



RETURN OFFERS TO :
RETOURNER LES OFFRES À :
Bid Receiving - Réception des soumissions:

GEN-ATL-bidsubmission-soumission@csc-scc.gc.ca

REQUEST FOR A STANDING OFFER
DEMANDE D'OFFRE À COMMANDES

Regional Master Standing Offer (RMSO)
Offre à commandes maître régionale (OCMR)

Canada, as represented by the Minister of the
Correctional Service of Canada, hereby requests a
Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre du Service
correctionnel Canada, autorise par la présente, une
offre à commandes au nom des utilisateurs identifiés
énumérés ci-après.

Comments — Commentaires :

Vendor/Firm Name and Address —
Raison sociale et adresse du fournisseur/de
l'entrepreneur :

Telephone # — N° de Téléphone :

Fax # — No de télécopieur :

GST # or SIN or Business # — N° de TPS
ou NAS ou N° d'entreprise :

| | |
|--|---|
| Title — Sujet: American Sign Language (ASL) and/or Langues des signes québécoise (LSQ) Interpretation Services | |
| Solicitation No. — N° de l'invitation 21201-24-4502560/A | Date: April 24, 2024 |
| Client Reference No. — N° de Référence du Client 21201-24-4502560/A | |
| GETS Reference No. — N° de Référence de SEAOG N/A | |
| Solicitation Closes — L'invitation prend fin at / à : 2:00 pm On / Le : May 27, 2024 | Time Zone Fuseau horaire ADT |
| Delivery Required — Livraison exigée : See herein – Voir aux présentes | |
| F.O.B. — F.A.B. Plant – Usine: Destination: Other-Autre: | |
| Address Enquiries to — Soumettre toutes questions à: Claudia Landry, Regional Contracting Officer | |
| Telephone No. – N° de téléphone: 506-378-8722 | Fax No. – N° de télécopieur: |
| Destination of Goods, Services and Construction: Destination des biens, services et construction: Multiple as per call-up Multiples, selon la commande subséquente. | |
| Security – Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité. | |
| Instructions: See Herein Instructions : Voir aux présentes | |
| Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur | |
| _____ | |
| Name / Nom | Title / Titre |
| _____ | |
| Signature | Date |
| (Sign and return cover page with offer/ Signer et retourner la page de couverture avec l'offre) | |



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PART 1 - GENERAL INFORMATION

1. Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

2. Summary

2.1 The Correctional Service of Canada has a requirement to provide American Sign Language (ASL) (English language) and/or Langue des signes québécoise (LSQ) (French language) interpretation services to offenders during various general and specialized meetings between Correctional Service Canada (CSC) staff, Parole Board of Canada (PBC) members, and their clients (federal offenders) in relation to their case management and for medical appointments.

The Contractor must be able to provide ASL and/or LSQ interpretation services on an as-needed and as-requested basis to offenders in participation of any of their case management meetings, Parole Board of Canada Hearings, Programs meetings, assessments, medical assessments, and any other formal or informal meeting.

The Contractor must carry out ASL and/or LSQ interpretation services either from the Contractor's place of business virtually (teleconferencing) or in person where the meeting or hearing is being held. **It will be at the Project Authority's discretion to decide if services are to be given virtually or in person.**

The Contractor is not permitted to take any notes, recordings or keep any documentation of the ASL and/or LSQ interpretation being performed under this contract. It is strictly an ASL and/or LSQ interpretation requirement to ensure clarity of the information being explained and presented to the individual and to relay any responses by the individual to ensure accuracy of the information.



Services must be provided to:
Correctional Service Canada
Atlantic Region

The period of the Standing Offer is from Standing Offer award date to March 31, 2025 plus five (5) option years.

CSC may award up to two (2) Standing Offers as part of this request for standing offer process. The Offeror may submit an offer to provide either ASL interpretation services, LSQ interpretation services or both ASL and LSQ interpretation services (see Annex B – Proposed Basis of Payment).

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

3. Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 – Security, Financial and Insurance Requirements, and Part 7 – Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the Contract Security Program (CSP) of Public Works and Government Services Canada website.

4. Revision of Departmental Name

As this request for Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, must be interpreted as a reference to CSC or its Minister.

5. Debriefings

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



PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offer (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

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

The [2006](#) (2023-06-08) Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2. Submission of Offers

Offerors must submit their offer only to Correctional Service of Canada (CSC) by the date, time and at the bid submission email address indicated on page 1 of the request for standing offers (RFSO).

Section 06 Late offers of 2006 Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Section 06 in its entirety.

Insert: 06 Late offers:

For offers submitted by email, Canada will delete offers delivered after the stipulated RFSO closing date and time. Canada will keep records documenting receipt of late offers by email.

Section 07 Delayed offers of 2006 Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Section 07 in its entirety.

Insert: 07 Delayed offers:

Canada will not accept any delayed offers.

Section 08 Transmission by facsimile or by E-Post Connect of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Section 08 in its entirety.

Insert: 08 Transmission by email

- a. Unless specified otherwise in the RFSO, Offerors must submit their offer to the CSC bid submission email address indicated on page 1 of the RFSO document. This email address is the only acceptable email address for Offerors to submit their offer in response to this RFSO.



- b. Offerors may transmit their offer at any time prior to the RFSO closing date and time.
- c. Offerors should include the RFSO number in the subject field of their email.
- d. Canada will not be responsible for any failure attributable to the transmission or receipt of the offer by email including, but not limited to, the following:
 - i. Receipt of a garbled, corrupted or incomplete offer;
 - ii. Availability or condition of the email service;
 - iii. Incompatibility between the sending and receiving equipment;
 - iv. Delay in transmission or receipt of the offer;
 - v. Failure of the Offeror to properly identify the offer;
 - vi. Illegibility of the offer;
 - vii. Security of offer data;
 - viii. Failure of the Offeror to send the offer to the correct email address;
 - ix. Connectivity issues; or
 - x. Email attachments that are blocked or not received even though the Offeror's email has been successfully delivered.
- e. CSC will send an acknowledgement of receipt of the Offeror's email by email from the bid submission email address provided for the submission of offers. This acknowledgement will confirm only the receipt of the Offeror's email and will not confirm if all of the Offeror's email attachments have been received, may be opened nor if their contents are readable. CSC will not respond to follow-up emails from Offerors requesting confirmation of attachments.
- f. Offerors must ensure they are using the correct email address for offer submission and should not rely on the accuracy of copying and pasting the email address from the RFSO cover page.
- g. A offer transmitted by an Offeror to the CSC bid submission email address constitutes the Offeror's formal offer, and must be submitted in accordance with section 05 of 2006, Standard Instructions - Request for Standing Offers Goods or Services - Competitive Requirements.
- h. Offerors are to note that CSC's email system has a limit of 10 MB per single email message. CSC's email system will reject emails with the following attachments: batch files, executable files, and image files in the following formats: JPEG, GIF, TIFF. Canada will not accept encrypted emails or emails that include attachments with passwords.

