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**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des**  
**soumissions - TPSGC**  
**See herein/Voir ici**  
**Gatineau**  
**Québec**  
**K1A 0S5**

**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**

<b>Title - Sujet</b> Sign Language interpretation Interprétation en langue des signes	
<b>Solicitation No. - N° de l'invitation</b> E60ZS-241444/A	<b>Date</b> 2024-03-05
<b>Client Reference No. - N° de référence du client</b> 20241444	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZF-500-41511	
<b>File No. - N° de dossier</b> 500zf.E60ZS-241444	<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 2024-03-25</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>  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

<b>Delivery Required - Livraison exigée</b> See Herein – Voir ci-inclus	<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>

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## **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, Financial and Other Requirements: 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 and Attachments:**

Annex "A", Statement of Work  
Annex "B", Basis of Payment  
Annex "C", Security Requirement Check List  
Annex "D", Example of Task Authorization email

List of attachments:

Appendix 1 of Annex A – Participation Indigenous Plan

Attachment 1 to Part 3, Pricing schedule Stream 1  
Attachment 1 to Part 3, Pricing schedule Stream 2  
Attachment 1 to Part 4, Technical criteria

Attachment A – Bid Submission Checklist  
Attachment B – Certifications  
Attachment C – Application for Registration (AFR)  
Attachment D – List of Names for Integrity Verification Form  
Attachment E – Periodic Usage Report

### **1.2 Summary**

1.2.1 Public Services and Procurement Canada (PSPC), on behalf of the Translation Bureau, is issuing this Request for Proposal (RFP) to meet its needs for distance interpretation services on an "as and when required" basis to support its various operational requirements for parliamentary and conference interpretation in sign language.

The Bureau is a Special Operating Agency (SOA) within PSPC. The Bureau is responsible for supporting the Government of Canada in its efforts to serve and inform Canadians in the official language of their choice.

The Bureau supports Parliament and federal departments and agencies as part of their obligation under the Directive on the Duty to Accommodate [Directive on the Duty to Accommodate- Canada.ca](http://www.canada.ca/Directive-on-the-Duty-to-Accommodate) by providing interpretation services in:

- American Sign Language (ASL)
- *Langue des signes québécoise (LSQ)*

The Bureau intends to award a maximum of 30 ASL contracts and 6 LSQ contracts which will be evaluated according to the Highest Combined Rating of Technical Merit and Price basis.

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](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website”.

1.2.3 This procurement is limited to Canadian services.

Bid solicitations for requirements resulting from a contract will be awarded to Canadian services as defined in paragraph 4 of the Standard Acquisition Clauses and Conditions (SACC) Manual, section [A3050T](#).

Miscellaneous Services: For requirements consisting of more than one service, at least 80 percent of the total bid price must be for services provided by individuals based in Canada.

1.2.4 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

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

1.2.6 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.

1.2.7 Bidders who hold an accreditation issued by the Bureau and able to meet the requirements under this RFP are invited to submit a bid.

1.2.8 Non-accredited suppliers who do not hold an accreditation granted by the Bureau and who wish to offer their interpretation services in official languages are invited to consult the following link: <https://www.tpsgc-pwgsc.gc.ca/bt-tb/services/interpretation/sign-sign-eng.html> for information on the procedure to follow to obtain an accreditation.

1.2.9 The period of the contract will be for one (1) year with three (3) irrevocable option periods of one (1) year.

1.2.10 The resulting Contracts is not to be used for deliveries within a Comprehensive Land Claims Agreements (CLCAs). All requirements for delivery within a CLCAs will follow the normal procurement process.

### **1.3 Transition to an Electronic Procurement Solution**

During the period of the Contract, Canada may transition to an electronic procurement solution (EPS) for more efficient processing and management of individual contracts for applicable services. Canada reserves the right, at its sole discretion, to make the use of the new EPS mandatory.

Canada agrees to provide the supplier with a reasonable notice to allow for any measures necessary for the integration of the contract into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the supplier chooses not to provide the services through the EPS, the supplier's Contract may be set aside by Canada.

### **1.4 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.

### **1.5 Inclusion of Clauses and Rated Criteria for Indigenous Considerations:**

The Government of Canada is committed to economic reconciliation with Indigenous peoples and will contribute to improved socio-economic outcomes by increasing opportunities for First Nations, Inuit and Métis businesses through the federal procurement process. The government is implementing a mandatory requirement for federal departments and agencies to ensure a minimum of 5 % of the total value of contracts, including subcontracts, are held by Indigenous businesses.

## **PART 2 - BIDDER 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](#) (2023-06-08) 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

**Bid Validity Period** Bids will be valid for a minimum of 180 days from the bid closing date unless otherwise specified. Canada reserves the right to request an extension of this period in writing to all bidders submitting responsive bids, at least 3 days prior to the end of the bid validity period. If this extension is not accepted by all responsive bidders, Canada, at its sole and absolute discretion, will continue to evaluate the bids of those bidders who have accepted the extension or will cancel the bid solicitation.

#### **Technical Difficulties of Bid Transmission**

Despite anything to the contrary in (05), (06) or (08) of the Standard Instructions, where a Bidder has commenced transmission of its bid through an electronic submission method (such as facsimile or Canada Post Corporation's (CPC) Connect service, or other online service) in advance of the bid solicitation closing date and time, but due to technical difficulties, Canada was unable to receive or decode the entirety of the Bid by the deadline, Canada may nonetheless accept the entirety of the Bid received after the bid solicitation closing date and time, provided that the Bidder can demonstrate the following:

- (i) The bidder contacted Canada in advance of the bid solicitation closing date and time to attempt to resolve its technical difficulties; OR
- (ii) The electronic properties of the Bid documentation clearly indicate that all components of the Bid were prepared in advance of the bid solicitation closing date and time.

#### **Completeness of the Bid**

After the closing date and time of this bid solicitation, Canada will examine the Bid to determine completeness. The review for completeness will be limited to identifying whether any information submitted as part of the bid can be accessed, opened, and/or decoded. This review does not constitute an evaluation of the content, will not assess whether the Bid meets any standard or is responsive to all solicitation requirements, but will be solely limited to assessing completeness. Canada will provide the Bidder with the opportunity to submit information found to be missing or incomplete in this review within two business days of notice.

Specifically, the bid will be reviewed and deemed to be complete when the following elements have been submitted by the bidder:

1. That certifications and securities required at bid closing are included.
2. That bids are properly signed, that the bidder is properly identified.
3. Acceptance of the terms and conditions of the bid solicitation and resulting contract.
4. That all documents created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.
5. All certifications, declarations and proofs created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.

## 2.2 Submission of Bids

Bids must be submitted only to Public Services and Procurement Canada (PSPC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation. Bidders must submit their Bids using the Canada Post Corporation's (CPC) Connect service **OR** via facsimile at : 819-997-9776

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](mailto: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.

Bidders may consult the Standard Instructions [2003](#) to obtain additional instructions and guidance at article 08 (2022-06-08) Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service.

### 2.2.1 Requirements Prior to Bidding

Bidders must have a Procurement Business Number (PBN) that is registered with the Supplier Registration Information (SRI) system.

### 2.2.2 Obtaining a PBN through the SRI System

a) Bidders must obtain a PBN that is registered with the SRI system. To obtain a PBN, bidders can visit the following Website and register online:

<https://srisupplier.contractsCanada.gc.ca/>

SRI system contact information:

Tel.: 1-800-811-1148

Email: [BPMEclient.OSMEclient@tpsgc-pwgsc.gc.ca](mailto:BPMEclient.OSMEclient@tpsgc-pwgsc.gc.ca)

b) In the case of a new bidder submitting a bid as a joint venture, a single PBN representing the legal entity of the joint venture must be created in SRI and used to submit a bid. The Business Number of the lead firm (i.e. the first nine digits of the PBN) is used to create a new PBN (i.e. account) for the joint venture.

c) All members of the joint venture must have their own PBN and the joint venture name field must include the names of all companies involved in the joint venture. The entry of a joint venture account must be made by contacting an SRI system agent.

