



**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 PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

<b>Title - Sujet</b> SERVICE DE TRADUCTION	
<b>Solicitation No. - N° de l'invitation</b> K0A82-130001/A	<b>Date</b> 2013-09-25
<b>Client Reference No. - N° de référence du client</b> K0A82-130001	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZF-520-26428	
<b>File No. - N° de dossier</b> 520zf.K0A82-130001	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-10-23</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lavigne, Pierre	<b>Buyer Id - Id de l'acheteur</b> 520zf
<b>Telephone No. - N° de téléphone</b> (819) 956-0004 ( )	<b>FAX No. - N° de FAX</b> (819) 956-9235
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MICHEL MAHER DG CORPORATE SECRETARIAT TRANSLATION BROKERING & EDIT. SERV. 70 CREMAZIE ST - 6TH FLOOR GATINEAU Quebec K1A0H3 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**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

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Solicitation No. - N° de l'invitation

K0A82-130001/A

Amd. No. - N° de la modif.

File No. - N° du dossier

520zfK0A82-130001

Buyer ID - Id de l'acheteur

520zf

CCC No./N° CCC - FMS No/ N° VME

K0A82-130001

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PLEASE SEE ATTACHED FILE FOR RFP

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include Pricing Schedule, Technical Criteria, Certifications Precedent to Contract Award and Certifications Required with the Bid.

The Annexes include the Statement of Work A1, A2 and A3, Basis of Payment B1, B2 and B3, Security Requirements Check List, Task Authorization Form and Sample MS Office Excel Spreadsheet for Periodic Usage Reports - Contracts with TAs.

### **2. Summary**

**2.1** Environment Canada, Gatineau, Quebec, Canada, requires services for the translation of texts from English to French and French to English in addition to the revision and amendment of texts translated into English and French, on an as-and-when-requested basis.

The term of any resulting contract will be from date of contract award to March 31 2015 with an irrevocable option on the part of Canada to extend the term of the Contract by up to two (2) additional one (1) year periods.

In view of the volume of translation services required, up to five (5) contracts could be awarded as a result of this bid solicitation, as follows:

- a) up to three (3) contracts for **Stream I** – General, administrative and semi-specialized texts, including the following specialties:
  - Administration and Management (ADM)
  - Legal (JUR)
- b) one (1) contract for **Stream II** – Specialized texts of medium to high complexity, including the following specialties:

Environment and Ecology (BIO)  
Earth and Atmospheric Sciences (GEO)

- c) one (1) contract for **Stream III – Set-Aside Program for Aboriginal Business -**  
General, administrative and semi-specialized texts, including the following specialties:

Administration and Management (ADM)  
Legal (JUR)

**For Stream I**, the requirement is estimated at approximately **8 500 000** words of translation, revision and amendment of texts per year, of which approximately **5%** are services from French to English. The annual estimated volume per category of service is as follows:

- English-to French and French-to English translation of **6 500 000** words, including **1 000 000** words of translation services for urgent texts and **850 000** words of revision services for texts already translated from English to French and from French to English by Environment Canada or a third party.
- English-to-French and French-to-English translation of approximately **65 000** words for documents that are amended during the translation process or for which a first translation has been produced by the Contractor or a third party.

**For Stream II**, the requirement is estimated at approximately **1 750 000** words of translation, revision and amendment of texts per year, of which approximately 5% are services from French to English. The annual estimated volume per category of service is as follows:

- English-to French and French-to English translation of **1 325 000** words, including **200 000** words of translation services for urgent texts and **132 500** words of revision services for texts already translated from English to French and from French to English by Environment Canada or a third party.
- English-to-French and French-to-English translation of approximately **65 000** words for documents that are amended during the translation process or for which a first translation has been produced by the Contractor or a third party.

**For Stream III, Set-Aside Program for Aboriginal Business** the requirement is estimated at approximately **850 000** words of translation, revision and amendment of texts per year, of which approximately 5% are services from French to English. The annual estimated volume per category of service is as follows:

- English-to French and French-to English translation of **650 000** words, including **100 000** words of translation services for urgent texts and **85 000** words of revision services for texts already translated from English to French and from French to English by Environment Canada or a third party.
- English-to-French and French-to-English translation of approximately **65 000** words for documents that are amended during the translation process or for which a first translation has been produced by the Contractor or a third party.

Please refer to Annex "A1" – Statement of Work, Stream I, Annex "A2" – Statement of Work Stream II and Annex "A3" – Statement of Work Stream III for more details.

**2.2** There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract

Clauses. 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) ” (http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31) document on the [Departmental Standard Procurement Documents](#) web site. .”)

**2.3** A portion of this procurement is set aside under the federal government’s Procurement Strategy for Aboriginal Business, as detailed in Annex 9.4, Requirements for the Set-aside Program for Aboriginal Business, of the Supply Manual.

### **3. Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

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

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

The 2003 (2013-06-01), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and eighty (180) calendar days.

### **2. Submission of Bids**

Bids 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 bid solicitation. Bids transmitted to PWGSC by electronic mail will not be accepted.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### **3. Former Public Servant**

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

#### **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 Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

### **Former Public Servant in Receipt of a Pension**

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

If so, the Bidder must provide the following information, for all 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.

If the answer to the question and, as applicable, the information are not submitted in or with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

If the answer to the question and, as applicable, the information are not submitted in or with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

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 Applicable Taxes.

#### **4. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

#### **5 Applicable Laws**

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

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

#### **6. Basis for Canada's Ownership of Intellectual Property**

Environment Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

Canada has opted to own the intellectual property rights to any material subject to copyright that is developed or produced as part of the Work under the Contract, with the exception of computer software and any documentation pertaining to that software.

#### **7. Payment of Invoices by Credit Card**

Canada requests that bidders complete one of the following:

Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices.

The following credit card(s) are accepted:

- VISA
- MasterCard

or

Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices.

The Bidder is not obligated to accept payment by credit card. Acceptance or credit cards for payment of invoices will not be considered as an evaluation criterion.

**8. Volumetric Data**

The data has been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of translation services will be consistent with this data. It is provided purely for information purposes.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (4 hard copies)  
Section II: Financial Bid (2 hard copies)  
Section III: Certifications (1 hard copy); and  
Section IV: Additional Information (1 hard copy).

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

**The Bidder can bid on more than one stream (Stream I and/or Stream II and/or Stream III) of work specified in the Statement of Work, in Annex A1, Annex A2 and Annex A3, but must submit one separate bid for each specified stream of work. Canada requests that the Bidder clearly identifies in the first pages of its bid which stream of work it is bidding on. Stream III is set-aside for aboriginal business.**

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

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

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](#).

To assist Canada in reaching its objectives, bidders should :

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and 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 Bid**

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

## **Section II: Financial Bid**

**1.1** Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in (Attachment 1A, 1B and 1C) Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.

**1.2** Bidders must submit their prices and rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

**1.3** When preparing their financial bid, bidders should review the basis of payment in Annex B1, B2 or B3 and clause 1.2, Financial Evaluation, of Part 4.

**1.4** Bidders should include the following information in their financial bid:

1. Their legal name;
2. Their Procurement Business Number (PBN); and
3. The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to:
  - (1) their bid; and
  - (2) any contract that may result from their bid.

## **1.5 SACC Manual Clauses**

C3011T(2010-01-11), Exchange Rate Fluctuation

## **Section III: Certifications**

In Section III of their bid, Bidders should provide the certifications required under Part 5 and, as applicable, any related documentation.

## **Section IV: Additional Information**

In Section IV of their bid, Bidders should provide:

- For Part 2, article 3, Former Public Servant: the required answer to each question and, as applicable, the required information; and
- For Part 6, article 1, Security Requirement:
  - the name of all individuals who will require access to classified or protected information, assets or sensitive work sites; and
  - the address(es) containing the information below of proposed location(s) of work performance or document safeguarding.

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

## ATTACHMENT 1A to PART 3 STREAM I

### PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid . As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted firm all-inclusive rates per word (in Cdn \$) for translation services and fixed hourly rates (in Cdn \$) for revision and modification.

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

- (1) Work described in Part 7, Resulting Contract Clauses, of this bid solicitation 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/> ;
  - (2) travel between the successful bidder's place of business and the NCR; and
  - (3) 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 bid solicitation.

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 bid solicitation will be consistent with this data.

"Regular rate" work means all translation, revision and translation-of-amended-documents work carried out Monday to Friday, on working days, not exceeding the 1,500-word daily production capacity for each translator for translation and the 3,500-word daily production capacity for text revision.

"Premium rate" work means all translation and revision work to be delivered the same day within a few hours or, at the latest, 48 hours following the receipt of the task authorization, whether on working days, days of rest or statutory holidays (refer to the list for the definition of statutory holiday), or such work exceeding the 1,500-word daily production capacity for each translator for translation and the 3,500-word daily production capacity for text revision.