Section 09 Customs clearance of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is deleted in its entirety.

CSC recommends that offerors submit their response to the requirements of this request for standing offer in typewritten format.

Offerors must ensure that any handwritten information included in their offer is clearly legible in order to allow CSC to complete the offer evaluation. CSC reserves the right, at its sole and entire discretion, to disregard any handwritten information which it determines to be illegible when assessing whether offers comply with all of the requirements of the request for standing offer including, if applicable, any and all evaluation criteria.

3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers



is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#) R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"*lump sum payment period*" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"*pension*" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES () NO ()**

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror must provide the following information:

- a. name of former public servant;



- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

4. Enquiries - Request for Standing Offer

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) business days before the Request for Standing Offer (RFSO) closing date. Enquiries received after that time may not be answered.

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

5. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland and Labrador.

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

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 standing offer award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Standing Offer Authority. The [CanadaBuys](#) website, under the heading "[Following up on a bid](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombud (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 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

CSC requests that offerors provide their offer in separate sections as follows:

Section I: Technical Offer: **one (1) electronic copy in PDF format**

Section II: Financial Offer: **one (1) electronic copy in PDF format**

Section III: Certifications: **one (1) electronic copy in PDF format**

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

Offerors should submit their technical offer and financial offer in two (2) separate documents.

In order to assist Canada in meeting the objectives of the [Policy on Green Procurement](#), when feasible Offerors should:

- 1) Include all environmental certification(s) relevant to your organization (such as ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.).
- 2) Include all third party environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (such as Canadian Standards Association (CSA Group), Underwriters Laboratories (ULSolutions); Forest Stewardship Council (FSC), ENERGYSTAR, etc.).

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

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

- 1.1 The Company Security Officer (CSO) must ensure through the [Contract Security Program \(CSP\)](#) that the Offeror and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

Offers will be evaluated to determine if they meet all mandatory technical criteria outlined in **Annex E – Evaluation Criteria**. Offers not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

1.1.2 Point Rated Technical Criteria

Offers will be evaluated to determine their score with regards to the point rated technical criteria outlined in **Annex E – Evaluation Criteria**.

1.2 Financial Evaluation

1.2.1 SACC Manual Clause M0220T (2016-01-28), Evaluation of Price - Offer

Offers containing a financial offer other than the one requested at **Article 3. Section II: Financial Offer** of **PART 3 – OFFER PREPARATION INSTRUCTIONS** will be declared non-compliant.

2. Basis of Selection

- 1. To be declared responsive, an offer must:
 - a. comply with all the requirements of the Request for Standing Offers (RFSO); and
 - b. meet all mandatory technical evaluation criteria.
- 2. Offers not meeting (a) or (b) will be declared non-responsive. Neither the responsive offer that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive offer with the lowest evaluated price per point will be recommended for issuance of a standing offer.
- 3. Example of the total price per point calculation:



The following example shows a situation where the total price per point is calculated for a bid that has met all the mandatory technical evaluation criteria:

| | A | B | C = A / B |
|------------------------------|---|---|-------------------|
| DESCRIPTION | Initial Standing Offer Period plus the 5 option years Estimated overall cost * | Points Obtained for the Technical Evaluation Criteria | Price Per Point** |
| On-Site Institution Half Day | \$30,000 | 25 | \$1,200 |
| On-Site Institution Full Day | \$15,000 | | \$600 |
| Off-Site Teleconference | \$10,000 | | \$400 |
| TOTAL PRICE PER POINT | | | \$2,200 |

In the example above, the bidder has achieved a **total price per point of \$2,200**.

In the event where two or more responsive bids have **the same total price per point**, the responsive bid having achieved the highest points overall for the technical evaluation criteria that are subject to point rating, will be recommended for award of standing offer.

**The prices shown in the table above are fictitious and used for the sole purpose of providing a calculation example.*

***Figures are rounded up to the second decimal when necessary.*



PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

1. Certifications Precedent to the Issuance of a Standing Offer and Additional Information

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

1.1 Integrity Provisions – Declaration of Convicted Offenses

- A) Subject to subsection B, by submitting an offer in response to this request for standing offer (RFSO), the Offeror certifies that:
- i. it has read and understands the Ineligibility and Suspension Policy;
 - ii. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - iii. it is aware that Canada may request additional information, certifications, and validations from the Offeror or a third party for purposes of making a determination of ineligibility or suspension;
 - iv. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offenses in the Policy;
 - v. none of the domestic criminal offenses, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and proposed first tier subcontractors; and
 - vi. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
- B) Where an Offeror is unable to provide any of the certifications required by subsection A, it must submit with its offer the completed [Integrity Declaration Form](#). Offerors must submit this form to Correctional Service of Canada with their offer.



1.2 Integrity Provisions – Required documentation

List of names: all Offerors, regardless of their status under the Ineligibility and Suspension Policy, must submit the following information:

1. Offerors that are corporate entities, including those submitting an offer as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
2. Offerors submitting an offer as sole proprietors, including sole proprietors submitting an offer as joint ventures, must provide a complete list of the names of all owners; or
3. Offerors that are a partnership do not need to provide a list of names.

List of Names:

| | |
|--|--|
| | |
| | |
| | |
| | |

OR

- The Offeror is a partnership

During the evaluation of offers, the Offeror must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the offer.

1.3 Security Requirements – Required Documentation

In accordance with the requirements of the Contract Security Program of Public Works and Government Services Canada, **the Offeror must provide a completed Application for Registration (AFR) form to be given further consideration in the procurement process.**

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

1.4 Status and Availability of Resources

SACC Manual clause M3020T (2016-01-28) Status and Availability of Resources

1.5 Language Requirements - English and/or French and/or Bilingual Essential

By submitting an offer, the Offeror certifies that, should it be awarded a standing offer as result of the request for a standing offer, every individual proposed in its offer will be:



1. fluent in English to provide ASL interpretation services. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

or

2. fluent in French to provide LSQ interpretation services. The individual(s) proposed must be able to communicate orally and in writing in French without any assistance and with minimal errors.

or

3. fluent in both official languages of Canada (French and English) to provide both ASL and LSQ interpretation services. The individual(s) proposed must be able to communicate orally and in writing in French and English without any assistance and with minimal errors.

