INSTRUCTIONS**

### **2.1 RFI Closing Date and Contact**

Responses to this RFI are to be submitted to the PSPC Contracting Authority identified below, on or before *<Insert Date>*.

Contracting Authority

Moctar Fall

E-mail Address: [moctar.fall@tpsgc-pwgsc.gc.ca](mailto:moctar.fall@tpsgc-pwgsc.gc.ca)

Telephone: 613-858-7801

Early responses will be considered and are encouraged. All responses received by the RFI closing date will be reviewed by Canada. Canada may, at its discretion, review responses received after the RFI closing date.

## **2.2 Enquiries**

As this is not a bid solicitation, the Government of Canada will not necessarily respond to enquiries in writing or circulate answers to all potential respondents. However, respondents with questions regarding this RFI may direct their enquiries to the Contracting Authority identified herein.

Changes/amendments to this RFI may occur and will be advertised on [Homepage | CanadaBuys](#) . Canada asks Respondents to visit the site regularly to check for changes, if any.

## **2.3 Format of Responses Requested**

Respondents are requested to provide a response to each question or request for information made in the attached Annex B - Respondent Submission Form.

Respondents should explain any assumptions they make in their responses. The Respondent may submit any information it feels is an appropriate, useful and relevant contribution to this RFI.

## **2.4 Submission of Responses**

Respondents are requested to submit via email one electronic copy of their Respondent Submission Form, found in Annex B - Respondent Submission Form.

Interested Respondents may submit their responses to the PSPC Contracting Authority, identified in Section 2.1. Responses to this RFI will not be returned. Responses to this RFI may be in either of Canada's official languages, English or French.

## **2.5 Follow-up Activity**

Canada may, in its sole discretion, contact any respondent to follow up with additional questions or for clarification of any aspect of a response. Canada may invite one, some, or all of the respondents to discuss their response. Canada is not obliged to invite any respondents for further discussions nor are any respondents obliged to participate.

# **SECTION 3 – RFI INFORMATION**

## **3.1 Response Costs**

The Government of Canada will not reimburse any respondent expenses incurred by participating in this RFI.

## **3.2 Treatment of Responses**

### **3.2.1 Use of Responses**

Responses will not be formally evaluated. However, the responses received may be used by Canada to develop or modify the requirements and the procurement approach and/or any draft terms and conditions, as well as any documentation contained in this RFI. Canada will have the right to accept or reject any or all comments or suggestions received.

### **3.2.2 Review Team**

A review team composed of representatives of Canada will review the responses. Canada reserves the right to engage any outside expert, independent consultant or to use any Government of Canada (GOC) resources that it considers necessary to review any response received as a result of this RFI. Not all members of the review team will necessarily review all responses.

### **3.2.3 Confidentiality**

Respondents are encouraged to identify, in the information they share with Canada, any information that they feel is proprietary, third party or personal information. Please note that Canada may be obligated by law (e.g. in response to a request under the Access of Information and Privacy Act) to disclose proprietary or commercially-sensitive information concerning a respondent (for more information: <http://laws-lois.justice.gc.ca/eng/acts/a-1/>).

## **Annex A - Draft Statement of Work, Evaluation Procedures, Basis of Payment, Mandatory Technical Criteria, other related clauses and Indigenous Procurement**

### **STATEMENT OF WORK**

#### **1. Background**

The Translation Bureau (The Bureau) is a special operating agency reporting to the Department of Public Services and Procurement Canada and Government Services with the mandate to support the Government of Canada in its efforts to provide services for, and communicate with, Canadians in the official language of their choice, either English or French.

The Conference Interpretation Service (CIS), offers simultaneous and consecutive interpretation services for various Government of Canada events. Parliamentary Interpretation Service (PIS) offers simultaneous and consecutive interpretation services to Parliament of Canada.

#### **2. Terminology**

##### **Interpreter:**

A conference interpreter accredited by the Translation Bureau.

##### **Contractor:**

Third party with whom the Government of Canada has entered into a contract for the performance of work.

##### **Event:**

Activity described in a task authorization (TA) [see Annex D].

##### **Consecutive Interpreting (CI):**

The interpreter listens the speaker while taking notes and renders the speech after the speaker stops or pauses.

##### **Short Consecutive Interpreting:**

Short consecutive mode: Defined as the consecutive interpretation of short interventions, typically under one minute at a time, that is commonly used and that requires no special expertise or experience, since all conference interpreters with a MCI or equivalent experience have been trained to provide this.

##### **Long Consecutive Interpreting:**

Long consecutive mode: Defined as the consecutive interpretation of interventions of more than one minute in length, requiring specialization or considerable experience in note-taking technique. Long consecutive mode assignments typically require the interpreter to accompany the client in a variety of venues and where the assignment time may extend the workday.

##### **Simultaneous Interpreting (SI):**

In standard simultaneous mode, the interpreter sits in a booth with a clear view of the meeting room and the speaker. He or she listens to and simultaneously interprets the speech into a target language. Standard simultaneous interpreting requires a booth (fixed or mobile) that meets ISO/IEC standards for sound insulation, dimensions, air quality and accessibility as well as for the appropriate equipment, such as headphones and microphones).

**Whispering Interpreting:**

The interpreter is seated next to one or two meeting participants and whispers the interpretation of the speech. This mode is used mainly when only very few people need interpretation. This interpreting mode is also commonly known by its classic French name, chuchotage.

**In person simultaneous Interpretation:**

The interpreter provides simultaneous interpretation services in the same location as the event, with all active participants present.

**Hybrid Simultaneous Interpretation :**

The interpreter provides simultaneous interpretation services where one or more active participants in the meeting are not on site.

**Distance Simultaneous Interpretation :**

The interpreter provides simultaneous interpretation services in a different location than all active participants. This definition does not include dispersed mode.

**3. Requirement**

- 3.1** The Contractor must perform conference and/or parliamentary interpretation in both official languages (French and English), on an “as and when” required basis. The Contractor must provide in-person, hybrid and distance interpretation services.