The following definitions refer to situations related to a pre-translation or a text modification:

- "new words": words/expressions/sentences that were not found in the terminology database or in a previous version of a text
- "fuzzy matches": words/expressions/sentences that, with the exception of a few details (e.g. a number or a date) were found in the terminology database or in a previous version of a text
- "exact matches": words/expressions/sentences that were found exactly in the terminology database or in a previous version of a text

	Period	Service Category	A Bidder's Proposed Firm All-Inclusive Rate (GST/HST extra)	B Estimated Volume for Evaluation Purposes Only	C Extended Estimated Price  (A x B)	
<b>Initial Contract Period</b>						
1	Year 1 (Dates to be determined at contract award)	Translation regular rate	New words	(rate per word)\$	2 970 000 words	\$
			Fuzzy matches	(rate per word)\$	371 250 words	\$
			Exact matches	(rate per word)\$	371 250 words	\$
2		Translation, premium rate	New words	(rate per word)\$	540 000 words	\$
			Fuzzy matches	(rate per word)\$	67 500 words	\$
			Exact matches	(rate per word)\$	67 500 words	\$
3			Revision, regular rate	(hourly rate)\$	825 hours	\$
4			Revision, premium rate	(hourly rate)\$	150 hours	\$
5			Modification, regular rate	(hourly rate)\$	2 400 hours	\$
6		Modification, premium rate	(hourly rate)\$	600 hours	\$	
<b>Total estimated price (Initial Period – Year 1) :</b>					\$	

	Period	Service Category	A Bidder's Proposed Firm All-Inclusive Rate (GST/HST extra)	B Estimated Volume for Evaluation Purposes Only	C Extended Estimated Price  (A x B)	
7	Year 2 (Dates to be determined at contract award)	Translation regular rate	New words	(rate per word)\$	2 970 000 words	\$
			Fuzzy matches	(rate per word)\$	371 250 words	\$
			Exact matches	(rate per word)\$	371 250 words	\$
8		Translation, premium rate	New words	(rate per word)\$	540 000 words	\$
			Fuzzy matches	(rate per word)\$	67 500 words	\$
			Exact matches	(rate per word)\$	67 500 words	\$
9			Revision, regular rate	(hourly rate)\$	825 hours	\$
10			Revision, premium rate	(hourly rate)\$	150 hours	\$
11			Modification, regular rate	(hourly rate)\$	2 400 hours	\$
12		Modification, premium rate	(hourly rate)\$	600 hours	\$	
<b>Total estimated price (Initial Period – Year 2) :</b>					\$	
<b>Option Period(s)</b>						

13	<b>Period 1</b> (Dates to be determined at contract award)u contrat)	Translation regular rate	New words	(rate per word)\$	2 970 000 words	\$
			Fuzzy matches	(rate per word)\$	371 250 words	\$
			Exact matches	(rate per word)\$	371 250 words	\$
14		Translation, premium rate	New words	(rate per word)\$	540 000 words	\$
			Fuzzy matches	(rate per word)\$	67 500 words	\$
			Exact matches	(rate per word)\$	67 500 words	\$
15			Revision, regular rate	(hourly rate)\$	825 hours	\$
16			Revision, premium rate	(hourly rate)\$	150 hours	\$
17			Modification, regular rate	(hourly rate)\$	2 400 hours	\$
18		Modification, premium rate	(hourly rate)\$	600 hours	\$	
<b>Total estimated price (Option Period 1) :</b>						\$

	Period	Service Category	A Bidder's Proposed Firm All-Inclusive Rate (GST/HST extra)	B Estimated Volume for Evaluation Purposes Only	C Extended Estimated Price A x B	
19	Period 2 (Dates to be determined at contract award)	Translation, regular rate	New words	(rate per word)\$	2 970 000 words	\$
			Fuzzy matches	(rate per word)\$	371 250 words	\$
			Exact matches	(rate per word)\$	371 250 words	\$
20		Translation, premium rate	New words	(rate per word)\$	540 000 words	\$
			Fuzzy matches	(rate per word)\$	67 500 words	\$
			Exact matches	(rate per word)\$	67 500 words	\$
21			Revision, regular rate	(hourly rate)\$	825 hours	\$
22			Revision, premium rate	(hourly rate)\$	150 hours	\$
23			Modification, regular rate	(hourly rate)\$	2 400 hours	\$
24		Modification, premium rate	(hourly rate)\$	600 hours	\$	
<b>Total estimated price (Option Period 2) :</b>					\$	
<b>Total Evaluated Price (TEP) (for evaluation purposes) (Sum of C1 to C24)</b>					\$	

## ATTACHMENT 1B TO PART 3 – STREAM II

### PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid . As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted firm all-inclusive rates per word (in Cdn \$) for translation services and fixed hourly rates (in Cdn \$) for revision and modification.

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

- (4) Work described in Part 7, Resulting Contract Clauses, of this bid solicitation 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/> ;
  - (5) travel between the successful bidder's place of business and the NCR; and
  - (6) 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 bid solicitation.

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 bid solicitation will be consistent with this data.

"Regular rate" work means all translation, revision and translation-of-amended-documents work carried out Monday to Friday, on working days, not exceeding the 1,500-word daily production capacity for each translator for translation and the 3,500-word daily production capacity for text revision.

"Premium rate" work means all translation and revision work to be delivered the same day within a few hours or, at the latest, 48 hours following the receipt of the task authorization, whether on working days, days of rest or statutory holidays (refer to the list for the definition of statutory holiday), or such work exceeding the 1,500-word daily production capacity for each translator for translation and the 3,500-word daily production capacity for text revision.

The following definitions refer to situations related to a pre-translation or a text modification:

- "new words": words/expressions/sentences that were not found in the terminology database or in a previous version of a text
- "fuzzy matches": words/expressions/sentences that, with the exception of a few details (e.g. a number or a date) were found in the terminology database or in a previous version of a text
- "exact matches": words/expressions/sentences that were found exactly in the terminology database or in a previous version of a text

	Period	Service Category	A Bidder's Proposed Firm all-Inclusive Rate (GST/HST extra)	B Estimated Volume for Evaluation Purposes Only	C Extended Estimated Price (A x B)	
<b>Initial Contract Period</b>						
1	Year 1 (Dates to be determined at contract award)	Translation regular rate	New words	(rate per word)\$	657 900 words	\$
			Fuzzy matches	(rate per word)\$	82 238 words	\$
			Exact matches	(rate per word)\$	82 238 words	\$
2		Translation, premium rate	New words	(rate per word)\$	8 100 words	\$
			Fuzzy matches	(rate per word)\$	1 012 words	\$
			Exact matches	(rate per word)\$	1 012 words	\$
3			Revision, regular rate	(hourly rate)\$	182,75 hours	\$
4			Revision, premium rate	(hourly rate)\$	2,25 hours	\$
5			Modification, regular rate	(hourly rate)\$	320 hours	\$
6		Modification, premium rate	(hourly rate)\$	80 hours	\$	
<b>Total estimated price (Initial Period – Year 1) :</b>					\$	

	Period	Service Category	A Bidder's Proposed Firm All-Inclusive Rate (GST/HST extra)	B Estimated Volume for Evaluation Purposes Only	C Extended Estimated Price (A x B)	
7	Year 2 (Dates to be determined at contract award)	Translation regular rate	New words	(rate per word)\$	657 900 words	\$
			Fuzzy matches	(rate per word)\$	82 238 words	\$
			Exact matches	(rate per word)\$	82 238 words	\$
8		Translation, premium rate	New words	(rate per word)\$	8 100 words	\$
			Fuzzy matches	(rate per word)\$	1 012 words	\$
			Exact matches	(rate per word)\$	1 012 words	\$
9			Revision, regular rate	(hourly rate)\$	182,75 hours	\$
10			Revision, premium rate	(hourly rate)\$	2,25 hours	\$
11			Modification, regular rate	(hourly rate)\$	320 hours	\$
12		Modification, premium rate	(hourly rate)\$	80 hours	\$	
<b>Total estimated price (Initial Period – Year 2) :</b>					\$	
<b>Option Period(s)</b>						
13	Period 1 (Dates to be	Tr an	New words	(rate per word)\$	657 900 words	\$

	determined at contract award)		Fuzzy matches	(rate per word)\$	82 238 words	\$
			Exact matches	(rate per word)\$	82 238 words	\$
14		Translation, premium rate	New words	(rate per word)\$	8 100 words	\$
			Fuzzy matches	(rate per word)\$	1 012 words	\$
			Exact matches	(rate per word)\$	1 012 words	\$
15			Revision, regular rate	(hourly rate)\$	182,75 hours	\$
16			Revision, premium rate	(hourly rate)\$	2,25 hours	\$
17			Modification, regular rate	(hourly rate)\$	320 hours	\$
18		Modification, premium rate	(hourly rate)\$	80 hours	\$	
<b>Total estimated price (Option Period 1) :</b>						\$

	Period	Service Category	A Bidder's Proposed Firm All-Inclusive Rate (GST/HST extra)	B Estimated Volume for Evaluation Purposes Only	C Extended Estimated Price A x B	
19	Period 2 (Dates to be determined at contract award)	Translation regular rate	New words	(rate per word)\$	657 900 words	\$
			Fuzzy matches	(rate per word)\$	82 238 words	\$
			Exact matches	(rate per word)\$	82 238 words	\$
20		Translation, premium rate	New words	(rate per word)\$	8 100 words	\$
			Fuzzy matches	(rate per word)\$	1 012 words	\$
			Exact matches	(rate per word)\$	1 012 words	\$
21			Revision, regular rate	(hourly rate)\$	182,75 hours	\$
22			Revision, premium rate	(hourly rate)\$	2,25 hours	\$
23			Modification, regular rate	(hourly rate)\$	320 hours	\$
24			Modification, premium rate	(hourly rate)\$	80 hours	\$
<b>Total estimated price (Option Period 2) :</b>					\$	
<b>Total Evaluated Price (TEP) (for evaluation purposes) (Sum of C1 to C24)</b>					\$	

## ATTACHMENT 1C TO PART 3 – STREAM III

### PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid . As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted firm all-inclusive rates per word (in Cdn \$) for translation services and fixed hourly rates (in Cdn \$) for revision and modification.