### **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 FPSs, bidders must provide the information required in Attachment «B», contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder 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 bid non-responsive.

### **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 10 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 has determined that any intellectual property (IP) rights arising from the performance of the Work under the resulting contract will belong to the Crown, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#):

1. Where the Foreground IP 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 Bidder chooses 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

In order to assist Canada in meeting the objectives of the [Policy on Green Procurement](#), when feasible bidders should prepare and submit their bid as follows:

- 1) Include all environmental certification(s) relevant to your organization (such as ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all third party environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (such as Canadian Standards Association (CSA Group), Underwriters Laboratories (ULSolutions); 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 fiber 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, spiral binding or binders, and must not contain any single-use plastics

Canada is committed to achieving [net zero greenhouse gas \(GHG\) emissions by 2050](#) in an effort to position Canada for success in a green economy and to mitigate climate change impacts. As a result, future solicitations may include the following:

- there may be evaluation criteria or other instructions in the solicitation or contract documents related to measuring and disclosing your company's GHG emissions;
- you may be requested or required to join one of the following initiatives to submit a bid, offer or arrangement or if you are awarded the contract:
  - Canada's Net-Zero Challenge
  - the United Nations Race to Zero
  - the Science-based Targets Initiative
  - the Carbon Disclosure Project
  - the International Organization for Standardization;
- you may be required to provide other evidence of your company's commitment and actions toward meeting net zero targets by 2050.

## **Section I: Technical Bid**

In their technical bids, bidders must demonstrate that they meet each requirement contained in the RFP, provide all requested information, and submit their technical bid in accordance with Attachment A – Technical Evaluation.

Interpretation services in sign languages is comprised of two streams: Stream 1: American Sign Language (ASL) and Stream 2: Langue des signes Québécoise (LSQ). Contractors may bid for one or both streams. They are not required to bid on both streams.

## **Section II: Financial Bid**

**3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

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.

## **Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5 by completing Attachment B – Certification.

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## 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 and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

##### Joint Venture Experience

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submitted this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- o Contracts all signed by A;
- o Contracts all signed by B; or
- o Contracts all signed by A and B in joint venture, or
- o Contracts signed by A and contracts signed by A and B in joint venture, or
- o Contracts signed by B and contracts signed by A and B in joint venture.

that show in total 100 billable days.

- d) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

#### **4.1.1.1 General**

Canada will conduct the Phased Bid Compliance Process (PBCP) described below for this requirement by the bid solicitation closing date.

The Bidder acknowledges that the reviews in phase I and II of this PBCP are preliminary and do not preclude a finding in Phase III that the bid is non-responsive, even for mandatory requirements which were subject to review in Phase I or II and notwithstanding that the bid had been found responsive in such earlier phase.

Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or financial bid; failure to provide a procurement business number or contact information; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation.

Canada will send any Notice and the Bidder must submit its response by the method stipulated in the Notice. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice. An email response permitted by the Notice is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice. A Notice sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

#### **4.1.1.2 Phase I: Financial Bid**

After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.

Canada will send a written notice to the Bidder identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice.

The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.

Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.

Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

## **Phase II: Technical Bid**

Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.

Canada will send a written notice to the Bidder identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder shall have the period specified in the notice to remedy the failure to meet any Eligible Mandatory Criterion identified in the notice by providing to Canada in writing additional or different information or clarification in response to the notice. Responses received after the end of the Remedy Period will not be considered by Canada.

Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.

Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

## **Phase III: Final Evaluation of the Bid**

In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

### **4.2 Technical Evaluation**

#### **4.2.1 Mandatory Technical Criteria**

The Phase Bid Compliance Process will apply to all mandatory technical criteria.

Each submission will be reviewed for compliance with the mandatory requirements of the RFP. Bids that do not meet each of the mandatory requirements will be declared non-responsive and rejected. The mandatory technical criteria are described in Attachment 1 of Part 4 – Technical Evaluation.

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

#### **4.2.2 Point Rated Technical Criteria**

Only the bidder that comply with the mandatory technical criteria will be evaluated against the rated technical criteria specified in Attachment 1 of Part 4.

### 4.3 Financial Evaluation

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

- 4.3.1 For bid evaluation and selection purposes only, the total evaluated price will be for the initial contract period and the three (3) one-year option periods, as set out in Annex B – Basis of Payment.
- 4.3.2 Rates will be evaluated in Canadian dollars, excluding applicable taxes, Free on Board (FOB) destination, including Canadian customs duties and excise taxes.
- 4.3.3 A separate financial evaluation will be conducted for Stream 1 & Stream 2.

### 4.4 Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria.
2. Bids not meeting (a) or (b) 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 60 % for the technical merit and 40 % 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 60%
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %
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 bids obtaining the highest technical scores nor the bids with the lowest evaluated prices will necessarily be accepted. The responsive bids with the highest combined rating of technical merit and price will be recommended for contract award.
8. The responsive bids will be ranked in descending order of combined rating of technical merit and price; the responsive offer with the highest combined of rating of technical merit and price being ranked first. Of the highest responsive bids in descending order of combined rating of technical merit and price, up to thirty (30) responsive bids will be recommended for a contract under Stream 1 and up to six (6) responsive bids will recommended for a contract under Stream 2. In the event two or more responsive bids have the same highest combined rating of technical merit and price, these bids will be ranked in descending order of the overall scores obtained for all of the point rated technical criteria detailed in Attachment 1 to Part 4; the responsive bid obtaining the highest overall score being ranked the highest.

The table below illustrates an example where all three bids are responsive and the selection of the bidder is determined by a 60/40 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 (60%) and Price (40%)**

		Bidder 1	Bidder 2	Bidder 3
Overall Score for All the Point Rated Technical Criteria		115/135	89/135	92/135
Evaluated Price of each offer		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Score for the price	$45,000/55,000 \times 40 = 32.73$	$45,000/50,000 \times 40 = 36.00$	$45,000/45,000 \times 40 = 40.00$
Combined Score		83.84	75.56	80.89
Global Ranking		First	Third	Second

**Estimated Number of Contracts to be awarded per Work Stream**

The estimates below are made in good faith and are not to be considered as a contract guarantee.

Work Stream	Estimated number of contracts to be awarded
Stream 1: American Sign Language (ASL) and	Up to 30
Stream 2: Langue des signes Québécoise (LSQ)	Up to 6

## **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**

The Bidder must provide with its bid the required additional certifications included in Attachment B, to Part 5, Additional Certifications Required with the Bid. 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 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 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 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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 Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### **5.2.4 Additional Certifications Precedent to Contract Award**

The certifications and additional information in Attachment B, to Part 5 should be submitted with the bid but may be submitted afterwards.

## **PART 6 - SECURITY, FINANCIAL 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 of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

## **PART 7 - RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### **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 email. The Work described in the TA must be in accordance with the scope of the Contract.

##### **7.1.1.2 Task Authorization Process**

1. The Project Authority will provide the Contractor with a description of the task using the "Example of Task Authorization Email" form specified in Annex D .
2. The Task Authorization will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority within 24 hours of its receipt, the acceptance or refusal of the task.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### **7.1.1.3 Task Authorization - Order of Ranking**

\_\_\_ (*insert number*) contracts were awarded as a result of Public Works and Government Services Canada bid solicitation number: \_\_\_\_\_ (*insert number*). The contractors' order of ranking is as follows:

###### **Stream 1**

Ranked first: \_\_\_\_\_

Ranked second: \_\_\_\_\_

*(Insert as many lines as there are contractors)*

###### **Stream 2**

Ranked first: \_\_\_\_\_

Ranked second: \_\_\_\_\_

*(Insert as many lines as there are contractors)*

##### **7.1.1.4 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$100,000.00. Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

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

*(insert nb at contract award)* ASL contracts and *(insert nb at contract award)* LSQ contracts were awarded as a result of PSPC's bid solicitation. The work will be attributed on a rotational basis:

**As an example**, if 3 bidders are qualified, the Task Authorization will be attributed as follow:

**April 1, 2024-** Task Authorization #1 is sent to the 1st highest-ranked Bidder

**April 4, 2024:** Task Authorization #2 is sent to the 2nd highest-ranked Bidder

**April 8, 2024:** Task Authorization #3 is sent to the 3rd highest-ranked Bidder

**April 11, 2024:** Task Authorization #4 is sent to the 1st highest-ranked Bidder

#### **7.1.1.6 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 1%.

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.