The following services might be required under the Contract:

- simultaneous interpretation
- short consecutive interpretation or whispered interpretation
- long consecutive interpretation

Official Languages Interpretation Services is comprised of four streams:

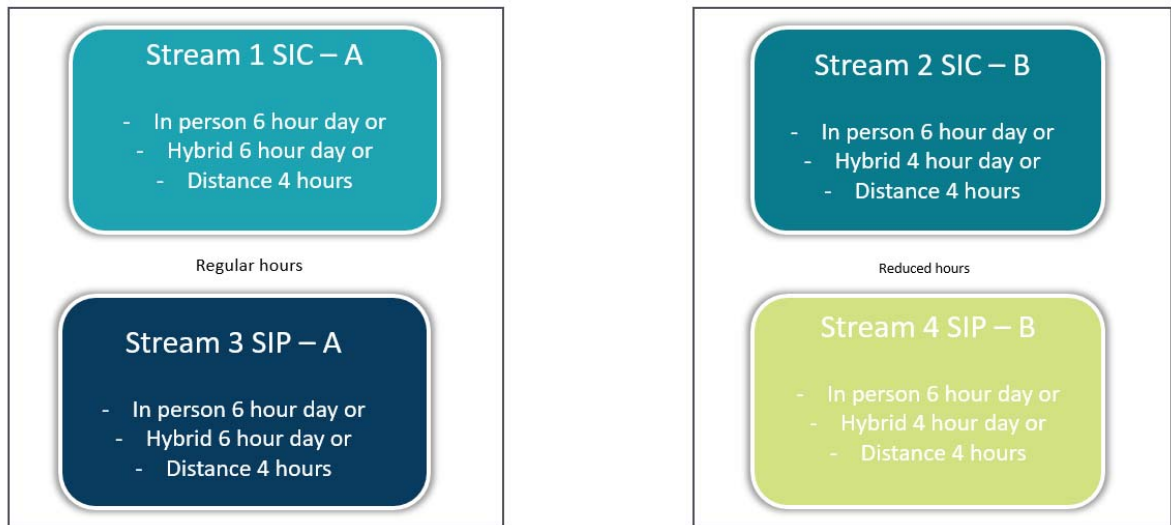
**Stream 1 (SIC-A):** Conference Interpretation Services with **regular hours** (maximum of 6 hours of in-person simultaneous interpretation OR 6 hours of hybrid simultaneous interpretation OR 4 hours of distance simultaneous interpretation)

**Stream 2 (SIC-B):** Conference Interpretation Services with **reduced hours** (maximum of 6 hours of in-person simultaneous interpretation OR 4 hours of hybrid simultaneous interpretation OR 4 hours of distance simultaneous interpretation)

**Stream 3 (SIP-A):** Parliamentary Interpretation Services with **regular hours** (maximum of 6 hours of in-person simultaneous interpretation OR 6 hours of hybrid simultaneous interpretation OR 4 hours of distance simultaneous interpretation)

**Stream 4 (SIP-B):** Parliamentary Interpretation Services with **reduced hours** (maximum of 6 hours of in-person simultaneous interpretation OR 4 hours of hybrid simultaneous interpretation OR 4 hours of distance simultaneous interpretation)





Details regarding the required services for any given event are specified in the TA.

Under Streams 2 and 4, if an interpreter's workday is a mix of in person and hybrid, the hybrid ratios will be used.

- 3.2 The Contractor must perform the duties of the interpretation profession impartially since the role of the interpreter is to facilitate communication. Interpretation is a professional and confidential service. In addition to the confidentiality provision found at 2035-22 of the General Conditions, the Contractor may not disclose any information obtained in the execution of the Contract during or after the completion of the TA.
- 3.3 The Contractor must report to the Project Authority any particular request from a recipient of interpretation services or any information passed along by a recipient of interpretation service that can affect the delivery of services provided as part of the Contractor's TA or any other future TA.
- 3.4 The Contractor must have very good knowledge of Canadian current events and the workings of the federal government.
- 3.5 The Contractor must demonstrate flexibility with respect to scheduling and the demands of the TA, be capable of working as part of a team, maintain good interpersonal relations, and follow the Quality Standards for Professional Conduct (Section 12.2 below) and Interpretation Technique requirements (Section 12.1 below), in keeping with the nature of the assignment.

#### 4. Teamwork

- 4.1 In order to ensure continuous interpretation, the interpreter may be required to work as part of a team of interpreters for the Work. The interpreter may be required to work with other interpreters as directed by the Project Authority. The contractor will not have the opportunity to choose the interpreters with whom they will work and may not be advised of those with whom they will be assigned to work until they arrive at the location for the Work. For further details, see Annex D – TA.

**4.2** Barring exceptional circumstances, teams shall be composed according to the mode of interpretation as indicated in Article 7.12.2 of the Contract.

## **5. Hours of Work**

### **5.1 Availability Hours**

Availability hours refers to the hours during which the Contractor is expected to be available to work when contracted by the Bureau on a given day.

- **For Conference Interpretation**, these hours are from 8:00 a.m. to 6:00 p.m.
- **For Parliamentary Interpretation**, the hours will be defined in the TA. The Bureau will endeavor to implement time slots (an example below) when possible:
  - Day shift: from 8:00 a.m. to 6:00 p.m.; or
  - Evening shift: from 11:30 a.m. to 9:30 p.m.

When the Contractor's services are retained for an assignment spreading on more than one day, the Contractor will be entitled to a rest period of a minimum of 8 consecutive hours between workdays.

### **5.2 Interpreting Hours**

Interpreting hours refers to the time that the Contractor spends interpreting on any given day. Interpreting hours vary depending on the mode of interpretation as follows:

#### **STREAMS 1, 2, 3 and 4**

##### **In-Person Simultaneous Interpretation:**

One interpreter	Up to 40 minutes
Team of 2 interpreters	Up to 4 hours
Team of 3 interpreters	Up to 6 hours
Team of 4 interpreters	More than 6 hours

##### **Distance Simultaneous Interpretation :**

Team of 2 interpreters	Up to 3 hours
Team of 3 interpreters	Up to 4 hours

#### **STREAMS 1 AND 3**

##### **Hybrid Simultaneous Interpretation – regular hours**

Team of 2 interpreters	Up to 4 hours
Team of 3 interpreters	Up to 6 hours

#### **STREAMS 2 AND 4**

##### **Hybrid Simultaneous Interpretation – reduced hours**

Team of 2 interpreters	Up to 3 hours
Team of 3 interpreters	Up to 4 hours

Depending on the needs of the Translation Bureau, hours of interpretation may be consecutive (in one assignment) or spread between several assignments.