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

- (7) Work described in Part 7, Resulting Contract Clauses, of this bid solicitation 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/> ;
  - (8) travel between the successful bidder's place of business and the NCR; and
  - (9) 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 bid solicitation.

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 bid solicitation will be consistent with this data.

"Regular rate" work means all translation, revision and translation-of-amended-documents work carried out Monday to Friday, on working days, not exceeding the 1,500-word daily production capacity for each translator for translation and the 3,500-word daily production capacity for text revision.

"Premium rate" work means all translation and revision work to be delivered the same day within a few hours or, at the latest, 48 hours following the receipt of the task authorization, whether on working days, days of rest or statutory holidays (refer to the list for the definition of statutory holiday), or such work exceeding the 1,500-word daily production capacity for each translator for translation and the 3,500-word daily production capacity for text revision.

The following definitions refer to situations related to a pre-translation or a text modification:

- "new words": words/expressions/sentences that were not found in the terminology database or in a previous version of a text
- "fuzzy matches": words/expressions/sentences that, with the exception of a few details (e.g. a number or a date) were found in the terminology database or in a previous version of a text
- "exact matches": words/expressions/sentences that were found exactly in the terminology database or in a previous version of a text

	Period	Service Category	A Bidder's Proposed Firm all-Inclusive Rate (GST/HST extra)	B Estimated Volume for Evaluation Purposes Only	C Extended Estimated Price (A x B)	
<b>Initial Contract Period</b>						
1	Year 1 (Dates to be determined at contract award)	Translation regular rate	New words	(rate per word)\$	300 000 words	\$
			Fuzzy matches	(rate per word)\$	37 500 words	\$
			Exact matches	(rate per word)\$	37 500 words	\$
2		Translation, premium rate	New words	(rate per word)\$	54 000 words	\$
			Fuzzy matches	(rate per word)\$	27 000 words	\$
			Exact matches	(rate per word)\$	27 000 words	\$
3			Revision, regular rate	(hourly rate)\$	90 hours	\$
4			Revision, premium rate	(hourly rate)\$	15 hours	\$
5			Modification, regular rate	(hourly rate)\$	240 hours	\$
6		Modification, premium rate	(hourly rate)\$	60 hours	\$	
<b>Total estimated price (Initial Period – Year 1) :</b>					\$	

	Period	Service Category	A Bidder's Proposed Firm All-Inclusive Rate (GST/HST extra)	B Estimated Volume for Evaluation Purposes Only	C Extended Estimated Price (A x B)	
7	Year 2 (Dates to be determined at contract award)	Translation regular rate	New words	(rate per word)\$	300 000 words	\$
			Fuzzy matches	(rate per word)\$	37 500 words	\$
			Exact matches	(rate per word)\$	37 500 words	\$
8		Translation, premium rate	New words	(rate per word)\$	54 000 words	\$
			Fuzzy matches	(rate per word)\$	27 000 words	\$
			Exact matches	(rate per word)\$	27 000 words	\$
9			Revision, regular rate	(hourly rate)\$	90 hours	\$
10			Revision, premium rate	(hourly rate)\$	15 hours	\$
11			Modification, regular rate	(hourly rate)\$	240 hours	\$
12		Modification, premium rate	(hourly rate)\$	60 hours	\$	
<b>Total estimated price (Initial Period – Year 2) :</b>					\$	
<b>Option Period(s)</b>						
13	Period 1 (Dates to be	Tr an	New words	(rate per word)\$	300 000 words	\$

	determined at contract award)		Fuzzy matches	(rate per word)\$	37 500 words	\$
			Exact matches	(rate per word)\$	37 500 words	\$
14		Translation, premium rate	New words	(rate per word)\$	54 000 words	\$
			Fuzzy matches	(rate per word)\$	27 000 words	\$
			Exact matches	(rate per word)\$	27 000 words	\$
15			Revision, regular rate	(hourly rate)\$	90 hours	\$
16			Revision, premium rate	(hourly rate)\$	15 hours	\$
17			Modification, regular rate	(hourly rate)\$	240 hours	\$
18		Modification, premium rate	(hourly rate)\$	60 hours	\$	
<b>Total estimated price (Option Period 1) :</b>						\$

	Period	Service Category	A Bidder's Proposed Firm All-Inclusive Rate (GST/HST extra)	B Estimated Volume for Evaluation Purposes Only	C Extended Estimated Price A x B	
19	Period 2 (Dates to be determined at contract award)	Translation regular rate	New words	(rate per word)\$	300 000 words	\$
			Fuzzy matches	(rate per word)\$	37 500 words	\$
			Exact matches	(rate per word)\$	37 500 words	\$
20		Translation, premium rate	New words	(rate per word)\$	54 000 words	\$
			Fuzzy matches	(rate per word)\$	27 000 words	\$
			Exact matches	(rate per word)\$	27 000 words	\$
21			Revision, regular rate	(hourly rate)\$	90 hours	\$
22			Revision, premium rate	(hourly rate)\$	15 hours	\$
23			Modification, regular rate	(hourly rate)\$	240 hours	\$
24			Modification, premium rate	(hourly rate)\$	60 hours	\$
<b>Total estimated price (Option Period 2) :</b>					\$	
<b>Total Evaluated Price (TEP) (for evaluation purposes) (Sum of C1 to C24)</b>					\$	

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

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

### **1.1 Technical Evaluation**

#### **1.1.1 Mandatory Technical Criteria**

Refer to Attachment 1 and/or 2 and/or 3 to Part 4.

#### **1.1.2 Point Rated Technical Criteria**

Refer to Attachment 1 and/or 2 and/or 3 to Part 4. Point-rated technical criteria not addressed will be given a score of zero.

### **1.2 Financial Evaluation**

**1.2.1** The volumetric data included in the pricing schedule detailed in Attachment 1A, 1B and 1C to Part 3 are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

**1.2.2** For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1A, 1B and 1C to Part 3.

## **2. Basis of Selection**

### **2.1 Basis of Selection - Lowest Evaluated Price Per Point**

- 1. To be declared responsive, a bid must:
  - (a) comply with all the requirements of the bid solicitation;
  - (b) meet all the mandatory evaluation criteria; and
  - (c) obtain the required minimum number of points specified in Attachment 1, 2 or 3 to Part 4 for the point rated technical criteria.
- 2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.
- 3. The evaluated price per point of a responsive bid will be determined by dividing its evaluated price by the overall score it obtained for all the point rated technical criteria detailed in Attachment 1, 2 and 3 to Part 4.
- 4. The responsive bids will be ranked as follows:

#### **Stream I**

The bid with the lowest evaluated price per point will be recommended for award of a contract and will receive up to 50% of the total volume estimated in Article 2. to Part 1, Stream I.

The bid with the second-lowest evaluated price per point will be recommended for award of a contract and will receive up to 30% of the total volume estimated in Article 2. to Part 1, Stream I.

The bid with the third-lowest evaluated price per point will be recommended for award of a contract and will receive up to 20% of the total volume estimated in Article 2. to Part 1, Stream I.

In the event that two or more responsive bids have the same lowest evaluated price per point, the responsive bid that obtained the highest overall score for all of the point-rated technical criteria detailed in Attachment 1 to Part 4 will be ranked higher than the other(s).

If fewer bids are declared responsive for Stream I, Canada may decide to replace the above percentages with the following percentages:

Example for two (2) contracts : 60% / 40% of the total volume estimated in Article 2. to Part 1, Stream I.

If only one bid is declared responsive, Canada may decide to change the proportion of the volume to be assigned to the bid with the lowest evaluated price per point to 100% of the volume estimated in Article 2. to Part 1, Stream I.

### **Stream II**

The bid with the lowest evaluated price per point will be recommended for award of a contract and will receive up to 100% of the total volume estimated in Article 2. to Part 1, Stream II.

In the event that two or more responsive bids have the same lowest evaluated price per point, the responsive bid that obtained the highest overall score for all of the point-rated technical criteria detailed in Attachment 1 to Part 4 will be ranked higher than the other(s).

### **Stream III**

The bid **set aside for aboriginal business** with the lowest evaluated price per point will be recommended for award of a contract and will receive up to 100% of the total volume estimated in Article 2. to Part 1, Stream III.

In the event that two or more responsive bids have the same lowest evaluated price per point, the responsive bid that obtained the highest overall score for all of the point-rated technical criteria detailed in Attachment 1 to Part 4 will be ranked higher than the other(s).