#### **7.1.1.7 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 below or in Attachment " 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 quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

### Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain :

#### For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and end date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

#### For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs

#### 7.1.1.8 – Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: \_\_\_\_\_ (*insert name(s) of person(s)*).

### 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](#) (2023-11-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## 7.2.2 Supplemental General Conditions

[4007](#) (2022-12-01) Canada will own the Intellectual Property Rights associated in Foreground Information, 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.

**7.3.2** When security requirements are applicable to the contract, the proper security clause will be used. Some interpretation tasks or part of the work have no security requirement applicable.

### 7.3.3 Reliability

#### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. E60ZS-22-1444-REV01**

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor 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 MUST NOT remove any PROTECTED information or assets from the identified site(s), and the Contractor 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 must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - b) *Contract Security Manual* (Latest Edition).

**7.3.4** The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level.

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The Work is to be performed during the period of April 1, 2024 to March 31, 2025.

## 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 3 additional 1 year period(s) 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.

## 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: Moctar Fall  
Title: Supply Specialist  
Public Services and Procurement Canada  
Acquisitions Branch  
Directorate: Specialized Professional Services Procurement Directorate  
Address: 10 Wellington Street  
Les Terrasses de la Chaudière

Telephone: 873-858-7801

E-mail address: TSPGC.PAOutillInterpretation-APTollInterpretation.PWGSC@tpsgc-pwgsc.gc.ca

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

### 7.5.2 Project Authority

*(to insert at contract award)*

The Project Authority for the Contract 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 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

*(to insert at contract award)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
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 – TA subject to a Limitation of Expenditure

##### 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 “ B “ 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 included 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.

### **7.7.2 Canada's Total Liability - Cumulative Total of all authorized TAs**

Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_ (insert amount at contract award). Customs duties are included and the Applicable Taxes are extra.

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.

The Contractor must notify the Contracting Authority, in writing, as to the adequacy of this sum:

1. when it is 75 percent committed, or
2. four (4) months before the Contract expiry date, or
3. as soon as the Contractor considers that the sum is inadequate for the completion of the Work requested in all authorized TAs inclusive of any revisions, the applicable basis of payment of which is limitation of expenditure [contract clause \_\_\_\_ (complete), TA subject to a Limitation of Expenditure],

whichever comes first.

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

### **7.7.3 Method of Payment**

#### **7.7.3.1 Multiple Payments**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

#### **7.7.4 Electronic Payment of Invoices – Contract**

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

- a. Direct Deposit (Domestic and International)

#### **7.7.5 Time Verification**

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

#### **7.8 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.

Each invoice must be supported by:

- a. a copy of the TA;
- b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

If the contents of the invoice and related information required are not in accordance with the Contract or TA, Canada will notify the Contractor within 15 days of receipt. The 30-day payment period commences upon receipt of the accurate invoice and all required information.

Invoices must be submitted electronically and distributed as follows:

- a) One (1) copy must be sent to the Translation Bureau at the following email address: [TPSGC.BTCAINTFactures-TBPCINTInvoicing.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.BTCAINTFactures-TBPCINTInvoicing.PWGSC@tpsgc-pwgsc.gc.ca); and
- b) One (1) copy must be sent to the Contracting Authority at the following email address: [TPSGC.PAOutillInterpretation-APTollInterpretation.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.PAOutillInterpretation-APTollInterpretation.PWGSC@tpsgc-pwgsc.gc.ca).

Invoice presentation, expense allowance and supporting documents must refer to a single Task Authorization.

The Contractor is strongly encouraged to invoice the Translation Bureau as soon as possible (in the days following the event), at the most monthly.

#### **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.

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4007 (2022-12-01), Canada to own Intellectual Property Rights in Foreground Information ;
- (c) the general conditions 2035 (2023-11-28);
- (d) Annex "A", Statement of Work;
- (e) Annex "B", Basis of Payment;
- (f) Annex "C", Security Requirements Check List;
- (g) Annex "D", Example of Task Authorizations Email
- (k) the Contractor's bid dated \_\_\_\_\_, (*insert at the time of contract award*).

## 7.12 Insurance – No Specific Requirement

SACC Manual clause [G1005C](#) (2016-01-28) Insurance - No Specific Requirement

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.

## 7.13 Proactive Disclosure of Contracts with Former Public Servants

If the selected Bidder provided in accordance with the article 2.3, Former Public Servant, information on its status with respect to being a Former Public Servant in receipt of a Public Service Superannuation Act (PSSA) pension, you must insert here the full text of SACC Manual clause A3025C, Proactive Disclosure of Contracts with Former Public Servants.

## 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](#)".

## **7.15 Reports – Indigenous Participation**

### **7.15.1 Definition of Indigenous Business**

For the purposes of this contract, an Indigenous Business is defined as a sole proprietorship, limited company, cooperative, partnership, not-for-profit organization, or a joint venture\*, that is either registered on the [Indigenous Business Directory](#) (IBD), listed on the [Modern Treaty or Comprehensive Land Claim Agreement Business Directory](#) (MTBD), or is an Elder, band council or tribal council in Canada.

### **7.15.2 Subcontracting to Indigenous Businesses**

The Contractor commits to subcontract a minimum of **[TO BE INSERTED PER BID] %** of work towards Indigenous Businesses, as defined herein, as per the Indigenous Participation Plan included in Appendix 1 of Annex A, Statement of Work, which was provided with the Contractor's bid. If necessary, the Contractor has the option to replace one Indigenous Business subcontractor with another, subject to the condition that the newly proposed subcontractor fulfills the definition of an Indigenous Business herein, and subject to pre-approval by Canada.

The Indigenous Participation Plan reports will serve as a means of verifying the Contractor's compliance with its Indigenous Participation Plan throughout the life of the contract. If the Contractor is not making sufficient progress toward meeting its subcontracting commitments, in accordance with the minimum percentage defined above, Canada may require that the Contractor submit a Remedial Plan. This Remedial Plan must describe the measures the Contractor will take to remedy the situation, as well as an implementation schedule, that is satisfactory to Canada. Upon Canada's request, the Contractor must promptly submit the Remedial Plan within fifteen (15) working days.

### **7.15.3 Reporting on Indigenous Participation Plan**

An annual report, as shown in the table below, must be submitted to the Contracting Authority 15 days after the end of each annual period of Canada's fiscal year, i.e., March of each year. The Contractor will, at a minimum, provide statistical data on the dollar value paid to Indigenous Business subcontractors in the previous year.

**TABLE 1 – INDIGENOUS PARTICIPATION PLAN REPORT:**

Indigenous Business Name	Type of Service and/or Good	Annual Reporting Period and Year	Amount Paid to sub during Reporting Period (CAD)	Total amount invoiced to Canada during the reporting period	Percentage of work share (in relation to invoiced amount)
			\$[A]	\$[B]	= [A]/[B] %
Cumulative total amounts paid to Indigenous Businesses for Work (CAD)					\$ [C]
The cumulative total amount invoiced to Canada					\$ [D]
Cumulative % achieved					[C]/[D] %

## ANNEX "A", STATEMENT OF WORK

### 1. Background

The Translation Bureau (the Bureau), has a requirement for distance interpretation services on an "as and when required" basis to support its various operational requirements for parliamentary and conference interpretation in sign language.

The Bureau is a Special Operating Agency (SOA) within Public Services and Procurement Canada (PSPC). The Bureau is responsible for supporting the Government of Canada in its efforts to serve and inform Canadians in the official language of their choice.

The Bureau supports Parliament and federal departments and agencies as part of their obligation under the Directive on the Duty to Accommodate <https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=32634> by providing interpretation services in:

- American Sign Language (ASL)
- Langue des signes québécoise (LSQ)

### 2. Terminology

**Task Authorization:** A task authorization (TA) is a structured administrative tool that enables PSPC or a client to authorize work by a contractor on an "as and when requested" basis in accordance with the conditions of the contract. TAs are not individual contracts.

