



ADVANCE CONTRACT AWARD NOTICE (ACAN)

1. Definition

An Advance Contract Award Notice (ACAN) allows departments and agencies to post a notice, for no less than fifteen (15) calendar days, indicating to the supplier community that it intends to award a good, service or construction contract to a pre-identified contractor. If no other supplier submits, on or before the closing date, a Statement of Capabilities that meets the requirements set out in the ACAN, the competitive requirements of the government's contracting policy have been met. Following notification to suppliers not successful in demonstrating that their Statement of Capabilities meets the requirements set out in the ACAN, the contract may then be awarded using the Treasury Board's electronic bidding authorities.

If other potential suppliers submit Statement of Capabilities during the fifteen calendar day posting period, and meet the requirements set out in the ACAN, the department or agency must proceed to a full tendering process on either the government's electronic tendering service or through traditional means, in order to award the contract.

2. Definition of Requirements

The Contractor will be required to edit and produce the Canada-Nunavut Geoscience Office Summary on Activities (SoA) scientific volume on an annual basis for the length of the contract and provide French technical translation and editing of SoA components and generate a style guide specific to the CNGO.

3. Background

The Canada-Nunavut Geoscience Office (CNGO) *Summary of Activities (SoA)* is a peer reviewed scientific publication that disseminates field observations, project syntheses and new geoscience discoveries and research in an expedient manner. As the only annual geoscience volume of its kind pertaining to Nunavut it provides valuable and current CNGO supported geoscientific information to industry, scientists and local decision makers.

The publication of such a volume requires the specialized services of a contractor who is experienced in all aspects of geoscience publishing including technical geoscientific editing and formatting papers based on specific Summary of Activities design and layout standards.

4. Objective

Edit and produce the Canada-Nunavut Geoscience Office Summary on Activities scientific volume on an annual basis for the length of the contract and provide French technical translation and editing of SoA components and generate a style guide specific to the CNGO.

5. Project Requirements

5.1 Tasks, Deliverables, Milestones and Schedule

Tasks

- Provide technical editing and formatting of geoscientific papers submitted by the CNGO to the Contractor for the Summary of Activities (SoA) volume on an annual basis for the duration of the contract;
- Provide English to French translation and French technical edits of each paper's abstract and forward text in the SoA;
- Develop a Style Guide specific to the CNGO's Summary of Activities based on information and decisions made with the CNGO during the length of the contract.



Deliverables

- Approximately December 20th of each contract year (actual date to be established in early September of each year), two (2) sets of PDFs of the completed SoA are to be delivered to the CNGO; one (1) suitable for four-colour printing and the other optimized for web distribution.
- A CNGO Summary of Activities Style Guide will be delivered to the CNGO before March 31st in the final year of the contract.

Delivery of final products to the CNGO should be made electronically via email, ftp or similar file sharing format.

5.2 *Payment Schedule*

The Contractor will submit an invoice for time spent on a monthly basis.

5.3 *Method and Source of Acceptance*

All deliverables and services rendered under the contract are subject to inspection by the Project Authority. The Project Authority shall have the right to reject any deliverables that are not considered satisfactory, or require their correction before payment will be authorized.

5.4 *Specifications and Standards*

- Conformation to *The Art and Science of Writing Geoscience Reports* by B. Grant. For issues not addressed therein, conformation to the *Manitoba Geological Survey Style Guide for Geoscientific Reports and Documents, 4th Edition*
- Clarity of scientific communication for a wide audience, appropriate for senior undergraduate geoscience student
- Consistency of presentation and discussion of geoscientific information in text, tables and illustrations
- Adherence to geographic names to the Canadian Geographical Names Data Base
- Proper grammar, spelling, and use of geological terms
- Clarity, legibility and reproducibility of geological illustrations
- Completeness and consistency of text, tables, illustrations and references (including ensuring that each reference cited is in the reference list and vice versa)
- Consistency of heading levels
- Consistency in handling special text attributes, such as bolding and italics
- Elimination of any extraneous formatting that could create problems for desktop publishing and the addition of consistent heading tags

5.5 *Technical, Operational and Organizational Environment*

This work is expected to be completed at the Contractor's place of business.

The Contractor will:

- Use Windows OS computers with licensed versions of MS Word 2010; MS Excel 2010; Adobe Acrobat 10; CorelDraw X6; and image-editing software
- Have print, fax and scan to PDF capabilities
- Have an FTP site for the secure transfer of files using password-protected authority controls.



6. Other Terms and Conditions of the SOW

6.1 Contractor's Responsibilities

In addition to the obligations outlined in Section 5 of this Statement Work (SOW), the Contractor shall:

- Ensure each editor involved in the project possesses at least a B.Sc. in geoscience and five (5) years of proven geoscience editing experience. Proof of qualifications must be provided on request.
- Ensure ongoing communication via email and telephone with the CNGO coordinator, as required.
- Ensure only the actual time worked on the project is billed.

6.2 CNGO's Obligations

The CNGO accepts responsibility for delays in the completion of the project caused by authors.

6.3 Language of Work

The language of the work between the CNGO project coordinator and the Contractor is English.

7. Trade Agreements

Agreement on Internal Trade (AIT)
North American Free Trade Agreement (NAFTA)
Canada-Peru Free Trade Agreement
Canada-Chile Free Trade Agreement
Canada-Columbia Free Trade Agreement

8. Contract Period

The period of the contract shall be from date of award of contract to March 31, 2014.

8.1 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

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

9. Estimated Cost

It is estimated that the cost of this requirement shall be in the amount of \$117,600.00, excluding GST for the full term of the contract, including option periods.

10. Exception to the Government Contracts Regulations and applicable trade agreements

Part 1, Section 6 (d) of the Government Contract Regulations

- Only one firm/person is able to provide the services as they are the only firm with expert knowledge and hands-on experience in all aspects of the geoscience publishing process. This includes geoscientific/technical editing, strategic planning, standards development, project management, desktop publishing and geoscientific French translation and editing.



Article 502 1(b) of the Agreement on Internal Trade
Article 1016 (d) of the North American Free Trade Agreement
Article Kbis-09 (c) of the Canada-Chile Trade Agreement
Article 1409 1 (c) of the Canada-Peru Trade Agreement
Article XV (d) of the World Trade Organization Trade Agreement

11. Name and Address of the Proposed Contractor(s)

RnD Technical
1297 Royal Drive
Peterborough, Ontario
K9H 6R6
Telephone: 705-750-0981
Facsimile: 705-750-0981

12. Inquiries on Submission of Statement of Capabilities

"Suppliers who consider themselves fully qualified and available to provide the services/goods described herein, may submit a Statement of Capabilities in writing, preferably by e-mail, to the contact person identified in this Notice on or before the closing date and time of this Notice. The Statement of Capabilities must clearly demonstrate how the supplier meets the advertised requirements."

13. Qualifications

- The Contractor is the only firm with expert knowledge and hands-on experience in all aspects of geoscience publishing with a specific focus on *Summary of Activities* volumes.
- Has over 14 years experience with publishing *Summary of Activity Reports* for six (6) Canadian provincial geological surveys as well as the Geological Survey of Canada.
- Possess preliminary standards and dictionaries, protocols and the article templates required to efficiently and effectively edit and produce the CNGO *Summary of Activities* volumes.
- Over 14 years of experience with scientific/technical editing, strategic planning, standards development, project management, desktop publishing, and geoscientific French translation and editing.

14. Closing Date

Closing Date: September 11, 2013
Closing Time: 2:00 p.m., EDT.

15. Contract Authority

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