

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

**11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0A1/ Noyau 0A1**

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**Request For a Standing Offer
Demande d'offre à commandes**

National Individual Standing Offer (NISO)

Offre à commandes individuelle nationale (OCIN)

Canada, as represented by the Minister of Public Works and
Government Services Canada, hereby requests a Standing Offer
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et
Services Gouvernementaux Canada, autorise par la présente,
une offre à commandes au nom des utilisateurs identifiés
énumérés ci-après.

Comments - Commentaires

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

Issuing Office - Bureau de distribution

Linguistic Services Division / Division des services
linguistiques

PSBID, PWGSC / DIASP,TPSGC

11 Laurier St. / 11, rue Laurier
10C1/Place du Portage, Phase III

Gatineau

Québec

K1A 0S5

Title - Sujet TRANSLATION - STANDING OFFERS	
Solicitation No. - N° de l'invitation 5P004-100154/B	Date 2012-11-27
Client Reference No. - N° de référence du client 5P004-100154	GETS Ref. No. - N° de réf. de SEAG PW-\$\$ZF-519-25130
File No. - N° de dossier 519zf.5P004-100154	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-12-20	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Souleiman, Mohamed	Buyer Id - Id de l'acheteur 519zf
Telephone No. - N° de téléphone (819)956-8348 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PARKS CANADA 6TH FL.25 6 Y 25 EDDY ST Gatineau Quebec K1A0M5 Canada	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur
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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Security Requirement
4. Debriefings

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers
4. Applicable Laws

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer
2. Additional Certifications Precedent to Issuance of a Standing Offer

PART 6 - SECURITY REQUIREMENTS

1. Security Requirement

List of Attachments

Attachment 1 to Part 3, Pricing Schedule: Estimated Standing Offer Evaluation Price Table

Attachment 1 to Part 4, Technical Criteria

Attachment 2 to Part 4, Profile Forms

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Standing Offer
5. Authorities
6. Identified Users
7. Call-up Procedures

Solicitation No. - N° de l'invitation

5P004-100154/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

519zf

Client Ref. No. - N° de réf. du client

5P004-100154

File No. - N° du dossier

519zf5P004-100154

CCC No./N° CCC - FMS No/ N° VME

8. Call-up Instrument
9. Limitation of Call-ups
10. Financial Limitation
11. Priority of Documents
12. Certifications
13. Applicable Laws

B. RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Term of Contract
4. Payment
5. Invoicing Instructions

List of Annexes:

- Annex A - Statement of Work
- Annex B - Basis of Payment
- Annex C - Security Requirements Checklist
- Annex D - PWGSC-TPSGC 942 Call-ups Form

This supersedes the previous Request for Standing Offers no. 5P004-100154/A, dated October 26, 2011 and closed November 30, 2011 at 2:00 p.m

PART 1 - GENERAL INFORMATION

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, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements Checklist and PWGSC-TPSGC 942 Call-ups Form.

2. Summary

2.1 Parks Canada Agency (PCA) has a requirement for translation, editing and updating services, from English to French and from French to English. The aim is to establish up to four (4) National Individual Standing Offers (NISOs) to meet PCA's requirements in translation and related editing and updating services. The Work is to be performed across Canada.

Each National Individual Standing Offer (NISO) period will be for two (2) years from the date of award with the possibility to extend the period of the Standing Offer by up to three (3) additional one-year (1) periods under the same terms and conditions.

2.2 There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security Requirements, and Part 7A - Standing Offer. Offerors should consult the "*Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders*"

2.3 Pursuant to section 01 of Standard Instructions 2006, Offerors must submit a complete list of names of all individuals who are currently directors of the Offeror. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form and related documentation.

2.4 This requirement is limited to Canadian goods and/or services.

3. Security Requirement

There is a security requirement 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.

4. Debriefings

After issuance of a Standing Offer, 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

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>) 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 (2012-11-19) 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: sixty (60) days

Insert: one hundred and eighty (180) calendar days

2. Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (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 questions or may request that Offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

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.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Canada requests that Offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer: four (4) hard copies;
Section II: Financial Offer: one (1) hard copy; and
Section III: Certifications: one (1) hard copy.

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;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html)

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

To assist Canada in reaching its objectives, offerors are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

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 in Attachment 1 to Part 3 and with the Basis of Payment in Annex B. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Payment by Credit Card

Canada requests that Offerors complete one of the following:

- (a) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the Standing Offer.

The following credit card(s) are accepted: VISA _____ Master Card _____

- (b) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the Standing Offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4 and Attachment 2 to Part 4.

1.1.2 Point Rated Technical Criteria

Refer to Attachment 1 to Part 4. Point-rated technical criteria not addressed will be given a score of zero.

1.1.3 Reference Checks

1.1.3.1 For reference checks, Canada will conduct the reference check in writing by email. Canada will send all email reference check requests to contacts supplied by all Offerors, within a 48-hour period using the email address provided in their offer. Canada will not award any points unless the response is received within five (5) working days of the date that Canada's email was sent.

1.1.3.2 On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Offeror by email, to allow the Offeror to contact its reference directly to ensure that it responds to Canada within 5 working days.

If the individual named by an Offeror is unavailable when required during the evaluation period, the Offeror may provide the name and email address of an alternate contact person from the same client. Offerors will only be provided with this opportunity once for each client, and only if the originally named individual is unavailable to respond (i.e., the Offeror will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The Offeror will have 24 hours to submit the name of a new contact. That contact will again be given five (5) working days to respond once Canada sends its reference check request. The five (5) working days will not be extended to provide additional time for the new contact to respond.

1.1.3.3 Wherever information provided by a reference differs from the information supplied by the Offeror, the information supplied by the reference will be the information evaluated.

1.1.3.4 Points will not be allocated and/or a Offeror will not meet the mandatory experience requirement if the reference client is not a client of the Offeror itself (for example, the client cannot be the client of an affiliate of the Offeror instead of being a client of the Offeror itself). Nor will points be allocated if the client is itself an affiliate or other entity that does not deal at arm's length with the Offeror.

1.1.3.5 Whether or not to conduct reference checks is discretionary. However, if PWGSC chooses to conduct reference checks for any given rated or mandatory requirement, it will check the references for that requirement for all bidders who have not, at that point, been found non-responsive.

1.2 Financial Evaluation

1.2.1 For offer's evaluation and Offeror(s) selection purposes only, the evaluated price of a Standing Offer will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

1.2.2 The volumetric data included in the pricing schedule detailed in Attachment 1 to Part 3 are provided for offer's evaluated price determination purposes only. They are not to be considered as a Contract guarantee nor does it represent a commitment by Canada that Canada's future usage of the services described in the Request for Standing Offer bid solicitation will be consistent with this data.

2. Basis of Selection

2.1 To be declared responsive, an offer must:

- a. comply with all the requirements of the Request for Standing Offers;
- b. meet all mandatory technical evaluation criteria; and
- c. obtain the required minimum of points for the technical evaluation criteria which are subject to point rating.

2.2 Offers not meeting a) or b) or c) will be declared non-responsive. Neither the responsive offer obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted. The responsive offer with the lowest price per point will be recommended for the issuance of a Standing Offer.

2.3 The evaluated price per point of a responsive offer will be determined by dividing its evaluated total price by the overall score obtained for all the point rated technical criteria detailed in Attachment 1 to Part 4.

2.4 The responsive offers will be ranked in ascending order of evaluated price per point; the responsive offer with the lowest evaluated price per point being ranked first. Of the highest ranked responsive offers in ascending order of evaluated price per point, up to **four (4)** will be recommended for a Standing Offer. In the event two or more responsive offers have the same lowest evaluated price per point, these offers will be ranked in ascending order of evaluated price, the responsive offer with the lowest evaluated price being ranked the highest.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and related documentation to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

1.1 Code of Conduct and Certifications - Related documentation

1.1.1 By submitting an offer, the Offeror certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting an offer, the Offeror certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Offeror, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties.

Canada will declare non-responsive any offer in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Offeror and any of the Offeror's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the entire period of the Standing Offer and any call-ups made against the Standing Offer.

Offerors who are incorporated, including those submitting offers as a joint venture, must provide with their offer or promptly thereafter a complete list of names of all individuals who are currently directors of the Offeror. Offerors submitting offers as sole proprietorship, including those submitting offers as a joint

venture, must provide the name of the owner with their offer or promptly thereafter. Offerors submitting offers as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names 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 will render the offer non-responsive. Providing the required names is a mandatory requirement for issuance of a standing offer and award of a contract.

Canada may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the offer being declared non-responsive.