**Directive on the Duty to accommodate:** the objective of this directive is to develop an inclusive, barrier-free workplace in which all persons have equal access to opportunities in the core public administration.

**Interpreter:** A conference interpreter accredited by the Bureau.

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

**Event:** An activity described in a Task Authorization (TA).

**Simultaneous interpretation:** from English to ASL or ASL to English or from French to LSQ or LSQ to French, remotely. Simultaneous interpretation may be carried out in a number of settings, including departmental public hearings; conferences; training sessions and various other Government of Canada activities.

**Remote Interpretation:** Describes an interpreter working online from a virtual platform within Canada.

### 3. Nature and scope of the requirement

3.1 The Contractor must provide, on an as-and-when requested basis, sign language interpretation services in American Sign Language (ASL) in English or Langue des signes québécoise (LSQ) in French. The Contractor must provide interpretation services remotely **exclusively** (no in-person assignments are covered by this contract).

3.2 Those services are to be provided from Monday to Friday (as well as on any statutory holiday falling on those days) from 6:00 a.m. to 9:00 p.m.  
(Eastern Standard Time (EST) or Eastern Daylight Time (EDT), as applicable).

The term 'statutory holiday' means the following federal statutory holidays: 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.

3.3 The Contractor must perform the duties of the interpretation profession impartially, as the role of the Contractor is to facilitate communication. Interpretation is a professional and confidential service. In addition to the confidentiality provision found at 2035 22 (2022-12-01) of the General Conditions: Higher Complexity - Services, the Contractor must not disclose any information obtained in the execution of the Contract during or after the completion of the Task Authorization.

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, be capable of working as part of a team, maintain good interpersonal relations, follow the quality standards for professional conduct and the quality standards for interpretation technique in keeping with the nature of the assignment.

3.6 The Contractor may be required to work with other Contractor as part of a team as directed by the Project Authority. The contractor will not have the opportunity to choose the Contractors with whom they will work and may not be advised of those until the start of the Work.

3.7 To ensure optimal delivery of interpretation services, two business days prior to the assignment, the Contractor must get in touch with the Client or one of the Contact Persons indicated in the TA in order to confirm assignment information (date, time, platform link, etc.), and enquire about specific instructions.

3.8 For all assignments, Contractors are expected to log in to their virtual events well enough in advance to ensure that everything works technologically.

3.9 In a remote assignment, all voice interpretation (into English or French) requires the use of an appropriate microphone, such as a headset with integrated microphone or tabletop microphone. Please refer to the following website link: [Choosing an appropriate microphone to participate virtually in a meeting with simultaneous interpretation — wiki \(gccollab.ca\)](#). Built-in microphones on computers or button-heads without a boom microphone are not acceptable.

3.10 The Contractor must provide services from an appropriate setting: having a solid color background (dark blue, dark grey or black), appropriate and sufficient lighting to avoid casting shadows on the Contractor's face and hands, and a noise-free, closed environment, so as to ensure privacy and confidentiality.

3.11 Clothing must be business attire, keeping in mind that plastic and metal (zippers, buttons, brooches, pins, cuff links and studs, embroidered pearls and marcasite, etc.) are highly reflective on camera and can be a visual distraction to the viewer. As well, jewelry (necklaces, earrings, bracelets, rings, etc.) and hair accessories should be kept to a minimum.

#### 4. Interpreting Hours

Interpreting hours refers to the time that the Contractor spends interpreting :

One interpreter	Up to 1 hour
Team of 2 interpreters	From 1 hour to 4 hours
Team of 3 interpreters	More than 4 hours

However, the Translation Bureau also takes into account the workload, the work environment (working conditions), the nature of the event, the needs of the Deaf, deafened, deaf-blind, deaf disabled or hard of hearing client in terms of interpretation, terminology, etc., and affects the number of Contractors accordingly.

For information, below are statistics regarding the average assignment duration, from TAs issued over the last financial year:

Duration	ASL	LSQ
Requests of one hour or less	20%	18%
Requests from one to four hours	74%	77%
Requests for more than four hours	6%	5%

#### 5. Assignment

An assignment corresponds to each time block indicated in the TA for which services are provided during the same working day, regardless of the fact that the event runs for more than one day or not. If required, the Project Authority or their representative can allocate the same reference number to more than one assignment when the services are provided to the same client over several working days spread over one or several weeks.

In as much as administrative and operational requirements will allow, the Bureau will endeavor to optimize service delivery conditions. However, the Bureau reserves the right to assign the number of Contractors, in ASL or LSQ, it deems necessary to meet the client's needs should more than one language be required during the same assignment. Consequently, Contractors cannot claim any financial compensation should the Bureau assign a different number of Contractors in one language or the other.

A request to perform a task will be sent to the first ranked contractor. If that contractor confirms in writing that they are unable to perform the task, the request to perform a task will then be forwarded to the contractor ranked second. This process will continue until the task can be performed by another contractor. If no contractor can perform the task, Canada reserves the right to acquire the required Work by other means.

#### 6. Extension of Work (Overruns)

The work may be extended beyond the hours agreed in the Task Authorization. When the work is extended, the Contractor will be paid for the number of hours actually worked. Any quarter of an hour that is engaged outside of the task scheduled time will be paid in full upon written rationale from the Contractor by email ([TPSGC.BTcoordinationLSTBSLcoordination.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.BTcoordinationLSTBSLcoordination.PWGSC@tpsgc-pwgsc.gc.ca)) and can be subject to verification. The Contractor must indicate the reference number, the original hours and actual hours worked.

### **Examples of exceedance scenarios:**

Scheduled hours of assignment: 1 p.m. to 3 p.m. (hourly rate x 2)  
Actual hours worked: 1 p.m. to 3:05 p.m.  
Paid hours: 1 p.m. to 3:15 p.m. (hourly rate x 2.25)

Scheduled hours of assignment: 1 p.m. to 3 p.m. (hourly rate x 2)  
Actual hours worked: 1 p.m. to 3:25 p.m.  
Paid hours: 1 p.m. to 3:30 p.m. (hourly rate x 2.5)

Scheduled hours of assignment: 1 p.m. to 3 p.m. (hourly rate x 2)  
Actual hours worked: 1 p.m. to 3:50 p.m.  
Paid hours: 1 p.m. to 4 p.m. (hourly rate x 3)

The Project Authority must be made aware of the extension, unless it is not feasible.

The Overruns must be reported within 24 hours of assignment end, otherwise, they will not be authorized/paid.

### **6.1 Cancellation/Reassignment**

Should an assignment be cancelled or modified in total or in part less than two full working days before it is scheduled to take place, the Translation Bureau may reassign the Contractor to another event, subject to the following:

- a) if the Contractor is available, Canada will pay, for the replacement assignment, the rate already agreed in the contract for the cancelled original assignment, as well as the remainder of the unused hours, if applicable, of the original assignment;
- b) if the Contractor refuses the replacement assignment or is not available to perform it, the Contractor will not be paid and Canada will be released of any contractual and financial responsibility towards the Contractor regarding the cancelled assignment;
- c) if the Translation Bureau cannot reassign the Contractor when the Contractor is available, Canada will pay the Contractor no more than the hours scheduled over a maximum period of two working days, regardless of the number of days the event was scheduled for;

Should the assignment be cancelled two working days or more before the event is to be held, Canada will be released of any contractual and financial responsibility towards the Contractor regarding the cancelled assignment.

### **7. Equipment and Others**

- The Contractor accepts all conditions related to using a videoconference platform, and must ensure that their Internet signal is strong enough (minimum upload of 10 MBPS and download speeds of 50 MBPS) to support video streaming and clear audio input and output.
- During the Work, the Contractor must be equipped, at their expense, with electronic devices allowing them to fulfill the assignment as per client/user requirements. These expenses will not be reimbursed by the Translation Bureau.

