



**RETURN OFFERS TO:
RETOURNER LES OFFRES À :**

Department of Justice Canada
Attention: Erin Butler
Email: Erin.Butler@justice.gc.ca

Ministère de la Justice Canada
Attention: Erin Butler
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**REQUEST FOR STANDING OFFER (RFSO)
DEMANDE D'OFFRE À COMMANDES (DOC)**

Comments - Commentaires

Offer To: Department of Justice Canada

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

On behalf of the offeror, by signing below, I confirm that I have read the entire request for standing offer (RFSO) including the documents incorporated by reference into the RFSO and I certify that:

1. The offeror considers itself and its products able to meet all the mandatory requirements described in the RFSO;
2. This offer is valid for the period requested in the RFSO;
3. All the information provided in the offer is complete, true and accurate; and
4. If the offeror is awarded a standing offer, it will accept all the terms and conditions set out in the resulting contract clauses included in the RFSO.

L'offre au : Ministère de la Justice Canada

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

En apposant ma signature ci-après, j'atteste, au nom de l'offrant, que j'ai lu la demande d'offre à commandes (DOC) en entier, y compris les documents incorporés par renvoi dans la DOC et que :

1. l'offrant considère qu'il a les compétences et que ses produits sont en mesure de satisfaire les exigences obligatoires décrites dans la DOC;
2. cette offre est valide pour la période exigée dans la DOC;
3. tous les renseignements figurant dans l'offre sont complètes, véridiques et exacts; et
4. si une offre à commande est attribuée à l'offrant, ce dernier se conformera à toutes les modalités énoncées dans les clauses concernant le contrat subséquent et comprises dans la DOC.

Title – Sujet	
French and English simultaneous interpretation services for in-person, virtual, and/or hybrid meetings/events	
Solicitation No. – N° de l'invitation	Date
1000032416	August 15, 2023
Client Reference No. – N° référence du client	
GETS Reference No. – N° de référence de SEAG	
1000032416	
Solicitation Closes L'invitation prend fin	Time Zone Fuseau horaire
at – à 2 :00 PM	Eastern Daylight Time (EDT)
on – le September 23, 2023	Heure Avancée de l'Est (HAE)
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/>	Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>
Address inquiries to – Adresser toute demande de renseignements à :	
Erin Butler	
Area code and Telephone No. Code régional et N° de téléphone	E-mail - Courriel
306-491-0156	Erin.Butler@justice.gc.ca
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction	
Ottawa, Ontario	

Instructions: See Herein
Instructions : Voir aux présentes

Delivery required -Livraison exigée	Delivery offered -Livraison proposée
See Herein – Voir aux présentes	
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation) Compétence du contrat : Province du Canada choisie par le soumissionnaire et qui aura les compétences sur tout contrat subséquent (si différente de celle précisée dans la demande)	
Vendor/firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	
e-mail - courriel	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (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 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, the Security Requirements Check List, the Service Request Form, the Non-Disclosure Agreement, and the Integrity Regime Verification form.

1.2 Summary

The Department of Justice Canada (JUS) has a responsibility under the Official Languages Act (OLA) to ensure meetings are available in the official language of the meeting attendees' choice. Simultaneous interpretation ensures that JUS is fulfilling this need by ensuring all attendees are able to share and connect in both Official Languages (French and English).

The Request for Standing Offer (RFSO) is for simultaneous interpretation services from French to English or English to French, on an 'as and when requested' basis. The requirement includes:

- Virtual interpretation provided across Canada,
- In-person interpretation provided in the National Capital Region (NCR), and
- Hybrid interpretation (in-person in NCR and virtual across Canada).

It is anticipated that there will be up to three (3) Standing Offers awarded as a result of this Request for Standing Offer from the date of issuance to March 31, 2025 with the option to extend up to two (2) additional one (1) year periods. Work will be allocated using the right of first refusal method.

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security 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](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers 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 offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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 Offers - 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 Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Offers

Offers must be submitted by email to the Contracting Authority (Erin.Butler@justice.gc.ca) by the date and time indicated on page 1 of the Request for Standing Offers.

Offerors must submit Page 1 of this Request for Standing Offer, duly completed and signed and dated by a person authorized to sign on behalf of the Offeror (Vendor/firm).

Due to the nature of the Request for Standing Offer, offers transmitted by facsimile or submitted in person will not be accepted.