Occasionally, events may take place on weekends or holidays. A "statutory holiday" means the following holidays observed by the federal government: New Year's Day, Good Friday, Easter Monday, Victoria Day, Saint-Jean-Baptiste Day in Quebec, Canada Day, the first Monday in August (in all provinces except Quebec), Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day and National Day for Truth and Reconciliation.

### 5.3 Non-Interpreting Hours

The Contractor must include in their daily rate one hour of non-interpretation time at the site of the event(s) taking place as part of the working hours. The non-interpretation time can be spread over more than one assignment in the same working day. Non-interpretation time includes sound testing and time without interpretation for sound testing and/or waiting time without interpretation, in cases where committees start late for technical or obstruction reasons, after which the contractor is entitled to invoice for an extension of the work.

Regarding sound testing, the contractor may be required must plan to arrive must report to the scene(s) of the event(s) at the time indicated in the task authorization or the next day's program in order to perform sound tests.

Hours of work that exceed the hours of work specified in the TA – hours of interpretation plus hours of non-interpretation – will be considered as extension time and the Contractor will be compensated at the rates set out in Article 2, Extension of Work, of Annex B – Basis of Payment.

#### Scenarios:

##### 1. Only one assignment:

A contractor is assigned to a team of two interpreters for a 3-hour event. The Contractor may therefore be present at the event for a period of 4 hours: 3 interpreting hours and 1 non-interpreting hour.

On the day of the event, the Contractor arrives at the event site at 8:30 a.m. to conduct sound tests 30 minutes prior to the start of the event scheduled at 9:00 a.m. Unfortunately, the client is late, and the event does not start until 10:00 a.m. and ends at 13:00 p.m.

	Interpreting Time	Non-Interpreting Time
Event 1	3 hours	1 hour 30 min

In above scenario, the Contractor will have worked for a total of 4 hours and 30 minutes (*interpreting time + non-interpreting time*). As one-hour non-interpreting and a 20 minutes grace period are included in the Contractor's daily rate, the Contractor will be able to charge an extension of 10 minutes at the rate set out in Article 2, Extension of Work, of Annex B – Basis of Payment.

##### 2. More than one assignment:

A contractor is assigned to three in-person 2-hour events, for a total of 6 hours. The Contractor may therefore be present on-site for a total of 7 hours (6 interpreting hours and 1 non-interpreting hour).

The Contractor arrives on-site of each event 30 minutes in advance to conduct sound tests. The first two events began and ended on time, while the third event began 45 minutes late and lasted 2 hours.

	Interpreting Time	Non-Interpreting Time
Event 1	2 hours	30 min
Event 2	2 hours	30 min
Event 3	2 hours	75 min
Total:	6 hours	2 hours 15 min

In above scenario, the contractor will have worked for a total of 8 hours 15 minutes (*interpreting time + non-interpreting time*). As one non-interpreting hour and 20 minutes grace period are included in the Contractor's daily rate, the Contractor will be able to charge an extension of 55 minutes at the rate set out in Article 2, Extension of Work, of Annex B – Basis of Payment.

## **6. Extension of Work**

In exceptional circumstances, the work may be extended beyond the hours agreed and the 20 minutes grace period in the Task Authorization. If the work is extended, the Project Authority may ask the contractor to continue providing services until the end of the extended work period or decide to send another contractor.

In the event that work is extended without the project authority being informed, the contractor must ensure to notify the project authority of the extension of the work as soon as possible, i.e. during a break, between turns, or at the end of the work.

If it is appropriate to continue the provision of services until the end of the work, when the work is extended, the contractor will be entitled to additional remuneration, in accordance with the section on Article 2, Extension of Work, of Annex B – Basis of Payment.

## **7. Cancellation / Reassignment**

### **7.1 Cancellation or Reassignment before the Start of the Event or Events**

If an event (or events) is (are) cancelled 60 calendar days or more before the beginning date of the event (or events) specified in the Task Authorization, the Task Authorization will be cancelled, and the Contractor will not be compensated.

If an event (or events) is (are) cancelled within 60 calendar days before the event start date (or the start date of the events) specified in the Task Authorization, the Bureau may reassign the Contractors to an event (or events), if needed, while respecting the criteria: linguistic profile, security clearance (if applicable), location (same city) or professional domicile (with Contractor's consent), length of the event (in days) and mode of interpretation of the original event. In the interest of including the details pertaining to the new assignment, the Bureau will provide an amendment to the Task Authorization before the start of the event (or events).

If an event (or events) is (are) cancelled within 60 calendar days before the event start date (or the start date of the events) specified in the Task Authorization, and the Bureau does not require the services of the Contractor for reassignment, the Contractor will be compensated as indicated in the Task Authorization.

If a task authorization contains more than one event, the 60 calendar days are calculated from the start date of each of the events. In the following example, the cancellation policy would apply when the event (s) are canceled after the following dates:

	EVENT START DATE	CANCELLATION POLICY START DATE
EVENT 1	October 1 <sup>st</sup> , 2023	August 2 <sup>nd</sup> , 2023
EVENT 2	November 1 <sup>st</sup> , 2023	September 2 <sup>nd</sup> , 2023

## **7.2 Cancellation or Reassignment during the Event or Events**

If all or part of an event (or events) is (are) cancelled once the event (or events) has (have) begun, the Bureau may reassign the Contractors to an event (or events), if needed, while respecting the Work assignment criteria: linguistic profile, security clearance (if applicable), location (same city) or professional domicile (with Contractor's consent), length of the event (in days) and mode of interpretation) of the original assignment. In the interest of including the details pertaining to the new assignment, the Bureau will provide an amendment to the Task Authorization before the start of the event (or events).

If all or part of an event (or events) is (are) cancelled once the event (or events) has (have) begun, and if the Bureau does not require the services of the Contractor for reassignment, the Contractor will be compensated as indicated in the Task Authorization.