- In a remote assignment, all voice interpretation (into English or French) requires the use of an appropriate microphone, such as a headset with integrated microphone or tabletop microphone. Please refer to the following website link: [Choosing an appropriate microphone to participate virtually in a meeting with simultaneous interpretation — wiki \(gccollab.ca\)](https://wiki.gccollab.ca/Choosing-an-appropriate-microphone-to-participate-virtually-in-a-meeting-with-simultaneous-interpretation). Built-in microphones on computers or button-heads without a boom microphone are not acceptable.

## **8. Information/Documentation**

- 8.1** 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.
- 8.2** 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.
- 8.3** 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.
- 8.4** During the work, the Contractor must be equipped with an electronic device in order to receive last-minute documentation in electronic format.

## **9. Quality Standards**

### **9.1 Quality Standards for Interpretation Technique : The Contractor must adhere to the following standards:**

- 9.1.1** 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.
- 9.1.2** Ensure that the meaning conveyed by gestures, body language and tone of voice or sign is not lost.
- 9.1.3** Ensure that the interpretation is consistent with grammar and syntax rules, and with usage and speaking or signing conventions.
- 9.1.4** Ensure that the interpretation is clear, concise, consistent and tailored to the audience, and that constructions are idiomatic and natural.
- 9.1.5** Ensure that 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.
- 9.1.6** Use clear and accurate signing and/or diction.

### **9.2 Quality Standards for Professional Conduct: The Contractor must adhere to the following standards:**

- 9.2.1** The Contractor must refrain from deriving any personal gain from information they may have acquired in the course of their work.

- 9.2.2** The Contractor must be qualified in knowledge and experience for the Work in question and must work with all due professionalism and prepare for the Work by researching and documenting.
- 9.2.3** In the course of the Work, the Contractor must refrain from any act which might bring the Bureau into disrepute.
- 9.2.4** The Contractor must not perform any duties except for the Work described in the Task Authorization during an event for which they have been contracted.
- 9.2.5** The Contractor must interact in a professional manner with clients and must refrain from self-promotion.
- 9.2.6** The Contractor must notify the Project Authority of any specific requests or information from the recipient of interpretation services that could affect the delivery or costs of services.

## **10. Contractor Performance Management**

The Bureau may evaluate the Contractor's performance using sampling or technical evaluations completed by a qualified permanent Contractor from the Translation Bureau.

### **10.1 Sampling**

Sampling (also called spot checking) is a brief (five-minute) evaluation of a Contractor's performance, conducted using a recording to determine whether the quality is adequate. An unsatisfactory result may lead to a technical evaluation being conducted.

Sampling is part of the Bureau's ongoing quality control and feedback process with the Contractor. The Contractor will be informed of the outcome of the sampling.

### **10.2 Technical evaluations**

Technical evaluations involve listening carefully to the Contractor's performance and comparing what is said in the source language and in the target language in order to assess the Contractor's technical skills. They take into account the assignment's level of difficulty (subject, speed, density and style, accent and intonation) and are done by recording, according to operational requirements. Ideally, they cover three turns (15 to 20 minutes of interpretation per turn).

The technical evaluation is used to determine whether the Contractor still satisfies the criteria for interpretation technique. The Contractor will be informed of the outcome of the evaluation.

### **10.3 Failure to meet the quality standards for interpretation technique**

The Bureau will conduct technical evaluations to determine whether the Contractor still satisfies the quality standards for interpretation technique.

A Contractor who fails to satisfy the quality standards for interpretation technique may lose their accreditation.

Should a Contractor receive a written warning following a technical evaluation, they will have to undergo a second technical evaluation. The Bureau has 30 business days, at minimum, to conduct the second technical evaluation.

- a. If the Contractor satisfies the quality standards for interpretation technique during the second technical evaluation, the written warning will not be added to the Contractor's file.
- b. Should the Contractor still fail to satisfy the quality standards for interpretation technique during the second technical evaluation, they will lose their Bureau accreditation\* and their contract (if sole supplier) will be terminated for default under Section 2035 29. The Contractor may also have to undergo a Vendor Performance Corrective Measure Assessment [Chapter 8 – Contract management | CanadaBuys](#) if they are a sole supplier.

\*Note: A Contractor who loses their accreditation will have to retake the Bureau's accreditation exam after a period of one year from the date of the outcome of the second evaluation.

The Contractor may challenge a written warning under Section 10.5, Challenge mechanism.

#### **10.4 Failure to meet the quality standards for professional conduct**

A Contractor who fails to meet the quality standards for professional conduct may be suspended or have their contract terminated, if a sole supplier, in line with the degree of severity of this non-compliance.

In the case of a complaint regarding a Contractor's professional conduct, the Bureau will have to determine if the complaint is founded, in order to understand the essence of the complaint. All communication regarding the complaint will be documented in writing in a confidential environment.

- a. For a founded complaint regarding a minor violation of the professional conduct standards (being late, failure to work effectively 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 at the request of the Project Authority for a period of up to 90 days.
- b. For a founded complaint regarding a major violation of the professional conduct standards (breach of confidentiality, workplace harassment, incivility, etc.), the Contracting Authority, on the request of the Project Authority, may remove the Contractor from the Supplier Directory for a period of one year. If the Contractor works for a Company, the Company must not assign the Contractor to Translation Bureau work for a period of one year.
- c. For an unfounded complaint, the Contractor will not receive a written warning, and the complaint will not be kept on file.

The Contractor may challenge a written warning under Section 10.5, Challenge mechanism.

#### **10.5 Challenge mechanism**

As of the date that appears on the written warning, the Contractor has 10 business days to challenge the complaint. If the Contractor fails to challenge the complaint, the written warning will be deemed to have been accepted.

- 10.5.1** The challenge request must be emailed to the Project Authority and include the following elements:

- a. The Contractor's name;
- b. The contract number;
- c. The written warning;
- d. The reasons the Contractor is challenging the written warning; and
- e. Evidence that the written warning is unjustified.

**10.5.2** As of the date that appears on the challenge request, the Project Authority has 30 business days to assess the challenge request and determine whether or not the written warning is upheld. If the Project Authority upholds the written warning, the Contractor appeal to the Contracting Authority. The challenge request sent to the Project Authority must include the Project Authority's reply. The Contracting Authority will provide guidance to the Project Authority who will advise the Contractor of the outcome.

## **11. Suspension**

Contractors may be suspended for breach of Quality Standards or Professional Conduct. 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. If task authorizations for future dates were confirmed to the Contractor, they will be cancelled without compensation.

## **12. Health and safety**

The Bureau takes all necessary measures to ensure the health and safety of its Contractors during the Work. Contractors are encouraged to contact the Bureau to identify all potential risks to their health and safety. Contractors who believe their health and safety is at risk must immediately stop service and inform the Project Authority accordingly.

Solicitation No. - N° de l'invitation  
E60ZS-241444/A  
Client Ref. No. - N° de réf. du client  
E60ZS-241444

Amd. No. - N° de la modif.  
File No. - N° du dossier  
510zf.E60ZS-241444

Buyer ID - Id de l'acheteur  
510zf  
CCC No./N° CCC - FMS No./N° VME

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## **APPENDIX 1 OF ANNEX A – INDIGENOUS PARTICIPATION PLAN**

**ANNEX “B”, BASIS OF PAYMENT**

**1. Professional fees**

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

The rates are all inclusive rate in Canadian dollars, applicable taxes excluded, FOB destination, Canadian customs duties and excise taxes included. The firm all-inclusive hourly rates must include all expenditures associated with the delivery of the services required under the Contract, including research, quality assurance, reports, photocopying, courier services, costs and time associated with the receipt and delivery of the documents described in the Statement of Work, membership in professional associations, reference manuals, Internet security and network services and Internet access fees, costs and time associated with quality assurance and certification, training, computers, iPhone, software, technology upgrades, printing, telephone services and all other related expenditures. No other fee, costs or amounts will be paid.