**ATTACHMENT 1 to PART 4  
TECHNICAL CRITERIA – STREAM I**

**1. Mandatory Technical Criteria**

The bid must meet the mandatory technical criteria (MTC) for Stream I specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

<b>MTC 1</b>	<b>EXPERIENCE OF THE BIDDER</b>	<b>RESPONSIVE</b>	<b>NON- RESPONSIVE</b>
	<p>The bidder must demonstrate that it has provided English-to-French AND/OR French-to-English translation services for a period of at least thirty-six (36) months since January 2007 in each of the following specialties:</p> <ul style="list-style-type: none"> <li>▪ General Administration and Management (ADM)</li> <li>▪ Legal (JUR)</li> </ul> <p>To demonstrate the experience acquired, the bidder must provide the following information in its bid regarding each client organization:</p> <p>a) the name of the client organization that received the translation services and the name and current telephone number and/or email address of a contact in the client organization; and</p> <p>b) a description of the translation services provided, clearly indicating:</p> <ul style="list-style-type: none"> <li>i. the period during which the translation services were provided, i.e. from (month/year) to (month/year);</li> <li>ii. the nature of the documents translated;</li> <li>iii. the specialized field; and</li> <li>iv. the source and target languages.</li> </ul>		
<b>MTC 2</b>	<b>Bidder's Coordinator</b>	<b>RESPONSIVE</b>	<b>NON- RESPONSIVE</b>
	<p>The Bidder must provide the name of one (1) coordinator and one (1) backup coordinator, in accordance with clause 12.1 of Annex A – Statement of Work – Stream I.</p> <p>If the Bidder is submitting a bid for Stream I and another for Stream II, the same two coordinators may be proposed for both streams. However, the proposed coordinators may not be proposed as</p>		

	translators and/or editors.			
<b>MTC 3</b>	<b>CAPACITY OF BIDDER – TRANSLATORS</b>		<b>RESPONSIVE</b>	<b>NON-RESPONSIVE</b>
	<p>To demonstrate that the Bidder has the qualified resources as described in Appendix 1 to Annex A1 – Statement of Work – Stream I, the Bidder must provide a list of at least five (5) different translators* for the set of two (2) specialties described in MTC 1 for English-to-French translation and at least one (1) translator* in one of the two (2) specialties described in MTC 1 for French-to-English translation, and provide the information specified below.</p> <p>* The same translator may be proposed for more than one (1) specialty and, if applicable, for more than one (1) stream.</p> <p>For each proposed individual, the Bidder must indicate at least:</p> <ul style="list-style-type: none"> <li>- the individual's education;</li> <li>- the daily translation production capacity in the target language for which the translator is proposed (English or French);</li> <li>- the specialty(ies) of the translated texts;</li> <li>- the period (from month/year to month/year) during which and the length of time (number of months) the translation services were provided; and</li> <li>- the name of the client organization and the name and current e-mail address and/or telephone number of a contact who would be able to confirm the information provided by the Bidder.</li> </ul>			
<b>MTC 4</b>	<b>BIDDER'S EDITORS</b>		<b>RESPONSIVE</b>	<b>NON-RESPONSIVE</b>
	<b>MTC 4.1</b>	<b>Editors proposed by the Bidder</b>		
	<p>The Bidder must provide the name of four (4) qualified editors as described in Appendix 1 to Annex A1 - Statement of Work – Stream I: at least one (1) editor for English texts and at least one (1) editor for French texts. In addition, the Bidder must provide the name of two (2) backup editors, at least one (1) editor for English texts and at least one (1) editor for French texts in accordance with clause 12.3 of Annex A1 - Statement of Work – Stream I. The group of proposed editors must cover the two (2) specialties described in MTC 1.</p> <p><u>Note:</u> If the Bidder is submitting a bid for each of the two streams (Stream I and Stream II), different editors must be proposed for each stream.</p>			
	<b>MTC 4.2</b>	<b>Education – certification</b>		

	<p>Each editor identified in MTC 4.1 must be a certified member in good standing of a Canadian professional association of translators or the Canadian Translators, Terminologists and Interpreters Council (CTTIC) and/or have an undergraduate degree (or higher) in translation, literature, language training, communications or a related discipline from a recognized Canadian university. * In a case where studies were completed in an institution outside Canada, only the Canadian equivalent granted by an institution accredited for ascertaining Canadian equivalencies will be accepted. These institutions include the credential assessment services of the federal and provincial governments, the International Credential Assessment Service of Canada, and others identified on the Citizenship and Immigration Canada website as recognized credential assessment services comparing degrees and diplomas to Canadian standards.</p> <p>* <a href="http://cicic.ca/415/credential-assessment-services.canada">http://cicic.ca/415/credential-assessment-services.canada</a></p> <p>Proof of certification must be demonstrated by providing a copy of the 2013 annual membership card for the proposed editors, and verifications may be conducted by Canada to ensure good standing, as indicated in the certification criteria.** Canada may verify this certification using its own resources.</p> <p>**The proof to be provided is to correspond with the applicable qualifications listed above.</p>		

## 2. Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

REFERENCE	POINT-RATED CRITERIA	MAXIMUM NUMBER OF POINTS	MINIMUM POINTS REQUIRED
PRTC 1	Experience of the Bidder	90	60
PRTC 2	Quality Assurance Approach and Methodology	200	130
PRTC 3	Experience and Qualification of Bidder's Proposed Coordinators	200	130
PRTC 4	Experience and Qualification of Bidder's Proposed Editors	180	100
<b>Total points (overall score)</b>		<b>670 points</b>	<b>420 points</b>

The following sections present, for each category listed above, the specific criteria that will be used to evaluate the bidders' bids, as well as the sub-weightings of the criteria, the detailed rating structure and the information that must appear in the bid for the purposes of evaluation.

PRTC 1: Experience of Bidder		
PRTC	BID PREPARATION INSTRUCTIONS	WEIGHTING
<p>Bidder's experience acquired since January 2007 in translating at least:</p> <p>4,000,000 words, 3,600,000 of which were translated from English to French and 400,000 from French to English over a period* of no more than 12 consecutive months.</p> <p>* For the purposes of evaluating this criterion, a period of providing translation is a period of no more than twelve (12) consecutive months of translation work.</p>	<p>To demonstrate the experience acquired, the Bidder should provide at least the following information for each translation project where the experience meets the requirement of evaluation criterion PRTC 1:</p> <p>i. the name of the client organization that received the translation services and the name and current telephone number and/or email address of a contact in the client organization; and</p> <p>ii. a description of the translation services completed, clearly indicating:</p> <p>a) the period during which the translation work was provided, i.e. (month/year) to (month/year);</p>	<p>a) From 3,600,000 to 4,050,000 words translated from English to French and 400,000 to 450,000 words translated from French to English = <b>60 points</b></p> <p><b>Or</b></p> <p>b) From 4,050,001 to 4,500,000 words translated from English to French and 450,001 to 500,000 words translated from French to English = <b>70 points</b></p> <p><b>Or</b></p> <p>c) From 4,500,001 to 4,950,000 words translated from English to French and 500,001 to 550,000</p>

	<p>b) the total number of words translated during the period referred to in a); and</p> <p>c) the purpose of the translations, the language of the original text and the target language.</p>	<p>words translated from French to English = <b>80 points</b></p> <p><b>Or</b></p> <p>d) 4,950,001 words or more translated from English to French and 550,001 words or more translated from French to English = <b>90 points</b></p> <p style="text-align: center;"><b>Minimum 60 pts, maximum 90 points</b></p> <p>If the Bidder has a combination of volumes different from those indicated above in a), b), c) or d), the points will be awarded based on the number of words demonstrated for translation from English to French. For instance, if the Bidder demonstrates its experience in translating 3,800,000 words from English to French and 1,000,000 words from French to English, a maximum of 60 points will be awarded.</p>
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<b>PRTC 2 QUALITY ASSURANCE APPROACH AND METHODOLOGY</b>		
<b>PRTC 2.1 UNINTERRUPTED SERVICE TO RESPOND TO URGENT REQUESTS</b>		
<b>PRTC</b>	<b>BID PREPARATION INSTRUCTIONS</b>	<b>WEIGHTING</b>
<p>With respect to at least one (1) project to a maximum of three (3) projects,* the Bidder should demonstrate its ability to provide uninterrupted translation services to respond to urgent requests.</p> <p>* If more than three (3) projects are provided to demonstrate the experience, only the first three (3) projects will be evaluated and taken into consideration.</p> <p>With respect to each project, the measures taken by the Bidder to provide uninterrupted service to respond to urgent requests must include the following, at a minimum:</p> <ol style="list-style-type: none"> <li>1. Extended business hours (outside regular office hours, i.e. 8:00 a.m. to 5:00 p.m., Monday to Friday).</li> <li>2. Business hours on weekends and federal government statutory holidays.</li> <li>3. Ability to mobilize a team of translators.</li> </ol>	<p>To demonstrate the ability to provide uninterrupted translation services, the Bidder should provide the following information in its bid regarding each project:</p> <ol style="list-style-type: none"> <li>a) The name of the client organization that received the translation services and the name and current telephone number and/or email address of a contact in the client organization; and</li> <li>b) a detailed description of the measures taken by the Bidder to respond to the urgent requests, including the three (3) subcriteria referred to in column 1 at a minimum.</li> </ol>	<p>10 points will be awarded for each project that meets the three (3) subcriteria in PRTC 2.1.</p> <p><b>Maximum 30 points.</b></p>