2. Certifications Precedent to Issuance of a Standing Offer

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

2.1 Federal Contractors Program - Certification

2.1.1 The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to the issuance of a standing offer. If the Offeror, or, if the Offeror is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a standing offer.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2.1.2 If the Offeror does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Offeror must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

2.1.3 The Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror or the member of the joint venture:

- a. () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- b. () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

- c. is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- d. is subject to FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC).

Further information on the FCP is available on the HRSDC Web site.

2.2 Former Public Servant Certification

Contracts with 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 with FPS, offerors must provide the information required below.

2.2.1 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 FPS. 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.

2.2.2 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.

Solicitation No. - N° de l'invitation

5P004-100154/B

Amd. No. - N° de la modif.

File No. - N° du dossier

519zf5P004-100154

Buyer ID - Id de l'acheteur

519zf

Client Ref. No. - N° de réf. du client

5P004-100154

CCC No./N° CCC - FMS No/ N° VME

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: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? 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 reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

2.3 Canadian Content Certification

2.3.1 SACC Manual clause A3050T (2010-01-11), Canadian Content Definition

2.4 Status and Availability of Resources

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

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

PART 6 - SECURITY REQUIREMENTS

1. Security Requirement

1.1 Before issuance of a Standing Offer, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
- (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7A - Standing Offer;
- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

1.2 Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a Standing Offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

1.3 For additional information on security requirements, bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](#)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

Solicitation No. - N° de l'invitation

5P004-100154/B

Amd. No. - N° de la modif.

File No. - N° du dossier

519zf5P004-100154

Buyer ID - Id de l'acheteur

519zf

Client Ref. No. - N° de réf. du client

5P004-100154

CCC No./N° CCC - FMS No/ N° VME

List of Attachments

- ✓ **Attachment 1 to Part 3 - Pricing Schedule: Estimated Standing Offer Evaluation Price Table**
- ✓ **Attachment 1 to Part 4 - Technical Criteria**
- ✓ **Attachment 2 to Part 4 - Profile Forms**

Attachment 1 to Part 3

Pricing Schedule: Estimated Standing Offer Evaluation Price Table

Offerors must complete this pricing schedule and include it in its financial offer. The Offeror must respond to this pricing schedule by inserting in its financial offer for each of the periods specified below its quoted all inclusive firm rate (in Cdn \$) in Column A and its estimated calculated price in Column C for each of the category of services identified.

The rates specified below, when quoted by the Offeror, include the total estimated cost of all travel and living expenses that may need to be incurred for:

- a. work described in Part 7, Standing Offer and Resulting Contract Clauses, of this Request for Standing Offer, required to be 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. travel between the successful Offeror's place of business and the NCR; and
 - c. the relocation of resources
- to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the Request for Standing Offer.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in this Request for Standing Offer will be consistent with this data.

	Period	Category of service	A All-inclusive firm rate proposed by the Offeror	B Estimated annual volume for evaluation purposes only	C Estimated calculated price (A x 2B)
1	Initial Period of Standing Offer	Translation Regular Level 1	\$/per word	3,000,000 words	\$
2		Translation Regular Level 2	\$/per word	1,000,000 words	\$
3		Translation Urgent Level 1	\$/per word	400 000 words	\$
4		Translation Urgent Level 2	\$/per word	500,000 words	\$
5		Editing Regular Level1	\$/per hour	1,000 hours	\$
6		Editing Regular Level 2	\$/per hour	500 hours	\$
7		Editing Urgent Level 1	\$/per hour	500 hours	\$
8		Editing Urgent Level 2	\$/per hour	300 hours	\$
9		Updating Regular Level 1	\$/per hour	300 hours	\$
10		Updating Regular Level 2	\$/per hour	150 hours	\$
11		Updating Urgent Level 1	\$/per hour	200 hours	\$
12		Updating Urgent Level 2	\$/per hour	100 hours	\$

13	Option Year 1	Translation Regular Level 1	\$/per word	3,000,000 words	\$	
14		Translation Regular Level 2	\$/per word	1,000,000 words	\$	
15		Translation Urgent Level 1	\$/per word	400 000 words	\$	
16		Translation Urgent Level 2	\$/per word	500,000 words	\$	
17		Editing Regular Level1	\$/per hour	1,000 hours	\$	
18		Editing Regular Level 2	\$/per hour	500 hours	\$	
19		Editing Urgent Level 1	\$/per hour	500 hours	\$	
20		Editing Urgent Level 2	\$/per hour	300 hours	\$	
21		Updating Regular Level 1	\$/per hour	300 hours	\$	
22		Updating Regular Level 2	\$/per hour	150 hours	\$	
23		Updating Urgent Level 1	\$/per hour	200 hours	\$	
24		Updating Urgent Level 2	\$/per hour	100 hours	\$	
25		Option Year 2	Translation Regular Level 1	\$/per word	3,000,000 words	\$
26			Translation Regular Level 2	\$/per word	1,000,000 words	\$
27	Translation Urgent Level 1		\$/per word	400 000 words	\$	
28	Translation Urgent Level 2		\$/per word	500,000 words	\$	
29	Editing Regular Level1		\$/per hour	1,000 hours	\$	
30	Editing Regular Level 2		\$/per hour	500 hours	\$	
31	Editing Urgent Level 1		\$/per hour	500 hours	\$	
32	Editing Urgent Level 2		\$/per hour	300 hours	\$	
33	Updating Regular Level 1		\$/per hour	300 hours	\$	
34	Updating Regular Level 2		\$/per hour	150 hours	\$	
35	Updating Urgent Level 1		\$/per hour	200 hours	\$	
36	Updating Urgent Level 2		\$/per hour	100 hours	\$	
37		Translation Regular Level 1	\$/per word	3,000,000 words	\$	
38		Translation Regular Level 2	\$/per word	1,000,000 words	\$	
39		Translation Urgent Level 1	\$/per word	400 000 words	\$	
40		Translation Urgent Level 2	\$/per word	500,000 words	\$	

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

5P004-100154/B

519zf

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

5P004-100154

519zf5P004-100154

	Option Year 3				
41		Editing Regular Level1	\$/per hour	1,000 hours	\$
42		Editing Regular Level 2	\$/per hour	500 hours	\$
43		Editing Urgent Level 1	\$/per hour	500 hours	\$
44		Editing Urgent Level 2	\$/per hour	300 hours	\$
45		Updating Regular Level 1	\$/per hour	300 hours	\$
46		Updating Regular Level 2	\$/per hour	150 hours	\$
47		Updating Urgent Level 1	\$/per hour	200 hours	\$
48		Updating Urgent Level 2	\$/per hour	100 hours	\$

Attachment 1 to Part 4 Technical Criteria

1. Mandatory Technical Criteria (MTC)

The offer must meet the mandatory technical criteria specified below. The Offeror must provide supporting documentation in its proposal in order to demonstrate that each mandatory requirement has been met.

Any offer which fails to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

All responses will be addressed as a Pass or Fail. Offers not meeting all mandatory requirements will be given no further consideration.

Definitions

For the purpose of this Attachment,

- **<<Large Translation Project>>** means a translation services project with at least 100,000 words with a complex linguistic profile as specified in Table A2, Categories of texts, Complexity levels of texts and Subject Fields, of Article 14 of Annex A, Statement of Work, and requiring the services of several translators working simultaneously on the project to meet delivery deadlines as specified in Table A1 of Article 12.1, Expected Delivery Timeline, of Annex A, Statement of Work.
- **<<Translation Services and/or Work>>** means translation, editing and updating services as specified in Articles 12.2.1, 12.2.2 and 12.2.3 of Annex A, Statement of Work.
- **<<Hands-on experience>>** means practical experience in providing translation services of at least one Large Translation Project as defined above.
- **<<Recent References>>** means names of the organizations and their contact persons to verify the experience of the translators and/or the Offeror in a Large Translation Project.
- **<<Quality Assurance and/or Quality>>** means proofreading of a translated text by the Quality Assurance Reviewer thoroughly to ensure that all typing errors, grammatical, vocabulary, semantics and syntax errors are corrected. The tone of the translated text should be equivalent to the tone used in the original version and the length should be approximately the same. In other words, the quality of the translated version should be equivalent to the quality of the original version.

1.1 Offeror's Experience

- i. The Offeror must have provided Translation Services for at least five (5) years since January 1, 2003.
- ii. The Offeror must provide a brief description of the history of the Offeror's firm, including the length of business operation, number of employees, experience in providing translation, editing and updating services. The Offeror must also include the name of the manager(s), physical address of the company, telephone number, fax number and the e-mail address in their response. Offeror's response should not be more than two (2) pages. If more than two (2) pages are provided, only the first two (2) pages will be considered.

