



## Advance Contract Award Notice (ACAN)

### 1.0 Introduction

The Canadian Nuclear Safety Commission (CNSC) has a requirement for the services of a French technical editor in the field of nuclear safety regulations for the Directorate of Nuclear Substance Regulation. The purpose of this Advance Contract Award Notice (ACAN) is to signal the CNSC's intention to award a contract for these services to:

Mr. Jacques Dion, 402-7305 Campeau Drive, Kanata, Ontario, K2K 3M2

Before awarding a contract, however, the CNSC would like to provide other suppliers with the opportunity to demonstrate that they are capable of satisfying the requirements set out in this ACAN, by submitting a statement of capabilities within the posting period for this ACAN, which is 15 calendar days.

If other potential suppliers submit a statement of capabilities during the posting period that meets the requirements set out in this ACAN, the CNSC will proceed to a full tendering process via the Government Electronic Tendering Service or by inviting bids directly from suppliers.

If no other supplier submits, on or before the closing date, a statement of capabilities meeting the requirements set out in the ACAN, a contract will be awarded to the above-noted supplier.

### 2.0 Background

The CNSC has a requirement for the services of a French technical editor in the field of nuclear safety regulations for the Directorate of Nuclear Substance Regulation. The work will involve the following:

#### 2.1 Objectives

- 2.1.1 To provide high-quality French editing of various documents on an as-needed basis.
- 2.1.2 Guide the establishment of a DNSR-specific terminological database (English-French) and participate in building it up.

#### 2.2 Scope of Work

- 2.2.1 For each project, discuss the needs, expectations and deadlines with the CNSC representative.
- 2.2.2 Attend meetings as needed.
- 2.2.3 Compare French translations against original English texts to identify differences in meaning, including language or terminological errors, and make the necessary corrections to the French texts.
- 2.2.4 Conduct terminological research, more specifically in the authorized areas of activity that are within the mandate of the DNSR.



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- 2.2.5 Consult recognized terminological databases and other relevant sources of documentation.
- 2.2.6 Consult, as required, DNSR specialists to seek clarifications or additional information.
- 2.2.7 Use the track changes function to make the necessary changes to texts.
- 2.2.8 Track the changes requested by the CNSC representative.
- 2.2.9 Perform revision tasks within prescribed deadlines.
- 2.2.10 Bring to the attention of the CNSC representative any questions relating to the quality of texts.
- 2.2.11 Determine along with the CNSC representative the files to retain as the final English and French versions of texts for terminology scanning.
- 2.2.12 Determine along with the CNSC representative the most appropriate software program to use for the DNSR terminology database.
- 2.2.13 Develop terminology records (English-French) from the list of texts to be scanned.
- 2.2.14 Determine along with the CNSC representative all internal communications needs (DNSR staff and staff from other directorates) and external (e.g. the Translation Bureau) that are part of the DNSR terminology project.
- 2.2.15 Have a valid “reliability” security clearance in place
- 2.2.16 Keep track of hours spent to support monthly invoicing of activity

In general, all projects will result in the delivery of French text in MS Word format delivered electronically to DNSR.

### **2.3 Tasks to be performed**

- 2.3.1 Meetings, emails and phone calls.
- 2.3.2 Parallel reviews of French texts against English source texts.
- 2.3.3 Language and terminological searches.
- 2.3.4 Final rereading of texts before delivery.
- 2.3.5 Retention of electronic files for terminology scanning.
- 2.3.6 Development of terminology records from texts to be scanned.
- 2.3.7 Create a DNSR-specific terminology database.

### **2.4 Deliverables**

#### **2.4.1 Technical Editing Services**

- In a general way, review and revision work (i.e. each text or document to be revised) will be the subject of short meetings between the contractor and the project manager to identify awaited work and the due dates for products to be delivered.
- When the review and revision of translated texts are completed, the contractor will deliver to the project manager the final electronic version of the texts or documents.



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### 2.4.2 Terminology services

- Create and keep current a DNSR-specific terminology database.
- Development of bilingual (English-French) terminology records from the list of texts to be scanned.

The proposed contract is for a base period of 1 year, from August, 2013 to August, 2014 with two one-year option periods.

The estimated value of the contract, including the option period, is **\$75,000.00**. Applicable Taxes are extra.

### 3.0 Minimum Mandatory Requirements

Any interested supplier must demonstrate by way of a statement of capabilities that it meets the following requirements

- 3.1 More than 10 years experience editing technical documents in the field of nuclear safety regulations.
- 3.2 A degree in linguistics or relevant university training in the verification of technical texts.

### 4.0 Justification for the Pre-Selected Supplier

Mr. Dion has the extensive background to do high-quality editing of general, legal, scientific or engineering texts within the nuclear sector, and to conform to the CNSC's writing styles, standards and terminology norms. He has several years of working on nuclear's industry texts in a senior editing capacity, and has assembled his own collection of CNSC norms for use during editing tasks. He has consistently proven that his work exceeds normal quality standards and is very knowledgeable about the CNSC's mandate, areas of operations, and the international and domestic nuclear sector. In addition, Mr. Dion is an expert on Government of Canada norms for written texts and has a valid security clearance.



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### 5.0 Intellectual Property

Canada intends to retain ownership of any Foreground Intellectual Property arising out of the proposed contract on the basis that the main purpose of the contract is to generate knowledge and information for public dissemination.

### 6.0 Statement of Capabilities

Suppliers who consider themselves fully qualified and available to meet the specified requirements may submit a statement of capabilities in writing to the Contracting Authority identified in this Notice on or before the closing date of this Notice. The statement of capabilities must clearly demonstrate how the supplier meets the advertised requirements.

The closing date and time for accepting statements of capabilities is August 2, 2013 at 2:00 p.m. EST).

### 7.0 Contact Information

Inquiries and statements of capabilities are to be directed to:

Alex Cassol  
Senior Contracting Officer  
280 Slater Street  
P.O. Box 1046, Station B  
Ottawa, Ontario  
Canada  
K1P 5S9  
Telephone: (613) 996-6638  
Facsimile: (613) 995-5086  
E-mail: alex.cassol@cnsccsn.gc.ca

### 8.0 Policy Information

Government Contracts Regulations (GCRs) - Section 6. d) "Notwithstanding section 5, a contracting authority may enter into a contract without soliciting bids where:

(d) Only one person is capable of performing the contract.

Subject to NAFTA - (Article 1016.2 a, b, c, etc)

Subject to AIT - (Article 506.12 a, b, c, etc)