<b>PRTC 2.2 Translation Job Tracking Procedures</b>		
<b>PRTC</b>	<b>BID PREPARATION INSTRUCTIONS</b>	<b>WEIGHTING</b>
<p>The Bidder's translation job tracking procedures for ensuring all of the following steps are completed on time:</p> <ol style="list-style-type: none"> <li>1. initial processing of the translation request;</li> <li>2. assignment of the translation request to the translator;</li> <li>3. the process followed by the Bidder to provide quality assurance of translations; and</li> <li>4. delivery of the completed translation request to the client in the time allotted.</li> </ol>	<p>The Bidder's bid should provide a detailed explanation of its translation job tracking procedures to meet the four (4) subcriteria in PRTC 2.2.</p>	<p>Points will be awarded as follows:</p> <ol style="list-style-type: none"> <li>a) Procedures clearly defined for each step in the process = <b>10 points</b></li> <li>b) A coordinator tracks translations at each step in the process = <b>20 points</b></li> <li>c) Electronic tracking at each step in the process using one of the following options: <ul style="list-style-type: none"> <li>• Simple electronic tracking system using a spreadsheet (e.g.,</li> </ul> </li> </ol>

		<p>Excel) = <b>30 points</b></p> <p><b>Or</b></p> <ul style="list-style-type: none"> <li>Electronic tracking system using a project planning and management system (e.g., MS Project) = <b>40 points</b></li> </ul> <p><b>Or</b></p> <ul style="list-style-type: none"> <li>Electronic tracking system using a customized integrated tracking system (e.g., TransFlow) = <b>50 points</b></li> </ul> <p><b>Maximum 80 points</b></p>
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<b>PRTC 2.3 Constructive Problem Resolution</b>		
<b>PRTC</b>	<b>BID PREPARATION INSTRUCTIONS</b>	<b>WEIGHTING</b>
<p>Constructive problem resolution: the Bidder's demonstrated approach and methodology for:</p> <ol style="list-style-type: none"> <li>internal communication of comments transmitted by the client;</li> <li>meeting deadlines in the event of a system failure; and</li> <li>arranging for the backups for translators, editors and coordinators.</li> </ol>	<p>The Bidder's bid should provide, at a minimum, a detailed plan to demonstrate the constructive problem resolution process, to meet the criterion as set out in PRTC 2.3.</p>	<p>The Bidder has demonstrated that it passes on comments received from the client to the translators, editors and coordinator and/or backup coordinator, when applicable, and that the comments are addressed and the necessary changes are included in subsequent work = <b>50 points</b></p> <p>The Bidder has an up-to-date emergency plan in the event of a system failure with provision for maintenance and/or use of additional or backup work stations and servers while waiting for the Bidder's operating system to be repaired; the plan can be implemented within three (3) hours of the occurrence of the problem = <b>10 points</b></p> <p>The Bidder has demonstrated that it has</p>

		<p>and applies a detailed human resources backup plan, including, at a minimum, arrangements for the replacement of translators, editors and coordinators = <b>30 points</b></p> <p><b>Maximum 90 points</b></p>
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**PRTC 3: Experience and Qualification of Bidder's Proposed Coordinators**

<b>PRTC 3.1 Bidder's Proposed Primary Coordinator</b>		
<b>PRTC</b>	<b>BID PREPARATION INSTRUCTIONS</b>	<b>WEIGHTING</b>
<p>Experience acquired since January 2007 by the primary coordinator, as the team leader responsible for managing a translation volume of at least:</p> <p>3,000,000 words in a period* of no more than 12 consecutive months.</p> <p>If more than one (1) primary coordinator is proposed, only the one presented first in the Bidder's bid will be considered for the purposes of the evaluation.</p> <p>* For the purposes of evaluating this criterion, a period of providing translation project management services is a period of no more than twelve (12) consecutive months of translation project management services.</p>	<p>To demonstrate the experience acquired, the Bidder should provide at least the following information for each translation project where the experience meets the requirements of evaluation criterion PRTC 3.1:</p> <p>a) the coordinator's role and responsibilities with respect to translations, for example:</p> <p style="margin-left: 20px;">i) coordinating and planning a quantity of work, setting priorities and following up as required; and</p> <p style="margin-left: 20px;">ii) analyzing the documents to be translated and/or revised to determine their nature;</p> <p>b) the volume of translation managed by the coordinator;</p> <p>c) the period during which the translation services were managed by the coordinator, i.e. from (month/year) to (month/year); and</p> <p>d) the name of the client organization and the name and current telephone number and/or email address of a contact in the client organization.</p>	<p><i>Points will be awarded as follows for demonstrated experience that meets the requirements of PRTC 3.1:</i></p> <p>Demonstrated experience during one (1) period with ability to manage 3,000,000 to 4,500,000 words = <b>50 points</b></p> <p><b>Or</b></p> <p>Demonstrated experience during one (1) period with ability to manage more than 4,500,000 words = <b>80 points</b></p> <p><b>Bonus</b></p> <p>Demonstrated experience during one (1) additional period with ability to manage 3,000,000 to 4,500,000 words = <b>10 points</b></p> <p><b>Or</b></p> <p>Demonstrated experience during one (1) additional period with ability to manage more than 4,500,000 words = <b>20 points</b></p> <p align="right"><b>Maximum 100 points</b></p>

<b>PRTC 3.2 Bidder's Proposed Backup Coordinator</b>		
<b>PRTC</b>	<b>BID PREPARATION INSTRUCTIONS</b>	<b>WEIGHTING</b>
<p>Experience acquired since January 2007 by the backup coordinator, as the team</p>	<p>To demonstrate the experience acquired, the Bidder should provide at least the</p>	<p>Demonstrated experience during one (1) period with</p>

<p>leader responsible for managing a translation volume of at least:</p> <p>3,000,000 words in a period* of no more than 12 consecutive months.</p> <p>If more than one (1) backup coordinator is proposed, only the one presented first in the Bidder's bid will be considered for the purposes of the evaluation.</p> <p>* For the purposes of evaluating this criterion, a period of providing translation project management services is a period of no more than twelve (12) consecutive months of translation project management services.</p>	<p>following information for each translation project where the experience meets the requirements of evaluation criterion PRTC 3.2:</p> <ul style="list-style-type: none"> <li>a) the coordinator's role and responsibilities with respect to translations, for example: <ul style="list-style-type: none"> <li>i) coordinating and planning a quantity of work, setting priorities and following up as required; and</li> <li>ii) analyzing the documents to be translated and/or revised to determine their nature;</li> </ul> </li> <li>b) the volume of translation managed by the coordinator;.</li> <li>c) the period during which the translation services were managed by the coordinator, i.e. from (month/year) to (month/year); and</li> <li>d) the name of the client organization and the name and current telephone number and/or email address of a contact in the client organization.</li> </ul>	<p>ability to manage 3,000,000 to 4,500,000 words = <b>50 points</b></p> <p><b>Or</b></p> <p>Demonstrated experience during one (1) period with ability to manage more than 4,500,000 words = <b>80 points</b></p> <p><b>Bonus</b></p> <p>Demonstrated experience during one (1) additional period with ability to manage 3,000,000 to 4,500,000 words = <b>10 points</b></p> <p><b>Or</b></p> <p>Demonstrated experience during one (1) additional period with ability to manage more than 4,500,000 words = <b>20 points</b></p> <p style="text-align: right;"><b>Maximum 100 points</b></p>
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**PRTC 4 EXPERIENCE AND QUALIFICATION OF BIDDER'S PROPOSED EDITORS**

If more than four (4) editors are proposed, only the first four (4) in the order presented in the Bidder's bid will be evaluated. Furthermore, if the Bidder does not identify the primary editors and backup editors, the first two (2) proposed editors will be evaluated as primary editors, and the last two (2) as back up editors.

<b>PRTC 4.1 Bidder's Proposed Editors</b>		
<b>PRTC</b>	<b>BID PREPARATION INSTRUCTIONS</b>	<b>WEIGHTING</b>
<p>Cumulative experience acquired since January 2007 by the editors and backup editor proposed for Stream I in response to MTC 4, over a period* of no more than twelve (12) consecutive months, in revising:</p> <p>- translations from English to French totalling at least 5,737,500 words, including a minimum of 2,295,000 words in the two (2) specialties of Stream I (as</p>	<p>To demonstrate the experience acquired, the Bidder should provide at least the following information for each translation project where the experience meets the requirements of evaluation criterion PRTC 4.1:</p> <ul style="list-style-type: none"> <li>a) the volume of translation revised by the editor;</li> <li>b) the specialties (Stream I: ADM and</li> </ul>	<p>a) Demonstrated experience during one (1) period* in revising:</p> <p>- translations from English to French totalling 5,737,500 to 5,760,000 words, including at least 2,295,000 to 2,350,000 words in the two (2) specialties of Stream I;</p>