*Will be inserted if applicable*

Descriptions	STREAM 1 RATES FOR PROFESSIONAL SERVICES FOR English-ASL PER HOUR			
	Initial Period (Year 1)	Option Periods		
		Year 1	Year 2	Year 3
Basic hourly rate for professional services	\$	\$	\$	\$

*Will be inserted if applicable*

Descriptions	STREAM 2 RATES FOR PROFESSIONAL SERVICES FOR French-LSQ PER HOURS			
	Initial Period (Year 1)	Option Periods		
		Year 1	Year 2	Year 3

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<b>Basic hourly rate for professional services</b>				
	\$	\$	\$	\$

## 2. Extension of Work (Overruns)

In the event that the work is extended beyond the agreed upon interpretation, the Contractor will be paid for the number of hours actually worked. Any quarter of an hour that is engaged outside of the task scheduled time will be paid in full. Time worked will be prorated in accordance with the following examples:

### Examples of exceedance scenarios:

Scheduled hours of assignment: 1 p.m. to 3 p.m. (hourly rate x 2)  
Actual hours worked: 1 p.m. to 3:05 p.m.  
Paid hours: 1 p.m. to 3:15 p.m. (hourly rate x 2.25)

Scheduled hours of assignment: 1 p.m. to 3 p.m. (hourly rate x 2)  
Actual hours worked: 1 p.m. to 3:25 p.m.  
Paid hours: 1 p.m. to 3:30 p.m. (hourly rate x 2.5)

Scheduled hours of assignment: 1 p.m. to 3 p.m. (hourly rate x 2)  
Actual hours worked: 1 p.m. to 3:50 p.m.  
Paid hours: 1 p.m. to 4 p.m. (hourly rate x 3)

**ANNEX "C", SECURITY REQUIREMENTS CHECK LIST**



Contract Number / Numéro du contrat E60ZS-24-1444
Security Classification / Classification de sécurité UNCLASSIFIED

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

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



Contract Number / Numéro du contrat E60ZS-24-1444
Security Classification / Classification de sécurité UNCLASSIFIED

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
 Non  Oui  
 If Yes, indicate the level of sensitivity:  
 Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
 Document Number / Numéro du document :

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

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

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

Special comments:  
 Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
 REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

If Yes, will unscreened personnel be escorted?  
 Dans l'affirmative, le personnel en question sera-t-il escorté?  No  Yes  
 Non  Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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

Security Classification / Classification de sécurité  
 UNCLASSIFIED

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
 Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
 Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No  Yes  
 Non  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  Yes  
 Non  Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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## ANNEX "D", EXAMPLE OF TASK AUTHORIZATION EMAIL

Ms. X,

Kindly confirm your availability for the following assignment:

**Your e-mail reply to this TA must be received by 00:00, DATE, otherwise you will be deemed to have refused the work (as per the Assignment Process clause of the Invitation to Tender).**

### ADDITIONAL INFORMATION / REQUIREMENTS

1. Interpretation services are to be provided remotely.
2. The Contractor accepts all conditions related to using such a platform, and must ensure that their Internet signal is strong enough to support video streaming and clear audio input and output.
3. **To ensure audio quality, the Contractor must use a headset with an integrated boom microphone (earbuds are no longer permitted) or a tabletop microphone.**
4. The Contractor is able to provide services from an appropriate setting. This includes having a solid color background (**dark blue, dark grey or black**), **appropriate and sufficient lighting to avoid casting shadows on the interpreter's face and hands**, and a noise-free, closed environment, so as to ensure privacy and confidentiality. These conditions are required in order to facilitate high quality interpretation in a remote setting.
5. **The Contractor is expected to log in to the virtual assignment well enough in advance to ensure that everything works technologically.**

### STATEMENT OF WORK

#### Work Detail

Date:  
Time: 00:00 to 00:00 (X hours of professional services) – for reference ( Enter Time Zone)  
Event Title:  
Approximate number of participants:  
Location:  
Department:  
Client:  
Contacts: to be confirmed  
Reference (TA) Number: to be confirmed  
Teamer: to be confirmed  
Estimated cost for performing the task:

#### NOTE:

Documentation:  
Link :

Regards,

\* \* \* \* \*

**ATTACHMENT 1 TO PART 3, PRICING SCHEDULE STREAM 1**

The Bidder must complete this pricing schedule and include it in its financial bid once completed. 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.

The rates are all inclusive rate in Canadian dollars, applicable taxes excluded, FOB destination, Canadian customs duties and excise taxes included. The firm all-inclusive hourly rates must include all expenditures associated with the delivery of the services required under the Contract, including research, quality assurance, reports, photocopying, courier services, costs and time associated with the receipt and delivery of the documents described in the Statement of Work, membership in professional associations, reference manuals, Internet security and network services and Internet access fees, costs and time associated with quality assurance and certification, training, computers, iPhone, software, technology upgrades, printing, telephone services and all other related expenditures. No other fee, costs or amounts will be paid.

The Contractors may bid on one or both streams. They are not required to bid on both streams.

<b>Initial contract period for streams April 1<sup>st</sup> 2024 – March 31<sup>st</sup> 2025</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>STREAM</b>	<b>Hourly rate, all inclusive</b>	<b>Volumetric data (hours)</b>	<b>Total (B x C)</b>
STREAM 1 - English-ASL	\$ /hour	Approx. 1000	\$
<b>Total price (sum for column D) for the initial contract period:</b>			\$

<b>Option year 1 April 1<sup>st</sup> 2025 – March 31<sup>st</sup> 2026</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>STREAM</b>	<b>Hourly rate, all inclusive</b>	<b>Volumetric data (hours)</b>	<b>Total (B x C)</b>
STREAM 1 - English-ASL	\$ /hour	Approx. 1000	\$
<b>Total price (sum for column D) for the initial contract period:</b>			\$

<b>Option year 2 April 1<sup>st</sup> 2026 – March 31<sup>st</sup> 2027</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>STREAM</b>	<b>Hourly rate, all inclusive</b>	<b>Volumetric data (hours)</b>	<b>Total (B x C)</b>
STREAM 1 - English-ASL	\$ /hour	Approx. 1000	\$
<b>Total price (sum for column D) for the initial contract period:</b>			\$

<b>Option year 3 April 1<sup>st</sup> 2027 – March 31<sup>st</sup> 2028</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>STREAM</b>	<b>Hourly rate, all inclusive</b>	<b>Volumetric data (hours)</b>	<b>Total (B x C)</b>
STREAM 1 - English-ASL	\$ /hour	Approx. 1000	\$
<b>Total price (sum for column D) for the initial contract period:</b>			\$

**EVALUATED PRICE (Applicable Taxes excluded):** \$ \_\_\_\_\_  
 (Sum of: Total Initial Period + Total Optional Period 1 + Total  
 Optional Period 2 + Total Optional Period 3)

**ATTACHMENT 1 TO PART 3, PRICING SCHEDULE STREAM 2**

The Bidder must complete this pricing schedule and include it in its financial bid once completed. 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.

The rates are all inclusive rate in Canadian dollars, applicable taxes excluded, FOB destination, Canadian customs duties and excise taxes included. The firm all-inclusive hourly rates must include all expenditures associated with the delivery of the services required under the Contract, including research, quality assurance, reports, photocopying, courier services, costs and time associated with the receipt and delivery of the documents described in the Statement of Work, membership in professional associations, reference manuals, Internet security and network services and Internet access fees, costs and time associated with quality assurance and certification, training, computers, iPhone, software, technology upgrades, printing, telephone services and all other related expenditures. No other fee, costs or amounts will be paid.

The Contractors may bid on one or both streams. They are not required to bid on both streams.