- iii. The Offeror must have conducted at least three (3) Large Translation Projects, as defined above, before RFSO's closing date.
- iv. The Offeror must provide details regarding each of these projects including:
 - Department/Organization for which the experience is claimed;
 - Size, scope, nature and complexity of work;
 - Standing offer or contract value and duration;
 - Roles and responsibilities of the Offeror in the translation project; and
 - Client's Project References: Client's contact names, current phone numbers and /or e-mail address

1.2 Offeror's Resources Capability

The estimated average volume of Parks Canada Agency's requirements for various types of translation services is approximately 6.4 million words per year, from English to French, and 1.6 million words per year, from French to English. The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the Request for Standing Offer bid solicitation will be consistent with this data.

- i. The Offeror must demonstrate that it has at least three (3) in-house translators, from English to French, and one (1) in-house translator, from French to English, capable of handling translation, editing and updating services.
- ii. The Offeror must also demonstrate that it has at least one (1) in-house quality assurance reviewer, from English to French, and one (1) in-house quality assurance reviewer, from French to English, capable of handling translation, editing and updating services. The same quality assurance reviewers can be proposed for both languages.

1.2.1 Client Manager (Offeror proposed Project Manager)

- i. The Offeror must propose a Client Manager who will manage the Standing Offer as described in section 13.1 of Annex A.
- ii. The Client Manager must have a minimum of 3 years of work experience since January 1, 2003, in providing customer services related to translation services projects.
- iii. To demonstrate the experience, the Offeror must:
 - a. complete Form C-1 "Experience of Proposed Client Manager Profile Form" specified in Attachment 2 to Part 4, enlisting translation projects managed by the proposed individual that involved customer/business relationships OR provide the information required on the Form C-1, and
 - b. submit a resume of the proposed individual.

1.2.2 Translators

The Offeror's proposed translators must:

- i. have a degree from a recognized university with acceptable specialization in translation, journalism, literature, social sciences or communication and three (3) years of work experience in translation services since January 1, 2003 OR have worked as a translator for at least 5 years since January 1, 2003.

Solicitation No. - N° de l'invitation
5P004-100154/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

519zf

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

5P004-100154

519zf5P004-100154

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- ii. The Offeror must complete the "Translator's Profile Form" (Form C-2 specified in Attachment 2 to Part 4) for each proposed translator OR provide the information required on the Form C-2

1.2.3 Quality Assurance Reviewer

The Offeror's proposed quality assurance reviewers must:

- i. have worked as a reviewer in translation quality assurance for at least three (3) years since January 1, 2003 and have a degree from a recognized university with acceptable specialization in translation, journalism, literature, social sciences or communication OR a minimum of five (5) years experience since January 1, 2003 as a reviewer in translation, in English and French.
- ii. The Offeror must complete the "Quality Reviewer Profile Form" (Form C-3 specified in Attachment 2 to Part 4) for each proposed quality assurance reviewer OR provide the information required on the Form C-3

2. Point Rated Technical Criteria (PRTC)

The Offeror's offer will be rated according to how it addresses the requirements stated herein. A rating mechanism with an associated weight has been established for each rated criterion. By addressing each criterion separately, the Offeror must provide the information as requested.

Offerors must achieve a minimum overall score of 70% (70/100) and score the minimum required points in each category of the point-rated criteria in order to be considered responsive.

Point Rated Technical Criteria (PRTC)	Minimum Number of Points	Maximum Number of points
PRTC1 - OFFEROR'S EXPERIENCE	154	220
PRTC2 - OFFEROR'S APPROACH AND METHODOLOGY	28	40
PRTC3 EXPERIENCE OF OFFEROR'S PROPOSED CLIENT MANAGER	39	55
OVERALL SCORE	221	315

Point Rated Technical Criteria (PRTC)		
PRTC 1 - OFFEROR'S EXPERIENCE		
Maximum Points : 220 - Minimum Points: 154 (70% of 220)		
Point Rated Technical Criteria	Bid Preparation Instructions	Weighting (Points)
<p>PRTC 1.1- Offeror's Capacity</p> <p>The Offeror's experience providing translation services, since January 1, 2003:</p> <ul style="list-style-type: none"> •in English to French for a minimum of 1,300,000 words per year; and •in French to English for a minimum of 200,000 words per year. <p>* 1 year = 12 consecutive months</p> <p>Note:</p> <p>i. The experience of 1,300,000 words, from English to French, and 200,000 words, from French to English, must be demonstrated within a maximum of 12 consecutive month for each year since January 1, 2003</p> <p>ii If an Offeror has a combination of different volumes than those stated in the Weighting Column, the points awarded will be based on the total number of words translated from English to French without considering the number of words translated from French to English.</p> <p>For example, if an Offeror demonstrates its experience in the translation of 1,300,000 words from English into French and 1,000,000 words from French into English, a maximum of 50 points will be awarded.</p>	<p>A. For each translation project proposed, the Offeror must provide, as a minimum, the following information:</p> <ol style="list-style-type: none"> 1. A <u>complete</u> and <u>detailed</u> description of each translation work claimed; 2. The name of the client for whom the translation work was done, as well as, the name, title and current e-mail address and/or telephone number of the delegated representative who would be able to confirm the information provided by the Offeror; 3. The duration (from mm/yr to mm/yr); 4. The volume of work in words; and 5. The source and the target languages involved. <p>B The Offeror must also provide the total number of words per year for the translation projects claimed.</p>	<p>Points will be awarded as follows for the demonstrated experience that meets the criterion:</p> <p>For 5 years or less: 0 Points</p> <p>For 5 years plus 1 day to 6 years : 5 Points</p> <p>For 6 years plus 1 day to 7 years: 7 Points</p> <p>For 7 years plus 1 day and more: 10 Points</p> <p>AND</p> <p>1,300,000 words or less, from English to French, <u>and</u> 200,000 words or less, from French to English: 0 points</p> <p>1,300,001 to 1,550,000 words from English to French <u>and</u> 200,001 to 250,000 words from French to English: 50 points</p> <p>1,550,001 to 1,800,000 words from English to French <u>and</u> 250,001 to 300,000 words from French to English : 75 points</p> <p>More than 1,800,001 words from English to French <u>and</u> more than 300,001 words from French to English: 100 points</p> <p>Maximum points available: 110</p>

<p>PRTC 1.2- Subject Fields and Complexity Levels</p> <p>The Offeror's experience in providing translation services, since January 1, 2003:</p> <ul style="list-style-type: none"> •in English to French for a minimum of 1,300,000 words per year; and •in French to English for a minimum of 200,000 words per year <p>for the categories of texts, subject fields and complexity levels identified in Table A2 of the Statement of Work, Annex A, in Part 7 of this RFSO.</p> <p>*1 year = 12 consecutive months</p> <p>Note:</p> <p>i. The experience of 1,300,000 words, from English to French, and of 200,000, from French to English, must be demonstrated within a maximum of 12 consecutive month, since January 1, 2003</p> <p>ii If the Offeror has a combination of subject fields different from those expressed in Weighting Column, the points will be awarded based on the minimum for each of category 1, Complexity level 1 and category 2, Complexity level 2.</p> <ul style="list-style-type: none"> • For instance, if the Offeror has 4 subject fields for category 1, complexity level 1 and 4 subject fields for category 2, complexity level 2, a maximum of 70 points will be awarded. 	<p>A. For each translation project, the Offeror must provide, as a minimum, the following information:</p> <ol style="list-style-type: none"> 1. A <u>complete</u> and <u>detailed</u> description of each translation project claimed; 2. The name of the client for which the translation work was done, as well as, the name, title and current e-mail address and telephone number of the delegated representative who would be able to confirm the information provided by the Offeror; 3. The duration of the translation project (mm/yr) to (mm/yr); 4. The subject fields of the translation project; 5. The source and target languages involved; 6. The number of words per translation project; and 7. The number of words per year; <p>B The Offeror must also provide the total number of words translated per year.</p>	<p>Points will be awarded as follows for the experience that meets the criterion:</p> <p>For translation services provided in any subject fields and complexity levels for a duration of three (3) years or less: 0 Points</p> <p>For translation services provided for a duration of more than three (3) years:</p> <ol style="list-style-type: none"> a. in 4 subject fields in category 1, complexity level 1, and 2 subject fields in category 2, complexity level 2: 70 points b. in 5 subject fields in category 1, complexity level 1, and 3 subject fields in category 2, complexity level 2: 90 points c. in 6 subject fields in category 1, complexity level 1 and 4 subject fields in category 2, complexity level 2: 110 points <p>Maximum points available: 110</p>
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PRTC 2 - OFFEROR'S APPROACH AND METHODOLOGY Maximum points : 40, Minimum Points: 28 (70% of 40)		
Point Rated Technical Criteria	Bid Preparation Instructions	Weighting (Points)
<p>PRTC 2.1 - Standardization Proposed by the Offeror</p> <p>The Offeror's bid should include a detailed plan that demonstrates procedures and standardization of its translation projects.</p> <p>Sub-criteria</p> <p>A. Offeror will have a dedicated resource to conduct each translation project to ensure consistency of terminology.</p> <p>B. Offeror currently maintains and will maintain a terminology data bank, and has and will have access to the terminology and linguistic database "TermiumPlus", terminology libraries and other terminology software.</p> <p>C. Offeror will review each translation project to ensure standardization of format and of terminology by using the following method: automated software and/or human resources review before it is delivered to the client.</p> <p>D. Offeror maintains and will maintain a database of various publications and reference material respecting financial terminology or administration related to financial terminology, which documents were translated for a canadian government organization at either the federal, provincial or municipal level.</p>	<p>The plan must include the following, as a minimum:</p> <ol style="list-style-type: none"> 1. Dictionaries used to perform the work; 2. The reference material and access to the specialized terminology software TermiumPlus; 3. Automated translation devices or translation memories used to perform the translation projects; 4. Automated software and human resources used to perform review of standardization of format and terminology; and 5. Database of publications and reference materials. 	<p>Points will be awarded as follows for the demonstrated experience that meets the criterion:</p> <p>The Offeror demonstrated 1 of the sub-criteria (A or B or C or D): 10 points</p> <p>The Offeror demonstrated 2 sub-criterias out of 4: 20 points</p> <p>The Offeror demonstrated 3 sub-criterias out of 4: 30 points</p> <p>The Offeror demonstrated all of the sub-criteria (A and B and C and D): 40 points</p> <p>Maximum points available: 40</p>

