



Office des transports du Canada
Canadian Transportation Agency

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Bids are to be submitted electronically by e-mail to the following addresses:

otc.soumission-bid.cta@otc-cta.gc.ca

Bids will not be accepted by any other methods of delivery.

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Proposal To:

Canadian Transportation Agency

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.

Proposition à: L'Office des transports du Canada Nous offrons par la présente de vendre à Son Majesté le Roi du chef du Canada, aux conditions 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)

Comments - Commentaires

This document contains a Security Requirement

Vendor/Firm Name and address
Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office – Bureau de distribution

Canadian Transportation Agency
60, Laval St., Unit 01
Gatineau (Quebec) J8X3G9

Title – Sujet: RFP – SIMULTANEOUS INTERPRETATION SERVICES	
Solicitation No. – N° de l'invitation E610024005	Date December 14 th , 2023
Client Reference No. – N° référence du client	
GETS Reference No. – N° de reference de SEAG	
File No. – N° de dossier W.O. 716869	CCC No. / N° CCC - FMS No. / N° VME N/A
Solicitation Closes – L'invitation prend fin at – à 2:00 PM on – le January 10th, 2024	Time Zone Fuseau horaire Eastern Standard Time EST
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 toutes questions à: Nancy Trepanier	Email: otc.soumission-bid.cta@otc-cta.gc.ca
Telephone No. – N° de téléphone (873) 455-5986	FAX No. – N° de FAX
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein	
Delivery required - Livraison exigée See Herein	Delivered Offered – Livraison proposée
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
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 Statement of Work

The Work to be performed is detailed under Article [B4007T](#) of the resulting contract clauses.

1.2 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids

Bids must be submitted only to the Canadian Transportation Agency (CTA) at email address OTC.soumission-bid.CTA@otc-cta.gc.ca by the date, time and place indicated in the bid solicitation cover page.

2.2.1 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 10 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions. See clause [A9076T](#).

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive. See clause [A3025T](#).

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Definitions

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

- a. an individual;
- b. an individual who has incorporated;

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

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

2.6 Bid Challenge and Recourse Mechanisms

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Bids will only be accepted electronically by email as identified in Article 2.2 above.

The bid must be assembled per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications
Section IV: Additional Information

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

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

All Costs to be Included: The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option years. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.

Blank Prices: Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

3.1.1 Electronic Payment of Invoices – Bid

The Contractor will be paid by direct deposit. A form to obtain your banking information will only be sent after contract award.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including "technical" and "financial" evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Each offer will be reviewed for compliance with the mandatory requirements of the solicitation. All elements of the solicitation that are mandatory requirements are identified specifically with the words “must” or “mandatory”. Offers that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified. Mandatory evaluation criteria are described in Annex D - Evaluation Criteria.

4.1.2 Financial Evaluation

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

4.2.1 Basis of Selection - Mandatory Technical Criteria

SACC Manual Clause ([A0031T](#)) 2010-08-16- Basis of Selection - Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications that applies as part of their bid:

- Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ)
- Association of Translators and Interpreters of Ontario (ATIO)
- International Association of Conference Interpreters (AIIC)

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the 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.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 Reliability status is required at the end of the bid solicitation period.

At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

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

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2024.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract for 1 additional year under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 10 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Nancy Trépanier
Title: Procurement Team Leader
Canadian Transportation Agency
Acquisitions Branch

Telephone: 873-455-5986
E-mail address: nancy.trepanier@otc-cta.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

The Contractor's Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
E-mail address: _____

6.6 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.

6.7 Payment

6.7.1 Basis of Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice 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 performed has been accepted by Canada.

6.7.2 Limitation of Expenditure

The Contractor will be paid for the Work performed, in accordance with the Basis of payment at Annex B, to a limitation of expenditure of \$ **(insert the amount at contract award)**. Customs duties are included and Applicable Taxes are extra.

6.7.3 Electronic Payment of Invoices – Contract

The Contractor will be paid by direct deposit. A form to obtain your banking information will only be sent after contract award.

6.8 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of 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, and;
- d. a copy of the monthly progress report.

The contract number must appear on all invoices.

Invoices must be submitted by e-mail to: factures-invoices@otc-cta.gc.ca

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

6.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4009 (2022-12-01) Professional services: Medium complexity;
- (c) the general conditions 2003 (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List (SRCL) ;
- (g) Annex D, Mandatory Criteria;
- (h) Annex E, Contract security program (CSP) Application for registration (AFR)
- (i) the Contractor's bid dated _____ (*insert date of bid*).

6.12 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

Scope

Identification

This Statement of Work (SOW) identifies the work to be performed to meet Official Language requirements for training program for Complaint Resolution Officers (CRO).

1.2 Background

Amendments to the Canada Transportation Act (the Act) were implemented on September 30, 2023, replacing the traditional dispute resolution mechanisms for air travel complaints (facilitation, mediation and adjudication) with a single streamlined process where designated CROs are empowered to issue decisions in both official languages.