<p>defined in clause 3.1 of Annex A1 - Statement of Work - Stream I); and</p> <p><b>and</b></p> <p>- translations from French to English totalling at least 637,500 words, including a minimum of 255,000 words in the two (2) specialties of Stream I (as defined in clause 3.1 of Annex A – Stream I).</p> <p>*For the purpose of evaluating this criterion, a period of providing revision is a period of no more than 12 consecutive months of revising translations.</p> <p><b>In addition, the minimum number of words revised per editor and per period must be at least 1,500,000 words, including at least 600,000 words in the two (2) specialties of Stream I (as defined in clause 3.1 of Annex A1 - Statement of Work - Stream I).</b></p>	<p>JUR), of the translation work that was revised;</p> <p>c) the period during which the revision services were provided, i.e. from (month/year) to (month/year); and</p> <p>d) the name of the client organization and the name and current telephone number and/or email address of a contact in the client organization.</p>	<p><b>and</b></p> <p>- translations from French to English totalling 637,500 to 1,000,000 words, including 255,000 to 400,000 words in the two (2) specialties of Stream I = <b>80 points</b></p> <p><b>OR</b></p> <p>b) Demonstrated experience during one (1) period* in revising:</p> <p>- translations from English to French totalling more than 5,760,000 words, including at least 2,350,001 words in the two (2) specialties of Stream I;</p> <p><b>and</b></p> <p>- translations from French to English totalling more than 1,000,000 words, including at least 400,001 words in the two (2) specialties of Stream I = <b>140 points</b></p> <p><b>Bonus</b></p> <p>c) Demonstrated experience during one (1) additional period* in revising:</p> <p>- translations from English to French totalling 5,737,500 to 5,760,000 words, including at least 2,295,000 to 2,350,000 words in the two (2) specialties of Stream I;</p> <p><b>and</b></p> <p>translations from French to English totalling 637,500 to 1,000,000 words, including 255,000 to 400,000 words in the two (2) specialties of Stream I = <b>20 points</b></p> <p><b>OR</b></p> <p>d) Demonstrated experience during one (1) additional period* in revising: -</p>
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		<p>translations from English to French totalling more than 5,760,000 words, including at least 2,350,001 words in the two (2) specialties of Stream I;</p> <p><b>and</b></p> <p>- translations from French to English totalling more than 1,000,000 words, including at least 400,001 words in the two (2) specialties of Stream I = <b>40 points</b></p> <p>If the Bidder has a combination of volumes different from those indicated above in a), b), c) or d), the points will be awarded based on the number of words demonstrated in revising from English to French For instance, if the Bidder demonstrates its experience in revising 5,750,000 words from English to French and 1,200,000 words from French to English, a maximum of 80 points will be awarded.</p> <p style="text-align: right;"><b>Maximum 180 points</b></p>
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**ATTACHMENT 2 to PART 4  
TECHNICAL CRITERIA – STREAM II**

**1. Mandatory Technical Criteria**

The bid must meet the mandatory technical criteria (MTC) for Stream II specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

<b>MTC 1</b>	<b>EXPERIENCE OF THE BIDDER</b>	<b>RESPONSIVE</b>	<b>NON-RESPONSIVE</b>
	<p>The Bidder must demonstrate that it has provided English-to-French and/or French-to-English translation services for one (1) period of at least thirty-six (36) consecutive months since January 2007 in each of the following specialties:</p> <ul style="list-style-type: none"> <li>• Environment and Ecology (BIO)</li> <li>• Earth and Atmospheric Sciences (GEO)</li> </ul> <p>To demonstrate the experience acquired, the Bidder must provide the following information in its bid regarding each client organization:</p> <ol style="list-style-type: none"> <li>a) the name of the client organization that received the translation services and the name and current telephone number and/or email address of a contact in the client organization; and</li> <li>b) a description of the translation services provided, clearly indicating:               <ol style="list-style-type: none"> <li>i. the period during which the translation services were provided, i.e. from (month/year) to (month/year);</li> <li>ii. the nature of the documents translated;</li> <li>iii. the specialized field; and</li> <li>iv. the source and target languages.</li> </ol> </li> </ol>		
<b>MTC 2</b>	<b>BIDDER'S COORDINATOR</b>	<b>RESPONSIVE</b>	<b>NON-RESPONSIVE</b>
	<p>The Bidder must provide the name of one (1) co-ordinator and one (1) backup co-ordinator in accordance with clause 12.1 of Annex A - Statement of Work – Stream II.</p> <p>If the Bidder is submitting a bid for Stream I and Stream II, the same two coordinators may be proposed for both streams. However, the</p>		

	proposed coordinators may not be proposed as translators and/or editors.			
<b>MTC 3</b>	<b>CAPACITY OF BIDDER – TRANSLATORS</b>		<b>RESPONSIVE</b>	<b>NON-RESPONSIVE</b>
	<p>To demonstrate that the Bidder has the qualified resources as described in Appendix 1 to Annex A – Statement of Work – Stream II, the Bidder must provide a list of at least three (3) different translators* for the set of two (2) specialties described in MTC 1 for English-to-French translation and at least one (1) translator* in one of the two (2) specialties described in MTC 1 for French-to-English translation, and provide the information specified below.</p> <p>*The same translator may be proposed for more than one (1) specialty and, if applicable, for more than one (1) stream.</p> <p>For each proposed individual, the Bidder must indicate at least:</p> <ul style="list-style-type: none"> <li>- the individual's education;.</li> <li>- the daily translation production capacity in the target language for which the translator is proposed (English or French);.</li> <li>- the specialty(ies) of the translated texts;.</li> <li>- the period (from month/year to month/year) during which and the length of time (number of months) the translation services were provided; and.</li> <li>- the name of the client organization and the name and current e-mail address and/or telephone number of a contact who would be able to confirm the information provided by the Bidder.</li> </ul>			
<b>MTC 4</b>	<b>BIDDER'S EDITORS</b>		<b>RESPONSIVE</b>	<b>NON-RESPONSIVE</b>
	<b>MTC 4.1</b>	<b>Bidder's proposed editors</b>		
	<p>The Bidder must provide the name of three (3) qualified editors as described in Appendix 1 to Annex A2 – Statement of Work – Stream II: at least one (1) editor for English texts and at least one (1) editor for French texts. In addition, the Bidder must provide the name of one (1) backup editor, in accordance with clause 12.3 of Annex A2 – Statement of Work – Stream II. The group of proposed editors must cover the two (2) specialties described in MTC 1.</p> <p><u>Note:</u> If the Bidder is submitting a bid for each of the two streams (Stream I and Stream II), different editors must be proposed for each stream.</p>			
	<b>MTC 4.2</b>	<b>Education – certification</b>		
	Each editor identified in MTC 4.1 must be a certified member in good standing of a Canadian professional association of translators or the			

<p>Canadian Translators, Terminologists and Interpreters Council (CTTIC) and/or have an undergraduate degree (or higher) in translation, literature, language training, communications or a related discipline from a recognized Canadian university.* In a case where studies were completed in an institution outside Canada, only the Canadian equivalent granted by an institution accredited for ascertaining Canadian equivalencies will be accepted. These institutions include the credential assessment services of the federal and provincial governments, the International Credential Assessment Service of Canada, and others identified on the Citizenship and Immigration Canada website as recognized credential assessment services comparing degrees and diplomas to Canadian standards.</p> <p>* <a href="http://cicic.ca/415/credential-assessment-services.canada">http://cicic.ca/415/credential-assessment-services.canada</a></p> <p>Proof of certification must be demonstrated by providing a copy of the 2013 annual membership card for the proposed editors, and verifications may be conducted by Canada to ensure good standing, as indicated in the certification criteria.** Canada may verify this certification using its own resources.</p> <p>**The proof to be provided is to correspond with the applicable qualifications listed above.</p>		
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## 2. Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

REFERENCE	POINT-RATED CRITERIA	MAXIMUM NUMBER OF POINTS	MINIMUM POINTS REQUIRED
PRTC 1	EXPERIENCE OF THE BIDDER	90	60
PRTC 2	Quality Assurance Approach and Methodology	200	130
PRTC 3	Experience and Qualification of Bidder's Proposed Coordinators	200	130
PRTC 4	Experience and Qualification of Bidder's Proposed Editors	180	100
<b>Total points (overall score)</b>		<b>670 points</b>	<b>420 points</b>

The following sections present, for each category listed above, the specific criteria that will be used to evaluate the bidders' bids, as well as the sub-weightings of the criteria, the detailed rating structure and the information that must appear in the bid for the purposes of evaluation.