<b>Initial contract period for streams April 1<sup>st</sup> 2024 – March 31<sup>st</sup> 2025</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>STREAM</b>	<b>Hourly rate, all inclusive</b>	<b>Volumetric data (hours)</b>	<b>Total (B x C)</b>
STREAM 2 – French (LSQ)	\$ /hour	Approx. 900	\$
<b>Total price (sum for column D) for the initial contract period:</b>			\$

<b>Option year 1 April 1<sup>st</sup> 2025 – March 31<sup>st</sup> 2026</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>STREAM</b>	<b>Hourly rate, all inclusive</b>	<b>Volumetric data (hours)</b>	<b>Total (B x C)</b>
STREAM 2 – French (LSQ)	\$ /hour	Approx. 900	\$
<b>Total price (sum for column D) for the first option period:</b>			\$

<b>Option year 2 April 1<sup>st</sup> 2026 – March 31<sup>st</sup> 2027</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>STREAM</b>	<b>Hourly rate, all inclusive</b>	<b>Volumetric data (hours)</b>	<b>Total (B x C)</b>
STREAM 2 – French (LSQ)	\$ /hour	Approx. 900	\$
<b>Total price (sum for column D) for the second option period:</b>			\$

<b>Option year 3 April 1<sup>st</sup> 2027 – March 31<sup>st</sup> 2028</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>STREAM</b>	<b>Hourly rate, all inclusive</b>	<b>Volumetric data (hours)</b>	<b>Total (B x C)</b>
STREAM 2 – French (LSQ)	\$ /hour	Approx. 900	\$
<b>Total price (sum for column D) for the third option period:</b>			\$

**EVALUATED PRICE (Applicable Taxes excluded):**

\$ \_\_\_\_\_ (Sum of: Total Initial Period + Total Optional Period 1 + Total Optional Period 2 + Total Optional Period 3)

## ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA

### 1. Mandatory Technical Criteria

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 criterion will be declared non-responsive. The following mandatory technical criterion apply to both Streams 1 & 2.

#	Mandatory Technical Criterion	Supporting documentation	Met / Not Met
<b>M1</b>	<p>Each resource proposed by the bidder must:</p> <ul style="list-style-type: none"> <li>• Be accredited by the Translation Bureau as an ASL-English or French-LSQ Conference Interpreter.</li> </ul>	<p>To meet this criterion, the bidder must:</p> <p>a) Provide the name of each proposed resource for verification against the Bureau's Directory of accredited interpreters by filling out the table at Article 3 of section 2 (below).</p> <p><b><u>Note for bidders:</u></b></p> <ul style="list-style-type: none"> <li>• Proposed resources may be employed by the bidder or a subcontractor. They may also be independent contractors to whom the offeror would assign work.</li> <li>• The same resource cannot be proposed by more than one bidder.</li> </ul>	

### 2. Point-Rated Technical Criteria (PRTC)

REFERENCE	POINT-RATED CRITERIA	Maximum number of points available
<b>PRTC 1.A</b>	Years of experience in Translation Bureau accredited sign language interpretation	10
<b>PRTC 1.B</b>	Years of experience in sign language video remote interpretation	10
<b>PRTC 2</b>	Participation or benefit plans for Indigenous businesses	5
<b>Total points (overall score)</b>		<b>25 points</b>

**PRTC 1 – Experiences**

<b>Point Rated Technical Criteria (RT) and Scores</b>		<b>Maximum Points</b>	<b>Point Allocation</b>
<b>PRTC 1.A</b>	<p>The Bidder should demonstrate, for each proposed resource, the experience in delivering <b>Translation Bureau accredited</b> American Sign Language (ASL) -English or langue des signes Québécoise (LSQ) - French interpretation services prior to bid closing.</p> <p>To demonstrate this experience, the following information must be provided for each proposed resource:</p> <ol style="list-style-type: none"> <li>1. the total number of years of experience providing Translation Bureau accredited ASL or LSQ interpretation services;</li> <li>2. the employer or client's name and address;</li> <li>3. the start and end date of the work;</li> <li>4. a description and details about the work done on the project(s) and;</li> <li>5. a reference (name, telephone number and email address)</li> </ol>	10 points	<p>0+ years to 2 years: 2 points</p> <p>2+ years to 4 years : 4 points</p> <p>4+ years to 8 years: 6 points</p> <p>8+ years to 12 years : 8 points</p> <p>12+ years : 10 points</p>
<b>PRTC 1.B</b>	<p>The Bidder should demonstrate, for each proposed resource, the experience in delivering <b>remote</b> American Sign Language (ASL) -English or remote langue des signes Québécoise (LSQ) - French interpretation services prior to bid closing.</p> <p>The bidder must include:</p> <ol style="list-style-type: none"> <li>1. the total number of years of experience providing remote ASL or LSQ interpretation services;</li> <li>2. the employer or client's name and address;</li> <li>3. the start and end dates of the work;</li> <li>4. a description and details about the work done on the project(s) and;</li> <li>5. a reference (name, telephone number and email address)</li> </ol>	10 points	<p>0+ years to 2 years: 2 points</p> <p>2+ years to 4 years 4 points</p> <p>4+ years to 6 years 6 points</p> <p>6+ years to 8 years 8 points</p> <p>8+ years 10 points</p>

**PRTC 2 - Socio-economic technical criteria (Participation or benefit plans for indigenous business)**

The Bidder can achieve a maximum aggregate score of five (5) points for the socio-economic criteria below.

The Bidder is restricted to providing a response against either **PRTC 2.A** (Bidder is an indigenous Bidder) or **PRTC 2.B** (Bidder is not an indigenous Bidder) but not both concurrently. Canada requests that the Bidder provide the relevant information in response to the selected criterion.

**Definition of Indigenous Business**

To qualify for evaluation points for the socio-economic criteria, an Indigenous Business is defined as a sole proprietorship, limited company, cooperative, partnership, not-for-profit organization, or a joint venture\*, that is either registered on the [Indigenous Business Directory](#) (IBD), listed on the [Modern Treaty or Comprehensive Land Claim Agreement Business Directory](#) (MTBD), or is an Elder, band council or tribal council in Canada.

*\*An Indigenous joint venture is consisting of 2 or more Indigenous Businesses or an Indigenous Business and a non-Indigenous business, provided that the Indigenous Business or Businesses have at least 51% ownership and control of the joint venture.*

**N.B: If points are allocated for PRTC 2.A (Option A), points will not be allocated for PRTC 2.B (Option B)**

**PRTC 2.A: Bidder is an Indigenous Bidder (Option A)**

#	Socio-Economic Technical Criteria	Maximum Points	Point Allocation	Cross Reference to Proposal
PRTC 2.A	<p><b>The Bidder, at solicitation closing date and time, is an Indigenous Business as defined herein.</b></p> <p>The legal name of the Bidder must match the information identified on the IBD, the MTBD or the documentation provided.</p> <p>The Bidder bears the exclusive responsibility of furnishing Canada with accurate information, facilitating the evaluators' ability to retrieve the information within the IBD or MTBD. In the case of Elders,</p>	Maximum available points: 5 points	<p><b>0 points : The Bidder is not registered on the IBD or listed on MTBD, or has not provided accurate documentation of being an Elders, band and tribal councils, at solicitation closing date and time.</b></p> <p><b>5 points: The Bidder is registered on the IBD or listed MTBD, or has provided documentation of being an Elders, band</b></p>	

	<p>band and tribal councils, the Bidder is requested to include supporting documentation validating their status alongside their Bid.</p> <p>Failing to submit supporting information will result in the offer not receiving any points for this criterion. Canada reserves the right to verify the accuracy of the information provided.</p>		<p>and tribal councils, <b>at solicitation closing date and time.</b></p>	
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**PRTC 2.B: Bidder is NOT an Indigenous Bidder (Option B)**

