



ATSSC – RFP/ SCDATA – DDP #20232010

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**Request for Proposal (RFP)
Demande de proposition (DDP)**

Proposal To: Administrative Tribunals Support Service of Canada (ATSSC)

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

Proposition à: Service canadien d'appui aux tribunaux administratifs (SCDATA)

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

Comments – Commentaires

Issuing Office – Bureau de distribution

**Administrative Tribunals Support Service of Canada (ATSSC)
240 Sparks Street, 4th Floor
Ottawa, ON K1A 0E1**

Title – Sujet Court Reporting and Transcription Services / Services de sténographie judiciaire et de transcription	
Solicitation No. – No de l'invitation ATSSC – RFP/ SCDATA – DDP #20232010	Date 2024-02-22
Requisition Reference N° - N° de référence de la demande 20232010	
Solicitation Closes – L'invitation prend fin at – à 02:00 PM (Eastern Daylight Time (EDT)) on – le April 2, 2024	
Address Enquiries to: - Adressez toutes questions à: procurements-achats@tribunal.gc.ca ** Please clearly indicate the Request for Proposal (RFP) solicitation number in the Subject line of your email. ** Veuillez indiquer clairement le numéro de l'invitation de la demande de proposition (DDP) dans l'objet du courriel.	
Telephone N° – N° de telephone 343-542-5541	Fax N°. – N° de Fax N/A
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Security – Sécurité There are security requirements associated with this requirement. Cette demande comporte des exigences en matière de sécurité.	
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Name and Title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature _____	Date _____



High Complexity Bid Solicitation and Resulting Contract

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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.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist and the Electronic Payment Instruments and any other annexes.

1.2 Summary

1.2.1. The Administrative Tribunals Support Service of Canada (ATSSC) requires complete verbatim court reporting and transcription services where Tribunals hold proceedings or hearings. The ATSSC is seeking proposals from interested suppliers for the provision of court reporting and transcription services on an “as and when requested” basis through one (1) contract. The period of any resulting contract shall be one (1) year with the possibility of an extension for up to four (4) additional one-year periods.

1.2.2 Security requirements

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

1.3 Debriefings

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



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](#) 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: 100 days

2.2 Submission of Bids

Bids must be submitted only to the Administrative Tribunals Support Service of Canada (ATSSC) Bid Receiving Unit specified below by the date and time indicated **on page 1** of the bid solicitation:

[**atsscbidreceiving-receptiondesoumissionscdata@tribunal.gc.ca**](mailto:atsscbidreceiving-receptiondesoumissionscdata@tribunal.gc.ca)

Due to the nature of the bid solicitation, bids transmitted by facsimile to the ATSSC will not be accepted.

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 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.

2.4 Enquiries - Bid Solicitation



All enquiries must be submitted in writing to the Contracting Authority at procurements-achats@tribunal.gc.ca no later than **ten (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 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

Canada requests that Bidders provide their bid **by e-mail only** in separate sections/attachments as follows:

- Section I: Technical Bid (one (1) PDF copy)
- Section II: Financial Bid (one (1) PDF copy)
- Section III: Certifications (one (1) PDF copy)
- Section IV: Additional Information (one (1) PDF copy)

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

Section I: Technical Bid

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

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

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the ANNEX 1 to PART 3 – Pricing Schedule. The total amount of Applicable Taxes must be shown separately.

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete ANNEX 2 to PART 3 - Electronic Payment Instruments, to identify which ones are accepted.

If ANNEX 2 to PART 3 - Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.3 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

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



Section IV: Additional Information

3.1.4 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

- 3.1.4.1** As indicated in Part 6 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

- 3.1.4.2** The Company Security Officer must ensure through the [Contract Security Program](#) that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.



ANNEX 1 TO PART 3 – PRICING SCHEDULE

The Bidder must complete the pricing schedule, set out below in the pricing tables, and include it in its financial bid. As a minimum, the Bidder must respond to the pricing tables by including, in its financial bid, its firm all-inclusive prices for each of the services identified for the contract period and each of the option periods identified below. The all-inclusive firm prices must be provided in Canadian dollars, delivered duty paid to destination, Canadian customs duties and excise taxes included, where applicable, applicable taxes excluded.

*The volumetric data included in this pricing schedule are provided solely for the purpose of determining the evaluated price of the bid. 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 firm all-inclusive price includes all expenses associated with the provision of court reporting and transcription services, including, but not limited to, quality assurance, word processing, reports, photocopying, network and Internet security services and access fees, certification (cost and time), computers, software, technology upgrades, telephone services and all other related expenses.

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any court reporting services in the National Capital Region. For court reporting services outside of the National Capital Region, travel and living expenses will be paid in accordance with the travel and living clauses in the contract.

Pricing Table 1: From June 1st 2024 to May 31st, 2025				
Service				
Item	Court reporting services—On-site attendance at teleconference or videoconference calls	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price per hour
1	***On-site attendance of a court reporter to record proceedings or hearings that are 3 hours or less.	Per hour	150 hours	\$
2	On-site attendance of a court reporter to record proceedings or hearings 3 to 8 hours per day.	Per hour	700 hours	\$
3	***Attendance of a court reporter to record teleconference or videoconference calls that are less than one (1) hour only.	Per hour	10 hours	\$



Pricing Table 1: From June 1st 2024 to May 31st, 2025

Service				
Item	Court reporting services—On-site attendance at teleconference or videoconference calls	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price per hour
4	***Attendance of a court reporter to record teleconference or videoconference calls that are more than one (1) hour only.	Per hour	20 hours	\$
5	Set-up and preparation by the on-site court reporter include half an hour of preparation time per day to allow them to set up their equipment and to check that it is functioning before the start of the proceeding or hearing each day. Set-up and preparation must be once per day.	Per day	100 days	\$
Total evaluated price for Table 1:				\$

*****Notes:**

Regarding item 2 above, attendance for a full day of hearing means a period of more than 3 hours and up to 8 hours, inclusive of breaks, excluding set-up and preparation by the court reporter on site. Where a full day of hearing exceeds 8 hours, overtime will be paid at time and a half based on the contractor’s original hourly rate in 15-minute increments.

Regarding items 3 and 4 above, “attendance of a court reporter to record teleconference or videoconference calls” refers to the Contractor recording teleconference or videoconference calls. When there is a request to record a teleconference or videoconference call, the Project Authority will provide the Contractor with the required dial-in information.



Pricing Table 2: From June 1st 2024 to May 31st, 2025

Service			
Transcription of audio recordings in English, in French or in both languages (English and French)	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price per unit
Transcription services in English or French: daily delivery of the electronic PDF and Word 2010 version (or a more recent version) by 9 a.m. the next day or by 12 p.m. the next day if the previous day's hearing adjourned after 6 p.m.	Per word	25,000 words	\$
Transcription services in both languages (English and French): daily delivery of the electronic PDF and Word 2010 version (or a more recent version) by 9 a.m. the next day or by 12 p.m. the next day if the previous day's hearing adjourned after 6 p.m.	Per word	25,000 words	\$
Transcription services in English or French: delivery of the electronic PDF and Word 2010 version (or a more recent version) within two (2) days.	Per word	50,000 words	\$
Transcription services in both languages (English and French): delivery of the electronic PDF and Word 2010 version (or a more recent version) within two (2) days.	Per word	50,000 words	\$
Transcription services in English or French: delivery of the electronic PDF and Word 2010 version (or a more recent version) within five (5) days.	Per word	80,000 words	\$
Transcription services in both languages (English and French): delivery of the electronic PDF and	Per word	80,000 words	\$



Pricing Table 2: From June 1st 2024 to May 31st, 2025

Service			
Transcription of audio recordings in English, in French or in both languages (English and French)	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price per unit
Word 2010 version (or a more recent version) within five (5) days.			
Transcription services in English or French: delivery of the electronic PDF and Word 2010 version (or a more recent version) within ten (10) days.	Per word	200,000 words	\$
Transcription services in both languages (English and French): delivery of the electronic PDF and Word 2010 version (or a more recent version) within ten (10) days.	Per word	200,000 words	\$

Additional services

Hard paper copy of transcripts: formatted as per the statement of work and delivered by hand or courier by 9 a.m. the next day or by 12 p.m. the next day if the previous day's hearing adjourned after 6 p.m. Price per page – original and up to five (5) additional copies.	Per page	5000	\$
Hard paper copy of transcripts: formatted as per the statement of work and delivered by hand or courier within two (2) days. Price per page – original and up to five (5) additional copies.	Per page	5000	\$



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Additional services			
Hard paper copy of transcripts: formatted as per the statement of work and delivered by hand or courier within five (5) days. Price per page – original and up to five (5) additional copies.	Per page	5000	\$
Hard paper copy of transcripts: formatted as per the statement of work and delivered by hand or courier within ten (10) days or more. Price per page – original and up to five (5) additional copies.	Per page	5000	\$
USB key delivery by hand or courier.	Per USB key	10	\$
Chess clock reports in English or French, in electronic PDF version: delivered within one day.	Per report	5	\$
Chess clock reports in both languages (English and French), in electronic PDF version: delivered within one day.	Per report	5	\$
Total evaluated price for Table 2:			\$