PRTC 3 - EXPERIENCE OF THE OFFEROR'S PROPOSED CLIENT MANAGER		
Maximum points : 55, Minimum Points: 39 (70% of 55)		
Point Rated Technical Criteria	Bid Preparation Instructions	Weighting (Points)
<p>PRTC 3.1- Experience managing translation projects:</p> <p>The Offeror's proposed Client Manager has, since January 1, 2003, a minimum of three (3) years work experience managing translation projects:</p> <ul style="list-style-type: none"> •from English to French, with a minimum of 1,300,000 words, and •from French to English with a minimum of 200,000 words, <p>for the subject fields and complexity levels identified in Table A2 of the Statement of Work, Annex A, in Part 7 of this RFSO.</p> <p>*1 year = 12 consecutive months.</p> <p>Note:</p> <p>i. The experience of 1,300,000 words, from English to French, and of 200,000, from French to English, must be demonstrated within a maximum of 12 consecutive month, since January 1, 2003.</p>	<p>A. For each translation experience claimed, the Offeror must provide, as a minimum, the following information:</p> <ol style="list-style-type: none"> 1. A <u>complete</u> and <u>detailed</u> description of each translation work claimed; 2. The name of the organization, the name and telephone number of a contact person and, the following for each Client Manager; 3. The duration of all projects claimed (from mm/yr to mm/yr) for each Client Manager; 4. The subject fields of all translation projects claimed, for each Client Manager; 5. The volume of work in number of words translated for each translation project claimed, for each Client Manager; and 6. The source and the target languages of all translation projects claimed, for each Client Manager. <p>B For Client Manager's experience claimed, the Offeror must complete the Form C-1: <<Experience of Proposed Client Manager Profile Form>> attached in Attachment 2 to Part 4 <u>OR</u> provide the information required on the Form C-1</p>	<p>Points will be awarded as follows for the demonstrated experience that meets the criterion:</p> <p>The Client Manager has 3 years of work experience or less in any of the 2 subject fields and complexity levels: 0 points</p> <p>The Client Manager has 4 years of work experience in any of 2 subject field and complexity levels: 20 points</p> <p>The Client Manager has 5 years of work experience in any of the 2 subject fields and complexity levels: 25 points</p> <p>The Client Manager has more than 5 years of work experience in any of the 2 subject fields and complexity levels: 30 points</p> <p>Maximum points available: 30</p>

<p>PRTC 3.2 - Experience managing human resources</p> <p>Since January 1, 2003, experience of the Offeror's proposed Client Manager in assessing the work volume received by clients and determining its distribution amongst translators, and in managing these translators for both English to French and French to English projects.</p>	<p>The Offeror must provide, as a minimum:</p> <ol style="list-style-type: none"> 1. A complete and detailed description of each translation work claimed; 2. The name of the organization, the name and telephone number of a contact person and, the following for each Client Manager; 3. The duration of the translation projects (from mm/yr to mm/yr); 4. The quantity of translators and quality assurance reviewers assigned to each translation project; 5. Confirmation that the proposed Client Manager has managed each of the translators indicated for the translation projects in response to 1), 2), 3), and 4). 6. The source and the target languages involved. 	<p>Points will be awarded as follows for the demonstrated experience that meets the criterion:</p> <p>For each described project, the Client Manager has managed a minimum of 5 resources where at least 4 out of the 5 resources were translators and 1 was a quality assurance reviewer: 15 points</p> <p>For each described project, the Client Manager has managed a minimum of 6 resources where at least 5 out of the 6 resources were translators and 1 a was quality assurance reviewer: 20 points</p> <p>For each described project, the Client Manager has managed more than 7 resources where at least 5 out of the 7 resources were translators and 2 were quality assurance reviewers: 25 points</p> <p>Maximum points available: 25</p>
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Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

5P004-100154/B

519zf

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

5P004-100154

519zf5P004-100154

Attachment 2 to PART 4 Profile Forms

1. Form C-1: Experience of Proposed Client Manager Profile Form

Experience of Offeror's Client Manager	
Insert year for which the experience is claimed YEAR:()	
French to English - Cumulative Total Number of Words: _____	
English to French - Cumulative Total Number of Words: _____	
Name of the Client Manager : _____	
Section A - French to English	
The following information is to be supplied for each Translation project for which the experience is claimed:	
Client Organization Name: _____	
Client Organization Contact Name: _____	
Contact Telephone number: _____	Contact E-mail address: _____
Subject fields of text translated: _____	
Source language: _____	
Target language: _____	
Number of words translated: _____	
From: (month and year) _____	to: (month and year) _____
Description of the translation work project: _____	
Section B - English to French	
Client Organization Name: _____	
Client Organization Contact Name: _____	
Contact Telephone number: _____	Contact E-mail address: _____
Subject fields of text translated: _____	
Source language _____	
Target language _____	
Number of words translated: _____	
From: (month and year) _____	to: (month and year) _____
Description of the translation work project: _____	

2 Form C-2: Translator's Profile Form

Translator's Profile	
Particulars	Offeror's Response
Translator's Name	
Name of University and Degree/Designation or years of experience (with details regarding functions, employer, etc.)	
Primary Branch of Study	
Name of the company/companies where the translator has accumulated work experience in translation from English to French and French to English.	
Briefly describe how the duties the translator performs in this (these) position(s) relate to the experience qualification requested.	
Identify a supervisor (name and telephone number or e-mail address) who can validate the experience with respect to this qualification.	

Solicitation No. - N° de l'invitation

5P004-100154/B

Amd. No. - N° de la modif.

File No. - N° du dossier

519zf5P004-100154

Buyer ID - Id de l'acheteur

519zf

Client Ref. No. - N° de réf. du client

5P004-100154

CCC No./N° CCC - FMS No/ N° VME

3 Form C-3: Quality Assurance Reviewer Profile Form

Quality Assurance Reviewer Profile	
Particulars	Offeror's Response
Quality Reviewer's Name	
Name of University and Degree/Designation or years of experience (with details regarding functions, employer, etc.)	
Primary Branch of Study	
Name of the company(ies) where the reviewer has accumulated work experience in quality assurance	
Briefly describe how the duties the reviewer performs in this (these) position(s) relate to the experience qualification requested.	
Identify a supervisor (name and telephone number or e-mail address) who can validate the experience with respect to this qualification.	

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

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

2. Security Requirement

- a. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, with approved Document safeguarding at the level of SECRET.
- b. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by the CISD, PWGSC.
- c. Processing of CLASSIFIED information electronically at the Contractor's site is NOT permitted under this Contract.
- d. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- e. The Contractor/Offeror must comply with the provisions of the:
 - i. Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - ii. Industrial Security Manual (Latest Edition).

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>) issued by Public Works and Government Services Canada.

3.1 General Conditions

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "A". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

In addition to the reporting requirements detailed in Annex "A", the same data must be submitted on a quarterly basis to the Standing Offer Authority covering usage for the quarterly reporting periods as defined below.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;
 2nd quarter: July 1 to September 30;
 3rd quarter: October 1 to December 31;
 4th quarter: January 1 to March 31.