## **7.3 Cancellation of Parliamentary Interpretation Task Authorization due to Prorogation**

If Parliament is prorogued, the Translation Bureau will cancel the task authorizations after 7 calendar days from the prorogation. Contractors will be paid for the workdays scheduled during the intervening 7 calendar days.

## **7.4 Refusal of Reassignment**

The Contractor may not refuse reassignment by the Bureau to an event (or events), unless the event (or events) does (do) not respect the assignment criteria of the original assignment: linguistic profile, security clearance (if applicable), location (same city) or professional domicile (with Contractor's consent), length of the event (in days) and mode of interpretation. For example, if the reassignment is longer (in days) than what is indicated in the Task Authorization, and if the Contractor is unable to provide service for the event (or events) on the additional days and refuses the reassignment (or reassignments) for this reason, the Contractor will not be penalized for their refusal. The Contractor will be entitled to full compensation as specified in the Task Authorization.

## **7.5 Additional Assignment(s)**

The Contractor may not refuse an additional assignment on a day for which the Contractor's services have been retained, as long as both assignments, combined together, fall within the Hours of work, specified at Article 5.2 and the Availability Hours, specified at Article 5.1 of this Contract.

## **8. Suspension**

Contractors may be suspended for breach of Quality Standards on Professional Conduct. The Quality Standards on Professional Conduct are contained in clause 12.2 of Annex A – Statement of Work.

If a Contractor is suspended during an event, they will be compensated for days worked and will not be compensated for the days on which they were suspended.

## **9. Smart phone**

The contractor must have a smart phone with access to WIFI and/or cellular data, in order to be reachable and to be able to receive the documentation in electronic format. The contractor must be reachable at all times by telephone and by email on the days when his services are retained. Their contact details must be updated and sent regularly.

## **10. Event Program**

10.1 The Contractor will receive the program for the event the day before. The program will include details of team composition, special instructions for the event, if any, and the name and telephone number of the person in charge of the coordination of the event to contact if needed.

## **11. Information Documentation**

11.1 As available to Canada, Canada will provide briefing material for the Work. Briefing material may consist of agendas, speaking notes, lists of event participants or speakers or both or other relevant documentation.

11.2 The Contractor may receive the briefing material some time before the start of the Work, just before the start of the Work or during the Work.

11.3 Sensitive documentation (classified, confidential, secret, top secret) will be provided to the Contractor either in hard copy or in electronic format using an ICT tool that can handle this type of documentation. Any sensitive documentation must be given back to the responsible individual specified in the TA at the end of the work.

11.4 The Contractor must print unclassified documentation required for the Work if they wish to work from hard copies or use an electronic device to view the documentation during the Work.

11.5 During the work, the Contractor must be equipped with an electronic device in order to receive last-minute documentation in electronic format.

11.6 All tasks related to interpretation services requiring a security clearance must be performed at the conference site or at a federal location.

## **12. Quality Standards and Requirements**

### **12.1 Interpretation Technique Requirements**

The Contractor must meet the following requirements:

- 12.1.1 Ensure that the interpretation is as complete, accurate and faithful to the original message with respect to meaning, and as free of omissions, additions or distortions as the working conditions reasonably allow.
- 12.1.2 Ensure that the meaning conveyed by gestures, body language and tone of voice is not lost.
- 12.1.3 Ensure that the interpretation is consistent with grammar and syntax rules, and with usage and speaking conventions.
- 12.1.4 Ensure that the interpretation is clear, concise, consistent and tailored to the audience, and that constructions are idiomatic and natural.
- 12.1.5 Ensure that the recipient of interpretation services official titles, terminology and usage preferences are used in the interpretation by doing the research necessary to familiarize themselves with recipient of interpretation services-specific terminology and concepts, and by using any reference package or other documentation made available to them containing terminology requirements, reference documents and related lexicons and glossaries.
- 12.1.6 Use clear and accurate diction.
- 12.1.7 Respect the tone, level of language and the style of the speaker.
- 12.1.8 Follow the established protocols and procedures.
- 12.1.9 Perform the tasks as discreetly as possible, avoiding superfluous sounds such as coughing, typing or background noise that may distract the recipient of interpretation services from content; and;
- 12.1.10 Notify the Project Authority of any specific requests or information from the recipient of interpretation services that could affect the delivery of services.

## **12.2 Quality Standards for Professional Conduct**

The Contractor must meet the following quality standards:

- 12.2.1 In addition to the Confidentiality provisions of the Contract, given that conference interpretation is a profession of trust and that confidentiality is the bedrock of the profession, the strictest secrecy must be observed toward all persons and with regard to all information disclosed in the course of the practice of the profession. The duty of confidentiality and professional secrecy continues indefinitely after the end of the contractual relationship with the Government of Canada.
- 12.2.2 Contractors must be present at the event or connect to the event in the case of distance interpretation, before the event begins to prepare and conduct sound tests. Contractors must also arrive at the assignment early enough to allow for security or building access procedures. When Contractors are unfamiliar with the work location, they must inform the Project Authority of this beforehand to familiarize themselves with any specific access details. Contractors must also remain on site until the end of the event, unless agreed to in advance with the Project Authority. When an event ends earlier than expected and the client no longer requires the services of the contractor,

the contractor must contact the Project Authority before leaving the premises as he may be assigned to a new event.

- 12.2.3 The Contractor must refrain from deriving any personal gain from information they may have acquired in the course of the Work.
- 12.2.4 The Contractor must be qualified in knowledge and experience for the Work in question and must work with all due professionalism and must prepare for the Work by researching and documenting.
- 12.2.5 In the course of the Work, the Contractor must refrain from any act which might bring the Translation Bureau into disrepute.
- 12.2.6 The Contractor must provide colleagues with assistance, have a collegial attitude and perform their tasks as discreetly as possible both in and out of the interpretation booth.
- 12.2.7 The Contractor must not perform any duties except for the Work described in the TA during the meeting for which they have been contracted.
- 12.2.8 The Contractor must interact in a professional manner with clients and must refrain from self-promotion.
- 12.2.9 The Contractor must notify the Project Authority of any specific requests or information from the recipient of interpretation services that could affect the delivery of services.