Pricing Table 3: From June 1st 2024 to May 31st, 2025			
Service			
Audio digital recording of proceeding or hearing	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price
Audio digital recording: USB key delivery by hand or courier.	Per recording	3	\$
Audio digital recording: delivered by email.	Per recording	3	\$
Total evaluated price for Table 3:			\$



Pricing Table 4: From June 1st 2024 to May 31st, 2025			
Service			
Real-time captioning	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price
In-person captioning in English or French.	Per hour	8 hours	\$
Remote captioning in English or French.	Per hour	8 hours	\$
In-person captioning in both languages (English and French).	Per hour	8 hours	\$
Remote captioning in both languages (English and French).	Per hour	8 hours	\$
Set-up and preparation for real-time captioning (includes half an hour of preparation time per day to set up and hook up the real-time captioning equipment each day before the start of the proceeding or hearing). Set-up and hook up must be once per day.	Per day	5 days	\$
Total evaluated price for Table 4:			\$

Pricing Table 5: From June 1st 2024 to May 31st, 2025			
Service			
Transcript of real-time captioning	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price
Transcript of captioning in English or French: daily delivery of the electronic PDF and Word 2010 version (or a more recent version) by 9 a.m. the next day or by 12 p.m. the next day if the previous day's hearing adjourned after 6 p.m.	Per word		\$



Pricing Table 5: From June 1st 2024 to May 31st, 2025			
Service			
Transcript of real-time captioning	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price
Transcript of captioning in both languages (English and French): daily delivery of the electronic PDF and Word 2010 version (or a more recent version) by 9 a.m. the next day or by 12 p.m. the next day if the previous day's hearing adjourned after 6 p.m. version (or a more recent version).	Per word		\$
Transcript of captioning in English or French: delivery of the electronic PDF and Word 2010 version (or a more recent version) within two (2) days.	Per word		\$
Transcript of captioning in both languages (English and French): delivery of the electronic PDF and Word 2010 version (or a more recent version) within two (2) days.	Per word		\$
Transcript of captioning in English or French: delivery of the electronic PDF and Word 2010 version (or a more recent version) within five (5) days.	Per word		\$
Transcript of captioning in both languages (English and French): delivery of the electronic PDF and Word 2010 version (or a more recent version) within five (5) days.	Per word		\$
Transcript of captioning in English or French: delivery of the electronic PDF and Word 2010 version (or a more recent version) within ten (10) days or more.	Per word		\$



Pricing Table 5: From June 1st 2024 to May 31st, 2025			
Service			
Transcript of real-time captioning	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price
Transcript of captioning bilingual (English and French): delivery of the electronic PDF and Word 2010 version (or a more recent version) within ten (10) days or more.	Per word		\$
Total evaluated price for Table 5:			\$

OPTION PERIODS

These sections are only applicable if the options to extend the contract is exercised by Canada.

OPTION PERIOD 1

Pricing Table 6: From June 1st 2025 to May 31st, 2026				
Service				
Items	Court reporting services—On-site attendance at teleconference or videoconference calls	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price per hour
1	***On-site attendance of a court reporter to record proceedings or hearings that are 3 hours or less.	Per hour	150 hours	\$
2	On-site attendance of a court reporter to record proceedings or hearings 3 to 8 hours per day.	Per hour	700 hours	\$
3	***Attendance of a court reporter to record teleconference or videoconference calls that are less than one (1) hour only.	Per hour	10 hours	\$
4	***Attendance of a court reporter to record teleconference or	Per hour	20 hours	\$



Pricing Table 6: From June 1st 2025 to May 31st, 2026

Service				
Items	Court reporting services—On-site attendance at teleconference or videoconference calls	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price per hour
	videoconference calls that are more than one (1) hour only.			
5	Set-up and preparation by the on-site court reporter include half an hour of preparation time per day to allow them to set up their equipment and to check that it is functioning before the start of the proceeding or hearing each day. Set-up and preparation must be once per day.	Per day	100 days	\$
Total evaluated price for Table 6:				\$

*****Notes**

Regarding item 2 above, attendance for a full day of hearing means a period of more than 3 hours and up to 8 hours, inclusive of breaks, excluding set-up and preparation by the court reporter on site. Where a full day of hearing exceeds 8 hours, overtime will be paid at time and a half based on the contractor’s original hourly rate in 15-minute increments.

Regarding items 3 and 4 above, “attendance of a court reporter to record teleconference or videoconference calls” refers to the Contractor recording teleconference or videoconference calls. When there is a request to record a teleconference or videoconference call, the Project Authority will provide the Contractor with the required dial-in information.

Pricing Table 7: From June 1st 2025 to May 31st, 2026

Service			
Transcription of audio recordings in English, in French or in both languages (English and French)	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price per unit
Transcription services in English or French: daily delivery of the electronic PDF and Word 2010 version (or a more recent version)	Per word	25,000 words	\$



Pricing Table 7: From June 1st 2025 to May 31st, 2026

Service			
Transcription of audio recordings in English, in French or in both languages (English and French)	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price per unit
by 9 a.m. the next day or by 12 p.m. the next day if the previous day's hearing adjourned after 6 p.m.			
Transcription services in both languages (English and French): daily delivery of the electronic PDF and Word 2010 version (or a more recent version) by 9 a.m. the next day or by 12 p.m. the next day if the previous day's hearing adjourned after 6 p.m.	Per word	25,000 words	\$
Transcription services in English or French: delivery of the electronic PDF and Word 2010 version (or a more recent version) within two (2) days.	Per word	50,000 words	\$
Transcription services in both languages (English and French): delivery of the electronic PDF and Word 2010 version (or a more recent version) within two (2) days.	Per word	50,000 words	\$
Transcription services in English or French: delivery of the electronic PDF and Word 2010 version (or a more recent version) within five (5) days.	Per word	80,000 words	\$
Transcription services in both languages (English and French): delivery of the electronic PDF and Word 2010 version (or a more recent version) within five (5) days.	Per word	80,000 words	\$



Pricing Table 7: From June 1st 2025 to May 31st, 2026

Service			
Transcription of audio recordings in English, in French or in both languages (English and French)	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price per unit
Transcription services in English or French: delivery of the electronic PDF and Word 2010 version (or a more recent version) within ten (10) days.	Per word	200,000 words	\$
Transcription services in both languages (English and French): delivery of the electronic PDF and Word 2010 version (or a more recent version) within ten (10).	Per word	200,000 words	\$

Additional services

Hard paper copy of transcripts: formatted as per the statement of work and delivered by hand or courier by 9 a.m. the next day or by 12 p.m. the next day if the previous day's hearing adjourned after 6 p.m. Price per page – original and up to five (5) additional copies.	Per page	5000	\$
Hard paper copy of transcripts: formatted as per the statement of work and delivered by hand or courier within two (2) days. Price per page – original and up to five (5) additional copies.	Per page	5000	\$
Hard paper copy of transcripts: formatted as per the statement of work and delivered by hand or courier within five (5) days.	Per page	5000	\$



Additional services			
Price per page – original and up to five (5) additional copies.			
Hard paper copy of transcripts: formatted as per the statement of work and delivered by hand or courier within ten (10) days or more. Price per page – original and up to five (5) additional copies.	Per page	5000	\$
USB key delivery by hand or courier.	Per USB key	10	\$
Chess clock reports in English or French, in electronic PDF version: delivered within one day.	Per report	5	\$
Chess clock reports in both languages (English and French), in electronic PDF version: delivered within one day.	Per report	5	\$
Total evaluated price for Table 7:			\$



Pricing Table 8: From June 1st 2025 to May 31st, 2026			
Service			
Audio digital recording of proceeding or hearing	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price
Audio digital recording: USB key delivery by hand or courier.	Per recording	3	\$
Audio digital recording: delivered by email.	Per recording	3	\$
Total evaluated price for Table 8:			\$

Pricing Table 9: From June 1st 2025 to May 31st, 2026			
Service			
Real-time captioning	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price
In-person captioning in English or French.	Per hour	8 hours	\$
Remote captioning in English or French.	Per hour	8 hours	\$
In-person captioning in both languages (English and French).	Per hour	8 hours	\$
Remote captioning in both languages (English and French).	Per hour	8 hours	\$
Set-up and preparation for real-time captioning (includes half an hour of preparation time per day to set up and hook up the real-time captioning equipment each day before the start of the proceeding or hearing). Set-up and hook up must be once per day.	Per day	5 days	\$
Total evaluated price for Table 9:			\$



Pricing Table 10: From June 1st 2025 to May 31st, 2026			
Service			
Transcript of real-time captioning	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price
Transcript of captioning in English or French: daily delivery of the electronic PDF and Word 2010 version (or a more recent version) by 9 a.m. the next day or by 12 p.m. the next day if the previous day's hearing adjourned after 6 p.m.	Per word		\$
Transcript of captioning in both languages (English and French): daily delivery of the electronic PDF and Word 2010 version (or a more recent version) by 9 a.m. the next day or by 12 p.m. the next day if the previous day's hearing adjourned after 6 p.m. version (or a more recent version).	Per word		\$
Transcript of captioning in English or French: delivery of the electronic PDF and Word 2010 version (or a more recent version) within two (2) days.	Per word		\$
Transcript of captioning in both languages (English and French): delivery of the electronic PDF and Word 2010 version (or a more recent version) within two (2) days.	Per word		\$
Transcript of captioning in English or French: delivery of the electronic PDF and Word 2010 version (or a more recent version) within five (5) days.	Per word		\$