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 10 calendar 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.

2.4 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 Ontario.

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.

2.5 Bid Challenge and Recourse Mechanisms

(a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.



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



PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that the Offeror submit its offer electronically by email, gathered per section and separated as follows:

- Section I: Technical Offer (1 soft copy by email, as its own attachment)
- Section II: Financial Offer (1 soft copy by email, as its own attachment)
- Section III: Certifications (1 soft copy by email, as its own attachment)
- Section IV: Additional Information (1 soft copy by email, as its own attachment)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer:

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

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

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

Due to the nature of the RFSO, hard copy offers, offers transmitted by epost Connect service and offers transmitted by facsimile will not be accepted.

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 the Pricing Schedule detailed in Attachment 1 to part 3.

3.1.1 Exchange Rate Fluctuation

[C3011T](#) (2013.11.06), Exchange Rate Fluctuation

Section III: Certifications

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

Section IV: Additional Information

In Section IV of their offer, offerors should provide:

- a. their legal name;
- b. their Procurement Business Number (PBN);
- c. the name of the contact person (provide also this person's mailing address, phone number, and email address) authorized by the Offeror to enter into communications with Canada with regards to their offer, and any standing offer that may result from their offer; and
- d. for Part 6, article 6.1, Security Requirement, of the solicitation:
 - for each individual who will require access to classified or protected information, assets or sensitive work sites:
 - 1) the name of the individual;
 - 2) the date of birth of the individual; and
 - 3) if available, information confirming the individual meets the security requirement as indicated in Part 7A – Standing Offer.



ATTACHMENT 1 TO PART 3 – PRICING SCHEDULE

The Offeror must complete this pricing schedule and include it in its financial bid. At a minimum, the offeror must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted firm all-inclusive hourly rate (in CAD \$) for each of the categories of services identified.

The Offeror must quote a firm all-inclusive rate per category as listed below, applicable taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

The Offeror must provide rates on the initial period of the Standing Offer; as well as, rates on the two (2) one (1) year option periods.

The quoted rates from the below table will be used for the financial evaluation.

The evaluated price will be calculated by the sum of the three (3) periods of the proposed standing offer.

The rates included in this pricing schedule include the total estimated cost of any travel and living expenses that may need to be incurred for:

- (a) Work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws.justice.gc.ca/eng/acts/N-4/>;
- (b) Any travel between the Offeror's place of business and the NCR; and
- (c) Any relocation of resources required to satisfy the terms of the Standing Offer

Category:	Virtual Simultaneous Interpretation (for meetings located anywhere within Canada)	
	Standing Offer Period	Firm All-Inclusive Hourly Rate
	Initial Period : Date of Award to March 31 2025	\$ [Insert amount]
	Option Period #1 : April 1, 2025 to March 31, 2026	\$ [Insert amount]
	Option Period #2 : April 1, 2026 to March 31, 2027	\$ [Insert amount]
	Total Price – Virtual (=A1+A2+A3):	\$ [Insert amount]

A1
A2
A3
A4

Category:	In-Person Simultaneous Interpretation (for meetings located in the National Capital Region only)	
	Standing Offer Period	Firm All-Inclusive Hourly Rate
	Initial Period : Date of Award to March 31 2025	\$ [Insert amount]
	Option Period #1 : April 1, 2025 to March 31, 2026	\$ [Insert amount]
	Option Period #2 : April 1, 2026 to March 31, 2027	\$ [Insert amount]
	Total Price – In-Person (=B1+B2+B3):	\$ [Insert amount]

B1
B2
B3
B4

TOTAL OFFER EVALUATION PRICE (=A4+B4):	\$ [Insert amount]
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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 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 Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Attachment 1 of Part 4 Mandatory Technical Criteria.

4.1.2 Financial Evaluation

Refer to Attachment 1 of Part 3 - Pricing Schedule

Only compliant offers meeting all the requirements detailed in Attachment 1 to Part 4 Mandatory Technical Criteria will be evaluated in accordance with Article 4.1.2 Financial Evaluation.

Should there be an error in the extended pricing of the Offeror's bid, the rates shall prevail and the extended pricing shall be correct in the evaluation. Any error in the Offer's financial offer shall be changed to reflect what is stated in the Request for Standing Offer (RFSO).