The data of quarterly reporting periods must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from _____ to _____.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer by up to three (3) additional one-year (1) 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.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Mohamed Souleiman, Standing Offer Authority

Linguistic Services Division
 Professional Services Procurement Directorate
 Public Works and Government Services Canada
 Place du Portage, Phase III, 10C1
 11, Laurier, Gatineau, Québec, Canada, K1A 0S5
 Telephone: 819-956-8348
 Facsimile: 819-956-2675
 E-mail address: Mohamed.Souleiman@pwgsc-tpsgc.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, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

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

Technical matters may be discussed with the Project Authority; however, the Project Authority has not the authority to make changes to the scope of the Work. Changes to the scope of the Work can only be made through an amendment to the Standing Offer issued by the Standing Offer Authority.

5.3 Offeror's Representative and Client Manager (Offeror's Project Manager)

(The names of Offeror's Representative and Client Manager will be identified in the Standing Offer)

6. Identified Users

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

7. Call-up Procedures

- 7.1 To request the services under NISOs, Parks Canada Agency will place individual call-ups electronically by e-mail. The Offeror must be prepared to start receiving and delivering call-ups from the Parks Canada Agency within thirty (30) days of the standing offer award.
- 7.2 A ***PWGSC-TPSGC 942*** Call-up Form, as provided in Annex D, will be used by the Project Authority of the Identified User for services to be provided in accordance with the terms and conditions of the Standing Offer.
- 7.3 Allocation of Work
- i. Allocation of Work to the Offeror must be made in accordance with the following procedures, using the call-up Instrument specified in article 8, below.

Call-ups for Work against this Standing Offer will be processed as follows:

- ii If and when the need arises, the Project Authority will contact the Offeror appearing first in the list below, provided that the planned Work will not exceed the Standing Offer Work distribution as described in article 3.1 of Annex "A", Statement of Work.
- iii The Project Authority will provide to the Offeror with a description of the Work to be performed. Information should include:
- the details of the services to be performed, either translation, editing and/or updating, within the scope of this Standing Offer including the source language (English or French);
 - the targeted language required (English or French);
 - a description of deliverables and reports to be submitted;
 - a schedule indicating completion dates for services and/or submission dates for deliverables and reports;
 - the firm all-inclusive hourly rate or per word rate from Annex "B" of the Standing Offer;
 - the total value of the call-up;and
 - the authorizing signature of the Identified User.

Solicitation No. - N° de l'invitation
5P004-100154/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
519zf

Client Ref. No. - N° de réf. du client
5P004-100154

File No. - N° du dossier
519zf5P004-100154

CCC No./N° CCC - FMS No/ N° VME

-
- iv Should the said Offeror be unable to perform the requested Work due to unavailability, the Offeror must notify the Project Authority, in writing, within twenty four (24) hours of receiving the description of the Work to be performed. This process will then be repeated with the next Offeror in the order of ranking (from highest to lowest) until such time as an Offeror capable of fulfilling the requirement is found. Should no Offeror be able to provide the Work requested, Canada reserves the right to procure the specified Work by other arrangements.
 - v Should the said Offeror be accepting the Work, the Offeror must notify its acceptance to the Project Authority, in writing, within two (2) working days of receiving the Call-up with the work description. If the Offeror confirms that it is accepting the Work, the Offeror must submit to the Project Authority, an acknowledgement of the Call-up and documents using the part to be filled by the Offeror on the PWGSC-TPSGC 942 Call-up Form (see the form in Annex D), including:
 - the number of words and/or hours;
 - the all-inclusive firm rates in accordance with the Basis of Payment in Annex "B"; and
 - the persons assigned to the task.
 - vi The Offeror will be informed by the Identified User to proceed with the Work by the issuance of the form prescribed in article 8, below entitled "Call-up Instrument" and duly authorized by the Identified User.
 - vii The Project Authority will continue to request Work from the first ranked Offeror until the Offeror's Standing Offer Financial Limitation is reached.
 - viii The same process will be followed for each Offeror, in order of rank from highest to lowest, as described below.
 - ix The Offerors' order of ranking is as follows: (to be identified in the resulting Standing Offer)
 - 1. _____
 - 2. _____
 - 3. _____
 - 4. _____

8. Call-up Instrument

The Work will be authorized or confirmed by the Identified User using form ***PWGSC-TPSGC 942, Call-up Against a Standing Offer.***

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$100,000.00** (Goods and Services Tax or Harmonized Sales Tax included).

10. Financial Limitation - Total

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (Goods and Services Tax or Harmonized Sales Tax 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 thirty (30) calendar days before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

11. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2035 (2012-11-19), Higher Complexity - Services;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) the Offeror's offer dated _____

12. Certifications

12.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

13. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____.

B. RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

2.1 General Conditions

2035 (2012-11-19), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

Solicitation No. - N° de l'invitation
5P004-100154/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
519zf

Client Ref. No. - N° de réf. du client
5P004-100154

File No. - N° du dossier
519zf5P004-100154

CCC No./N° CCC - FMS No/ N° VME

Section 17, Interest on Overdue Accounts, of 2035 (2012-11-19) will not apply to payments made by credit cards.

3. Term of Contract

3.1 Delivery Date

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

3.2 Period of the Contract

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

4. Payment

4.1 Basis of Payment

In consideration of the Contractor satisfactory completing all of its obligations under the Contract, the Contractor will be paid an all-inclusive firm rate per word for translation services and an all-inclusive firm rate per hour for editing and updating services, in Canadian dollars, FOB destination, in accordance with the Basis of Payment in Annex B. Customs duties and excise taxes are included, where applicable, and Good and Services Tax or Harmonized Sales Tax is extra, if applicable. Transportation for the supply and delivery of the Work is included.

Canada will not pay to the Contractor for any design changes, modifications or interpretations of the Work unless these design changes, modifications or interpretations have been approved in advance and in writing by the Contracting Authority before they have been incorporated in the Work.

4.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the contract expiry date, or
- (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

4.3 Method of Payment

4.3.1 Monthly 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.

OR

4.3.2 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.

4.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
 C2000C (2007-11-30), Taxes - Foreign-based Contractor
 C0305C (2008-05-12), Cost Submission

4.5 Payment by Credit Card

The following credit card is accepted: _____ or;

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

ANNEX "A" STATEMENT OF WORK

1. Objective

The objective of the standing offer is to reduce costs, to provide standardized, quality and timely translation, editing and updating services, to streamline internal business processes and to improve overall process efficiencies within Parks Canada Agency (PCA).

2. Background

Parks Canada Agency (PCA) is a federal government agency.

2.1 Parks Canada Agency - Mandate

On behalf of the people of Canada, PCA protects and presents nationally significant examples of Canada's natural and cultural heritage, and foster public understanding, appreciation and enjoyment in ways that ensure their ecological and commemorative integrity for present and future generations. In doing so, PCA contributes to the economic and social well-being of Canadians.

2.2 Parks Canada Agency - Organization

PCA is a decentralized organization with branches grouped in the National Office (located in the National Capital Region), four regional Service Centres (Western and Northern Service Centre, Atlantic Service Centre, Quebec Service Centre and Ontario Service Centre), and 34 Field Units across the country.

3. Scope and Business Requirements

PCA has the wide-ranging objective of optimizing translation services to achieve best value for money spent by reducing costs while providing easier access to employees for quality services delivered on a timely basis.

PCA spends approximately **\$3.5 to 4.0 million dollars** per year on translation, related editing and updating services. The number of transactions for translation services is more than 3,000 per year, with over 8 million words translated annually. The business volume is based on past consumption and is provided as information only and should not be considered as a commitment of future business volume.

In order to maintain consistency in the quality and uniformity of the translation, editing and updating services required for a Parks Canada Agency project, PCA's Project Authority will be allowed to issue call ups to any of the four (4) Standing Offers in accordance with the procedures specified in Article 7, Call-up Procedures at PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES above. PCA's Project Authority will be allowed to deal with the selected Offeror for all translation services required for the entire project, from the start of the project until the completion of the project.

3.1 Standing Offer Work distribution

PCA will regularly monitor the performance and usage of the standing offers and ensure that each of the four (4) Offerors selected receive their specified share of the business volume during the Standing Offer period, including the option years if exercised.