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Pricing Table 10: From June 1st 2025 to May 31st, 2026			
Service			
Transcript of real-time captioning	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price
Transcript of captioning in both languages (English and French): delivery of the electronic PDF and Word 2010 version (or a more recent version) within five (5) days.	Per word		\$
Transcript of captioning in English or French: delivery of the electronic PDF and Word 2010 version (or a more recent version) within ten (10) days or more.	Per word		\$
Transcript of captioning bilingual (English and French): delivery of the electronic PDF and Word 2010 version (or a more recent version) within ten (10) days or more.	Per word		\$
Total evaluated price for Table 10:			\$

OPTION PERIOD 2

Pricing Table 11: From June 1st 2026 to May 31st, 2027				
Service				
Items	Court reporting services—On-site attendance at teleconference or videoconference calls	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price per hour
1	***On-site attendance of a court reporter to record proceedings or hearings that are 3 hours or less.	Per hour	150 hours	\$
2	On-site attendance of a court reporter to record proceedings or hearings 3 to 8 hours per day.	Per hour	700 hours	\$



Pricing Table 11: From June 1st 2026 to May 31st, 2027				
Service				
Items	Court reporting services—On-site attendance at teleconference or videoconference calls	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price per hour
3	***Attendance of a court reporter to record teleconference or videoconference calls that are less than one (1) hour only.	Per hour	10 hours	\$
4	***Attendance of a court reporter to record teleconference or videoconference calls that are more than one (1) hour only.	Per hour	20 hours	\$
5	Set-up and preparation by the on-site court reporter include half an hour of preparation time per day to allow them to set up their equipment and to check that it is functioning before the start of the proceeding or hearing each day. Set-up and preparation must be once per day.	Per day	100 days	\$
Total evaluated price for Table 11:				\$

*****Notes**

Regarding item 2 above, attendance for a full day of hearing means a period of more than 3 hours and up to 8 hours, inclusive of breaks, excluding set-up and preparation by the court reporter on site. Where a full day of hearing exceeds 8 hours, overtime will be paid at time and a half based on the contractor's original hourly rate in 15-minute increments.

Regarding items 3 and 4 above, "attendance of a court reporter to record teleconference or videoconference calls" refers to the Contractor recording teleconference or videoconference calls. When there is a request to record a teleconference or videoconference call, the Project Authority will provide the Contractor with the required dial-in information.



Pricing Table 12: From June 1st 2026 to May 31st, 2027			
Service			
Transcription of audio recordings in English, in French or in both languages (English and French)	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price per unit
Transcription services in English or French: daily delivery of the electronic PDF and Word 2010 version (or a more recent version) by 9 a.m. the next day or by 12 p.m. the next day if the previous day's hearing adjourned after 6 p.m.	Per word	25,000 words	\$
Transcription services in both languages (English and French): daily delivery of the electronic PDF and Word 2010 version (or a more recent version) by 9 a.m. the next day or by 12 p.m. the next day if the previous day's hearing adjourned after 6 p.m.	Per word	25,000 words	\$
Transcription services in English or French: delivery of the electronic PDF and Word 2010 version (or a more recent version) within two (2) days.	Per word	50,000 words	\$
Transcription services in both languages (English and French): delivery of the electronic PDF and Word 2010 version (or a more recent version) within two (2) days.	Per word	50,000 words	\$
Transcription services in English or French: delivery of the electronic PDF and Word 2010 version (or a more recent version) within five (5) days.	Per word	80,000 words	\$
Transcription services in both languages (English and French): delivery of the electronic PDF and	Per word	80,000 words	\$



Pricing Table 12: From June 1st 2026 to May 31st, 2027			
Service			
Transcription of audio recordings in English, in French or in both languages (English and French)	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price per unit
Word 2010 version (or a more recent version) within five (5) days.			
Transcription services in English or French: delivery of the electronic PDF and Word 2010 version (or a more recent version) within ten (10) days.	Per word	200,000 words	\$
Transcription services in both languages (English and French): delivery of the electronic PDF and Word 2010 version (or a more recent version) within ten (10) days.	Per word	200,000 words	\$
Additional services			
Hard paper copy of transcripts: formatted as per the statement of work and delivered by hand or courier by 9 a.m. the next day or by 12 p.m. the next day if the previous day's hearing adjourned after 6 p.m. Price per page – original and up to five (5) additional copies.	Per page	5000	\$
Hard paper copy of transcripts: formatted as per the statement of work and delivered by hand or courier within two (2) days. Price per page – original and up to five (5) additional copies.	Per page	5000	\$



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Additional services			
Hard paper copy of transcripts: formatted as per the statement of work and delivered by hand or courier within five (5) days. Price per page – original and up to five (5) additional copies.	Per page	5000	\$
Hard paper copy of transcripts: formatted as per the statement of work and delivered by hand or courier within ten (10) days or more. Price per page – original and up to five (5) additional copies.	Per page	5000	\$
USB key delivery by hand or courier.	Per USB key	10	\$
Chess clock reports in English or French, in electronic PDF version: delivered within one day.	Per report	5	\$
Chess clock reports in both languages (English and French), in electronic PDF version: delivered within one day.	Per report	5	\$
Total evaluated price for Table 12:			\$



Pricing Table 13: From June 1st 2026 to May 31st, 2027			
Service			
Audio digital recording of proceeding or hearing	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price
Audio digital recording: USB key delivery by hand or courier.	Per recording	3	\$
Audio digital recording: delivered by email.	Per recording	3	\$
Total evaluated price for Table 13:			\$

Pricing Table 14: From June 1st 2026 to May 31st, 2027			
Service			
Real-time captioning	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price
In-person captioning in English or French.	Per hour	8 hours	\$
Remote captioning in English or French.	Per hour	8 hours	\$
In-person captioning in both languages (English and French).	Per hour	8 hours	\$
Remote captioning in both languages (English and French).	Per hour	8 hours	\$
Set-up and preparation for real-time captioning (includes half an hour of preparation time per day to set up and hook up the real-time captioning equipment each day before the start of the proceeding or hearing). Set-up and hook up must be once per day.	Per day	5 days	\$
Total evaluated price for Table 14:			\$



Pricing Table 15: From June 1st 2026 to May 31st, 2027			
Service			
Transcript of real-time captioning	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price
Transcript of captioning in English or French: daily delivery of the electronic PDF and Word 2010 version (or a more recent version) by 9 a.m. the next day or by 12 p.m. the next day if the previous day's hearing adjourned after 6 p.m.	Per word		\$
Transcript of captioning in both languages (English and French): daily delivery of the electronic PDF and Word 2010 version (or a more recent version) by 9 a.m. the next day or by 12 p.m. the next day if the previous day's hearing adjourned after 6 p.m. version (or a more recent version).	Per word		\$
Transcript of captioning in English or French: delivery of the electronic PDF and Word 2010 version (or a more recent version) within two (2) days.	Per word		\$
Transcript of captioning in both languages (English and French): delivery of the electronic PDF and Word 2010 version (or a more recent version) within two (2) days.	Per word		\$
Transcript of captioning in English or French: delivery of the electronic PDF and Word 2010 version (or a more recent version) within five (5) days.	Per word		\$



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Pricing Table 15: From June 1st 2026 to May 31st, 2027			
Service			
Transcript of real-time captioning	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price
Transcript of captioning in both languages (English and French): delivery of the electronic PDF and Word 2010 version (or a more recent version) within five (5) days.	Per word		\$
Transcript of captioning in English or French: delivery of the electronic PDF and Word 2010 version (or a more recent version) within ten (10) days or more.	Per word		\$
Transcript of captioning bilingual (English and French): delivery of the electronic PDF and Word 2010 version (or a more recent version) within ten (10) days or more.	Per word		\$
Total evaluated price for Table 15:			\$

OPTION PERIOD 3

Pricing Table 16: From June 1st 2027 to May 31st, 2028				
Service				
Items	Court reporting services—On-site attendance at teleconference or videoconference calls	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price per hour
1	***On-site attendance of a court reporter to record proceedings or hearings that are 3 hours or less.	Per hour	150 hours	\$
2	On-site attendance of a court reporter to record proceedings or hearings 3 to 8 hours per day.	Per hour	700 hours	\$



Pricing Table 16: From June 1st 2027 to May 31st, 2028

Service				
Items	Court reporting services—On-site attendance at teleconference or videoconference calls	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price per hour
3	***Attendance of a court reporter to record teleconference or videoconference calls that are less than one (1) hour only.	Per hour	10 hours	\$
4	***Attendance of a court reporter to record teleconference or videoconference calls that are more than one (1) hour only.	Per hour	20 hours	\$
5	Set-up and preparation by the on-site court reporter include half an hour of preparation time per day to allow them to set up their equipment and to check that it is functioning before the start of the proceeding or hearing each day. Set-up and preparation must be once per day.	Per day	100 days	\$
Total evaluated price for Table 16:				\$

*****Notes**

Regarding item 2 above, attendance for a full day of hearing means a period of more than 3 hours and up to 8 hours, inclusive of breaks, excluding set-up and preparation by the court reporter on site. Where a full day of hearing exceeds 8 hours, overtime will be paid at time and a half based on the contractor’s original hourly rate in 15-minute increments.