Failure or refusal to provide a price or rate for any item in Attachment 1 to Part 3: Pricing Schedule shall be considered as failing to meet a mandatory requirement of the RFSO and therefore, the Offeror's bid shall be given no further consideration.

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

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offer and meet all mandatory technical evaluation criteria to be declared responsive. Up to three (3) responsive offers with the lowest evaluated prices will be recommended for issuance of a standing offer.

4.3 Award of Standing Offer(s)

As a result of this Request for Standing Offer (RFSO), it is anticipated that the Department of Justice Canada will award three (3) Standing Offer on a Right of First Refusal basis.

1st Ranked: responsive Offer with the lowest evaluated price

2nd Ranked: responsive Offer with the second lowest evaluated price

3rd Ranked: responsive Offer with the third lowest evaluated price



ATTACHMENT 1 TO PART 4 – MANDATORY TECHNICAL CRITERIA

Mandatory Technical Criteria (M)

To be deemed responsive, offers must meet all the mandatory criteria specified below. Offerors must provide the necessary documentation to support compliance with this requirement.

Offers that fail to meet all the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Item	Mandatory Criteria	Met	Not Met
M1	<p>The Offeror must propose a minimum of four (4) interpreters to provide simultaneous interpretation services in English to French and French to English.</p> <p>In order to be compliant with M1:</p> <ol style="list-style-type: none"> 1) A résumé must be provided for each proposed resource; and 2) The proposed interpreters, as a whole, must be able to provide simultaneous interpretation services in both English to French and French to English. <p>NOTE: Only proposed interpreters who have met both M2 and M3 will be included on a resulting Standing Offer. A minimum of four (4) proposed interpreters must meet M2 and M3 in order for the offer to be considered compliant.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Demonstration</u>			

Item	Mandatory Criteria	Met	Not Met
M2	<p>The Offeror must demonstrate that each proposed interpreter has experience within the last three (3) years from date of RFSO issuance, providing simultaneous interpretation services in French to English or English to French, for a minimum of five (5) different client departments/organizations.</p> <p>In order to be compliant with M2, a written summary must be provided for each client that includes:</p> <ol style="list-style-type: none"> 1) The name of the client department/organization; 2) An overview of the services provided; 3) Frequency of the services provided; 4) The language(s) of service delivery; and 5) The name and email address of an individual who can be contacted as a client reference to validate the proposed interpreter's stated experience. 	<input type="checkbox"/>	<input type="checkbox"/>
<u>Demonstration</u>			



Item	Mandatory Criteria	Met	Not Met
M3	<p>The Offeror must demonstrate that each proposed interpreter holds a valid interpreter certification from either:</p> <ul style="list-style-type: none">• one (1) of the member societies of the Canadian Translators, Terminologists, and Interpreters Council (CTTIC) (https://www.cttic.org/member-societies/); or• the Ordre des traducteurs terminologues et interprètes agréés du Québec (OTTIAQ). <p>In order to be compliant with M3, proof of certification for each propose interpreter must be provided.</p> <p>NOTE: For any other certification, the Offeror must submit an equivalency acceptance request before the solicitation closing date. A response will be provided by way of addenda.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Demonstration</u>			



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.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to 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.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must complete and return the Integrity Regime Verification Form attached in Annex "F" with the Offer.

5.2.2 Security Requirements – Required Documentation

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

A copy of the fillable forms as well as the accompanying instructions have been provided as separate documents with the RFSO.

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 bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extensions granted by the Contracting 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 Contracting 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 bid will be declared non-compliant.



5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Status and Availability of Resources

SACC Manual Clause [M3020T \(2016.01.28\) Status of Availability of Resources – Offer](#)

5.2.3.2 Education and Experience

SACC Manual Clause [A3010T \(2010.08.16\) Education and Experience](#)

5.2.4 Former Public Servant

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



PART 6 - SECURITY INSURANCE REQUIREMENTS

6.1 Security Requirements

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.

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.

For additional information on security requirements, offerors should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.



PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

The Offeror offers to perform the Work in accordance with the Requirement at Annex "A".