### **13. Contractor Performance Management**

#### **13.1 Evaluations**

The Bureau will assess contractor performance using technical evaluations and sampling completed by a qualified permanent interpreter from the Translation Bureau.

##### **13.1.1 Technical Evaluations**

In a technical evaluation, the Contractor's performance is assessed in detail and compared with the original speech, the goal being to evaluate the Contractor's technical skills. The evaluation considers the level of difficulty of the assignment or turn (subject, speed, density and style, accent, and prosody) and is performed in person or using a recording, depending on operational requirements. Ideally, three turns are assessed: 20 or 30 minutes of interpretation per turn.

The Translation Bureau acknowledges that technical evaluations are best performed in person, as this allows the evaluator to experience the working environment, including documentation available and the audio-visual technical environment. However, with the written permission from the Contractor, the Translation Bureau will conduct technical evaluations based on a recording. Every effort will be made by the Translation Bureau to assess the conditions of work.

Technical evaluations determine whether the Contractor continues to meet the Interpretation Technique Requirements. A quality index is assigned to reflect the Contractor's performance relative to the requirements. The Contractor will be informed of the result of the evaluation as soon as possible.



### 13.1.2 Sampling

Sampling (also called spot check) is a brief (five-minute) assessment of the Contractor's performance, conducted in person or using a recording, in order to determine whether the quality is adequate. An unsatisfactory sampling may lead to a technical evaluation outside of the customary timeframe. It will not affect the Contractor's quality index.

Sampling is part of ongoing Bureau quality control measures and feedback process with the Contractor. The Contractor will be informed of the result of the evaluation as soon as possible

### 13.2 Quality Index

The quality index is a rating represented by a colour (green, yellow or red). It is assigned to the Contractor following a technical evaluation by a Translation Bureau evaluator and is based on the quality of their interpretation work.

The new quality index comes into force immediately after the Contractor is informed of the result of the technical evaluation and remains in force until the next technical evaluation.

#### Rating Descriptions

EXCELLENT	The interpretation is as precise and exhaustive as possible. Unnecessary or repetitive content is ignored, and the interpreter uses synthesis and reformulation to communicate the speaker's ideas clearly and faithfully in the target language. There can be a few inaccuracies or omissions, but they have no significant impact on meaning. The level of language is elegant and meticulous, with no errors. The performance meets all the Interpretation Technique Requirements, to the extent that conditions allow.
GOOD	There may be some inaccuracies and omissions, but they are minor and do not greatly affect meaning or listener trust. There may be some awkward uses of language. In this category, the weaknesses of the interpretation are balanced out by the strengths. Almost all of the Interpretation Technique Requirements are met, to the extent that conditions allow.
MOYEN	The interpretation contains many inaccuracies or omissions OR the inaccuracies and omissions are more serious and affect the meaning OR linguistic mistakes and clumsiness are serious or frequent enough to distract the listener. The performance does not meet some or all of the Interpretation Technique Requirements.
FAIBLE	There are many serious inaccuracies or omissions that affect the meaning and are frequent enough that the speaker's message is no longer intelligible OR the issues with expression and communication are so serious that they undermine listener trust, make listening unpleasant or hinder communication OR the overall grade in one of the categories assessed (substance, style and technique) is zero.

### 13.3 Failure to Meet Interpretation Technique Requirements

The Translation Bureau will carry out technical evaluations in order to determine whether the Contractor continues to meet the Interpretation Technique Requirements. Only technical evaluations have an impact on the quality index (as opposed to sampling).

If the Contractor does not meet with the Interpretation Technique Requirements as set out in Annex A, they may see their quality rating reduced to yellow or red. If the Contractor receives a red quality rating, they will receive a written warning.

13.3.1 If the Contractor does not meet the requirements during a technical evaluation, they will receive a written warning and may request a second technical evaluation. The Bureau will have 30 working days or more, depending on the Contractor's region, to carry out a second evaluation.

- a. If, following the second evaluation, the Contractor meets the Interpretation Technique Requirements, the written warning will not be placed in the Contractor's file and their quality rating will not be reduced.
- b. If the contractor still does not meet the technical standards of interpretation following the second technical evaluation, he will lose his accreditation\* from the Bureau and his contract will be terminated for breach according to Article 2035 29, Default by the contractor, general conditions and the Contractor may also be subject to a [Vendor Performance Corrective Measure \(VPCM\)](#) evaluation.

\*Note: A contractor who loses their accreditation will be invited to retake the Bureau's accreditation exam. However, the contractor will not be able to obtain a new contract under this contractual tool.

13.3.2 If a complaint regarding the Contractor's technical skills is lodged by a colleague or client, the Bureau must evaluate the complaint and determine whether it is well-founded by communicating with members of the team, the person who lodged the complaint, and the Contractor in question in order to understand the context and conditions, including the level of difficulty and the technical and physical conditions. All communications regarding the complaint will be confidentially retained in written form.

- a. If the Bureau determines that the complaint is **well-founded**, a technical evaluation will be carried out and the result of this evaluation will determine whether the Contractor will receive a written warning and have their quality index reduced.
- b. If the Bureau determines that the complaint is **not well-founded**, the Contractor will not receive a written warning or have their quality index reduced.

13.3.3 The Contractor may challenge a written warning as per Section 7.5, Challenge Mechanism below.

#### **13.4 Breach of Professional Conduct Standards**

If the Contractor does not meet the professional conduct standards laid out in section 6.2 of Annex A, they may be suspended or have their contract terminated, depending on the nature of the violation.

13.4.1 If a complaint is lodged regarding the Contractor's professional conduct, the Bureau must determine whether it is well-founded by communicating with members of the team, the person who lodged the complaint, and the Contractor in question in order to understand the context of the complaint. All communications regarding the complaint will be confidentially retained in written form.