### PRTC 1: Experience of Bidder

PRTC	BID PREPARATION INSTRUCTIONS	WEIGHTING
<p>Bidder's experience acquired since January 2007 in translating at least:</p> <p>1,000,000 words, 900,000 of which were translated from English to French and 100 000 from French to English over a period* of no more than 12 consecutive months.</p> <p>* For the purposes of evaluating this criterion, a period of providing translation is a period of no more than twelve (12) consecutive months of translation work.</p>	<p>To demonstrate the experience acquired, the Bidder should provide at least the following information for each translation project where the experience meets the requirement of evaluation criterion PRTC 1:</p> <p>i. The name of the client organization that received the translation services and the name and current telephone number and/or email address of a contact in the client organization; and</p> <p>ii. a description of the translation services completed, clearly indicating:</p> <p>a) the period during which the translation work was provided, i.e. (month/year) to (month/year);</p> <p>b) the total number of words translated during the period referred to in a); and</p> <p>c) the purpose of the translations, the language of the original text and the target language.</p>	<p>a) From 900,000 to 990,000 words translated from English to French <b>and</b> 100,000 to 110,000 words translated from French to English = <b>60 points</b></p> <p><b>Or</b></p> <p>b) From 990,001 to 1,080,000 words translated from English to French and 110,001 to 120,000 words translated from French to English = <b>70 points</b></p> <p><b>Or</b></p> <p>c) From 1,080,001 to 1,170,000 words translated from English to French <b>and</b> 120,001 to 130,000 words translated from French to English = <b>80 points</b></p> <p><b>Or</b></p> <p>d) 1,170,001 words or more translated from English to French <b>and</b> 130,001 words or more translated from French to English = <b>90 points</b></p> <p><b>Minimum 60 points, maximum 90 points</b></p> <p>If the Bidder has a combination of volumes different from those indicated above in a), b), c) or d), the points will be awarded based on the number of words demonstrated for translation from English to French. For instance, if the Bidder demonstrates its experience in translating</p>

		950,000 words from English to French and 150,000 words from French to English, a maximum of 60 points will be awarded.
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**PRTC 2: QUALITY ASSURANCE APPROACH AND METHODOLOGY**

**PRTC 2.1 UNINTERRUPTED SERVICE TO RESPOND TO URGENT REQUESTS**

PRTC	BID PREPARATION INSTRUCTIONS	WEIGHTING
<p>With respect to at least one (1) project to a maximum of three (3) projects,* the Bidder should demonstrate its ability to provide uninterrupted translation services to respond to urgent requests.</p> <p>* If more than three (3) projects are provided to demonstrate the experience, only the first three (3) projects will be evaluated and taken into consideration.</p> <p>With respect to each project, the measures taken by the Bidder to provide uninterrupted service to respond to urgent requests must include the following, at a minimum:</p> <ol style="list-style-type: none"> <li>1. xtended business hours (outside regular office hours, i.e. 8:00 a.m. to 5:00 p.m., Monday to Friday).</li> <li>2. Business hours on weekends and federal government statutory holidays.</li> <li>3. Ability to mobilize a team of translators.</li> </ol>	<p>To demonstrate the ability to provide uninterrupted translation services, the Bidder should provide the following information in its bid regarding each project:</p> <ol style="list-style-type: none"> <li>c) the name of the client organization that received the translation services and the name and current telephone number and/or email address of a contact in the client organization; and</li> <li>d) a detailed description of the measures taken by the Bidder to respond to the urgent requests, including the three (3) subcriteria referred to in column 1 at a minimum.</li> </ol>	<p>10 points will be awarded for each project that meets the three (3) subcriteria in PRTC 2.1.</p> <p style="text-align: right;"><b>Maximum 30 points.</b></p>

**PRTC 2.2 Translation Job Tracking Procedures**

PRTC	BID PREPARATION INSTRUCTIONS	WEIGHTING
<p>The Bidder's translation job tracking procedures for ensuring all of the following steps are completed on time:</p> <ol style="list-style-type: none"> <li>1. initial processing of the translation request;</li> <li>2. assignment of the translation request to the translator;</li> </ol>	<p>The Bidder's bid should provide a detailed explanation of its translation job tracking procedures to meet the four (4) subcriteria in PRTC 2.2.</p>	<p>Points will be awarded as follows:</p> <ol style="list-style-type: none"> <li>a) Procedures clearly defined for each step in the process = <b>10 points</b></li> <li>b) A coordinator tracks translations at each step</li> </ol>

<p>3. the process followed by the Bidder to provide quality assurance of translations; and</p> <p>4. delivery of the completed translation request to the client in the time allotted.</p>		<p>in the process = <b>20 points</b></p> <p>c) Electronic tracking at each step in the process using one of the following options:</p> <ul style="list-style-type: none"> <li>• Simple electronic tracking system using a spreadsheet (e.g., Excel) = <b>30 points</b></li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• Electronic tracking system using a project planning and management system (e.g., MS Project) = <b>40 points</b></li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• Electronic tracking system using a customized integrated tracking system (e.g., TransFlow) = <b>50 points</b></li> </ul> <p><b>Maximum 80 points</b></p>
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<b>PRTC 2.3 Constructive Problem Resolution</b>		
<b>PRTC</b>	<b>BID PREPARATION INSTRUCTIONS</b>	<b>WEIGHTING</b>
<p>Constructive problem resolution: the Bidder's demonstrated approach and methodology for:</p> <ol style="list-style-type: none"> <li>4. internal communication of comments transmitted by the client;</li> <li>5. meeting deadlines in the event of a system failure; and</li> <li>6. arranging for the backups for translators, editors and coordinators.</li> </ol>	<p>The Bidder's bid should provide, at a minimum, a detailed plan to demonstrate the constructive problem resolution process, to meet the criterion as set out in PRTC 2.3.</p>	<p>The Bidder has demonstrated that it passes on comments received from the client to the translators, editors and coordinator and/or backup coordinator, when applicable, and that the comments are addressed and the necessary changes are included in subsequent work = <b>50 points</b></p>

		<p>The Bidder has an up-to-date emergency plan in the event of a system failure with provision for maintenance and/or use of additional or backup work stations and servers while waiting for the Bidder's operating system to be repaired; the plan can be implemented within three (3) hours of the occurrence of the problem = <b>10 points</b></p> <p>The Bidder has demonstrated that it has and applies a detailed human resources backup plan, including, at a minimum, arrangements for the replacement of translators, editors and co-ordinators = <b>30 points</b>.</p> <p style="text-align: right;"><b>Maximum 90 points</b></p>
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**PRTC 3: Experience and Qualification of Bidder's Proposed Coordinators**

<b>PRTC 3.1 Bidder's Proposed Primary Coordinator</b>		
<b>PRTC</b>	<b>BID PREPARATION INSTRUCTIONS</b>	<b>WEIGHTING</b>
<p>Experience acquired since January 2007 by the primary coordinator, as the team leader responsible for managing a translation volume of at least:</p> <p>1,000,000 words in a period* of over 12 consecutive months.</p> <p>If more than one (1) coordinator is proposed, only the one presented first in the Bidder's bid will be considered for the purposes of the evaluation.</p> <p><b>*For the purpose of evaluating this criterion, a period of providing translation project management services is a period of no more than</b></p>	<p>To demonstrate the experience acquired, the Bidder should provide at least the following information for each translation project where the experience meets the requirements of evaluation criterion PRTC 3.1:</p> <p>e) the coordinator's role and responsibilities with respect to translations, for example:</p> <ul style="list-style-type: none"> <li>iii) coordinating and planning a quantity of work, setting priorities and following up as required;</li> <li>iv) analyzing the documents to be translated and/or revised to determine their nature;.</li> </ul> <p>f) the volume of translation managed by</p>	<p>Demonstrated experience during one (1) period with ability to manage 1,000,000 to 2,000,000 words = <b>50 points</b></p> <p><b>Or</b></p> <p>Demonstrated experience during one (1) period with ability to manage more than 2,000,000 words = <b>80 points</b></p>

<p><b>twelve (12) consecutive months of translation project management services.</b></p>	<p>the coordinator;</p> <p>g) the period during which the translation services were managed by the coordinator, i.e. from (month/year) to (month/year); and</p> <p>h) The name of the client organization and the name and current telephone number and/or email address of a contact in the client organization.</p>	<p><b>Bonus</b></p> <p>Demonstrated experience during one (1) additional period with ability to manage 1,000,000 to 2,000,000 words = <b>10 points</b></p> <p><b>Or</b></p> <p>Demonstrated experience during one (1) additional period with ability to manage more than 2,000,000 words = <b>20 points</b></p> <p><b>Maximum 100 points</b></p>
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<b>PRTC 3.2 Bidder's Proposed Backup Coordinator</b>		
<b>PRTC</b>	<b>BID PREPARATION INSTRUCTIONS</b>	<b>WEIGHTING</b>
<p>Experience acquired since January 2007 by the backup coordinator, as the team leader responsible for managing a translation volume of at least:</p> <p>1,000,000 words in a period* of over 12 consecutive months.</p> <p>If more than one (1) backup coordinator is proposed, only the one presented first in the Bidder's bid will be considered for the purposes of the evaluation.</p> <p>*For the purpose of evaluating this criterion, a period of providing translation project management services is a period of no more than twelve (12) consecutive months of translation project management services.</p>	<p>To demonstrate the experience acquired, the Bidder should provide at least the following information for each translation project where the experience meets the requirements of evaluation criterion PRTC 3.2:</p> <p>e) the coordinator's role and responsibilities with respect to translations, for example:</p> <p>iii) coordinating and planning a quantity of work, setting priorities and following up as required;</p> <p>iv) analyzing the documents to be translated and/or revised to determine their nature;</p> <p>v) communicating effectively both orally and in writing; and</p> <p>vi) working under pressure.</p> <p>f) the volume of translation managed by the coordinator;</p> <p>g) the period during which the translation services were managed by the coordinator, i.e. from (month/year) to</p>	<p>Demonstrated experience during one (1) period with ability to manage 1,000,000 to 2,000,000 words = <b>50 points</b></p> <p><b>Or</b></p> <p>Demonstrated experience during one (1) period with ability to manage more than 2,000,000 words = <b>80 points</b></p> <p><b>Bonus</b></p> <p>Demonstrated experience during one (1) additional period with ability to manage 1,000,000 to 2,000,000 words = <b>10 points</b></p> <p><b>Or</b></p> <p>Demonstrated</p>

	(month/year); and h) the name of the client organization and the name and current telephone number and/or email address of a contact in the client organization.	experience during one (1) additional period with ability to manage more than 2,000,000 words = <b>20 points</b>  <b>Maximum 100 points</b>
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**PRTC 4 EXPERIENCE AND QUALIFICATION OF BIDDER'S PROPOSED EDITORS**

If more than three (3) editors are proposed, only the first three (3) in the order presented in the Bidder's bid will be evaluated. Furthermore, if the Bidder does not identify the primary editors and backup editor, the first two (2) proposed editors will be evaluated as primary editors, and the third as the backup.