7.2 Security Requirements

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

Security requirement for Canadian supplier: Public Works and Government Services Canada (PWGSC) file # Common-professional services security requirement check list #6:

1. The offeror must, at all times during the performance of the standing offer, hold a valid designated organization screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC)
2. The offeror personnel requiring access to **protected** information, assets or sensitive work site(s) must **each** hold a valid **reliability status**, granted or approved by the CSP, PWGSC
3. The offeror **must not** remove any **protected** information or assets from the identified work site(s), and the offeror must ensure that its personnel are made aware of and comply with this restriction
4. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP, PWGSC
5. The offeror must comply with the provisions of the:
 - a. Security Requirements Check List, attached at Annex "C"; and
 - b. Contract Security Manual (latest edition)

7.3 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](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

7.3.1 General Conditions

2005 (2022.12.01) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.4 Non-Disclosure Agreement

The Offeror must obtain from its interpreters a completed and signed nondisclosure agreement, attached at Annex "E", and provide it to the Standing Offer Authority before they are able to complete Work on a resulting call-up.

7.5 Term of Standing Offer

7.5.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from Date of Award to March 31, 2025.



7.5.2 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 two (2) one (1) year periods, 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 thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.6 Authorities and Specific Persons

7.6.1 Standing Offer Authority

The Standing Offer Authority is:

Erin Butler
A/Senior Contracting Officer
Department of Justice Canada
Financial Planning Branch
Contracting and Materiel Management Division
410 – 22nd Street East, Suite 410
Saskatoon, SK S7K 5T6
306-491-0156
Erin.Butler@justice.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.

7.6.2 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.

7.6.3 Offeror's Representative (to be completed at Standing Offer Issuance)

Contact information of the individual response for:

General Enquiries/Receiving Call-Ups:

Name: _____

Telephone: _____

Email Address: _____

7.6.4 Specific Persons (to be completed at Standing Offer Issuance)

The Offeror must provide the services of the following persons to perform the Work as stated in the resulting call-ups against the Standing Offer:

7.7 Proactive Disclosure of Contracts with Former Public Servants (if applicable)

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 Offeror 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



7.8 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is Contracting, Materiel Management and Financial Systems Division (CMMFSD) of the Department of Justice Canada.

7.9 Call-up Procedures

7.9.1 Right of first refusal basis:

The call-up procedures require that when a requirement is identified, the identified user will contact the highest-ranked offeror to determine if the requirement can be satisfied by that offeror. If the highest-ranked offeror is able to meet the requirement, a call-up is made against its standing offer. If that offeror is unable to meet the requirement, the identified user will contact the next ranked offeror. The identified user will continue and proceed as above until one offeror indicates that it can meet the requirement of the call-up. In other words, call-ups are made on the 'right of first refusal' basis. When the highest-ranked offeror is unable to fulfill the need, the identified user is required to document its file appropriately. The resulting call-ups are considered competitive and the competitive call-up authorities can be used.

7.9.2 Order of Ranking (to be completed at Standing Offer issuance)

_____ (the number will be inserted at contract award) standing offer were awarded as a result of the Department of Justice Canada solicitation 1000032416. The ranking is as follows:

- a) Ranked first: _____
- b) Ranked second: _____
- c) Ranked third: _____

The Project Authority (or his/her representative) will completed the Service Request Form (SRF) attached at Annex "E" and send it to the Offeror(s) following the process identified above in section 7.9.1 Right of first refusal basis.

The Offeror must respond within the timeframes identified section 5.2 of Annex "A", Statement of Work via email:

- i. If the Offeror is able to undertake the Work, they will return a signed SRF, which will identify the resources and estimated level of efforts required to complete the Work.
- ii. If the Offeror is unable to accept the work, they must return a signed SRF that indicates this and advise the Department of Justice Canada in writing of why they are unable to accept the Work. If the Offeror is unable to accept the Work and a resulting call-up as a result of previous commitments, no SRF will be sent to that Offeror until they give notice in writing to the Standing Offer Authority that it is available to accept new Work.

7.9.3 Additional Resources:

If resources not already named on the Standing Offer are included in the SRF response or the Offeror wants to add new resources throughout the duration of the Standing Offer, the following information must be provided by the Offeror for each proposed interpreter:

- 1. Their résumé;
- 2. Their DOB and Security Screening Number in order to verify they have a valid Reliability Clearance;
- 3. A written event description to demonstrate their experience providing simultaneous interpretation services in English to French and/or French to English. The written event description must be a maximum 300 words and must include an overview of services provided, the language of service delivery, and the name and email address of the client who could be contacts as a reference to validate the experience;
- 4. Proof of accreditation by a provincial or territorial association affiliated with the Canadian Translators, Terminologists, and Interpreters Council (CTTIC); and
- 5. A completed and signed Annex "E" – Non-Disclosure Agreement.