Regarding items 3 and 4 above, “attendance of a court reporter to record teleconference or videoconference calls” refers to the Contractor recording teleconference or videoconference calls. When there is a request to record a teleconference or videoconference call, the Project Authority will provide the Contractor with the required dial-in information.



Pricing Table 17: From June 1st 2027 to May 31st, 2028			
Service			
Transcription of audio recordings in English, in French or in both languages (English and French)	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price per unit
Transcription services in English or French: daily delivery of the electronic PDF and Word 2010 version (or a more recent version) by 9 a.m. the next day or by 12 p.m. the next day if the previous day's hearing adjourned after 6 p.m.	Per word	25,000 words	\$
Transcription services in both languages (English and French): daily delivery of the electronic PDF and Word 2010 version (or a more recent version) by 9 a.m. the next day or by 12 p.m. the next day if the previous day's hearing adjourned after 6 p.m.	Per word	25,000 words	\$
Transcription services in English or French: delivery of the electronic PDF and Word 2010 version (or a more recent version) within two (2) days.	Per word	50,000 words	\$
Transcription services in both languages (English and French): delivery of the electronic PDF and Word 2010 version (or a more recent version) within two (2) days.	Per word	50,000 words	\$
Transcription services in English or French: delivery of the electronic PDF and Word 2010 version (or a more recent version) within five (5) days.	Per word	80,000 words	\$
Transcription services in both languages (English and French): delivery of the electronic PDF and Word 2010 version (or a more recent version) within five (5) days.	Per word	80,000 words	\$



Pricing Table 17: From June 1st 2027 to May 31st, 2028

Service			
Transcription of audio recordings in English, in French or in both languages (English and French)	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price per unit
Transcription services in English or French: delivery of the electronic PDF and Word 2010 version (or a more recent version) within ten (10) days.	Per word	200,000 words	\$
Transcription services in both languages (English and French): delivery of the electronic PDF and Word 2010 version (or a more recent version) within ten (10).	Per word	200,000 words	\$

Additional services

Hard paper copy of transcripts: formatted as per the statement of work and delivered by hand or courier by 9 a.m. the next day or by 12 p.m. the next day if the previous day's hearing adjourned after 6 p.m. Price per page – original and up to five (5) additional copies.	Per page	5000	\$
Hard paper copy of transcripts: formatted as per the statement of work and delivered by hand or courier within two (2) days. Price per page – original and up to five (5) additional copies.	Per page	5000	\$
Hard paper copy of transcripts: formatted as per the statement of work and delivered by hand or courier within five (5) days.	Per page	5000	\$



Additional services			
Price per page – original and up to five (5) additional copies.			
Hard paper copy of transcripts: formatted as per the statement of work and delivered by hand or courier within ten (10) days or more. Price per page – original and up to five (5) additional copies.	Per page	5000	\$
USB key delivery by hand or courier.	Per USB key	10	\$
Chess clock reports in English or French, in electronic PDF version: delivered within one day.	Per report	5	\$
Chess clock reports in both languages (English and French), in electronic PDF version: delivered within one day.	Per report	5	\$
Total evaluated price for Table 17:			\$



Pricing Table 18: From June 1st 2027 to May 31st, 2028

Service			
Audio digital recording of proceeding or hearing	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price
Audio digital recording: USB key delivery by hand or courier.	Per recording	3	\$
Audio digital recording: delivered by email.	Per recording	3	\$
Total evaluated price for Table 18:			\$

Pricing Table 19: From June 1st 2027 to May 31st, 2028

Service			
Real-time captioning	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price
In-person captioning in English or French.	Per hour	8 hours	\$
Remote captioning in English or French.	Per hour	8 hours	\$
In-person captioning in both languages (English and French).	Per hour	8 hours	\$
Remote captioning in both languages (English and French).	Per hour	8 hours	\$
Set-up and preparation for real-time captioning (includes half an hour of preparation time per day to set up and hook up the real-time captioning equipment each day before the start of the proceeding or hearing). Set-up and hook up must be once per day.	Per day	5 days	\$
Total evaluated price for Table 19:			\$



Pricing Table 20: From June 1st 2027 to May 31st, 2028			
Service			
Transcript of real-time captioning	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price
Transcript of captioning in English or French: daily delivery of the electronic PDF and Word 2010 version (or a more recent version) by 9 a.m. the next day or by 12 p.m. the next day if the previous day's hearing adjourned after 6 p.m.	Per word		\$
Transcript of captioning in both languages (English and French): daily delivery of the electronic PDF and Word 2010 version (or a more recent version) by 9 a.m. the next day or by 12 p.m. the next day if the previous day's hearing adjourned after 6 p.m. version (or a more recent version).	Per word		\$
Transcript of captioning in English or French: delivery of the electronic PDF and Word 2010 version (or a more recent version) within two (2) days.	Per word		\$
Transcript of captioning in both languages (English and French): delivery of the electronic PDF and Word 2010 version (or a more recent version) within two (2) days.	Per word		\$
Transcript of captioning in English or French: delivery of the electronic PDF and Word 2010 version (or a more recent version) within five (5) days.	Per word		\$



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Pricing Table 20: From June 1st 2027 to May 31st, 2028			
Service			
Transcript of real-time captioning	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price
Transcript of captioning in both languages (English and French): delivery of the electronic PDF and Word 2010 version (or a more recent version) within five (5) days.	Per word		\$
Transcript of captioning in English or French: delivery of the electronic PDF and Word 2010 version (or a more recent version) within ten (10) days or more.	Per word		\$
Transcript of captioning bilingual (English and French): delivery of the electronic PDF and Word 2010 version (or a more recent version) within ten (10) days or more.	Per word		\$
Total evaluated price for Table 20:			\$

OPTION PERIOD 3

Pricing Table 21: From June 1st 2028 to May 31st, 2029				
Service				
Items	Court reporting services—On-site attendance at teleconference or videoconference calls	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price per hour
1	***On-site attendance of a court reporter to record proceedings or hearings that are 3 hours or less.	Per hour	150 hours	\$
2	On-site attendance of a court reporter to record proceedings or hearings 3 to 8 hours per day.	Per hour	700 hours	\$



Pricing Table 21: From June 1st 2028 to May 31st, 2029

Service				
Items	Court reporting services—On-site attendance at teleconference or videoconference calls	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price per hour
3	***Attendance of a court reporter to record teleconference or videoconference calls that are less than one (1) hour only.	Per hour	10 hours	\$
4	***Attendance of a court reporter to record teleconference or videoconference calls that are more than one (1) hour only.	Per hour		\$
5	Set-up and preparation by the on-site court reporter include half an hour of preparation time per day to allow them to set up their equipment and to check that it is functioning before the start of the proceeding or hearing each day. Set-up and preparation must be once per day.	Per day	100 days	\$
Total evaluated price for Table 21:				\$

*****Notes**

Regarding item 2 above, attendance for a full day of hearing means a period of more than 3 hours and up to 8 hours, inclusive of breaks, excluding set-up and preparation by the court reporter on site. Where a full day of hearing exceeds 8 hours, overtime will be paid at time and a half based on the contractor’s original hourly rate in 15-minute increments.

Regarding items 3 and 4 above, “attendance of a court reporter to record teleconference or videoconference calls” refers to the Contractor recording teleconference or videoconference calls. When there is a request to record a teleconference or videoconference call, the Project Authority will provide the Contractor with the required dial-in information.



Pricing Table 22: From June 1st 2028 to May 31st, 2029			
Service			
Transcription of audio recordings in English, in French or in both languages (English and French)	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price per unit
Transcription services in English or French: daily delivery of the electronic PDF and Word 2010 version (or a more recent version) by 9 a.m. the next day or by 12 p.m. the next day if the previous day's hearing adjourned after 6 p.m.	Per word	25,000 words	\$
Transcription services in both languages (English and French): daily delivery of the electronic PDF and Word 2010 version (or a more recent version) by 9 a.m. the next day or by 12 p.m. the next day if the previous day's hearing adjourned after 6 p.m.	Per word	25,000 words	\$
Transcription services in English or French: delivery of the electronic PDF and Word 2010 version (or a more recent version) within two (2) days.	Per word	50,000 words	\$
Transcription services in both languages (English and French): delivery of the electronic PDF and Word 2010 version (or a more recent version) within two (2) days.	Per word	50,000 words	\$
Transcription services in English or French: delivery of the electronic PDF and Word 2010 version (or a more recent version) within five (5) days.	Per word	80,000 words	\$
Transcription services in both languages (English and French): delivery of the electronic PDF and	Per word	80,000 words	\$



Pricing Table 22: From June 1st 2028 to May 31st, 2029

Service

Transcription of audio recordings in English, in French or in both languages (English and French)	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price per unit
Word 2010 version (or a more recent version) within five (5) days.			
Transcription services in English or French: delivery of the electronic PDF and Word 2010 version (or a more recent version) within ten (10) days.	Per word	200,000 words	\$
Transcription services in both languages (English and French): delivery of the electronic PDF and Word 2010 version (or a more recent version) within ten (10) days.	Per word	200,000 words	\$

Additional services

<p>Hard paper copy of transcripts: formatted as per the statement of work and delivered by hand or courier by 9 a.m. the next day or by 12 p.m. the next day if the previous day's hearing adjourned after 6 p.m.</p> <p>Price per page – original and up to five (5) additional copies.</p>	Per page	5000	\$
<p>Hard paper copy of transcripts: formatted as per the statement of work and delivered by hand or courier within two (2) days.</p> <p>Price per page – original and up to five (5) additional copies.</p>	Per page	5000	\$