1.6 Education and Experience

SACC Manual clause [M3021T](#) (2012-07-16) Education and Experience

1.7 Certification:

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.



PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
2. Before access to sensitive information is provided to the Offeror, the following conditions must be met:
 - (a) the Offeror's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 – Standing Offer and Resulting Contract Clauses;
 - (b) the Offeror's security capabilities must be met as indicated in Part 7 – Standing Offer and Resulting Contract Clauses.
3. For additional information on security requirements, Offerors should refer to the Contract Security Program (CSP) of Public Works and Government Services Canada website.

2. Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a Standing Offer as a result of the request for Standing Offer, can be insured in accordance with the Insurance Requirements specified in Annex D.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.



PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex A.

2. Security Requirement

2.1 The following security requirements (SRCL and related clauses provided by CSP) apply to and form part of the Standing Offer.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

PWGSC FILE No. 21201-24-4502560

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
 2. The Contractor personnel requiring access to PROTECTED information, assets or sensitive site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the CSP, PWGSC.
 3. The Contractor **MUST NOT** remove any PROTECTED information or assets from the identified site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
 4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
 5. The Contractor must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex "C";
 - b) *Contract Security Manual* (Latest Edition).
- 2.2 The Company Security Officer (CSO) must ensure through the Contract Security Program (CSP) that the Offeror and individual(s) hold a valid security clearance at the required level.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

As this Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

3.1 General Conditions

[2005](#) (2022-12-01) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.



4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from Standing Offer award date to March 31, 2025.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional five (5) one-year periods, from April 1, 2025 to March 31, 2030 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority at any time before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Claudia Landry
Title: Regional Contract Officer
Correctional Service of Canada
Branch or Directorate: RHQ/Finance/Material Management
Address: 1045 Main Street, Moncton, NB E1C 1H1
Telephone: 506-378-8722
E-mail address: claudia.landry@csc-scc.gc.ca

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

5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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

5.3 Offeror's Representative

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



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. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Correctional Service of Canada
Atlantic Region

8. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the Call-up Against a Standing Offer form or an electronic version.

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$10,000.00 (Applicable Taxes included).

10. Financial Limitation

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

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

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 call-up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2022-12-01), General Conditions - Standing Offers - Goods or Services;
- d) the supplemental general conditions 4008 (2008-12-12), Personal Information and 4013 (2022-06-20), Compliance with on-site measures, standing orders, policies, and rules;
- e) the general conditions 2010B (2022-12-01), General Conditions: Professional Services (Medium Complexity);
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C, Security Requirements Check List;
- i) Annex D, Insurance Requirements;
- j) the Offeror's offer dated _____ (insert date of offer upon award).



12. Certifications and Additional Information

12.1 Compliance

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

12.2 SACC *Manual* Clauses

M3020T (2016-01-28), Status and Availability of Resources

M3021T (2012-07-16), Education and Experience

13. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland and Labrador.



B. RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

2.1 General Conditions

2010B (2022-12-01), General Conditions - Professional Services (Medium Complexity), apply to and form part of the Contract.

Subsection 5. Audit of the General Conditions is deleted in its entirety and replaced with the following:

5. Audit

The Contractor must maintain such records, and Canada and its authorized representatives will have the right to examine such records, at all times during the term of this Contract and for a period of seven years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. Should an examination reveal any overpayments by Canada, these will be claimed by Canada and immediately repaid by the Contractor.

2.2 Supplemental General Conditions

4008 (2008-12-12), Personal Information, apply to and form part of the Contract.

4013 (2022-06-20) – Compliance with On-Site Measures, Standing Orders, Policies, and Rules, apply to and form part of the Contract.

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

2.3 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - a. The name, qualifications and experience of the proposed replacement; and
 - b. Proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a



replacement stop performing the work does not release the Contractor from its responsibility to meet the requirements of the contract.

3. Term of Contract

3.1 Period of the Contract

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

4. Proactive Disclosure of Contracts with Former Public Servants

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

5. Payment

5.1 Basis of Payment

Payments will be made in accordance with Annex B – Basis of Payment

5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed *\$<To Be Inserted at Standing Offer 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.

5.3 Method of Payment

SACC Manual Clause H1008C (2008-05-12) – Monthly Payment

5.4 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department



SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification

5.4.1 Audit

SACC Manual clause C1004C Auditing

Canada reserves the right to recover amounts and make adjustments to amounts payable to the Contractor where an examination of the Contractor's records has identified amounts allocated to the Contract that are not in accordance with the Contract terms.

Where the results of an examination indicate that an overpayment by Canada has occurred, such overpayment is due and payable on the date indicated in the notice of overpayment.

5.4.2 Discretionary Audit

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

5.5 Travel and Living Expenses

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.

All payments are subject to government audit.

5.6 Electronic Payment of Invoices – Contract

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

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

6. 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 time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
 - a. **Invoices must be forwarded to the Project Authority of the requesting site for certification and payment as well as cc the following mailbox: Administration.GEN-ATLRHQ@CSC-SCC.GC.CA**



7. Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

8. Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

9. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- 9.1 The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- 9.2 The Contractor must advise the Minister of any change in ownership control for the duration of the contract.
- 9.3 The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister must have the right to treat this Contract as being in default and terminate the contract accordingly.
- 9.4 For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

10. Closure of Government Facilities

- 10.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.



10.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

11. Tuberculosis Testing

11.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.

11.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.

11.3 All costs related to such testing will be at the sole expense of the Contractor.

12. Compliance with CSC Policies

12.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.

12.2 Unless otherwise provided in the contract, the Contractor must obtain all permits and hold all certificates and licenses required for the performance of the Work.

12.3 Details on existing CSC policies can be found on the [CSC website](#) or any other CSC web page designated for such purpose.

13. Health and Labour Conditions

13.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.

13.2 The Contractor must comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and must also require compliance of same by all its subcontractors when applicable.

13.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity must forthwith notify the Project Authority or His Majesty.

13.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor must be furnished by the Contractor to the Project Authority or His Majesty at such time as the Project Authority or His Majesty may reasonably request."