- a. If the complaint is **well-founded** and concerns a **minor** violation of professional conduct standards (lateness, lack of solidarity with colleagues, lack of tact with clients, etc.), the Contractor will receive a written warning. After two written warnings, the Contracting Authority may suspend the Contractor for a period of 90 days.
- b. If the complaint is **well-founded** and concerns a **major** violation of professional conduct standards (breach of confidentiality, workplace harassment, incivility, etc.), the Contracting Authority may terminate the Contractor's contract.
- c. If the complaint is **not well-founded**, the Contractor will not receive a written warning and will not have the complaint placed in their file.

### 13.5 Challenge Mechanism

From the date on the written warning, the Contractor has 10 working days to object, failing which the Contractor shall be deemed to accept the written warning.

13.5.1 The challenge request must be sent to the Project Authority by email and must include the following items:

- a. Name of the Contractor;
- b. Contract number;
- c. Name of Project Authority;
- d. Written warning;
- e. Reasons the Contractor is challenging the written warning; and
- f. Evidence to show the written warning was unwarranted

13.5.2 From the date indicated on the challenge request, the Project Authority has 30 business days to evaluate the challenge request and determine whether or not the written warning is upheld. If the Project Authority upholds the written warning, the Contractor may appeal to the Contracting Authority. The challenge request sent to the Contracting Authority must include the Project Authority's response.

13.5.3 From the date on the challenge request to the Contracting Authority, the Contracting Authority will then have 30 working days to notify the Contractor whether or not the written warning is upheld. The Contracting Authority's response is final.

### 14. Health and safety

The Bureau takes all necessary measures to ensure the health and safety of contractors in the performance of their duties and encourages contractors to contact it in order to identify any potential risks to their health and safety. On the other hand, a contractor who considers that his health or his safety is in danger must immediately interrupt the service and inform the project authority.

The Contractor will comply with all health and safety provisions as they evolve and are implemented, such as service interruption when adequate equipment is not used as per labor code instruction.

## **BASIS OF PAYMENT**

### **1. Professional fees**

During the period of the Contract, the Contractor will be paid as specified below, for the Work performed in accordance with the Contract.

Table 1.

STREAMS	<input type="checkbox"/> Stream 1 (SIC-A): Conference Interpretation Services with <b>regular hours</b> (maximum of 6 hours of simultaneous hybrid interpretation) <input type="checkbox"/> Stream 3 (SIP-A): Parliamentary Interpretation Services with <b>regular hours</b> (maximum of 6 maximum of 6 hours of simultaneous hybrid interpretation)		
Description	PER DIEM RATE		
	Initial Period (Contract award to June 30, 2024)	Option Period 1 (July 1, 2024, to June 30, 2025)	TOTAL EVALUATED PRICE
Basic per diem rate for interpretation services  For contractors providing interpretation services in the two streams, one single per diem rate for both streams must be provided.	(A)  \$	(B)  \$	(C) = (A) + (B)  \$
Escalator for short consecutive interpretation or whispered interpretation.		25% of basic per diem rate	
Escalator for long consecutive interpretation		50% of basic per diem rate	
Escalator for broadcast		25% of basic per diem rate	
The above rates are in Canadian dollars, excluding applicable taxes, FOB destination, including Canadian customs duties and excise taxes. <b>The above rates includes one-hour non-interpreting and a 20 minutes grace period.</b>			

Table 2.

STREAMS	<input type="checkbox"/> Stream 2 (SIC-B): Conference Interpretation Services with <b>reduced hours</b> (maximum of 4 hours of simultaneous hybrid interpretation) <input type="checkbox"/> Stream 4 (SIP-B): Parliamentary Interpretation Services with <b>reduced hours</b> (maximum of 4 hours of simultaneous hybrid interpretation)		
Description	PER DIEM RATE		
	Initial Period (Contract award to June 30, 2024)	Option Period 1 (July 1, 2024, to June 30, 2025)	TOTAL EVALUATED PRICE
Basic per diem rate for interpretation services  For contractors providing interpretation services in the two streams, one single per diem rate for both streams must be provided.	(A)  \$	(B)  \$	(C) = (A) + (B)  \$
Escalator for short consecutive interpretation or whispered interpretation.		25% of basic per diem rate	
Escalator for long consecutive interpretation		50% of basic per diem rate	
Escalator for broadcast		25% of basic per diem rate	
The above rates are in Canadian dollars, excluding applicable taxes, FOB destination, including Canadian customs duties and excise taxes. <b>The above rates includes one-hour non-interpreting and a 20 minutes grace period.</b>			

### 1.1 Escalator Definitions:

- a) **Escalator for short consecutive interpretation or whispered interpretation:** The Contractor will receive a compensation of twenty-five percent (25%) of the per diem rate when the Work is subject to short consecutive interpretation or whispered interpretation.
- b) **Escalator for long consecutive interpretation:** The Contractor will receive a compensation of fifty percent (50%) of the per diem rate when the Work is subject to long consecutive interpretation.
- c) **Escalator for broadcast:** The Contractor will receive a compensation of twenty-five percent (25%) of the per diem rate when the Work is broadcasted or webcasted to the general public, either live or in re-broadcast.

In order for the Contractor to be compensated for public broadcast or webcast, Canada must be advised, in writing by the Contractor, that the Work was broadcasted and available to the general public prior to submission of the Contractor's invoice.

Escalators apply when work is extended but will not apply when assignments are cancelled or when reassignments are not subject to the escalators.

## 2. Extension of Work

In the event that the work is extended beyond the agreed upon interpretation hours with respect to the team strength, the Contractor shall be compensated as described in the following table:

Distance Simultaneous Interpretation	Interpretation time	Extension time	Rate
1 interpreter	Max. 40 minutes	S/O	S/O
2 interpreters	Up to 3 hours	21-45 minutes	Half of a daily rate
		46 minutes and more	Full daily rate
3 interpreters	Up to 4 hours	21-60 minutes	Half of a daily rate
		61 minutes and more	Full daily rate

Hybrid Simultaneous Interpretation (4 hours)	Interpretation time	Extension time	Rate
1 interpreter	Max. 40 minutes	S/O	S/O
2 interpreters	Up to 3 hours	21-45 minutes	Half of a daily rate
		46 minutes and more	Full daily rate
3 interpreters	Up to 4 hours	21-60 minutes	Half of a daily rate
		61 minutes and more	Full daily rate

In-person & Hybrid Simultaneous Interpretation (6 hours)	Interpretation time	Extension time	Rate
1 interpreter	Max. 40 minutes	S/O	S/O
2 interpreters	Up to 4 hours	21-60 minutes	Half of a daily rate
		61 minutes and more	Full daily rate
3 interpreters	Up to 6 hours	21-90 minutes	Half of a daily rate
		91 minutes and more	Full daily rate
4 interpreters	Up to 8 hours	S/O	S/O

Where the extension of work to an assignment that is subject to one or more of the escalators specified in Article 1 of this Annex, the calculation of the amounts to be paid for the extended time shall include the rate for the extended period plus the applicable escalator(s) rate(s).