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Additional services			
Hard paper copy of transcripts: formatted as per the statement of work and delivered by hand or courier within five (5) days. Price per page – original and up to five (5) additional copies.	Per page	5000	\$
Hard paper copy of transcripts: formatted as per the statement of work and delivered by hand or courier within ten (10) days or more. Price per page – original and up to five (5) additional copies.	Per page	5000	\$
USB key delivery by hand or courier.	Per USB key	10	\$
Chess clock reports in English or French, in electronic PDF version: delivered within one day.	Per report	5	\$
Chess clock reports in both languages (English and French), in electronic PDF version: delivered within one day.	Per report	5	\$
Total evaluated price for Table 22:			\$



Pricing Table 23: From June 1st 2028 to May 31st, 2029			
Service			
Audio digital recording of proceeding or hearing	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price
Audio digital recording: USB key delivery by hand or courier.	Per recording	3	\$
Audio digital recording: delivered by email.	Per recording	3	\$
Total evaluated price for Table 23:			\$

Pricing Table 24: From June 1st 2028 to May 31st, 2029			
Service			
Real-time captioning	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price
In-person captioning in English or French.	Per hour	8 hours	\$
Remote captioning in English or French.	Per hour	8 hours	\$
In-person captioning in both languages (English and French).	Per hour	8 hours	\$
Remote captioning in both languages (English and French).	Per hour	8 hours	\$
Set-up and preparation for real-time captioning (includes half an hour of preparation time per day to set up and hook up the real-time captioning equipment each day before the start of the proceeding or hearing). Set-up and hook up must be once per day.	Per day	5 days	\$
Total evaluated price for Table 24:			\$



Pricing Table 25: From June 1st 2028 to May 31st, 2029			
Service			
Transcript of real-time captioning	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price
Transcript of captioning in English or French: daily delivery of the electronic PDF and Word 2010 version (or a more recent version) by 9 a.m. the next day or by 12 p.m. the next day if the previous day's hearing adjourned after 6 p.m.	Per word		\$
Transcript of captioning in both languages (English and French): daily delivery of the electronic PDF and Word 2010 version (or a more recent version) by 9 a.m. the next day or by 12 p.m. the next day if the previous day's hearing adjourned after 6 p.m. version (or a more recent version).	Per word		\$
Transcript of captioning in English or French: delivery of the electronic PDF and Word 2010 version (or a more recent version) within two (2) days.	Per word		\$
Transcript of captioning in both languages (English and French): delivery of the electronic PDF and Word 2010 version (or a more recent version) within two (2) days.	Per word		\$
Transcript of captioning in English or French: delivery of the electronic PDF and Word 2010 version (or a more recent version) within five (5) days.	Per word		\$



Pricing Table 25: From June 1st 2028 to May 31st, 2029			
Service			
Transcript of real-time captioning	Unit	*Estimated quantities for evaluation purposes only	**Firm all-inclusive price
Transcript of captioning in both languages (English and French): delivery of the electronic PDF and Word 2010 version (or a more recent version) within five (5) days.	Per word		\$
Transcript of captioning in English or French: delivery of the electronic PDF and Word 2010 version (or a more recent version) within ten (10) days or more.	Per word		\$
Transcript of captioning bilingual (English and French): delivery of the electronic PDF and Word 2010 version (or a more recent version) within ten (10) days or more.	Per word		\$
Total evaluated price for Table 25:			\$



ANNEX 2 to PART 3 – ELECTRONIC PAYMENT INSTRUMENTS

ELECTRONIC PAYMENT INSTRUMENTS

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

- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

2003 (2023-06-08) - Standard Instructions - Goods or Services - Competitive Requirements

- (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

4.1.1.1. Mandatory Technical Criteria

Refer to ANNEX 1 to PART 4

4.1.2 Financial Evaluation

4.1.2.1 For bid evaluation and Contractor selection purposes only, the total evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3. Total Evaluated Bid Price will be equal to total evaluated price: Table 1+ Table 2+ Table 3 + Table 4+ Table 5 + Table 6 + Table 7 + Table 8+ Table 9 +Table 10 +Table 11+ Table 12+Table 13+Table 14+ Table 15+ Table 16+ Table 17+ Table 18+ Table 19+ Table 20+ Table 21+ Table 22+Table 23+ Table 24+ Table 25.

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

SACC Manual Clause [A00Tha31T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract. In the event of a tie, the bid with the lowest total evaluated price for pricing tables 1 + 2 + 5 will be recommended for award of a contract.



ANNEX 1 TO PART 4 – MANDATORY TECHNICAL CRITERIA

MANDATORY TECHNICAL CRITERIA

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

Mandatory requirements are evaluated on a simple pass or fail basis. If the Bidder fails to meet any one of the mandatory requirements, the proposal will be declared **non-responsive and will not be given further consideration**. The treatment of mandatory requirements in any procurement process is absolute. Each mandatory technical criterion should be addressed separately.

Technical bids must clearly demonstrate compliance with all aspects of the mandatory criteria. Simply repeating the statements found below is not sufficient.

Number	Mandatory technical criterion (MTC)	Met/not met	Bidder's response (cross reference to proposal)
MTC 1	<p>The Bidder must propose five (5) court reporters, three (3) of which are fully bilingual (English and French). All five (5) proposed court reporters must have a minimum of three (3) years' experience in the past five (5) years in courtroom or administrative tribunal reporting using proven techniques such as digital or real-time recording.</p> <p>For each court reporter, the Bidder must provide the following:</p> <ul style="list-style-type: none"> a) Full name; b) Description of experience in providing courtroom or administrative tribunal reporting; c) Start and end date of services provided (from mm/yy to mm/yy); d) Names of three (3) clients for whom the services were provided, and the telephone numbers and email addresses of the contacts for these clients. <p>Canada reserves the right to contact the referenced Project Authority or authorized representative to verify the accuracy of the information provided within each project summary. Failure on the part of the Bidder to provide accurate and current contact information may result in the Bidder's proposal being deemed non-compliant and be given no further consideration in the evaluation process.</p>		



ATSSC – RFP/ SCDATA – DDP #20232010

Number	Mandatory technical criterion (MTC)	Met/not met	Bidder's response (cross reference to proposal)
MTC2	<p>The Bidder must have a minimum of five (5) years of experience in the past seven (7) years serving a minimum of three (3) different judicial or quasi-judicial clients in providing court reporting services as per the statement of work in Annex A.</p> <p>The Bidder must provide a minimum of three (3) different *clients in providing court reporting services as per the statement of work in Annex A.</p> <p>For each client the Bidder must provide the following:</p> <ul style="list-style-type: none">a) Client organization;b) Contact details (name, title, phone number and email);c) Description of services provided;d) Start and end dates of services provided (from mm/yy to mm/yy). <p>*“Client” refers to a client that is external to the bidder’s organization. Clients must be judicial or quasi-judicial in nature.</p> <p>Canada reserves the right to contact the referenced Project Authority or authorized representative to verify the accuracy of information provided within each project summary. Failure on the part of the Bidder to provide accurate and current contact information may result in the Bidder’s proposal being deemed non-compliant and be given no further consideration.</p>		



ATSSC – RFP/ SCDATA – DDP #20232010

Number	Mandatory technical criterion (MTC)	Met/not met	Bidder's response (cross reference to proposal)
MTC3	<p>The Bidder must have transcribed a minimum of ten (10) recorded English judicial or quasi-judicial proceedings in the past three (3) years from the date of publication of the request for proposals.</p> <p>The Bidder must demonstrate that they have experience in transcribing English recorded material by submitting the following for each proceeding:</p> <ul style="list-style-type: none">a) Client organization;b) Contact details (name, title and email);c) Description of the project completed;d) Start and end dates of services provided (from mm/yy to mm/yy). <p>Canada reserves the right to contact the referenced Project Authority or authorized representative to verify the accuracy of information provided within each project summary. Failure on the part of the Bidder to provide accurate and current contact information may result in the Bidder's proposal being deemed non-compliant and be given no further consideration.</p>		



ATSSC – RFP/ SCDATA – DDP #20232010

Number	Mandatory technical criterion (MTC)	Met/not met	Bidder's response (cross reference to proposal)
MTC4	<p>The Bidder must have transcribed five (5) judicial or quasi-judicial French proceedings in the past three (3) years from the date of publication of the request for proposals.</p> <p>The Bidder must demonstrate that they have experience in transcribing French recorded material by submitting the following for each proceeding:</p> <ul style="list-style-type: none">a) Client organization;b) Contact details (name, title and email);c) Description of the project completed;d) Start and end dates of services provided (from mm/yy to mm/yy). <p>Canada reserves the right to contact the referenced Project Authority or authorized representative to verify the accuracy of information provided within each project summary. Failure on the part of the Bidder to provide accurate and current contact information may result in the Bidder's proposal being deemed non-compliant and be given no further consideration.</p>		