14. Identification Protocol Responsibilities

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

14.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;

14.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;



14.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify themselves as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and

14.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

15. Dispute Resolution Services

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web at [the Office of the Procurement Ombudsman website](#). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit [the Office of the Procurement Ombudsman website](#).

16. Contract Administration

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web [the Office of the Procurement Ombudsman website](#). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit [the Office of the Procurement Ombudsman website](#).

17. Information Guide for Contractors

Prior to the commencement of any work, the Contractor certifies that its employees or employees of its subcontractors, working under contract for CSC will complete the applicable Module(s) and retain the signed checklist(s) from the CSC "Information Guide for Contractors" website: www.bit.do/CSC-EN.



ANNEX A - STATEMENT OF WORK

The Correctional Service of Canada has a requirement to provide American Sign Language (ASL) (English language) and/or Langue des signes québécoise (LSQ) (French language) interpretation services to offenders during various general and specialized meetings between Correctional Service Canada (CSC) staff, Parole Board of Canada (PBC) members, and their clients (federal offenders) in relation to their case management and for medical appointments.

1.1 Background:

The Correctional Service Canada has a statutory requirement to provide federally sentenced offenders who have hearing impairments with ASL and/or LSQ interpretation services. There is a substantial communication barrier with staff. Such services would assist CSC in meeting the inmates' needs, as and when required.

1.2 Objectives:

The Contractor must be able to provide ASL and/or LSQ interpretation services on an as-needed and as-requested basis to offenders in participation of any of their case management meetings, Parole Board of Canada Hearings, Programs meetings, assessments, medical assessments, and any other formal or informal meeting.

1.3 Tasks:

The Contractor must be aware that ASL and/or LSQ interpretation of explicit material up to and including Protected Level B may be required and agrees to perform the task.

The Contractor must ensure that the ASL and/or LSQ interpreter performs the duties of their profession impartially, since the role of the interpreter is to facilitate communication, not to provide counsel.

The Contractor must carry out ASL and/or LSQ interpretation services either from the Contractor's place of business virtually (teleconferencing) or in person where the meeting or hearing is being held. **It will be at the Project Authority's discretion to decide if services are to be given virtually or in person.**

The Contractor is not permitted to take any notes, recordings or keep any documentation of the ASL and/or LSQ interpretation being performed under this contract. It is strictly an ASL and/or LSQ interpretation requirement to ensure clarity of the information being explained and presented to the individual and to relay any responses by the individual to ensure accuracy of the information.

Each session will range from 30 minutes up to eight hours, as and when required.

The Contractor must provide the services described herein, the details of which will be provided in each individual the Call-up.

1.4 Deliverables:

The Contractor must provide consecutive and simultaneous ASL and/or LSQ interpretation services for meetings between Correctional Services Canada (CSC), Parole Board of Canada (PBC) members, medical staff and their clients (federal offenders).

The Contractor must ensure that the ASL and/or LSQ interpretation is complete, accurate, and faithful to the original message with respect to meaning, free of omissions, additions or distortions.

The Contractor must ensure that the meaning conveyed by gestures, body language and tone of voice is not lost.



Throughout the period of the standing offer there will be no minimum guarantee of service.

Prior to CSC booking onsite services, consideration must be given to providing the service by teleconference. Where this is not feasible due to the nature of the meeting, the Contractor may request reimbursement for travel expenses to the Institutional Head of the requesting site. The Institutional Head must approve the request before the Contractor incurs any expenses.

Offsite ASL and/or LSQ interpretation services must be provided by the Contractor's personnel via teleconference from a private location, where confidentiality can be guaranteed; such as an enclosed boardroom or office. There must be no recording of any kind, and no information related to the service is to be held or retained by the service provider or their personnel.

It is the responsibility of the CSC site requesting ASL and/or LSQ interpretation services to ensure that a minimum of one (1) full business day notice is given to the Contractor for cancellations. If less than one full business day notice is provided, CSC will pay the Contractor the estimate they were provided plus the accommodation reservation when it is non-refundable by the hotel.

The Contractor must acknowledge a receipt of "request for ASL and/or SLQ interpretation services" within 24 hours from the requesting site.

The Contractor must provide to the requesting site a quote for services within 48 hours of an initial request. The Contractor may, from time-to-time, have to reschedule workloads due to urgent requests.

The Contractor must send monthly progress reports to the following email:
rmimas.gen-atl@csc-scc.gc.ca.

1.5 Location of work:

a. The Contractor must perform the work either at their place of business (teleconferencing) when the service is required and as arranged by CSC or at any federal site in the Atlantic Region, which includes the provinces of New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland and Labrador, where the service is required and as arranged by CSC. **It will be at the Project Authority's discretion to decide if services are to be given virtually or in person.**

b. Travel to the following locations could be required for performance of the work under this standing offer:

Sites within the Atlantic Region

| ADMINISTRATIVE OFFICES | |
|--|---|
| Atlantic Regional Headquarters 1045 Main Street, 2nd Floor Moncton, NB E1C 1H1 Telephone: 506-851-6313 | CLDC, Atlantic 200-777 Main Street Moncton NB E1C 1E9 Telephone: 506-851-4000 |
| 859 Main Street Moncton, NB E1C 1H1 Phone: 506-851-6313 | |