PCA will use the following work distribution amongst the Offerors, under the following situations:

Work Distribution percentage (%)				
Number of lowest ranked Standing Offers	1st ranked Offeror	2nd ranked Offeror	3rd ranked Offeror	4th ranked Offeror
4	40%	30%	20%	10%
3	45%	35%	20%	N/A
2	55%	45%	N/A	N/A
1	100%	N/A	N/A	N/A

4. Framework

4.1 Business Arrangement

The Contractor must have a work distribution and tracking system that ensures PCA's documents are handled by Offeror's personnel with appropriate level of security and knowledge, as described in this Statement of Work.

The Contractor must ensure accountability for the delivery of quality work at the level described in the Statement of Work and within expected time frames.

All translation, editing and updating services must be performed at the Contractor's secure site and all work must be carried out only by the Contractor.

4.2 Client-Management Approach

The Contractor must develop, implement and maintain a client management approach to be used during the period of the standing offer.

In order to fulfil PCA's Translation Services requirements in terms of all services required under the Article 12.2 of this Statement of Work including the level of services specified at the Article 12.4 of the same Statement of Work herein, the Contractor's client management approach must respect the following processes and/or systems:

- Work distribution and tracking system to ensure on time delivery of consistent, high quality translation and editing services to clients;
- The Contractor's Client Manager must assess the work volume received from clients and its distribution amongst translators and manage these translators for both English to French and French to English projects;
- The Contractor's Client Manager must track the progress of translation projects assigned to translators and steps taken to ensure on time delivery of completed work to the clients;
- The Contractor's Client Manager must be responsible for receiving and resolving customer complaints 365 days a year;
- A dispute resolution plan that contain an escalation process for resolving customer complaints that can't be resolved under the Contractor's routine procedures for problem resolution;
- A remedial plan for replacing personnel during sick leave, vacation or any other absence by having qualified, standby translators available for up to 365 days / year;
- A backup plan to resolve electronic systems and all component failures within three hours for up to 365 days a year; and
- The Contractor must deal with excessive workload and/or with work with a firm and very tight deadline, including workload exceeding the normal daily capacity required and/or the client's requests received outside normal working hours and/or unexpected request from the client for translation, editing and updating requiring the work to be carried in whole or in part outside normal working hours.

4.3 Hours of Operation and Urgent Requirements

The Contractor must provide services for all PCA locations from 8 a.m. to 6 p.m. EST during normal working days (statutory holidays are not included).

The daily cut-off time for call-ups placement by PCA is 3:00 p.m. local time at the requester's location. Call-ups submitted after the cut-off time will be time-stamped by the Contractor at 8 a.m. EST the next business day and handled accordingly.

For urgent call-ups not submitted to the Contractor before the cut-off time, PCA will notify the Contractor in advance by telephone, fax or email for an outside regular hours service (in such a case, the urgent rate would apply).

In exceptional situations, call-ups may be placed with the Contractor that will require working outside normal working hours, during weekends or statutory holidays.

4.4 Languages - User Option

The Contractor must provide all services in both Official Languages of Canada, either in English or French or both as requested by PCA's Project Authority.

5. Service Level Reporting - Monthly Reports

Parks Canada Agency needs this information for:

- i. monitoring the call-ups issued to each of the four (4) Offeror and their annual business volumes and to make internal arrangements to ensure that each of the four (4) Offeror is receiving its share of PCA's annual business volume.
- ii. To monitor PCA's user satisfaction and the effectiveness of Contractor's client management approach.

Within 10 working days from the last working day of each month, the Contractor must provide, at no additional cost to PCA standard reporting data in MS Excel format and other electronic formats, as may be agreed upon. Reports to be provided on an ongoing basis must include:

- a report on all complaints received from PCA's users (including name of complainant, date and time received, date and time resolved, description of complaint and resolution, follow-up steps to ensure problem doesn't reoccur);
- a usage report by region and branch level, one on translation and one on editing and updating including total number of words translated, edited and updated and the cost of the service for the month and the totals to-date; and
- a report addressing the percentages of call-ups delivered within the standing offer delivery requirements.

PCA will review the reports and communicate with the Contractor regarding the quality of work performed pursuant to the Standing Offer through the Contracting Authority.

6. Required Software and Layout

The list of software and formats being currently used within PCA include: Windows Office Suite for MS-Word, MS PowerPoint, MS Excel, MS Project, HTML, Visio and Access. The Contractor must acquire and use other software programs identified by PCA. If the above-mentioned products change (i.e. different

products and/or versions), the Contractor will be given 30 calendar days notice before a change in product is implemented.

The Contractor must use virus detection and elimination systems and must not use unauthorized codes, e.g. macros in word processing or creating tables, protective or restrictive coding, etc. The Contractor must take necessary measures to ensure the delivery of its translations on electronic media or systems is free of viruses (the virus software currently certified by PCA's Information Technology Branch is McAfee Virus Scan v8.1.i with the latest DAT files).

7. Premises

All Work must be performed at the Contractor's premises. The Contractor must provide a corporate infrastructure and facility that enables the Contractor to meet the delivery timelines established in Table A1 for <<Protected C>> and higher security classified documents that must be delivered in person or by courier.

7.1 Receiving and Transmitting Texts

Texts for translation, editing and updating services will be sent by PCA's Project Authority through a Call-up to the Contractor and the completed work returned by the Contractor to the Project Authority either in MS format by e-mail, hard copy, on diskette(s), on CD(s), in person or by courier depending on the Security Level of the document, at the expense of the Contractor. Secret Level documents or higher will be sent in person at the expense of the Contractor.

In the case of the lengthy texts or work requiring particular documentation, irrespective of Security Level, the Project Authority may deliver the text to the Contractor. The completed work must be delivered by the Contractor in MS format, by e-mail, in hard copy, on diskette(s) or CD(s), in person or by courier depending on the Security Level of document, at the expense of the sender. Secret Level documents or higher will be sent in person at the expense of the sender.

The Contractor must ensure that completed Work is returned to the PCA's Project Authority by the same delivery method as the one initially used by the Project Authority to send the Work to the Contractor.

8. Supplies

The Contractor is responsible for the supply of all of the necessary equipment, supplies, services, software, and instruments required by its employees to do the work.

9. Office Equipment

The Contractor's facility must be equipped with standard office equipment, including an operational fax machine and internet connectivity for receiving and transmitting texts and electronic documents by e-mail.

10. Government of Canada Communications Policy, rules and directives

For translations, editing and updating texts, the Contractor must follow the rules and directives prescribed by the Communications Policy of the Government of Canada:

- The Canadian Style (for English texts); and
- Le Guide du rédacteur (for French texts).

10.1 Reference Tools

The Contractor's facility must be equipped with internet connectivity for its resources to have access to the following reference tools recommended by Parks Canada Agency:

- Termium plus (www.termiumplus.gc.ca);
- Federal legislation (<http://laws.justice.gc.ca/en/index.html>); and
- PCA's Web site resources (www.pc.gc.ca)

10.2 For English writing style, spelling, and terminology, the Contractor must use the following tool:

- Canadian Oxford Dictionary

10.3 For French writing style, spelling, and terminology, the Contractor must use the following tools:

- Multidictionnaire des difficultés de la langue française;
- Le nouveau Petit Robert;
- Le Robert-Collins;
- Les mots pour le traduire; and
- Le guide du rédacteur

11. Communication with Parks Canada Agency Project Authority

The Contractor must contact PCA identified Project Authority in the call-up document for the resolution of any dispute related to the services requested by the user.

12. Services Required

12.1 Expected Delivery Timeline

The Contractor must provide translation services in accordance with the following schedule specified in Table A1 herein. It is expected that editing and updating services will be performed within approximately the same time that is required for translation services.

**Table A1
Expected Delivery Time**

Type of services	Less than 600 words	600 to 1,000 words	1001-2000 words	2,001- 4,000 words	4,001 - 10,000 words	10,001 - 15,000 words
Regular	Up to 7 hours	up to 10 hours	up to 14 hours	up to 3 days	up to 5 days	up to 8 days
Urgent	If during regular working hours: up to 3.5 hoursIf not, must be delivered by next morning 9 a.m. (local time of request)	If during regular working hours: up to 5 hoursIf not, must be delivered by next morning 9 a.m. (local time of request) originator)	up to 7.5 hoursIf not during regular working hours, must be delivered by next morning 9 a.m. (local time of request) originator)	up to 2 days	up to 3.5 days	up to 5 days

Type of services		15,001 - 20,000 words	20,001 - 25,000 words	25,001 - 30,000 words	30,001 - 35,000 words	Over 35,000 words
Regular		up to 10 days	up to 12 days	up to 14 days	up to 16 days	up to 18 days
Urgent		up to 5 days using several translators to meet deadline	up to 5 days using several translators to meet deadline	up to 5 days using several translators to meet deadline	up to 5 days using several translators to meet deadline	up to 5 days using several translators to meet deadline

Note:

Regular Hours: Work to be performed during normal business hours from 8:00 a.m. to 5:00 p.m., client local time, Monday to Friday, excluding weekends and federal statutory holidays.