ATSSC – RFP/ SCDATA – DDP #20232010

Number	Mandatory technical criterion (MTC)	Met/not met	Bidder's response (cross reference to proposal)
MTC5	<p>The Bidder must propose five (5) *transcriptionists three (3) of which are fully bilingual (English and French). All five (5) proposed transcriptionists must have a minimum of three (3) years' experience in the past five (5) years in courtroom or administrative tribunal transcribing.</p> <p>For each transcriber the Bidder must provide the following:</p> <ul style="list-style-type: none"> a) Full name; b) Description of experience in providing c) courtroom or administrative tribunal transcribing; d) Start and end date of services provided (from mm/yy to mm/yy); e) Names of three (3) clients for whom the services were provided, and the telephone numbers and email addresses of the contacts for these clients. <p>Canada reserves the right to contact the referenced Project Authority or authorized representative to verify the accuracy of information provided within each project summary. Failure on the part of the Bidder to provide accurate and current contact information may result in the Bidder's proposal being deemed non-compliant and be given no further consideration.</p> <p>*The five (5) transcriptionists can be the same five (5) proposed in MTC1 as court reporters.</p>		



ATSSC – RFP/ SCDATA – DDP #20232010

Number	Mandatory technical criterion (MTC)	Met/not met	Bidder's response (cross reference to proposal)
MTC6	<p>One of the Bidder's proposed court reporters and one of the *Bidder's proposed transcriptionists must hold, at the time of bid closing, a valid secret security clearance granted or approved by the Contract Security Program (CSP) of Public Works and Government Services Canada (PWGSC).</p> <p>All other court reporters and transcriptionists proposed must hold, at the time of bid closing, a valid reliability status granted or approved by PWGSC's CSP.</p> <p>*The proposed court reporter and transcriptionist can be the same resource if that resource is proposed to meet MTC1 and MTC5.</p> <p>The Bidder must provide the following for each resource:</p> <ul style="list-style-type: none">a) Full name;b) PWGSC's CSP security file number at time of bid closing.		



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.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Security Requirements – Required Documentation

In accordance with the [requirements of the Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>), the Bidder must provide a completed Contract Security Program Application for Registration (AFR) form to be given further consideration in the procurement process.

Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, bidders who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the Bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Bidder will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any



time, the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

5.2.3 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.4 Additional Certifications Precedent to Contract Award

Refer to Attachment 1 to Part 5, Additional Certifications Precedent to Contract Award



ANNEX 1 TO PART 5 - ADDITIONAL CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

1. Status and Availability of Resources

SACC Manual clause A3005T (2010-08-16) 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. Failure to comply with the request may result in the bid being declared non-responsive.

(Signature of Bidder's Representative)

(Date)

2. Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

The Bidder certifies that all the information provided in the résumés 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.

(Signature of Bidder's Representative)

(Date)

3. Language skills

The Bidder certifies that the Bidder has the language skill required to execute the work stated in the Statement of Work.

(Signature of Bidder's Representative)

(Date)



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



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" as and when requested by the Project Authority, using the Court Reporting and Transcript Request form attached to the Contract as Annex "D" and the Contractor's bid dated _____ (to be inserted at Contract Award)

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.2.2 Supplemental General Conditions

[4006](#) (2010-08-16), General Supplemental General Conditions – Contractor to Own Intellectual Property Rights 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.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. ATSSC-PREQ-20232010

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), and obtain approved Document Safeguarding Capability at the level of **PROTECTED B**, 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 utilize its facilities to process, produce, or store PROTECTED information or assets until the CSP, PWGSC has issued written approval.
4. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce, or store PROTECTED information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of **PROTECTED B**.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.



6. 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)

7.3.2 Contractor’s Sites or Premises Requiring Safeguarding Measures

7.3.2.1 Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up to date the information related to the Contractor’s and proposed individuals’ sites or premises for the following addresses:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

7.3.2.2 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 period of the Contract is from June 1st, 2024 to May 31st, 2025 inclusive.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one-year periods 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 ten (10) 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.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Lucie Soulière
Title: Senior Procurement Advisor
Organization: Administrative Tribunals Support Service of Canada (ATSSC)
Address: 240 Sparks Street, Ottawa, Ontario K1A 0E1
Telephone: 343-542-5541
E-mail address: procurements-achats@tribunal.gc.ca

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



7.5.2 Project Authority

The Project Authority for the Contract is: **(to be inserted at Contract Award)**

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
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 be inserted at Contract Award)**

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, as specified in Annex "B", Basis of Payment up to a limitation of expenditure in Article 7.7.3.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Travel and Living Expenses - National Joint Council Travel Directive

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.



All travel must have the prior authorization of the Project Authority

- the Contractor must submit detailed estimates of travel cost to the Project Authority for approval.

The booking of travel is the responsibility of the Contractor.

The authorized travel expenses will be paid upon submission of an itemized statement supported by receipt vouchers.

All payments are subject to government audit.

Estimated Cost: \$ _____ **(to be inserted at Contract Award)**.

7.7.3 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ **(to be inserted at Contract Award)**. Customs duties are included, and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.4 Method of Payment – Multiple Payment

Canada will pay the Contractor upon completion and delivery of units 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.

7.7.5 Electronic Payment of Invoices – Contract

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

- a. MasterCard Acquisition Card;



- b. Direct Deposit (Domestic and International);

7.8 Invoicing Instructions

1. 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 court reporting and transcript request form
2. Invoices must be distributed as follows:
 - a. one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

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.

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Ontario**.

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 [4006](#) (2010-08-16), General Supplemental General Conditions – Contractor to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions [2035](#) (2022-12-01), General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Court Reporting and transcript request form; and
- (h) the Contractor's bid dated _____. **(to be inserted at Contract Award)**

7.12 Insurance

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 Dispute Resolution

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



ANNEX “A” - STATEMENT OF WORK

1. Terminology

The terminology table below provides clarification and/or definitions for commonly used terms found in this statement of work.

Term	Definition
Case management conference (for the Competition Tribunal)	Usually a conference call or hearing with parties to a proceeding and presided by a judicial member of the Competition Tribunal.
Chess clock proceeding (for the Competition Tribunal)	A method of managing the length of a hearing based on an agreed upon maximum amount of time allocated to each party to present its case. It requires the court reporter to report the daily and cumulative usage of time spent by each party.
Court reporter	An individual who, using proven techniques (e.g., stenotyping, stenomask, shorthand, digital recording or real time), accurately records the verbal proceedings in a courtroom or an administrative tribunal so that those proceedings or hearings can be reported in a written transcript.
Exhibit	A document or an object shown and identified as evidence in a case. Normally, it is assigned an identifying letter or number in alphabetical or numerical order during a hearing.
Hearing (for the Canadian International Trade Tribunal)	A formal legal proceeding with parties and one or more panel members.
Hearing (for the Competition Tribunal and the Public Servants Disclosure Protection Tribunal)	A formal legal proceeding with a judge or a panel (a judge and members) and opposing sides present, but no jury.
Proceeding	Generally, the process of conducting judicial business before the tribunal. A proceeding refers to any of the steps in that process like a motion, a teleconference, a videoconference, a hearing or a case management conference.

2. Background

The Government of Canada passed legislation to consolidate the provision of support services to 12 tribunals by way of a single, integrated organization—the Administrative Tribunals Support Service of Canada (ATSSC). The ATSSC was established and came into force on November 1, 2014, with the passing of the *Administrative Tribunals Support Service of Canada Act*.

The ATSSC provides the tribunals and their secretariats with the full range of services required to support their respective mandates.

Tribunals supported by the ATSSC:

- Canada Agricultural Review Tribunal (CART)



- Canada Industrial Relations Board (CIRB)
- Canadian Cultural Property Export Review Board (CCPERB)
- Canadian Human Rights Tribunal (CHRT)
- Canadian International Trade Tribunal (CITT)
- Competition Tribunal (CT)
- Environmental Protection Tribunal of Canada (EPTC)
- Federal Public Sector Labour Relations and Employment Board (FPSLREB)
- Public Servants Disclosure Protection Tribunal (PSDPT)
- Social Security Tribunal (SST)
- Specific Claims Tribunal (SCT)
- Transportation Appeal Tribunal of Canada (TATC)

The tribunals are specialized independent quasi-judicial bodies that operate within their distinct enabling legislations.

3. Objective and requirement

The CITT, CT and PSDPT require complete court reporting and transcription services on request where tribunals hold proceedings or hearings. Transcripts form part of the official record of the proceedings. They are required for all CITT, CT and PSDPT proceedings and hearings. Other tribunals of the ATSSC may also require court reporting and transcription services on request. Additional court reporting and transcription services will not exceed the total limitation of expenditure of this contract and will complement other sources of court reporting or transcription services available to the ATSSC.

The CITT holds approximately 35 to 60 days of hearings per year. Proceedings are held in either or both of Canada's official languages. The subject matter frequently involves the use of specialized technical and scientific language. Hearings vary in length, but usually last a full day (7.5 hours) over a period of one to five consecutive days. Occasionally, a hearing will exceed 7.5 hours in a day and extend into the evening. Most of the hearings are held at the Tribunal's premises in Ottawa. Hearings are occasionally held elsewhere in Canada (normally three to five days every two years).

The CT and the PSDPT do not control their workload, as it is externally generated; therefore, they cannot guarantee the number of hearing days in any given fiscal year. Hearings before the Tribunal can last anywhere from one day to ten weeks. Final hearings (hearing of application) last on average four weeks and usually require 280 to 310 pages of transcripts per day.