<p><b>PRTC 2.B</b></p>	<p>The Bidder commits in its submission to subcontract a portion of the Work to Indigenous Businesses.</p> <p>In order to score points under this criterion, the Bidder is requested to provide:</p> <ul style="list-style-type: none"> <li>- <b>Confirmation that the proposed subcontractor(s) are Indigenous Businesses (as defined herein), at solicitation closing date and time.</b> The legal name of the subcontractors must match the information identified on the IBD, the MTBD or the documentation provided.</li> <li>- An Indigenous Participation Plan describing the following elements: <ul style="list-style-type: none"> <li>- how the subcontractor(s) will be assigned the Work, and for which part(s) of the requirement, including the percentage of work assigned;</li> <li>- a financial plan depicting the dollar value committed to each of the proposed</li> </ul> </li> </ul>	<p>Maximum available point: 5 points</p> <p>If points are allocated for PRTC 2.A (Bidder is an indigenous Bidder), points will not be allocated for PRTC2.B (Bidder is not an indigenous Bidder)</p>	<p>A maximum of 5 points may be awarded for this criterion based on the following formula:</p> <p><b>Points awarded =</b>  [Maximum awarded points for this criterion] × [Percentage (%) of the Work that the Offeror commits to subcontract, in dollar value, to one or more Indigenous Business subcontractors].</p> <p>Any decimal result obtained after calculating the points awarded for this criterion will be rounded up or down to the nearest whole number. The standard rounding rules will be applied. If the decimal portion is less than 0.5, it will be rounded down to the nearest whole number. Conversely, if the decimal portion is equal to or greater than 0.5, it will be rounded up to the nearest whole number.</p>	
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	<p>Indigenous Business subcontractors.</p> <p>- for each Indigenous Business subcontractor, the Bidder is requested to provide with its Bid a copy of the subcontractor's written acceptance of the applicable work plan elements identified in the Indigenous Participation Plan.</p> <p>The Bidder bears the exclusive responsibility of furnishing Canada with accurate information, facilitating the evaluators' ability to retrieve the information within the IBD or MTBD. In the case of Elders, band and tribal councils, the Offeror is requested to include supporting documentation validating their status alongside their bid.</p> <p>Failing to submit supporting information will result in the Bid not receiving any points for this criterion. Canada reserves the right to verify the accuracy of the information provided.</p> <p><b>Important notice:</b> The Indigenous Participation Plan submitted under this criterion will translate into contract requirements. The Bidder must commit to direct, at a minimum, the percentage of Work in dollar value indicated in their Bid towards Indigenous Business subcontractors.</p>		<p>For example, if the maximum awarded points for this criterion is 5, a bid that identifies a commitment to subcontract 30% of the Work, in dollar value, to Indigenous businesses will receive 30% of the maximum awarded points, rounded up or down. In this example, it represents 5 points x 30% = 1.5 points awarded, rounded up to 2 points out of 5 points.</p>	
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### 3. List of proposed resources

<b>Bidder Information</b>			
Legal Name			
Procurement Business Number (PBN)			
Address			
Email Address			
Telephone Number(s)			
<b>Proposed Resources</b>			
<b>Resource Name</b>	<b>Language Combination (see article 3.1 of Annex A for a description of each stream)</b>	<b>A language*</b>	<b>Security Level (Nil, Reliability, Secret or Top Secret)</b>
	<input type="checkbox"/> Stream 1 - English-ASL <input type="checkbox"/> Stream 2 - LSQ-French		
	<input type="checkbox"/> Stream 1 - English-ASL <input type="checkbox"/> Stream 2 - LSQ-French		
	<input type="checkbox"/> Stream 1 - English-ASL <input type="checkbox"/> Stream 2 - LSQ-French		
	<input type="checkbox"/> Stream 1 - English-ASL <input type="checkbox"/> Stream 2 - LSQ-French		

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

### ATTACHMENT A - BID SUBMISSION CHECKLIST

The following table is a checklist for self-assessment. Notwithstanding the requirements for deliverables identified elsewhere in this solicitation and its associated technical specifications, the following are the only mandatory deliverables that must be submitted with the solicitation documents:

Attachments can be found in the "Solicitation Documents" and "Bidding Details" sections of the page dedicated to this RFP.

<b>Documents Required at Bid Closing Time:</b>			
<b>Document number</b>	<b>Part</b>	<b>Description</b>	<b>Document included</b>
1.	Cover page	Cover page of the completed and signed Request for Proposal (RFP)	<input type="checkbox"/>
<b>Section I – Technical Bid</b>			
2.	Attachment 1 to part 4	Technical Evaluation	<input type="checkbox"/>
3.	Attachment 1 to part 4	List of proposed resources	<input type="checkbox"/>
<b>Section II – Financial Bid</b>			
4.	Attachment 1 to part 3 Pricing schedule	Duly completed	<input type="checkbox"/>
<b>Section III – Certifications</b>			
5.	Attachment B	Certification completed and signed	<input type="checkbox"/>
6.	Attachment C	Application for Registration (AFR) completed and signed	<input type="checkbox"/>
7.	Attachment D	List of Names for Integrity Verification Form	<input type="checkbox"/>

---

## ATTACHMENT B - CERTIFICATIONS

### 1. Certifications required with the bid

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

#### 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.

### 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.

#### 2.1 Integrity Provisions – List of Names

In accordance with the section titled “Information to be provided when bidding, contracting or entering into a real property agreement” of the [Ineligibility and Suspension Policy](https://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<https://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Supplier must submit the duly completed [List of Names for Integrity Verification Form](#) (or Attachment D) with their arrangement.

#### 2.2 Security Requirements – Required Documentation

In accordance with the requirements of the Contract Security Program of Public Works and Government Services Canada ([Security screening for government contracts – Security requirements for contracting with the Government of Canada – Canada.ca \(tpsgc-pwgsc.gc.ca\)](https://www.tpsgc-pwgsc.gc.ca/contract-security-program)), the Bidder must provide a completed Contract Security Program Application for Registration (AFR) form 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.

#### 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

### **3. Canadien Content**

#### **3.1 Canadien Content Definition**

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

#### **3.2 Canadian Content Certification**

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

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

### **4. 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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder 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 bid 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 Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPSs 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, Bidders agree that the successful Bidder'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 Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder 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.

## 5. Certification – Applicable Laws

The contract must be interpreted and governed by the laws in force in \_\_\_\_\_ (*insert province or territory*) and the relations between the parties will be determined by these laws.

## 6. Status and Availability of Resources

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

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

## 7. Education and Experience

The Bidder certifies that all the information provided and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

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**Printed Name of Contractor's Authorized  
Signatory**

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**Signature of Contractor's Authorized  
Signatory**

## ATTACHMENT C - APPLICATION FOR REGISTRATION (AFR)



Public Services and  
Procurement Canada

Services publics et  
Approvisionnement Canada

Organization #

Protected (once completed)

### CONTRACT SECURITY PROGRAM (CSP)

#### APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities

##### Instructions for completing the Application for Registration (AFR)

###### Privacy notice for Canadian entities registering in the CSP

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

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

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

###### General Instructions:

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

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

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



## 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\*;
    - 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.



Public Services and Procurement Canada / Services publics et Approvisionnement Canada

Organization #

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**CONTRACT SECURITY PROGRAM (CSP)**

**SECTION B – SECURITY OFFICERS**  
 Please identify all security officers for your organization. For document safeguarding capability identify the site number for each ACSO and the corresponding address for each site below.  
 Add additional rows or attachments as needed if there is not enough space allotted

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

**For Document Safeguarding Capability ONLY:**

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

**SECTION C – OFFICERS (managing partners, key leadership, signatories, etc.)**  
 Add additional rows or attachments as needed and include management structure chart demonstrating reporting structures

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





Public Services and Procurement Canada / Services publics et Approvisionnement Canada

Organization #

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**CONTRACT SECURITY PROGRAM (CSP)**

**APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities**

**NOTE:**

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

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




**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			



Public Services and Procurement Canada / Services publics et Approvisionnement Canada

Organization #

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### CONTRACT SECURITY PROGRAM (CSP)

#### SECTION F - JUSTIFICATION (FOR RENEWING ORGANIZATIONS)

Add additional rows or attachments as needed

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

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

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

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

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

#### FOR USE BY THE PSPC'S CONTRACT SECURITY PROGRAM

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

## ATTACHMENT D - LIST OF NAMES FOR INTEGRITY VERIFICATION FORM



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

### List of names for integrity verification form

#### Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names with their bid or offer. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

#### Supplier information

<b>Supplier's legal name:</b>
<b>Organizational structure:</b> <input type="checkbox"/> Corporate entity <input type="checkbox"/> Privately owned corporation <input type="checkbox"/> Sole proprietor
<b>Supplier's address:</b>
<b>Supplier's procurement business number (optional):</b>
<b>Solicitation or transaction number:</b>



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

**Date of bid, offer submission or closing date of Invitation to Offer (yyyy-mm-dd):**

**List of names**

Name	Title

**Declaration**

I, (name) \_\_\_\_\_, (position) \_\_\_\_\_, of (supplier's name) \_\_\_\_\_ declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature

Please include with your bid or offer.