Outside Regular Hours: Work to be performed outside the Regular Hours, namely from 5:00 p.m. to 8:00 a.m. client local time from Monday to Friday, on weekends and on statutory holidays.

Statutory Holiday: means New Year's Day, Good Friday, Easter Monday, Victoria Day or the Fête des Patriotes, Saint-Jean Baptiste (Quebec) or the first Monday in August (depending on the location of the Contractor's place of business), Canada Day, Labour Day, Thanksgiving, Remembrance Day, Christmas Day and Boxing Day.

12.2 Translation, Editing and Updating Services

12.2.1 Translation Services

- i. Translate from English to French or French to English, all documents sent to be translated under a Call-up during the period of the Standing Offer.
- ii. Process all documents for translation, including quality control, within the deadlines described above in Table A1.
- iii. Translate text in icons, graphics and illustrations keeping the same format.
- iv. Ensure that all translations are reviewed for quality, as described in Statement of Work section 12.4 "Level of Services Required" before being delivered to PCA within deadline.
- v. Ensure the consistency of translation of large texts by limiting, as far as is reasonable, the number of different translators working on one text, and by providing an overall review of the completed text to ensure quality through-out as well as consistency in terminology and style.
- vi. Ensure that the translation services and materials provided in one official language is an accurate reflection to those in the other official language.
- vii. Translate changes that have been made to a source text. PCA will highlight the changes to be translated.

12.2.2 Editing Services

The Contractor must edit all texts sent to be edited.

In this Statement of Work, editing involves improvement of a text by making corrections to grammar, spelling, syntax and punctuation; and ensuring standardized style and appropriate use of terminology,

resulting in a text that is easier to read and understand and concordant with the messages as in the original text (when working with a translated text). Editing services are of two types:

- Unilingual editing: editing the text of a source document (one language)
- Parallel or Concordance editing: in-depth comparison of a source document with the same document in the other official language and correction of the latter in terms of both form and substance.

12.2.3 Updating Services

The Contractor must update all texts sent to be updated.

In this Statement of Work, updating involves adjusting a text and its translation after it underwent a round of changes. This service includes editing the original version, integrating new information in the original version and/or doing a concordance check on the translated version and making sure it reflects the new messaging, tone and sequence. In most cases, the originator will highlight the changes, if not, a "compare texts" must be performed using MS Word to ensure all changes are identified and taken into consideration.

12.3 Word Count

<<Word>> means a continuous series of characters. When the document to be translated is submitted in electronic format, the Word count will be done electronically using the same version of the software in which PCA provided the text. If the software in which PCA provided the text does not have a Word count function, the word count will be done by 'copy and paste' to the MS Word.

When the document to be translated is not submitted in electronic format, the Word count of the source text will be calculated manually.

The Word count will be done by PCA before the document is sent to the Contractor.

PCA may request translation of selected text within a document. The selected text will be clearly identified by PCA. The Word count will be based only on the sections to be translated and not the entire document.

If changes are requested by PCA to a text that has already been translated, such a change must be treated as a new call-up. The Word count will be based only on the changed sections to be translated and not the entire document. Again, those changed sections would be clearly identified.

In cases of disagreement, PCA's Word count prevails and it must be used in the call-up.

12.4 Level of Services Required

The Contractor must ensure that:

- a. the messages of the original text are conveyed accurately in the translated document, including proper terminology;
- b. spelling and rules of grammar are respected and the text is corrected accordingly;
- c. the translation of a text into another language takes into account the tone, style and terminology as used by the author, and is appropriate for the audience for which the text is intended;
- d. the scientific, social or technical exactitude of a translation is accurate in comparison with and conforms to the source text; and
- e. each translated or edited text is reviewed, approved and provided in the same format at no additional cost by the Contractor's quality assurance reviewer before the text is delivered to PCA.

13. Capacity

The Contractor must have a sufficient number of in-house translators and reviewers to provide translation editing and updating services of approximately 6.4 million words per year, from English to French, and 1.6 million words per year, from French to English, and have a quality assurance function. Those figures represent PCA's yearly average volume of all categories of translation services with various types of delivery requirements specified in the Statement of Work herein.

The approximative 6.4 million words per year, from English to French, and the approximative 1.6 million words per year, from French to English, will be divided by the total number of selected Offerors based on the work distribution detailed in Article 3.1 of the Statement of Work herein.

13.1 Client Manager

<<Client Manager>> means the person designated by the Contractor within their organization to provide customer services to PCA, liase with PCA users and provide assistance in dispute resolution. The Client Manager must undertake full responsibility for hands-on management of call-ups issued by PCA users and ensure delivery of translation services in accordance with the terms and conditions specified in the Standing Offer.

The Contractor must provide an individual resource who will perform the function of a Client Manager for PCA.

The Contractor must ensure the following:

- a. PCA will be able to communicate personally and readily with the Client Manager;
- b. the Client Manager must be able to address and respond to issues and concerns raised in a timely manner;
- c. the Client Manager's responsibilities must be carried out during his/her absence;
- d. the Client Manager must report on the activities of the Standing Offer across Canada; and
- e. the Client Manager must have technical support and administrative support personnel to respond to technical and administrative issues and concerns raised.

13.2 Quality Assurance Reviewer

<<Quality Assurance Reviewer>> means the person proofreading all translated text thoroughly to ensure that all typing errors, grammatical, vocabulary, semantics and syntax errors are corrected. The tone of the translated text must be equivalent to the tone used in the original version and the length must be approximately the same. In other words, the quality of the translated version must be equivalent to the quality of the original version. The Contractor must ensure that the Quality Assurance Reviewers reviews and approves the translated or edited text for accuracy, sentence structure, language rules, grammar and spelling prior to delivering the completed work to PCA.

14. Categories of texts, Complexity levels of texts and subject fields

Texts sent to the Contractor for translation, editing or updating will either pertain to general administration and business, media communication category - Complexity Level 1 or specialized texts pertaining to legal, legislation, scientific, environmental and specialized research and surveys category - Complexity Level 2. Examples of texts to be translated, edited, and updated with their relevant categories and complexity levels are shown in Table A2 herein:

Table A2
Categories of texts, Complexity Levels of texts, and Subject Fields

Category of texts	Subject Fields - Description/Examples
<p>1. Complexity Level 1: General administration, business and media communication category.</p>	<ul style="list-style-type: none"> •Management documents, policy documents and administrative texts, including but not limited to memoranda, ministerial correspondence, general correspondence, and presentations; •Communications (Press releases, speeches, Publications, web sites); •Tourism, advertisements, Public notices; •Human resource management in the Public Service (Job descriptions, statement of qualifications); •performance management; •career management; •business requirement (high level and detailed); •program evaluation and monitoring technology development; •procurement related text, including statements of work, evaluation criteria, requests for proposal (RFP) and contracts; •financial texts, such as financial statements, charts and accounting documents, training material, including guides, lessons and plans
<p>2. Complexity Level 2: Legal, legislation, scientific, environmental and specialized research and surveys.</p>	<ul style="list-style-type: none"> •Legal text; •highly technical/specialized texts, ecology, environmental issues, •science and technology, social sciences, research, surveys, studies difficult or unusual terminology, including complex sections of legislation that may be found at: http://laws.justice.gc.ca/en/index.html •information technology technical texts, including technical specifications and computer sciences

ANNEX B BASIS OF PAYMENT

The Contractor will be paid in accordance with the following Basis of payment for work performed under the contract.

1. All-inclusive firm rate

The Contractor will be paid all-inclusive firm rate per word for translation services and all-inclusive firm rate per hour for editing and updating services, in Canadian dollars, based on the table shown below during the period stated herein.

- a. All-inclusive firm rates shown below include all costs related to the work described in Annex A, Statement of Work. These expenses include, without limitation, word processing, reports, photocopies, courier services, costs related to the software, telephone, reception and transmission or delivery of documents and all related expenses, excluding GST.
- b. All deliverables are FOB Destination, Canada customs duties included, if applicable.
- c. For invoicing purposes, the overall firm rates in effect at the date indicated in the request for translation services must be used.
- d. The invoices will be based on the word count of the source document.
- e. All-inclusive firm rates listed in the table below for the optional years, apply only if the option to extend the Standing Offer is exercised by Canada.