4. Tasks and deliverables

The ATSSC requires court reporting services on request, as detailed below.

4.1 The Contractor must:

- record tribunal proceedings using digital recording equipment that the Contractor considers appropriate for that purpose from which accurate transcripts can be produced;
- at any given time during a hearing, provide a read-back service with regard to any portion of the proceedings. The equipment used for this purpose must not distract from the proceedings;
- in addition to hearings held in the tribunals' hearing rooms in Ottawa, be able to provide the services during hearings held by teleconference, hybrid videoconference (in person and virtual at the same time) or selected meetings conducted by the ATSSC;



- prepare PDF and Word 2010 (or a more recent version) electronic versions of transcripts of hearings to be sent to the Project Authority by USB key, secure e-filing or email (public sessions only), as confirmed by Project Authority;
- prepare transcripts of hearings and deliver them within one (1), two (2), five (5) or ten (10) days, as requested by Project Authority;
- ensure that transcripts are certified and signed by the attending court reporter or transcriber, as applicable; and
- if requested by the Project Authority, send the audio recording by email (public sessions only), by hand, by secure e-filing or by courier on electronic media (USB key).

4.1.1 For the CT and PSDPT only, the Contractor must provide the following:

- The electronic versions of the transcript, which includes the PDF and Word 2010 version (or a more recent version) and the chess clock reports (which is a daily report providing daily and cumulative time spent by each counsel presenting their case). An electronic PDF version must be provided to the Project Authority. Chess clock reports must be certified and signed by the attending court reporter.

4.1.2 If requested by Project Authority, services for on-site or remote real-time captioning may be required to provide transcripts for hearings, on request.

4.1.3 The Contractor must ensure that the digital recording and the electronic Word version of the transcript are retained as required by law. For the CITT only: When the contract expires, the Contractor must destroy all copies of confidential transcripts and file an attestation with the Director of Registry Services (Registrar) of the CITT.

4.2 Equipment

The Contractor must provide all personnel, equipment, supplies and machinery necessary to produce a transcript of the proceedings for the hearings or meetings in question. The Contractor must be responsible for its own facilities.

4.3 Transcripts and copies

The Contractor must provide transcripts of hearings as follows:

- I. Transcripts must always be provided in electronic PDF and Word 2010 versions (or a more recent version). The document must be sent to the Project Authority (or their designate), by email (public sessions only), by secure e-filing, by hand or by courier on electronic media (USB key) as requested by Project Authority.
- II. If requested by the Project Authority, a daily copy transcript of the previous day's proceedings must be provided. An electronic PDF version and Word 2010 version (or a more recent version) of the transcript of the proceedings must be delivered to the Project Authority by 9 a.m. every morning during a hearing by email, by hand or by courier on electronic media (USB key) as requested by the Project Authority. For hearings that adjourn after 6 p.m., the electronic PDF and Word 2010 version (or a more recent version) of the transcript of the proceedings must be submitted by noon on the next working day.
- III. **For the CT and the PSDPT only:** All daily transcripts of proceedings must be provided to the Project Authority by secure e-filing, by hand (USB key) or by courier by 9 a.m. every morning



during a hearing. The electronic PDF and Word 2010 version (or a more recent version) of the transcript of the proceedings must be delivered to the Project Authority by 9 a.m. every morning during a hearing by email (public sessions only), by secure e-filing or on electronic media (USB key), as requested by the Project Authority. For hearings that adjourn after 6 p.m., the electronic PDF and Word 2010 version (or a more recent version) of the transcript of the proceedings must be submitted by noon on the next working day as applicable above.

- IV. **For the CT and the PSDPT only:** If requested by the Project Authority, an electronic PDF version of the previous day's daily chess clock reports must be delivered to the Project Authority by email (public information only) or by secure e-filing by 9 a.m. every morning during a hearing. For hearings that adjourn after 6 p.m., the delivery time will be no later than noon on the following working day as applicable above.
- V. When the turnaround time is two (2) days, five (5) days or ten (10) days or more, the PDF and Word 2010 version (or a more recent version) of the transcript must be delivered to the Project Authority as specified in the request by email (public information only), by secure e-filing, by hand or by courier on electronic media (USB key).
- VI. Electronic copies containing **public information** must be provided to the Project Authority by email as identified by the respective tribunal or by using the tribunal's secure e-filing service as found on its website, by hand or by courier on electronic media (USB key).
- VII. Electronic copies containing **confidential information** must be provided to the tribunal by hand on a USB key or by using the tribunal's secure e-filing service as specified by the Project Authority. The Contractor must create and obtain an e-filing profile.
- VIII. USB keys containing confidential and protected information must be labelled and secured as per the security requirements of the Contract and must be delivered by hand to the Project Authority.

4.3.1 The Contractor must ensure the quality of all transcriptions produced.

4.3.2 All errors or omissions identified by the tribunal to the Contractor in respect of the content of the transcripts must be corrected within 24 hours of notice to the Contractor, with revised electronic copies provided to the tribunal within this same 24-hour period. Errors or omissions may be identified to the Contractor in writing.

4.3.3 The Contractor must not provide any portion of confidential transcripts, either in hard copy or electronic media, to anyone other than to the Project Authority, unless authorized in writing by the Project Authority.

4.3.4 The Project Authority has the right to make as many copies of any transcript or portion of it, as deemed necessary for their internal use.

4.3.5 Court reporters must be on site half (1/2) an hour before the start of a hearing to ensure that their equipment is functioning properly. This also applies to virtual hearings.

4.3.6 **For the CITT only:** The Contractor and each of its employees must sign the confidentiality undertaking, attached as Appendix D.

5. Format of deliverables

The style of cause (description of the matter and case number) of all transcripts must be as prescribed by Project Authority. The ATSSC will provide the Contractor with the style of cause no later than one week prior to the commencement of the proceedings or hearing.



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If the Project Authority requires a paper version, the pages are to be 21.5 cm (8.5 in.) by 27.8 cm (11 in.) with margins as follows: left 1.5 in. and top, bottom and right, 1 in.

- 5.1 Transcript pages must consist of no less than 25 typed lines, with an average of 200 words (100% optimized, Microsoft 1.4 Word actual count). The text of the transcript must be Courier, 12-point font.
- 5.2 An index must be placed at the front of each volume of the transcript. The format will be determined by the Project Authority and will be communicated to the Contractor for each hearing or proceeding.
- 5.3 Confidential and public transcripts must be separate. Confidential transcripts must be identified differently from the public transcripts. Confidential transcripts must be marked with every page identified as confidential.
- 5.4 **For the CT only**, the Contractor must deliver electronic copies of transcriptions referred to in 4.3 (III) above with covers of different colours depending on the transcript level, as identified by the Project Authority. The levels are as follows:

 - Red for confidential – Level A
 - Yellow for confidential – Level B
 - Orange for confidential - Level C
- 5.5 Public transcripts must be marked with every page identified as public.
- 5.6 The layout of each MS Word 2010 (or a more recent version) transcript file must conform to the following specifications:

- (i) The transcript must be provided in MS Word 2010 (or a more recent version) format with each volume contained in a separate file.
- (ii) The file names for each transcript must conform to the following format.

File name	Definition
CNAME	Case name (e.g., STEEL)
VN	Volume number (e.g., 06)
CE	Confidential evidence
CAE	Confidential – Level A evidence for CT only
CBE	Confidential – Level B evidence for CT only
CCE	Confidential – Level C evidence for CT only
CA	Confidential argument
CAA	Confidential – Level A argument for CT only
CBA	Confidential – Level B argument for CT only
CCA	Confidential – Level C argument for CT only
PE	Public evidence
PA	Public argument

Each volume of the transcript must contain a one-page title page that details the name of the case, the date of the hearing, the volume number and whether the hearing is public or *in-camera*. All information on the title page must be bilingual and formatted as per the sample file that ATSSC will provide to the Contractor. The title page must be in a separate MS Word 2010 (or a more recent version) section.



Immediately following the title page, and in a separate MS Word section, each volume must contain a table of contents. All information in the table of contents must be formatted as per the sample file.

An identification line indicating the date and start time of the hearing, document type, access rights and location of the hearing must precede the testimony. Each line must be double-spaced and numbered, with 25 lines per page starting with line 1 for each new page. Activity (examination, sworn or affirmed) must be indicated in the following format with no format codes (i.e., <Tab> characters) preceding the activity label:

SWORN: NAME
AFFIRMED: NAME
EXAMINATION: WITNESS NAME BY EXAMINER NAME

Each speaker must be identified by a <Tab> code followed by the name in upper-case letters followed by a colon. The ATSSC reserves the right to make modifications to the format of the transcripts.

Note: When witnesses are sworn in or affirm, they are required to indicate their address. This personal information must **not** appear in the transcripts.

6. Language requirements:

The Contractor must:

- provide court reporting and transcription services in English, in French or in both official languages of Canada (English and French) in accordance with the language of the proceedings or hearing, held in respect of the various mandates of the tribunals.

7. Reproduction rights

7.1 The ATSSC has the right to reproduce as many copies of the transcript, or portions of it, as are required for its own internal use or any type of judicial review.

7.2 The ATSSC has the right to reproduce as many copies of chess clock reports, or portions of them, as are required for its own internal use or any type of judicial review.