The information will be validated and the proposed interpreter(s) will be added to the Standing Offer at clause _____ Specific Person(s) through an amendment. After their name is included within the Standing Offer, call-ups for services can be issued for their services.



7.10 Call-up Instrument

Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer. The Department of Justice Canada 942J - Call-up Against a Standing Offer form must be used.

7.11 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$50,000.00 (Applicable Taxes included).

7.12 Financial Limitation (to be completed at Standing Offer issuance)

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (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 two (2) 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.

7.13 Priority of Documents (to be completed at Standing Offer issuance)

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, 4013 – Compliance with on-site measures;
- e) the general conditions 2010C (2022.12.01), General Conditions: 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", Service Request Form;
- j) Annex "E", Non-Disclosure Agreement;
- k) Annex "F", Integrity Regime Verification Form; and
- l) the Offeror's offer dated _____ (*insert date of offer*).

7.14 Certifications and Additional Information

7.14.1 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.

7.15 Applicable Laws (to be completed at Standing Offer issuance)

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 _____.



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 Requirement

The Contractor must provide the Work detailed in the call-up against the Standing Offer.

2 Standard Clauses and Conditions

2.1 General Conditions

[2010C \(2022.12.01\)](#), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of 2010C (2022.12.01) will not apply to payments made by credit cards.

2.3 Supplemental General Conditions

4013 – Compliance with on-site measures 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.

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 (if applicable)

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

The Contractor will be paid firm all-inclusive hourly rates specified in Annex "B", Basis of Payment, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

5.2 Limitation of Expenditure (to be completed at call-up award)

Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Applicable Taxes are extra.

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.

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 (to be selected at call-up award)

5.3.1 Single Payment

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

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

OR

5.3.1 Multiple Payments

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

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

5.4 Payment by Direct Deposit

Payments by direct deposit will be subject to Article 12 – Payment Period and Article 13 - Interest on Overdue Accounts, set out in [2010C \(2022.12.01\)](#), General Conditions - Services (Medium Complexity) forming part of this Contract.

To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the Direct Deposit Enrolment Form (separate forms are available for Canadian and United States vendors). The form can be obtained from the Department of Justice internet site at <http://www.justice.gc.ca/eng/contact/enrol-inscri.html>.

It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Recipient Electronic Payment Registration Request Form is up to date. Should the Contractor's information within the Recipient Electronic Payment Registration Request Form not be accurate or up to date, the provisions identified herein under Article 12 – Payment Period and Article 13 - Interest on Overdue Accounts, set out in [2010C \(2022.12.01\)](#), General Conditions - Services (Medium Complexity) forming part of this Contract will not apply, until the Contractor corrects the matter.

5.5 Invoicing Instructions (to be completed at call-up award)

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 copy of time sheets to support the time claimed.

Invoices must be distributed as follows: The original must be forwarded by email to the Project Authority and the following email address for certification and payment:

_____.

6 Insurance

SACC Manual clause [G1005C \(2016.01.28\)](#) Insurance – No Specific Requirement



7 Time Verification

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

8 Dispute Resolution

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



ANNEX "A" Statement of Work

1. TITLE

French and English simultaneous interpretation services for in-person, virtual, and/or hybrid meetings/events

2. OBJECTIVE

The Department of Justice Canada (JUS) has a requirement for interpreters to provide simultaneous interpretation services, from English to French or French to English, on an 'as and when requested' basis through the issuance of call-ups. The simultaneous interpretation services include:

- virtual interpretation provided for all regional offices, located across Canada; and,
- in-person interpretation in the National Capital Region (NCR)

3. BACKGROUND

JUS has a responsibility under the Official Languages Act (OLA) to ensure meetings and events are available in the official language of the attendees' choice. Simultaneous interpretation ensures that JUS is fulfilling this need by ensuring all attendees are able to share and connect in both Official Languages (French and English).

4. DEFINITIONS

Simultaneous interpretation: when an interpreter translates a message from the source language to the other language in real-time (e.g. English to French). There should be no waiting time between the interpretation and the receipt of what is being said. It enables all in attendance to hear the event in the language of their choice.