	Period	Category of service	All-inclusive firm rate
1	Initial period of Standing Offer	Translation Regular Level 1	\$/per word
2		Translation Regular Level 2	\$/per word
3		Translation Urgent Level 1	\$/per word
4		Translation Urgent Level 2	\$/per word
5		Editing Regular Level1	\$/per hour
6		Editing Regular Level 2	\$/per hour
7		Editing Urgent Level 1	\$/per hour
8		Editing Urgent Level 2	\$/per hour
9		Updating Regular Level 1	\$/per hour
10		Updating Regular Level 2	\$/per hour
11		Updating Urgent Level 1	\$/per hour
12		Updating Urgent Level 2	\$/per hour
13		Translation Regular Level 1	\$/per word
14		Translation Regular Level 2	\$/per word

15	Option Year 1	Translation Urgent Level 1	\$/per word	
16		Translation Urgent Level 2	\$/per word	
17		Editing Regular Level1	\$/per hour	
18		Editing Regular Level 2	\$/per hour	
19		Editing Urgent Level 1	\$/per hour	
20		Editing Urgent Level 2	\$/per hour	
21		Updating Regular Level 1	\$/per hour	
22		Updating Regular Level 2	\$/per hour	
23		Updating Urgent Level 1	\$/per hour	
24		Updating Urgent Level 2	\$/per hour	
25		Option Year 2	Translation Regular Level 1	\$/per word
26			Translation Regular Level 2	\$/per word
27	Translation Urgent Level 1		\$/per word	
28	Translation Urgent Level 2		\$/per word	
29	Editing Regular Level1		\$/per hour	
30	Editing Regular Level 2		\$/per hour	
31	Editing Urgent Level 1		\$/per hour	
32	Editing Urgent Level 2		\$/per hour	
33	Updating Regular Level 1		\$/per hour	
34	Updating Regular Level 2		\$/per hour	
35	Updating Urgent Level 1		\$/per hour	
36	Updating Urgent Level 2		\$/per hour	
37	Option Year 3	Translation Regular Level 1	\$/per word	
38		Translation Regular Level 2	\$/per word	
39		Translation Urgent Level 1	\$/per word	
40		Translation Urgent Level 2	\$/per word	
41		Editing Regular Level1	\$/per hour	
42		Editing	\$/per hour	

		Regular Level 2	
43		Editing Urgent Level 1	\$/per hour
44		Editing Urgent Level 2	\$/per hour
45		Updating Regular Level 1	\$/per hour
46		Updating Regular Level 2	\$/per hour
47		Updating Urgent Level 1	\$/per hour
48		Updating Urgent Level 2	\$/per hour

2. Travel and living expenses

Canada will not accept any travel and living expenses 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/en/N-4/> ;
- b. Any travel between the Contractor's place of business and the NCR; and
- c. Any relocation of resources

required to satisfy the terms of the Contract. These expenses are included in the all-inclusive firm rates specified above.

3. GST or HST: GST or HST is in addition to the amounts indicated above.

Solicitation No. - N° de l'invitation

5P004-100154/B

Amd. No. - N° de la modif.

File No. - N° du dossier

519zf5P004-100154

Buyer ID - Id de l'acheteur

519zf

Client Ref. No. - N° de réf. du client

5P004-100154

CCC No./N° CCC - FMS No/ N° VME

**ANNEX C AND D
SECURITY REQUIREMENTS CHECK LIST AND
PWGSC-TPSGC 942 FORM**

Security Requirement Checklist and PWGSC-TPSGC 942 Form at the end of the document



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

5P004-100154

Security Classification / Classification de sécurité

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



Contract Number / Numéro du contrat 5P004-100154
Security Classification / Classification de sécurité

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 type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" 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



Contract Number / Numéro du contrat 5P004-100154
Security Classification / Classification de sécurité

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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



Call-up Against a Standing Offer Commande subséquente à une offre à commandes

Ship to - Expédier à

To the supplier: Your standing offer referred to below is hereby accepted as follows: You are required to supply the goods and/or services shown below at the prices or pricing basis and in accordance with the other terms and conditions stated in the standing offer. Only goods and services included in the standing offer shall be supplied against this call-up.

Supplier - Fournisseur

Au fournisseur: Votre offre à commandes, dont le numéro figure plus bas, est acceptée selon les modalités suivantes: Vous devez fournir les biens ou services indiqués ci-dessous aux prix ou selon les modalités de prix et en conformité des autres conditions stipulés dans l'offre à commandes. Ne seront fournis en vertu de la présente commande que les biens et services figurant dans l'offre à commandes.

Security: This call-up includes security provisions. If yes, an SRCL shall accompany all PWGSC call-ups. No
Sécurité: Cette commande comprend des exigences en matière de sécurité. Si oui, on doit joindre une LVERS à toutes les commandes du TPSGC. Yes

Invoices are to be addressed in accordance with: Adresser les factures selon:

The detailed instructions in the standing offer / Les instructions détaillées de l'offre à commandes
 The address shown in the "Ship to" block / L'adresse indiquée dans la case "Expédier à"
 Special instructions below / Les instructions particulières ci-dessous

Each shipment shall be accompanied by a packing slip or delivery slip. All invoices, shipping bills and packing slips must show the following reference numbers.

Financial Code(s) - Code financier(s)

Chaque envoi sera accompagné d'un bordereau d'emballage ou d'expédition. Les factures, connaissements et bordereaux d'emballage doivent tous porter les numéros de référence suivants.

Standing Offer No. - N° d'offre à commandes

Requisition no. - N° de commande
Order, Off. - Bur. dem. YY - AA Serial no. - N° de série

Client Reference No. (optional)
N° de référence du client (facultatif)

Goods and Services Tax (GST)/Harmonized Sales Tax (HST): Unless otherwise indicated, unit/extended prices include GST/HST.

Provincial Sales Tax - Taxe de vente provinciale

Taxe sur les produits et services (TPS)/Taxe de vente harmonisée (TVH): Sauf indication contraire, la TPS/TVH est incluse dans le prix unitaire et le prix total.

Exigible Non-exigible

Lic. no.(s) auth. - Autor. N°(s) de licence

Amendment No. - N° de modification

Previous Value - Valeur précédente

Value of Inc. or dec. - Augm. ou diminution

Tot. est. exp. or rev. tot. est. exp.
Mont. tot. prév. ou mont. tot. prév. révisé

Item No. N° de l'art.	NATO Stock number / Item Description N° de nomenclature de l'OTAN / Description de l'article	U. of l. U. de d.	Qty Qté	Unit Price Prix unitaire (\$)	GST or HST TPS ou TVH (%)	GST or HST TPS ou TVH (\$)	Extended Price Prix calculé (\$)

Special Instructions - Instructions particulières

Total Price (before taxes)
Prix total (avant taxes)

GST/HST Amount
Montant TPS/TVH

Total Extended Price
Prix calculé total

For further information call - Pour renseignements supplémentaires

Delivery required by - Livraison requise le

Name - Nom

Telephone No. - N° de téléphone

Pursuant to subsection 32(1) of the *Financial Administration Act*, funds are available. En vertu du paragraphe 32(1) de la *Loi sur la gestion des finances publiques*, des fonds sont disponibles.

Approved for the Minister - Approuvé pour le Ministre

Signature (Mandatory - Obligatoire)

Date

Signature (Mandatory - Obligatoire)

Date

Requisition No. - N° de commande			Client Reference No. (optional)	
Order, Off.	Bur. dem.	YY - AA	Serial No. - N° de série	
			N° de référence du client (facultatif)	

Page
of
de

Item No. N° de l'art.	NATO Stock number / Item Description N° de nomenclature de l'OTAN / Description de l'article	U. of I. U. de d.	Qty Qté	Unit Price Prix unitaire (\$)	GST or HST TPS ou TVH (%)	GST or HST TPS ou TVH (\$)	Extended Price Prix calculé (\$)

Requisition No. - N° de commande			Client Reference No. (optional)
Order. Off.	Bur. dem.	YY - AA	Serial No. - N° de série
			N° de référence du client (facultatif)

Page
of
de

Item No. N° de l'art.	NATO Stock number / Item Description N° de nomenclature de l'OTAN / Description de l'article	U. of l. U. de d.	Qty Qté	Unit Price Prix unitaire (\$)	GST or HST TPS ou TVH (%)	GST or HST TPS ou TVH (\$)	Extended Price Prix calculé (\$)

Requisition No. - N° de commande			Client Reference No. (optional) N° de référence du client (facultatif)
Order. Off.	Bur. dem.	Serial No. - N° de série	

Page
of
de

Item No. N° de l'art.	NATO Stock number / Item Description N° de nomenclature de l'OTAN / Description de l'article	U. of I. U. de d.	Qty Qté	Unit Price Prix unitaire (\$)	GST or HST TPS ou TVH (%)	GST or HST TPS ou TVH (\$)	Extended Price Prix calculé (\$)