7.3 The Contractor has the exclusive right to sell copies of the public portion of the transcripts to parties to the hearing, immediately upon production. Regardless of the delivery time required by the ATSSC, the Contractor must be able to provide transcripts within 24 hours, that is, the next day before 10 a.m., at the request of the public parties.

8. Support

The court reporter will be assigned a workspace in the hearing room.

9. Work location

Hearings will be held mostly in the National Capital region (NCR) but some may be held outside of the NCR.



10. Historical requirements

*For information purposes only, for the CITT, the number of hearing days held in previous years, excluding cancellations, is identified below.

Location	2014–2015	2015–2016	2016–2017	2017–2018	2022–2023
National Capital Region	44 days	52 days	51 days	43 days	36 days
Outside of the National Capital Region		8 days in Vancouver	8 days in Edmonton		

***Note:** For the 2019 to 2022 financial years, we have omitted the number of hearing days, as the COVID years are not representative of the CITT's workload.

*For information purposes only, for the CT, the number of hearing days held in previous years, excluding cancellations, is identified below.

Location	2015–2016	2016–2017	2017–2018	2018–2019	2022–2023
National Capital Region	11 days	1 day	8 days	15 days	25 days
Outside of the National Capital				4 days in Vancouver	

*For information purposes only, for the PSDPT, the number of hearing days held in previous years, excluding cancellations, is identified below.

Location	2015–2016	2016–2017	2017–2018	2018–2019	2022–2023
National Capital Region	0	9 days	0	0	
Outside of the National Capital Region	0	0	0	19 days in Montréal	

*This information is provided for information purposes only and is not meant to be a guarantee of the number of hearing days expected for the upcoming years.

11. Contractor's support for court reporting and transcription services

The Contractor must be available to respond to requests from 8 a.m. to 5 p.m. (local time zone of the Project Authority in the NCR) on weekdays (excludes statutory holidays and weekends).



On occasion, in the case of extreme urgency, the Project Authority may have a requirement to place a request outside of these hours. The Contractor must provide the Project Authority with a method of placing urgent requests.

12. Cancellation

All hearings cancelled with at least 48 hours' notice will not be subject to any cancellation fees. Weekends will be calculated in the cancellation fee notice period only if the cancellation notice was provided prior to Friday at noon (12 p.m.). Each day of a hearing will be treated separately for the purposes of cancellation. For example, if a hearing is scheduled for five days starting on Monday and it is cancelled on the Sunday prior to the start of the hearing, then cancellation fees will apply to the Monday and Tuesday hearing dates.

If a hearing is cancelled with less than 48 hours' notice, the ATSSC will pay a cancellation fee equivalent to 3 hours of court reporting time per day less than 48 hours, in accordance with the paragraph above. Non-refundable travel and living will be paid in accordance with the travel and living provisions of the contract.

13. Court Reporting and Transcription Services Request Form

The Contractor must not carry out any work until it has received from the Project Manager the completed Court Reporting and Transcription Services Request Form, attached as Appendix D, detailing the work to be undertaken. The completed form will be given to the Contractor no later than one week before the start of the proceedings. Any changes to the initial application must be reported no later than one week before the start of the proceedings. The Contractor must acknowledge receipt of the request to carry out the work described in the form and accept it within 24 working hours of receiving it by email.



ANNEX “B” - BASIS OF PAYMENT

The Contractor will be paid firm all-inclusive prices, for each of the services identified in the pricing tables below. The all-inclusive firm prices provided are in Canadian dollars, Delivered Duty Paid (DDP) to destination, Canadian customs duties included and applicable taxes extra, for the supply and delivery of court reporting and transcription services outlined in Annex A, Statement of Work, on an “as and when requested” basis.

The firm all-inclusive price includes all expenses associated with the provision of court reporting and transcription services, including but not limited to: quality assurance, word processing, reports, photocopying, network and Internet security services and access fees and certification cost and time, computers, software, technology upgrades, telephone services, courier services and all other related expenses.

Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any court reporting services in the National Capital Region. For court reporting services outside of the National Capital Region travel and living expenses shall be paid in accordance with the travel and living clauses in the contract.

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

Tables 1 to 5: Effective from June 1st, 2024 to May 31st, 2025 (TO BE COMPLETED AT CONTRACT AWARD WITH PROPOSED FIRM ALL-INCLUSIVE PRICES IN PRICING TABLES 1 to 5 OF ATTACHMENT 1 TO PART 3)

OPTION PERIODS:

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

Option Period 1

Tables 6 to 10: Option Year 1: Effective from June 1st, 2025 to May 31st, 2026 (TO BE COMPLETED AT CONTRACT AWARD WITH PROPOSED FIRM ALL-INCLUSIVE PRICES IN PRICING TABLES 6 to 10 OF ATTACHMENT 1 TO PART 3)

Option Period 2

Tables 11 to 15: Option Year 2: Effective from June 1st, 2026 to May 31st, 2027 (TO BE COMPLETED AT CONTRACT AWARD WITH PROPOSED FIRM ALL-INCLUSIVE PRICES IN PRICING TABLES 11 to 15 OF ATTACHMENT 1 TO PART 3)

Option Period 3

Tables 16 to 20: Option Year 3: Effective from June 1st, 2027 to May 31st, 2028 (TO BE COMPLETED AT CONTRACT AWARD WITH PROPOSED FIRM ALL-INCLUSIVE PRICES IN PRICING TABLES 16 to 20 OF ATTACHMENT 1 TO PART 3)

Option Period 4

Tables 21 to 25: Option Year 4: Effective from June 1st, 2028 to May 31st, 2029 (TO BE COMPLETED AT CONTRACT AWARD WITH PROPOSED FIRM ALL-INCLUSIVE PRICES IN PRICING TABLES 21 to 25 OF ATTACHMENT 1 TO PART 3)



ANNEX “C” - SECURITY REQUIREMENTS CHECK LIST



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat ATSSC-PReq#20232010
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 ATSSC-SCDATA	2. Branch or Directorate / Direction générale ou Direction IS2	
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 Integrated Secretariat 2 (CITT, CT and PSDPT) require verbatim court reporting and transcription services		
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"/>	No release restrictions / Aucune restriction relative à la diffusion <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 checked="" 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 / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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PART A (continued) / PARTIE A (suite)	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC Information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
9. Will the supplier require access to extremely sensitive INFOSEC Information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITÉ <input type="checkbox"/> TOP SECRET – SIGINT / TRÈS SECRET – SIGINT <input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS Special comments: / Commentaires spéciaux : _____ NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	<input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> NATO SECRET / NATO SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET
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? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)	
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED Information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC Information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PRODUCTION	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED Information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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PART C - (continued) / PARTIE C - (suite)

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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



ANNEX “D” – COURT REPORTING AND TRANSCRIPT REQUEST FORM

COURT REPORTING AND TRANSCRIPT REQUEST FORM	
ATSSC Requirements	Specifications
Tribunal	<i>Provide the Name of Tribunal</i>
Name, phone number and email address of Project Authority	<i>Provide</i>
Security Requirements: This proceeding or hearing includes security requirements	<p>Yes/No</p> <p><i>If yes, refer to the Security Requirements Checklist (SRCL) included in the Contract and please indicate below:</i></p> <p>Personnel security screening level required:</p>
Date(s) of Proceeding or Hearing (DD-MM-YYYY to DD-MM-YYYY)	<i>Please indicate</i>
Start and end time of proceeding or hearing	<i>Please indicate</i>
Brief description of the proceeding or hearing	<i>Brief description of the proceeding or hearing</i>
In-person court reporting or tele- or video-conferencing	<i>Indicate which one</i>
On-site real time captioning or Remote real time- captioning	<i>Indicate which one</i>
Transcription Services required:	<p>Yes/No</p> <p><i>If yes, must be in accordance with the SoW. Indicate what is required</i></p>
Delivery timeline of Transcript and method of delivery	<p><i>Must be in accordance with the SOW.</i></p> <p><i>Indicate which one</i></p> <ul style="list-style-type: none"> - <i>Daily delivery</i> - <i>2 days delivery</i> - <i>5 days delivery</i> - <i>10 days delivery or more turnaround time as requested by Project Authority;</i> <p><i>Indicate method of delivery</i></p> <ul style="list-style-type: none"> - <i>Electronic copy</i> - <i>Hard paper copy of transcripts delivered by hand or courier</i> - <i>Delivery by hand or by courier on electronic media on a USB key</i> - <i>by using the Tribunal's secure e-filing service as found on its Web site</i>
Chess Clock report	<p><i>Must be in accordance with the SoW</i></p> <p>Yes/No</p> <p><i>If yes, delivery timeline:</i></p> <ul style="list-style-type: none"> - <i>daily delivery</i> <p><i>Method of delivery:</i></p> <ul style="list-style-type: none"> - <i>Electronic copy</i>



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Location of the proceeding or hearing	<i>Provide city, province, and civic address or For tele- or video-conferencing, provide dial-in information.</i>
Travel outside of the National Capital Region (NCR)	Yes/No
Language of the proceeding or hearing	<ul style="list-style-type: none">- <i>English</i>- <i>French</i>- <i>Bilingual, English and French</i>
Delivery of Audio Digital recording	<i>Must be in accordance with the SoW</i> Yes/No <ul style="list-style-type: none">- <i>delivery by hand or courier on a USB key</i>- <i>by e-mail</i>
Additional information	