Virtual meeting/event: a meeting/event that is held where individuals attend virtually via an online platform, such as MS Teams or Zoom.

In-person meeting/event: a meeting/event that is held where individuals attend in person at the physical location identified.

Virtual interpretation: when an interpreter uses their own/Contractor supplied computer/equipment to provide simultaneous interpretation services from their desired location for a meeting/event held via a virtual platform, such as MS Teams or Zoom.

In-person interpretation: when an interpreter uses the audio-visual equipment on location (no requirement for the Contractor/interpreter to supply it) to provide simultaneous interpretation services by physically attending the location of the meeting/event.

Hybrid meeting/event: a meeting/event that is held where individuals attend both in-person and virtually. The services required from the Contractor for this type of event/meeting could include virtual interpretation, in-person interpretation, or both.

5. SCOPE

The Contractor is to provide simultaneous interpretation services for upcoming in-person, virtual, and/or hybrid events when having accepted an "as and when requested" service request from JUS. The simultaneous interpretation required will be limited to spoken information – The interpreters will not be required to interpret written information such as typed chat comments, PowerPoint slides, etc. The Contractor must provide qualified interpreters ready to provide services at the specified date(s) and time(s). It is possible that some meetings/events may need to be recorded. It is up to the Contractor to decide how many interpreters and which individuals are assigned to any meeting/event, based on the meeting/event duration, etc. so long as the simultaneous interpretation of spoken content provided meets JUS standards (as identified in section 8 below) and consistent terminology is used.

The Contractor must work collaboratively with the service request's identified Project Authority from the time of engagement through to the completion of service delivery. The Project Authority may request a short meeting a day prior to the event with the Contractor's assigned interpreter(s) and audio-visual technicians (those services not included under this requirement) to ensure technical parameters are met and functioning optimally.



For virtual and hybrid meetings, Microsoft Teams and Zoom are the preferred meeting platforms within JUS. However, the identified Project Authority will assess the needs of each individual event to determine which platform is best suited to support their event and will identify that platform on the Service Request Form (SRF) and the resulting call-up.

6. TASKS/DETAILED SERVICES

6.1 The Contractor must:

1. Provide confirmation/acceptance or refusal of a formal service request for meetings/events within five (5) days of receipt of the SRF and provide the name(s) of the assigned interpreter(s) with a confirmation/acceptance response.
2. Review the speaking notes (depending on individual presenters) and glossary of terms, when provided by the Project Authority, prior to the event to assist in interpretation.
3. Ensure the information from the SRF and call-up is shared with the assigned interpreter(s) as required.
4. Ensure the interpreter(s) has/have a computer/the equipment required and are provided the meeting link to complete the simultaneous interpretation for virtual meetings/events.
5. Ensure the interpreter(s) has/have the meeting location and details to complete the simultaneous interpretation for in-person meetings/events.
6. For virtual interpretation, ensure the interpreter(s) has/have a strong and reliable internet connection to be able to complete the simultaneous interpretation without lagging/connectivity issues.
7. Give JUS the rights to record the interpreters, if and when required.

6.2 Each interpreter must:

1. Provide real time virtual and/or in-person simultaneous interpretation for meetings/events.
2. Provide simultaneous interpretation from English to French, French to English, or both depending on the nature of the meeting/event.
3. Be proficient in working with various virtual meeting platforms that must include but are not limited to MS Teams and Zoom.
4. For virtual interpretation: Join meetings/events a minimum of 30 minutes prior to start time to ensure that if there are any technical difficulties the audio-visual technicians can address them before the meeting/event begins.
5. For in-person interpretation: Arrive to the meeting/event location a minimum of 30 minutes prior to the start time to ensure that if there are any technical difficulties the audio-visual technicians can address them before the meeting/event begins.
6. Be prepared to work in different time zones than where they are located;
7. Review any materials provided by the Project Authority in advance (e.g. PowerPoint Slides);
8. Ensure interpretations contain consistent terminology;

7. SUPPORT PROVIDED BY CANADA

7.1 For in-person simultaneous interpretation services, Canada will:

1. Provide the Contractor with the details of the meeting/event space, date(s), time(s) and location.
2. Provide the audio-visual equipment and technology required to complete the simultaneous interpretation on site.
3. Have responsibility over any technological/technical requirements associated with the meeting/event.