Agency personnel conducting CRO duties must receive training on various existing and new legal and technical air complaint resolution requirements to conduct their duties effectively and efficiently.

1.3 Purpose

The Agency's Integrated Systems Planning and Continuous Improvement (ISPCI) training team must offer training in both official languages through Zoom or MS Teams videoconferencing software.

Simultaneous interpretation is required so that course participants may receive the training in the official language of their choice.

1.4 Security

1.4.1 Security Requirement

Reliability status is required at the end of the bid solicitation period.

1.5 Accessibility criteria

The purpose of this contract is to accommodate various accessibility needs, in all forms prescribed by Canadian legislation, in virtual meetings to meet our obligations prescribed by the [Accessible Canada Act](#), the [Official Languages Act](#) and the [Guidelines on Making Communications Products and Activities Accessible](#).

In addition, all electronic non-web based documents (i.e., PowerPoint presentations) to be used during training have been developed in an accessible format and are available in both official languages.

Training course participants will have access to the PowerPoint presentations in advance of the training. Presentations are supplied to course participants and the contractor's simultaneous interpretation personnel in the days leading up to being presented and discussed in class.

1.6 Deliverables

The contractor must provide confirmation on the capability of providing simultaneous interpretation services in English and French for virtual events.

1.7 Requirements

The Agency has determined that the contractor must provide the following:

The contractor must provide simultaneous interpretation of live/synchronous presentations and panel discussions while using commercial web-conferencing systems (Zoom or MS Teams).

The contractor must be able to supply a simultaneous interpretation service on request, from English to French and from French to English.

The contractor must be able to supply a minimum of two qualified interpreters from English to French and from French to English. Interpreters must be certified by or be members of the International Association of Conference Interpreters (AIIC) or certified by their provincial or territorial regulatory body or members of their corresponding provincial association, which ensure standards of quality for the industry.

The contractor must be able to supply simultaneous interpretation for 16 training days, starting on January 29, 2024 until February 20, 2024, Monday to Friday, between 9:00 am and 3:30 pm. Interpretation services will not be required on Monday, February 19, 2024, due to Family Day.

The interpreters are required to be available 30 minutes before the beginning of each training day for testing and setup purposes.

The contractor agrees that the training sessions may be recorded at no extra cost if the recordings are to be used for internal purposes only (not for public use or circulation).

1.8 Government furnished equipment

No equipment will be provided to the interpreters.

1.9 Cancellations

Cancellation more than five (5) business days before the date of the event incurs no penalty. Otherwise, the total amount of the contract will be paid to the Contractor.

ANNEX "B" BASIS OF PAYMENT

Payment will be made on receipt and acceptance of the Contractor's invoice(s), for all of the work and deliverables outlined in Annex A – Statement of Work.

The bidding should be based on a minimum of 32 days of training for the work outlined in Annex A - Statement of Work. The bidding should include :

- 1) the price per team of 2 interpreters per training session (tax excluded)
- 2) the price for pre-meeting testing of a duration of 30 minutes, training (tax excluded)

1.0 PRICES

- I. The Offeror must provide a complete pricing schedule.
- II. All prices provided must be in Canadian dollars. Customs duties are excluded and applicable taxes are extra. Prices must be all inclusive of the Bidder's costs, including profit, local taxes and Insurance, as an example.

2.0 Pricing Table

Pricing Table

Description	Initial Period Year 1 – Contract award date to March 31, 2024	Option 1 - Year 2 – April 1, 2024 to March 31, 2025	Grand Total (Tax excluded)
Price per team of 2 interpreters	\$ _____	\$ _____	
Price for pre-meeting testing of a duration of 30 minutes	\$ _____	\$ _____	
TOTAL (tax excluded)	\$ _____	\$ _____	\$ _____

ANNEX "C" SECURITY REQUIREMENTS CHECK LIST (SRCL)

Will be provided by email at contract award.

ANNEX "D" MANDATORY EVALUATION CRITERIA

Number	Mandatory Technical Criterion	Met/ Not Met	Cross Reference to Proposal
M1	The Offeror must have, at a minimum, two (2) years of experience within the last four (4) years, providing Simultaneous Interpretation of live/synchronous presentations and panel discussions while using commercial web-conferencing systems (Microsoft Teams or Zoom platform) in a public sector context.		
M2	The Offeror must provide simultaneous interpretation service, <u>with a minimum of 10 business days notice before the event,</u> from English to French and from French to English.		
M3	The Offeror must demonstrate that they can provide Interpreters that are certified and members of the Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ), Association of Translators and Interpreters of Ontario (ATIO) or the International Association of Conference Interpreters (AIIC).		
M4	The Offeror must demonstrate that they can provide a qualified technician that has a minimum of two (2) years of experience organizing virtual meeting on (Microsoft Teams or Zoom platform), doing appropriate setup, testing and providing technical support to users.		

ANNEX "E" Contract security program (CSP) Application for registration (AFR)

Contract security program (CSP) Application for registration (AFR) (English only)