| INSTITUTIONS | |
|---|---|
| <p>Atlantic Institution 13175 Route 8, P. O. Box 102, Renous, NB E9E 2E1</p> <p>Telephone: 506-623-4000</p> | <p>Shepody Healing Centre 4902 Main Street Dorchester NB E4K 2Y9</p> <p>Telephone: 506-379-4009</p> |
| <p>Dorchester Penitentiary</p> <p>Medium: 4902 Main Street Dorchester, NB E4K 2Y9</p> <p>Telephone: (506) 379-2471</p> | <p>Dorchester Penitentiary</p> <p>Minimum: 4902A Main Street Dorchester, NB E4K 2Y9</p> <p>Telephone: (506) 379-4595</p> |
| <p>Springhill Institution 330 McGee Street Springhill, NS B0M 1X0</p> <p>Telephone: 902-597-8651</p> | <p>Nova Institution for Women 180 James Street Truro, NS B2N 6R8</p> <p>Telephone: 902-897-1750</p> |
| PAROLE OFFICES | |
| <p>Atlantic District 1045 Main Street, 3rd Floor Moncton, NB E1C 1H1</p> <p>Telephone: 506-851-6015</p> | <p>Bathurst Parole Office 159 Main Street, Suite 305 Bathurst, NB E2A 1A6</p> <p>Telephone: 506-548-7751</p> |
| <p>New Brunswick/ PEI Area Office 1 Factory Lane, Suite 104 Moncton, NB E1C 9M3</p> <p>Telephone: 506-851-3038</p> | <p>Charlottetown Parole Office 250 Queen Street, Suite #101 Charlottetown, PEI C1A 4B8</p> <p>Telephone: 902-566-7177</p> |
| <p>Edmundston Parole : Sub-office for Bathurst 15 Église Street, Suite 201 Edmundston, NB E3V 1J3</p> <p>Telephone: 506-739-0257 Toll free: 855-739-0257</p> | <p>Fredericton Parole Office 364 York Street Unit 103 Fredericton, NB E3B 3P7</p> <p>Telephone: 506-452-3275</p> |
| <p>Moncton Parole Office 1 Factory Lane, Suite 104 Moncton, NB E1C 9M3</p> <p>Telephone: 506-851-6350</p> | <p>Saint John Parole Office 23 Carleton Street Saint John, NB E2L 2Z2</p> <p>Telephone: 506-636-4795</p> |
| <p>Parrtown CCC 23 Carleton Street Saint John, NB E2L 2Z2</p> <p>Telephone: 506-636-4764</p> | <p>Jamieson Community Correctional Centre / Nova Scotia Area Office 19 Morris Drive Dartmouth, NS B3B 0M3</p> <p>Telephone: 902-426-2601</p> |
| <p>Halifax Parole Office 2131 Gottingen Street, Suite 200 Halifax, NS B3K 5Z7</p> <p>Telephone: 902-426-3408</p> | <p>Kentville Parole Office 491 Main Street, Suite 101 Kentville, NS B4N 1K9</p> <p>Telephone: 902-679-5311</p> |



| | |
|---|---|
| <p>Yarmouth Parole Sub-Office for Kentville 491 Main Street, Suite 101 Kentville, NS B4N 1K9</p> <p>Telephone: 902-742-6898</p> | <p>Dartmouth Parole Office 45 Alderney Drive, Suite 209 Queen Square Dartmouth, NS B2Y 2N6</p> <p>Telephone: 902-426-4005</p> |
| <p>Truro Parole Office 14 Court Street, Suite 300 Truro, NS B2N 3H7</p> <p>Telephone: 902-893-6760</p> | <p>Sydney Parole Office 196 George Street, Floor 2 Sydney, NS B1P 1J3</p> <p>Telephone: 902-564-7300</p> |
| <p>Newfoundland Area Office 86 Charter Avenue St. John's, NL A1A 3S5</p> <p>Telephone: 709-772-5359</p> | <p>St. John's Parole Office 86 Charter Avenue St. John's, NL A1A 3S5</p> <p>Telephone: 709-772-5359</p> |
| <p>Grand Falls-Windsor Parole Sub-Office for St-John's NL P.O. Box 175 4A Bayley Street St. John's, NL A2A 2J4</p> <p>Telephone: 709-489-5124</p> | <p>Corner Brook Parole Office 1 Regent Square, Suite 315 Corner Brook, NL A2H 7K6</p> <p>Telephone: 709-637-4288</p> |
| <p>Labrador Parole Sub-Office for Corner Brook 176 Hamilton River Road, Glenn Plaza P.O. Box 1930 Station B, Happy Valley – Goose Bay, NL A0P 1E0</p> <p>Telephone: 709-896-5288</p> | <p>Stephenville Parole Office West Coast Correctional Centre Building 443 Massachusetts Drive, 3rd Floor Stephenville, NL A2N 2Z5</p> <p>Telephone: 709-643-8204</p> |
| <p>St. John's CCC 86 Charter Avenue St. John's, NL A1A 3S5</p> <p>Telephone: 709-772-5359</p> | |

1.6 Language of Work:

The Contractor must perform ASL interpretation services in the English language and/or LSQ interpretation services in the French language.

1.7 Invoice

The invoice for the work completed must be forwarded after services have been rendered. The invoice must indicate the following information:

Each invoice must include:

- a. Name of requestor;
- b. The date and total number of hours of services rendered;
- c. Call-up number;
- d. Identify whether ASL and/or LSQ interpretation services were provided;
- e. The total cost;
- f. Identify whether service was delivered via teleconference or onsite;
- g. Identify interpretation and travel fees separately;



- h. Include all travel receipts, if applicable, and;
- i. Include a copy of time sheets to support the time claimed.

Invoices must be distributed as follows:

Contractor must send to the Project Authority of the **requesting site** as well as **cc the following mailbox:** Administration.GEN-ATLRHQ@CSC-SCC.GC.CA



ANNEX B - BASIS OF PAYMENT

The following basis of payment will apply to any call-up issued against this Standing Offer.

1.0 Standing Offer Period

The Supplier will be paid in accordance with the following Basis of Payment for work performed pursuant to this Standing Offer.

For the provision of services as described in Annex A – Statement of Work, the Supplier will be paid the firm hourly rate(s) below in the performance of this Standing Offer, HST, GST or QST extra.

Initial Standing Offer Period - Date awarded to March 31, 2025

| Consecutive and simultaneous <u>American Sign Language</u> Interpretation | Estimated Total Hours | Hourly Rate (1 hour minimum) Half day rate (4 hours minimum) Full day rate (Greater than 4 hours to 8 hours maximum) | Estimated Total |
|---|------------------------------|---|------------------------|
| On-Site Institution – Half day | 120 | \$_____ (Hourly Rate) | \$_____ |
| On-Site Institution – Full day | 30 | \$_____ (Hourly Rate) | \$_____ |
| Off-Site Teleconference (Hourly rate, Pro-rated after minimum 1 hour in 15 minute intervals) | 170 | \$_____ (Hourly Rate) | \$_____ |
| Estimated TRAVEL | | | \$80,500.00 |
| TOTAL | | | \$ |

| Consecutive and simultaneous <u>Langue des signes québécoise</u> Interpretation | Estimated Total Hours | Hourly Rate (1 hour minimum) Half day rate (4 hours minimum) Full day rate (Greater than 4 hours to 8 hours maximum) | Estimated Total |
|---|------------------------------|---|------------------------|
| On-Site Institution – Half day | 60 | \$_____ (Hourly Rate) | \$_____ |
| On-Site Institution – Full day | 20 | \$_____ (Hourly Rate) | \$_____ |
| Off-Site Teleconference (Hourly rate, Pro-rated after minimum 1 hour in 15 minute intervals) | 80 | \$_____ (Hourly Rate) | \$_____ |
| Estimated TRAVEL | | | \$40,250.00 |
| TOTAL | | | \$ |

2.0 Options to Extend the Standing Offer Period:



Subject to the exercise of the option to extend the Standing Offer period in accordance with Article <To Be Inserted at Contract Award> of the original Standing Offer, Options to Extend the Standing Offer, the Contractor will be paid the firm hourly rate(s), in accordance with the following tables, Applicable Taxes extra, to complete all Work and services required to be performed in relation any call-up issued as a result of the Standing Offer extension.