7.2 For virtual simultaneous interpretation services, Canada will:

1. Provide the Contractor with the details of the meeting/event, date(s), and time(s)
2. Select and ensure configuration of the virtual platform for the meeting/event
3. Organize and run the virtual meeting/event, identify what virtual platform is being used, and provide the Contractor the link to the virtual meeting/event.
4. Have responsibility over any technological/technical requirements associated with the meeting/event (excluding providing the interpreter(s) with the required computer/equipment to complete the simultaneous interpretation and the interpreter(s) internet connection).



8. LANGUAGE PROFICIENCY STANDARD FOR SIMULTANEOUS INTERPRETATION SERVICES

The Contractor's interpreters must provide English-to-French and French-to-English simultaneous interpretation at-or-above the proficiency levels indicated in the table below:

Language :	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> French
Language Proficiency Grid:	
Oral	<input checked="" type="checkbox"/> Advanced Level A person speaking at this level can: <ul style="list-style-type: none"> • support opinions • understand and express hypothetical and conditional ideas
Comprehension	<input checked="" type="checkbox"/> Advanced Level A person at this level can: <ul style="list-style-type: none"> • understand most complex details, inferences and fine points of meaning • have a good comprehension of specialized or less familiar material

9. TRAVEL

The Contractor will not be reimbursed for any travel related expenses incurred to perform the Work.

10. LOCATION OF SERVICE DELIVERY

The in-person and in-person portion of hybrid meetings/events will be held within the National Capital Region. The Contractor's assigned interpreter(s) must be present at that in-person location. The meeting specifics (date, time, location, etc.) will be provided to the Contractor on the SRF and included within the resulting call-up.

The virtual and virtual portion of hybrid meetings will be held anywhere within Canada. The Contractor's assigned interpreter(s) may complete the Work from any location. The meeting specifics (date, time, platform, etc.) will be provided to the Contractor on the SRF and included within the resulting call-up.

11. ENVIRONMENTAL CONSIDERATIONS

As of April 2006, the Government of Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. The environmental impact assessment of a product and/or service considers the whole life cycle of the product and/or service. Therefore, the Department of Justice Canada encourages product/service Contractors to improve their operations to reduce their negative impact on the environment.

Environmental Properties Behaviour Recommended

The Project Authority and the Contractor are encouraged to:

- Provide and transmit draft and final material in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Project Authority.
- Printed material is requested on minimum recycled content of 30% and/or certified as originating from a sustainable managed forest.
- Recycle unneeded printed documents (in accordance with Security Requirements).
- Use video and/or teleconferencing where possible to cut down unnecessary travel.
- Use of public transit where feasible.

12. CANCELLATION OR RESCHEDULING

JUS reserves the right to cancel or reschedule the simultaneous interpretation services, with or without cause, by providing written notice to the Contractor by email. If written notice is provided to the Contractor 24 hours or more before the scheduled meeting/event date(s)/time(s), there will be no penalty or charge for such cancellation or rescheduling.



ANNEX "B" BASIS OF PAYMENT

PROFESSIONAL SERVICES

During the period of the Standing Offer, for Work performed in accordance with the Standing Offer and the issued call-up, the Offeror will be paid the firm all-inclusive hourly rates below.

The rates below include the total estimated cost of any travel and living expenses that may need to be incurred for:

- (a) Work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws.justice.gc.ca/eng/acts/N-4/>;
- (b) Any travel between the Offeror's place of business and the NCR; and
- (c) Any relocation of resources required to satisfy the terms of the Standing Offer.

Category:	Virtual Simultaneous Interpretation (for meetings located anywhere within Canada)	
Standing Offer Period	Firm All-Inclusive Hourly Rate	
Initial Period Date of Award to March 31 2025	\$	[Insert amount]
Option Period #1 April 1, 2025 to March 31, 2026	\$	[Insert amount]
Option Period #2 April 1, 2026 to March 31, 2027	\$	[Insert amount]

Category:	In-Person Simultaneous Interpretation (for meetings located in the National Capital Region only)	
Standing Offer Period	Firm All-Inclusive Hourly Rate	
Initial Period Date of Award to March 31 2025	\$	[Insert amount]
Option Period #1 April 1, 2025 to March 31, 2026	\$	[Insert amount]
Option Period #2 April 1, 2026 to March 31, 2027	\$	[Insert amount]

(amounts and names will be inserted at Standing Offer Award)

RECORDING

If the simultaneous interpretation is recorded, there will be no additional cost charged to JUS.