For example, if the Contractor is assigned to a broadcasted distance interpreting session for 3 hours, the Contractor shall be entitled to a 25% escalator over and above his/her daily rate for the broadcast:

$$\text{Daily Rate } (\$700.00) + 25\% \text{ Broadcast Escalator} = \$875.00$$

### 3. Travel Time

**3.1** The Contractor is compensated for their travel time, regardless of mode of transportation, according to the following calculations:

Travel Time	Compensation
Less than 90 minutes	N/A
91 minutes to 5 hours	Half of daily rate
More than 5 hours	Full daily rate

**3.2** Travel time is based on the duration of the transit, not the time of departure and time of arrival.

- a) **Plane travel:** For all travel by plane, 60 minutes of travel time will be added before the flight and 30 minutes after the flight, for a total of 90 minutes.

For example, for a traveller on a four-hour flight, a two-hour stopover and then another two-hour flight (for a total of eight hours), the travel time will be 9.5 hours (after adding the 60-minute period before departure and the 30-minute period after arrival).

- b) **Train travel:** When travelling by train, the travel time is increased by a period of 30 minutes before departure and a period of 30 minutes after arrival, for a total of 60 minutes.

- c) **Car travel:** The car trip time is calculated based on the time required to complete the trip under normal travel conditions.

### 3.2.1 Exceptions

Travel time does not apply to commuting and does not consider exceptional circumstances (e.g. snowstorm, traffic). Compensation for travel time applies to both weekends and weekdays.

In the event of a cancellation, the Contractor will not be reimbursed for travel time except if the travel has started (e.g. first flight).

Contractors are to claim travel time, rather than loss of earnings, when they are able to start travelling after regular working hours and are expected to arrive at their hotel or home before 9:00 p.m. (using the time zone of the city of arrival).

## 4. Loss of Earnings

A contractor who is unable to accept work because of a trip made and accepted at the request of the Translation Bureau could claim compensation for loss of earnings for the days in question. If able to accept work on that day, the contractor is only entitled to travel allowance in accordance with the travel time provision (section 3, above). The contractor could claim compensation for loss of earnings corresponding to his full daily rate for the day or days he is unable to work.

Compensation for loss of earnings cannot be combined with compensation for travel time.

## 5. Professional Domicile

As per the commonly accepted practice in conference interpretation, Contractors may declare a professional domicile that is different from their residence. If provided, the Contractor's professional domicile will be listed in clause 5.1 of this annex (if applicable).

If Contractors declare a different address than their residence as their professional domicile, their travel costs will be calculated from City Hall of the location they have selected.

Contractors who elect to declare a professional domicile may change it only every six months and must do so in writing to the Project Authority.

### 5.1 Address (city and province) of the Contractor's professional domicile (if applicable):

City: \_\_\_\_\_ (*To be inserted at contract award*)  
Province: \_\_\_\_\_ (*To be inserted at contract award*)

## 6. Travel and Living Expenses – National Joint Council Travel Directive

The Contractor will be reimbursed their authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in [Appendices B, C and](#)



[D of the National Joint Council Travel Directive](#), and with the other provisions of the directive referring to “travellers”, rather than those referring to “employees”. Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

Link: [National Joint Council Travel Directive](#)

Email: [TPSGC.BTCONFERENCES-TBCONFERENCES.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.BTCONFERENCES-TBCONFERENCES.PWGSC@tpsgc-pwgsc.gc.ca)

## **MANDATORY TECHNICAL CRITERIA**

### **1. Mandatory Technical Criteria**

The technical bid must meet all mandatory technical criteria specified in the table below. The Bidder must provide the necessary documentation to demonstrate compliance.

Any Bid which fails to meet the mandatory technical criteria will be declared non-responsive.

<b>Mandatory Technical Criteria</b>	<b>Supporting documentation</b>
<p>Each resource proposed by the bidder must:</p> <ul style="list-style-type: none"><li>• Be accredited by the Translation Bureau.</li></ul> <p><u>Note for bidders:</u></p> <p>Above mandatory technical criteria applies to all four streams:</p> <p>Stream 1 – Conferences Interpretation Services with regular hour.</p> <p>Stream 2 – Conferences Interpretation Services with reduced hours.</p> <p>Stream 3 – Parliamentary Interpretation Services with regular hours.</p> <p>Stream 4 – Parliamentary Interpretation Services with reduced hours.</p>	<p>To meet these criteria, the bidder must:</p> <p>a) Provide the name of each proposed resource for verification against the TB Directory of accredited freelancers by filling out the table at section 2 (below).</p> <p><u>Note for bidders:</u></p> <ul style="list-style-type: none"><li>• Proposed resource may be employed by the bidder or a subcontractor. They may also be independent contractors to whom the offeror would assign a portion of the work.</li><li>• The same resource cannot be proposed by more than one bidder.</li></ul>

### **2. List of proposed resources**

<b>Bidder Information</b>	
Legal Name	
Procurement Business Number (PBN)	
Address	
Professional Domicile (if Bidder prefers to use a professional domicile for travel calculations)	
Email Address	
Telephone Number(s)	