2.1 Option Year 1 - April 1, 2025 to March 31, 2026

| Consecutive and simultaneous <u>American Sign Language</u> Interpretation | Estimated Total Hours | Hourly Rate (1 hour minimum) Half day rate (4 hours minimum) Full day rate (Greater than 4 hours to 8 hours maximum) | Estimated Total |
|---|------------------------------|---|------------------------|
| On-Site Institution – Half day | 120 | \$_____ (Hourly Rate) | \$_____ |
| On-Site Institution – Full day | 30 | \$_____ (Hourly Rate) | \$_____ |
| Off-Site Teleconference (Hourly rate, Pro-rated after minimum 1 hour in 15 minute intervals) | 170 | \$_____ (Hourly Rate) | \$_____ |
| Estimated TRAVEL | | | \$80,500.00 |
| TOTAL | | | \$ |

| Consecutive and simultaneous <u>Langue des signes québécoise</u> Interpretation | Estimated Total Hours | Hourly Rate (1 hour minimum) Half day rate (4 hours minimum) Full day rate (Greater than 4 hours to 8 hours maximum) | Estimated Total |
|---|------------------------------|---|------------------------|
| On-Site Institution – Half day | 60 | \$_____ (Hourly Rate) | \$_____ |
| On-Site Institution – Full day | 20 | \$_____ (Hourly Rate) | \$_____ |
| Off-Site Teleconference (Hourly rate, Pro-rated after minimum 1 hour in 15 minute intervals) | 80 | \$_____ (Hourly Rate) | \$_____ |
| Estimated TRAVEL | | | \$40,250.00 |
| TOTAL | | | \$ |



2.2 Option Year 2 - April 1, 2026 to March 31, 2027

| Consecutive and simultaneous <u>American Sign Language</u> Interpretation | Estimated Total Hours | Hourly Rate (1 hour minimum) Half day rate (4 hours minimum) Full day rate (Greater than 4 hours to 8 hours maximum) | Estimated Total |
|---|------------------------------|---|------------------------|
| On-Site Institution – Half day | 120 | \$_____ (Hourly Rate) | \$_____ |
| On-Site Institution – Full day | 30 | \$_____ (Hourly Rate) | \$_____ |
| Off-Site Teleconference (Hourly rate, Pro-rated after minimum 1 hour in 15 minute intervals) | 170 | \$_____ (Hourly Rate) | \$_____ |
| Estimated TRAVEL | | | \$80,500.00 |
| TOTAL | | | \$ |

| Consecutive and simultaneous <u>Langue des signes québécoise</u> Interpretation | Estimated Total Hours | Hourly Rate (1 hour minimum) Half day rate (4 hours minimum) Full day rate (Greater than 4 hours to 8 hours maximum) | Estimated Total |
|---|------------------------------|---|------------------------|
| On-Site Institution – Half day | 60 | \$_____ (Hourly Rate) | \$_____ |
| On-Site Institution – Full day | 20 | \$_____ (Hourly Rate) | \$_____ |
| Off-Site Teleconference (Hourly rate, Pro-rated after minimum 1 hour in 15 minute intervals) | 80 | \$_____ (Hourly Rate) | \$_____ |
| Estimated TRAVEL | | | \$40,250.00 |
| TOTAL | | | \$ |



2.3 Option Year 3 - April 1, 2027 to March 31, 2028

| Consecutive and simultaneous <u>American Sign Language</u> Interpretation | Estimated Total Hours | Hourly Rate (1 hour minimum) Half day rate (4 hours minimum) Full day rate (Greater than 4 hours to 8 hours maximum) | Estimated Total |
|---|------------------------------|---|------------------------|
| On-Site Institution – Half day | 120 | \$_____ (Hourly Rate) | \$_____ |
| On-Site Institution – Full day | 30 | \$_____ (Hourly Rate) | \$_____ |
| Off-Site Teleconference (Hourly rate, Pro-rated after minimum 1 hour in 15 minute intervals) | 170 | \$_____ (Hourly Rate) | \$_____ |
| Estimated TRAVEL | | | \$80,500.00 |
| TOTAL | | | \$ |

| Consecutive and simultaneous <u>Langue des signes québécoise</u> Interpretation | Estimated Total Hours | Hourly Rate (1 hour minimum) Half day rate (4 hours minimum) Full day rate (Greater than 4 hours to 8 hours maximum) | Estimated Total |
|---|------------------------------|---|------------------------|
| On-Site Institution – Half day | 60 | \$_____ (Hourly Rate) | \$_____ |
| On-Site Institution – Full day | 20 | \$_____ (Hourly Rate) | \$_____ |
| Off-Site Teleconference (Hourly rate, Pro-rated after minimum 1 hour in 15 minute intervals) | 80 | \$_____ (Hourly Rate) | \$_____ |
| Estimated TRAVEL | | | \$40,250.00 |
| TOTAL | | | \$ |



2.4 Option Year 4 - April 1, 2028 to March 31, 2029

| Consecutive and simultaneous <u>American Sign Language</u> Interpretation | Estimated Total Hours | Hourly Rate (1 hour minimum) Half day rate (4 hours minimum) Full day rate (Greater than 4 hours to 8 hours maximum) | Estimated Total |
|---|------------------------------|---|------------------------|
| On-Site Institution – Half day | 120 | \$_____ (Hourly Rate) | \$_____ |
| On-Site Institution – Full day | 30 | \$_____ (Hourly Rate) | \$_____ |
| Off-Site Teleconference (Hourly rate, Pro-rated after minimum 1 hour in 15 minute intervals) | 170 | \$_____ (Hourly Rate) | \$_____ |
| Estimated TRAVEL | | | \$80,500.00 |
| TOTAL | | | \$ |

| Consecutive and simultaneous <u>Langue des signes québécoise</u> Interpretation | Estimated Total Hours | Hourly Rate (1 hour minimum) Half day rate (4 hours minimum) Full day rate (Greater than 4 hours to 8 hours maximum) | Estimated Total |
|---|------------------------------|---|------------------------|
| On-Site Institution – Half day | 60 | \$_____ (Hourly Rate) | \$_____ |
| On-Site Institution – Full day | 20 | \$_____ (Hourly Rate) | \$_____ |
| Off-Site Teleconference (Hourly rate, Pro-rated after minimum 1 hour in 15 minute intervals) | 80 | \$_____ (Hourly Rate) | \$_____ |
| Estimated TRAVEL | | | \$40,250.00 |
| TOTAL | | | \$ |