CANCELLATION OR RESCHEDULING

If written notice is provided by JUS to the Contractor a minimum of 24 hours before the meeting/event, there will be no penalty or charge applicable for cancellation or rescheduling of the meeting/event.

If written notice is provided by JUS to the Contractor less than 24 hours before the meeting/event, JUS will be charged 100% of the cost associated with the interpretation services initially scheduled within the 24 hours that follow the written notice of cancellation or rescheduling.



ANNEX "C" SECURITY REQUIREMENTS CHECK LIST

COMMON-PS-SRCL#6



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 1000032416
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 Department of Justice Canada	2. Branch or Directorate / Direction générale ou Direction CMMFSD	
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 Up to three (3) standing offers for simultaneous interpretation services from French to English or English to French, on an as and when requested basis, including: - Virtual interpretation provided across Canada, - In-person interpretation provided in the National Capital Region, and - Hybrid interpretation (in-person in NCR and virtual across Canada)		
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





COMMON-PS-SRCL#6



Contract Number / Numéro du contrat 1000032416
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

Special comments:
Commentaires spéciaux : _____

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened 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
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COMMON-PS-SRCL#6



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 1000032416
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 / CLASSIFIÉE			NATO				COMSEC						
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	
											A	B	C				
Information / Assets / Renseignements / Biens / Production																	
IT Media / Support TI																	
IT Link / Lien électronique																	

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

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

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

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



ANNEX "D" SERVICE REQUEST FORM

Project Authority	<i>(to be filled in by JUS)</i>
Language Requirement of Work <i>(to be filled in by JUS)</i>	<input type="checkbox"/> English to French <input type="checkbox"/> French to English
Format of Meeting/Event <i>(to be filled in by JUS)</i>	<input type="checkbox"/> Virtual <input type="checkbox"/> In-Person <input type="checkbox"/> Hybrid (Virtual and In-Person)

Description of the Work Required <i>(to be filled in by JUS)</i> <i>This description must include (as a minimum):</i> <ul style="list-style-type: none"> • <i>date and time (including time zone);</i> • <i>location address (if in-person is required);</i> • <i>platform to be used (if virtual is required);</i> • <i>if the simultaneous interpretation will be recorded;</i> • <i>brief description of the meeting/event (including subject matter, numbers expected to attend, etc)</i> • <i>whether a brief meeting the day before to test functionality is required (if virtual)</i> • <i>any of specifics deemed necessary to provide to complete the Work</i>

Estimated Level of Effort <i>(to be filled in by the Offeror)</i>				
Name(s) of Resource(s)	In-Person or Virtual	A Firm All-Inclusive Hourly Rate (CAD \$)	B Estimated Level of Effort (Hours)	C Estimated Cost (A x B)
Total Estimated Cost excluding taxes (sum of column C):				\$
Each resource listed above is already named under the Standing Offer?				
<input type="checkbox"/> Yes <input type="checkbox"/> No (Please see clause 7.8 iv. Additional Resources in A. Standing Offer to ensure all relevant information accompanies the SRF response to qualify the applicable resource(s))				

Authorization <i>(to be filled in by the Offeror)</i> <input type="checkbox"/> We accept the Work and have provided the estimated levels of effort above in response to JUS' request. <input type="checkbox"/> We DO NOT accept the Work. Reason for not accepting the Work: _____ Name of individual authorized to sign for the Contractor : _____ Signature _____ Date _____
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ANNEX "E" NON-DISCLOSURE AGREEMENT

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Standing Offer No. _____ between His Majesty the King in right of Canada, represented by the Minister of Public Works and Government Services and _____, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Offeror as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Standing Offer.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Offeror by or on behalf of Canada must be used solely for the purpose of the Standing Offer and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Standing Offer Serial No.: _____

Signature

Date



ANNEX "F" INTEGRITY REGIME VERIFICATION FORM



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

List of names for integrity verification form

Requirements

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

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

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

Supplier information

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



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

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

List of names

Name	Title

Declaration

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

Signature

Please include with your bid or offer.