Proposed Resources				
Resource Name	Interpretation Type (see article 3.1 of Annex A for a description of each stream)	A language*	Security Level (Nil, Reliability, Secret or Top Secret)	Security Certificate Number
	<input type="checkbox"/> Stream 1 (SIC-A) <input type="checkbox"/> Stream 2 (SIC-B) <input type="checkbox"/> Stream 3 (SIP-A) <input type="checkbox"/> Stream 4 (SIP-B)			
	<input type="checkbox"/> Stream 1 (SIC-A) <input type="checkbox"/> Stream 2 (SIC-B) <input type="checkbox"/> Stream 3 (SIP-A) <input type="checkbox"/> Stream 4 (SIP-B)			
	<input type="checkbox"/> Stream 1 (SIC-A) <input type="checkbox"/> Stream 2 (SIC-B) <input type="checkbox"/> Stream 3 (SIP-A) <input type="checkbox"/> Stream 4 (SIP-B)			
	<input type="checkbox"/> Stream 1 (SIC-A) <input type="checkbox"/> Stream 2 (SIC-B) <input type="checkbox"/> Stream 3 (SIP-A) <input type="checkbox"/> Stream 4 (SIP-B)			

\*A Language = The language (French or English) for which the interpreter has a native speaker's skill in both oral expression and comprehension. In other words, the A language is the interpreter's mother tongue (or another language strictly equivalent to a mother tongue), into which they work from the other official language.

## **OTHER RELATIVES CLAUSES**

### **4.2.1 Financial Evaluation**

The Bidder shall submit prices in Canadian dollars, in accordance with Annex B – Basis of Payment.

**4.2.1.1** For bid evaluation and selection purposes only, the total evaluated price will be for the initial contract period and the one-year option period, as set out in Annex B – Basis of Payment.

**4.2.1.2** Rates will be evaluated in Canadian dollars, excluding applicable taxes, FOB destination, including Canadian customs duties and excise taxes.

**4.2.1.3** A separate financial evaluation will be conducted for Streams 1 & 3 (regular hours) and Streams 2 & 4 (reduced hours). One single per diem rate for streams 1 & 3 and Streams 2 & 4 must be provided.

The median will be determined as follows:

**Step 1** The total evaluated price will be for the initial period of the contract and the one-year option period, set out in Annex B – Basis of Payment.

**Step 2** The median will be calculated using the median function in Microsoft Excel. A median is the middle bid in a set of bids whereby half of the bids are greater, and half are lower. When an even number of technically responsive bids have been determined, an average of the middle 2 rates will be used to calculate the median.

**Step 3** The total evaluated price must not exceed 70 % of the median calculated.

Example:

Company name	Per Diem Rate								
		\$6,500.00	\$6,500.00						
A	\$6,500.00	\$3,500.00	\$3,500.00						
B	\$1,950.00	\$2,300.00	\$3,400.00						
C	\$2,300.00	\$2,000.00	\$2,300.00						
D	\$3,500.00	\$1,950.00	\$2,000.00						
E	\$2,000.00	\$1,700.00	\$1,950.00						
F	\$1,500.00	\$1,500.00	\$1,700.00						
G	\$1,700.00		\$1,500.00						
Median	\$2,000.00								
Median (+70%)	\$3,400.00								

### **4.3 Basis of Selection**

- Any bid proposing an evaluated price that does not exceed the 70% calculated median will be declared responsive and a contract will be awarded.
- Any bid proposing an evaluated price which exceeds 70% (above) of the calculated median will be declared non responsive.

### **7.1.2.3 Task Authorization - Attribution of Work**

Multiple contracts were awarded as a result of PSPC's bid solicitation. The work will be attributed according to the following order of best fit criteria:

1. Availability (see article 7.1.4.1 Request for Availability);
2. Language profile;
3. Security clearance;
4. Professional domicile; and
5. Quality index.



In exceptional circumstances, the Project Authority reserves the right to award work for events based a specific subject or client or based on Contractor's specific experience or knowledge. To this end, an updated copy of the Contractor's résumé will be requested by Canada to update the profile, validate the field and level of studies, professional attestations, experience and knowledge of each resource proposed by the contractor under this contract.

If no contractor can perform the task, Canada reserves the right to acquire the required work through other contractual means than this tool.

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The period of the Contract is from date of Contract to June 30, 2024 inclusive.

### 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 one additional 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.

## **CERTIFICATION – INDIGENOUS PROCUREMENT**

Indigenous procurement is one of our top priorities and PSPC is committed to maximize Indigenous participation to achieve the minimum of 5 % target for contracts awarded to Indigenous Businesses. The procurement cannot be structured in a way to include indigenous factors as all qualified suppliers will be awarded a contract. However, suppliers will be encouraged to self-declare if they qualify as an Indigenous business as per the Procurement Strategy for Indigenous Business (PSIB) which will help meeting the initiative. The following specific certification will be added to the upcoming RFP.

### **1. Indigenous Businesses**

Bidders must indicate whether their company is an Indigenous business, as defined under the [Procurement Strategy for Indigenous Business \(PSIB\)](#), and if the company is registered under the [Indigenous Services Canada's Indigenous Business Directory](#). This information is requested for information purposes only and will not be evaluated.

Is the Bidder's company an Indigenous business as defined under the PSAB?

(    )    Yes

(    )    No

If yes, is the Bidder's company registered under the Indigenous Services Canada's Indigenous Business Directory?

(    )    Yes

(    )    No

## **Annex B - Respondent Submission Form**

As the purpose of this RFI is to solicit industry feedback with respect to this requirements for the Translation Bureau, the industry is invited to submit answers in response to the questions below. Respondents are encouraged to submit answers to as many questions as possible; however, you may choose to only answer certain questions. The Annex A should be taken into consideration when responding to questions.

- a) Would you/your organization be able to provide the services outlined in the draft statement of work? Please elaborate.*
- b) Would you/your organization be interested in bidding on any solicitation that may be issued related to this RFI? If not, please explain why.*
- c) Do you have any comments and/or concerns and/or recommendations with any aspect of the draft statement of work? If yes, please elaborate.*
- d) Do you have any comments or concerns regarding the proposed Basis of Payment ? If yes, please explain.*
- e) Do you have any comments or concerns regarding the proposed Evaluation Procedures ? If yes, please explain.*
- f) Do you have any comments or concerns regarding the proposed Other Related Clauses ? If yes, please explain.*
- g) Do you have any comments or concerns regarding the proposed Indigenous Procurement Certification ? If yes, please explain.*
- h) Do you have any other comments, concerns or general comments?*