2.5 Option Year 5 - April 1, 2029 to March 31, 2030

| Consecutive and simultaneous <u>American Sign Language</u> Interpretation | Estimated Total Hours | Hourly Rate (1 hour minimum) Half day rate (4 hours minimum) Full day rate (Greater than 4 hours to 8 hours maximum) | Estimated Total |
|---|------------------------------|---|------------------------|
| On-Site Institution – Half day | 120 | \$_____ (Hourly Rate) | \$_____ |
| On-Site Institution – Full day | 30 | \$_____ (Hourly Rate) | \$_____ |
| Off-Site Teleconference (Hourly rate, Pro-rated after minimum 1 hour in 15 minute intervals) | 170 | \$_____ (Hourly Rate) | \$_____ |
| Estimated TRAVEL | | | \$80,500.00 |
| TOTAL | | | \$ |

| Consecutive and simultaneous <u>Langue des signes québécoise</u> Interpretation | Estimated Total Hours | Hourly Rate (1 hour minimum) Half day rate (4 hours minimum) Full day rate (Greater than 4 hours to 8 hours maximum) | Estimated Total |
|---|------------------------------|---|------------------------|
| On-Site Institution – Half day | 60 | \$_____ (Hourly Rate) | \$_____ |
| On-Site Institution – Full day | 20 | \$_____ (Hourly Rate) | \$_____ |
| Off-Site Teleconference (Hourly rate, Pro-rated after minimum 1 hour in 15 minute intervals) | 80 | \$_____ (Hourly Rate) | \$_____ |
| Estimated TRAVEL | | | \$40,250.00 |
| TOTAL | | | \$ |

3.0 Applicable Taxes

- (a) All prices and amounts of money in the Standing Offer are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada.
- (b) The estimated Applicable Taxes of \$<To Be Inserted at Standing Offer Award> are included in the total estimated cost shown on page 1 of this Standing Offer. The estimated Applicable Taxes will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which taxes do not apply, are to be identified as such on all invoices. The Offeror agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes or due.

4.0 Electronic Payment of Invoices - Offer



Canada requests that Offerors complete option 1 or 2 below:

1. Electronic Payment Instruments will be accepted for payment of invoices.

The following Electronic Payment Instrument(s) are accepted:

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

2. Electronic Payment Instruments will not be accepted for payment of invoices.

The Offeror is not obligated to accept payment by Electronic Payment Instruments.

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



ANNEX C - SECURITY REQUIREMENTS CHECK LIST

DSD-ATL5604



Government of Canada
Gouvernement du Canada

| |
|--|
| Contract Number / Numéro du contrat 21201-24-4502560 |
| 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 CSC-SCC | 2. Branch or Directorate / Direction générale ou Direction Atlantic Region | |
| 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 Consecutive American Sign Language Interpretation Services from both official languages, English and French, either on site, by teleconference or video conference. | | |
| 5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? | <input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui | |
| 5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? | <input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui | |
| 6. Indicate the type of access required / Indiquer le type d'accès requis | | |
| 6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) | <input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui | |
| 6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. | <input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui | |
| 6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? | <input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui | |
| 7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès | | |
| Canada <input checked="" type="checkbox"/> | NATO / OTAN <input type="checkbox"/> | |
| Foreign / Étranger <input type="checkbox"/> | | |
| 7. b) Release restrictions / Restrictions relatives à la diffusion | | |
| No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> | All NATO countries Tous les pays de l'OTAN <input type="checkbox"/> | |
| Not releasable À ne pas diffuser <input type="checkbox"/> | | |
| Restricted to / Limité à : <input type="checkbox"/> | Restricted to / Limité à : <input type="checkbox"/> | |
| Specify country(ies) / Préciser le(s) pays : | Specify country(ies) / Préciser le(s) pays : | |
| 7. c) Level of information / Niveau d'information | | |
| PROTECTED A PROTÉGÉ A <input 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"/> |

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified





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Government of Canada / Gouvernement du Canada

| |
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| Contract Number / Numéro du contrat 21201-24-4502560 |
| Security Classification / Classification de sécurité Unclassified |

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité: No / Non 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: No / Non 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"/> CONFIDENTIAL CONFIDENTIEL | <input type="checkbox"/> SECRET SECRET | <input type="checkbox"/> TOP SECRET TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS ACCÈS AUX EMBLEMES | | | |

Special comments:
Commentaires spéciaux: _____

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

10. b) May unsecured personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unsecured personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non 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? No / Non 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? No / Non 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? No / Non 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? No / Non 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? No / Non Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified





DSD-ATL5604



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

21201-24-4502560

Security Classification / Classification de sécurité
Unclassified

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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



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|--|
| Contract Number / Numéro du contrat 21201-24-4502560 |
| Security Classification / Classification de sécurité Unclassified |

| PART D - AUTHORIZATION / PARTIE D - AUTORISATION | | | |
|--|---|---|---|
| 13. Organization Project Authority / Chargé de projet de l'organisme | | | |
| Name (print) - Nom (en lettres moulées) Natalie LeBlanc | Title - Titre A/Project Officer | Signature <i>Natalie LeBlanc</i> | Date Digitally signed by Leblanc, Natalie S Date: 2023.09.19 11:30:04 -03'00' |
| Telephone No. - N° de téléphone 506-269-2315 | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel natalie.leblanc2@csc-scc.gc.ca | UNCLASSIFIED - NON CLASSIFIÉ |
| 14. Organization Security Authority / Responsable de la sécurité de l'organisme | | | |
| Name (print) - Nom (en lettres moulées) Dominic St-Denis | Title - Titre Contracting Security Analyst | Signature StDenis Dominic | Date Digitally signed by StDenis, Dominic Date: 2023.09.19 13:25:34 -03'00' |
| Telephone No. - N° de téléphone | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel | Date |
| 15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? | | | <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Out |
| 16. Procurement Officer / Agent d'approvisionnement | | | |
| Name (print) - Nom (en lettres moulées) Claudia Landry | Title - Titre Regional Contract Officer | Signature <i>Claudia Landry</i> | Date Digitally signed by Landry, Claudia Date: 2023.09.19 13:25:34 -03'00' |
| Telephone No. - N° de téléphone 506-378-8722 | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel claudia.landry@csc-scc.gc.ca | Date 2023-09-19 |
| 17. Contracting Security Authority / Autorité contractante en matière de sécurité | | | |
| Cynthia Laverdure Quality Control Officer Agente de contrôle de la qualité Contract Security Program (CSP) Programme de la Sécurité des contrats (PSC) Public Services and Procurement Canada (PSPC) Services publics et Approvisionnement Canada (SPAC) Cynthia.Laverdure@pspc-pwgc.gc.ca | | Signature Laverdure, Cynthia | Date Digitally signed by Laverdure, Cynthia Date: 2023.10.03 11:16:10 -0400' |
| Address - Adresse courriel | | Date | |

TBS/SCT 350-103(2004/12)

| |
|--|
| Security Classification / Classification de sécurité Unclassified |
|--|





ANNEX D - INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.



For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.



ANNEX E – Evaluation Criteria

1.0 Technical Evaluation:

1.1 The following elements of the offer will be evaluated and scored in accordance with the following evaluation criteria.

1. Mandatory Technical Criteria
2. Rated Technical Criteria

It is **imperative** that the offer **address each of these criteria** to demonstrate that the requirements are met.

1.2 LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.

1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.

1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.

1.5 References must be provided for each project/employment experience.

- I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.
- II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.
- III. References must be presented in this format:
 - a. Name;
 - b. Organization;
 - c. Current Phone Number; and
 - d. Email address if available

1.6 Response Format

I. In order to facilitate evaluation of offers, it is recommended that Offerors' offers address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.

II. Offerors are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical offer does not include the required month and year for the start date and end date of the experience claimed.



- IV. CSC will also only evaluate the duration that the resource actually worked on a project or projects (from the start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

MANDATORY TECHNICAL CRITERIA

| # | Mandatory Technical Criterion | Bidder Response Description (include location in bid) | Met (yes/no) |
|-----------|--|---|--------------|
| M1 | The firm must be certified and in good standing with CTTIC (Canadian Translators, Terminologists and Interpreters Council) or CASLI (Canadian Association of Sign Language Interpreters) or other certification authority to meet the National Standards for Interpretation Services (NSGCIS) . Bidders must provide a copy of the certificate with technical bid or provide written confirmation from CTTIC or CASLI that interpreters are members within their Association. | | |
| M2 | <p>Within the past ten (10) years, the bidder must have a minimum of five (5) years' experience delivering certified/accredited consecutive and simultaneous American Sign Language (ASL) and/or Langue des signes québécoise (LSQ) interpretation prior to bid closing.</p> <p>The bidder <u>must include</u>:</p> <ol style="list-style-type: none"> 1. the total number of years of experience providing ASL and/or LSQ interpretation services; 2. the client's name and address; 3. the start and end dates of the work; 4. details about the work done by the bidder on the project(s); and 5. a reference | | |
| M3 | The Bidder must submit a list of a minimum of three (3) proposed personnel who will be performing the ASL interpretation services. To showcase that ASL interpretation services can be offered, a resume of each proposed personnel must be provided with the bid. | | |



| | | | |
|-----------|--|--|--|
| M4 | The Bidder must submit a list of a minimum of three (3) proposed personnel who will be performing the LSQ interpretation services. To showcase that LSQ interpretation services can be offered, a resume of each proposed personnel must be provided with the bid. | | |
|-----------|--|--|--|

POINT RATED TECHNICAL CRITERIA

| # | Point Rated Technical Criterion | Maximum Score | Bidder Response (Bidder to explain how points are obtained and reference location in bid) |
|-----------|--|--|---|
| R1 | <p>Within the past ten (10) years, the bidder has over five (5) years' experience delivering certified/accredited consecutive and simultaneous ASL interpretation services prior to bid closing.</p> <p><u>The bidder must include the following Information about the stated experience:</u></p> <ol style="list-style-type: none"> 1. the total number of additional years of experience for proposed resource; 2. the client or employer's name and address; 3. the start and end dates of the work or employment periods; 4. details about the work done by the proposed resources; and 5. a reference | <p>.....</p> <p>Points will be awarded based on the following formula:</p> <p>2 points per year of additional experience, to a maximum of 10 points.</p> | |
| R2 | <p>Within the past ten (10) years, the bidder has over five (5) years' experience delivering certified/accredited consecutive and simultaneous LSQ interpretation services prior to bid closing.</p> <p><u>The bidder must include the following Information about the stated experience:</u></p> <ol style="list-style-type: none"> 1. the total number of additional years of experience for proposed resource; 2. the client or employer's name and address; | <p>.....</p> <p>Points will be awarded based on the following formula:</p> <p>2 points per year of additional experience, to a maximum of 10 points.</p> | |



| | | | |
|-----------|--|---|--|
| | <p>3. the start and end dates of the work or employment periods; 4. details about the work done by the proposed resource; and 5. a reference</p> | | |
| R3 | <p>The bidder has experience in providing ASL interpretation services in corrections*.</p> <p>* The field of corrections consists of organizations responsible for administering sentences imposed by the courts, managing correctional institutions and supervising offenders.</p> <p>For every project presented, the bidder <u>must include the following information</u>:</p> <ol style="list-style-type: none"> 1. the project's title and description; 2. details about the work completed; and 3. a reference. | <p>..... Points will be awarded based on the following formula:</p> <p>2 points per project, to a maximum of 10 points.</p> | |
| R4 | <p>The bidder has experience in providing LSQ interpretation services in the field of corrections*.</p> <p>* The field of corrections consists of organizations responsible for administering sentences imposed by the courts, managing correctional institutions and supervising offenders.</p> <p>For every project presented, the bidder <u>must include the following information</u>:</p> <ol style="list-style-type: none"> 3. the project's title and description; 4. details about the work completed; and 5. a reference. | <p>..... Points will be awarded based on the following formula:</p> <p>2 points per project, to a maximum of 10 points.</p> | |
| | Total maximum number of points | 40 | |



Correctional Service
Canada

Service correctionnel
Canada

Annex F - Contract Security Program – Application for Registration (AFR)

Please see attached.