<b>PRTC 4.1 Bidder's Proposed Editors</b>		
<b>PRTC</b>	<b>BID PREPARATION INSTRUCTIONS</b>	<b>WEIGHTING</b>
<p>Cumulative experience acquired since January 2007 by the editors and backup editor proposed for Stream II in response to MTC 4, over a period* of no more than twelve (12) consecutive months, in revising:</p> <p>translations from English to French totalling at least 1,012 500 words, including a minimum of 759,375 words in the two (2) specialties of Stream II (as defined in clause 3.2 of Annex A2 - Stream II); <b>and</b></p> <p>translations from French to English totalling at least 112,500 words, including a minimum of 84,375 words in the two (2) specialties of Stream II (as defined in clause 3.2 of Annex A2 – Stream II).</p> <p>* For the purpose of evaluating this criterion, a period of providing revision is a period of no more than twelve (12) consecutive months of revising translations.</p> <p><b>In addition, the minimum number of words revised per editor and per period must be at least 400,000 words, including at least 300,000 words in the two (2) specialties of</b></p>	<p>To demonstrate the experience acquired, the Bidder should provide at least the following information for each translation project where the experience meets the requirements of evaluation criterion PRTC 4.1:</p> <p>c) the volume of translation revised by the editor;</p> <p>d) the specialties (Stream II: BIO and GEO) of the translation work that was revised;</p> <p>e) the period during which the revision services were provided, i.e. from (month/year) to (month/year); and</p> <p>f) the name of the client organization and the name and current telephone number and/or email address of a contact in the client organization.</p>	<p>a) Demonstrated experience during one (1) period* in revising:</p> <p>- translations from English to French totalling 1,012,500 to 3 000 000 words, including 759,375 to 2,100,000 words in the two (2) specialties of Stream II; <b>and</b></p> <p>- translations from French to English totalling 112,500 to 400,000 words, including 84,375 to 300,000 words in the two (2) specialties of Stream II = <b>80 points</b></p> <p><b>OR</b></p> <p>b) Demonstrated experience during one (1) period* in revising:</p> <p>- translations from English to French totalling more than 3,000,000 words,</p>

<p>Stream II (as defined in clause 3.2 of Annex A2 – Stream II).</p>		<p>including at least 2,100,001 words in the two (2) specialties of Stream II; <b>and</b></p> <p>- translations from French to English totalling more than 400,000 words, including at least 300,001 words in the two specialties of Stream II = <b>140 points</b></p> <p><b>Bonus</b></p> <p>c) Demonstrated experience during one (1) additional period* in revising:</p> <p>- translations from English to French totalling 1,012,500 to 3 000 000 words, including 759,375 to 2 100,000 words in the two (2) specialties of Stream II; and</p> <p>- translations from French to English totalling 112,500 to 400,000 words, including 84,375 to 300,000 words in the two (2) specialties of Stream II = <b>20 points</b></p> <p><b>OR</b></p> <p>d) Demonstrated experience during one (1) additional period* in revising:</p> <p>- translations from English to French totalling more than 3,000,000 words, including at least 2,100,001 words in the two (2) specialties of Stream II;</p> <p><b>and</b></p> <p>- translations from French to English totalling more than 400,000 words,</p>
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		<p>including at least 300,001 words in the two (2) specialties of Stream II = <b>40 points</b></p> <p><b>Maximum 180 points</b></p> <p>If the Bidder has a combination of volumes different from those indicated above in a), b), c) or d), the points will be awarded based on the number of words demonstrated in revising from English to French. For instance, if the Bidder demonstrates its experience in revising 2,500,000 words from English to French and 500,000 words from French to English, a maximum of 80 points will be awarded.</p>
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**ATTACHMENT 3 to PART 4  
TECHNICAL CRITERIA – STREAM III**

**1. Mandatory Technical Criteria**

The bid must meet the mandatory technical criteria (MTC) for Stream III specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

<b>MTC 1</b>	<b>EXPERIENCE OF THE BIDDER</b>	<b>RESPONSIVE</b>	<b>NON- RESPONSIVE</b>
	<p>The bidder must demonstrate that it has provided English-to-French AND/OR French-to-English translation services for a period of at least thirty-six (36) months since January 2007 in each of the following specialties:</p> <ul style="list-style-type: none"> <li>▪ General Administration and Management (ADM)</li> <li>▪ Legal (JUR)</li> </ul> <p>To demonstrate the experience acquired, the bidder must provide the following information in its bid regarding each client organization:</p> <ul style="list-style-type: none"> <li>a) the name of the client organization that received the translation services and the name and current telephone number and/or email address of a contact in the client organization; and</li> <li>b) a description of the translation services provided, clearly indicating: <ul style="list-style-type: none"> <li>i. the period during which the translation services were provided, i.e. from (month/year) to (month/year);</li> <li>ii. the nature of the documents translated;</li> <li>iii. the specialized field; and</li> <li>iv. the source and target languages.</li> </ul> </li> </ul>		
<b>MTC 2</b>	<b>Bidder's Coordinator</b>	<b>RESPONSIVE</b>	<b>NON- RESPONSIVE</b>
	<p>The Bidder must provide the name of one (1) coordinator and one (1) backup coordinator, in accordance with clause 12.1 of Annex A3 – Statement of Work – Stream III.</p> <p>However, the proposed coordinators may not be proposed as translators and/or editors.</p>		
<b>MTC</b>		<b>RESPONSIVE</b>	<b>NON-</b>

<b>3</b>	<b>CAPACITY OF BIDDER – TRANSLATORS</b>			<b>RESPONSIVE</b>
	<p>To demonstrate that the Bidder has the qualified resources as described in Appendix 1 to Annex A3 – Statement of Work – Stream III, the Bidder must provide one (1) translator* for the set of two (2) specialties described in MTC 1 for English-to-French translation and at least one (1) translator* in one of the two (2) specialties described in MTC 1 for French-to-English translation, and provide the information specified below.</p> <p>* The same translator may be proposed for more than one (1) specialty and, if applicable, for more than one (1) stream.</p> <p>For each proposed individual, the Bidder must indicate at least:</p> <ul style="list-style-type: none"> <li>- the individual's education;</li> <li>- the daily translation production capacity in the target language for which the translator is proposed (English or French);</li> <li>- the specialty(ies) of the translated texts;</li> <li>- the period (from month/year to month/year) during which and the length of time (number of months) the translation services were provided; and</li> <li>- the name of the client organization and the name and current e-mail address and/or telephone number of a contact who would be able to confirm the information provided by the Bidder.</li> </ul>			
<b>MTC 4</b>	<b>BIDDER'S EDITORS</b>		<b>RESPONSIVE</b>	<b>NON-RESPONSIVE</b>
	<b>MTC 4.1</b>	<b>Editors proposed by the Bidder</b>		
	<p>The Bidder must provide the name of two (2) qualified editors as described in Appendix 1 to Annex A3 - Statement of Work – Stream III: at least one (1) editor for English texts and at least one (1) editor for French texts. In addition, the Bidder must provide the name of one (1) backup editor, in accordance with clause 12.3 of Annex A3 - Statement of Work – Stream III. The group of proposed editors must cover the two (2) specialties described in MTC 1.</p>			
	<b>MTC 4.2</b>	<b>Education – certification</b>		
	<p>Each editor identified in MTC 4.1 must be a certified member in good standing of a Canadian professional association of translators or the Canadian Translators, Terminologists and Interpreters Council (CTTIC) and/or have an undergraduate degree (or higher) in translation, literature, language training, communications or a related discipline from a recognized Canadian university.* In a case where studies were completed in an institution outside Canada, only the Canadian equivalent granted by an institution accredited for ascertaining Canadian equivalencies will be accepted. These institutions include the credential</p>			

	<p>assessment services of the federal and provincial governments, the International Credential Assessment Service of Canada, and others identified on the Citizenship and Immigration Canada website as recognized credential assessment services comparing degrees and diplomas to Canadian standards.</p> <p>* <a href="http://cicic.ca/415/credential-assessment-services.canada">http://cicic.ca/415/credential-assessment-services.canada</a></p> <p>Proof of certification must be demonstrated by providing a copy of the 2013 annual membership card for the proposed editors, and verifications may be conducted by Canada to ensure good standing, as indicated in the certification criteria.** Canada may verify this certification using its own resources.</p> <p>**The proof to be provided is to correspond with the applicable qualifications listed above.</p>		
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## 2. Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

REFERENCE	POINT-RATED CRITERIA	MAXIMUM NUMBER OF POINTS	MINIMUM POINTS REQUIRED
<b>PRTC 1</b>	Experience of the Bidder	90	60
<b>PRTC 2</b>	Quality Assurance Approach and Methodology	200	130
<b>PRTC 3</b>	Experience and Qualification of Bidder's Proposed Coordinators	200	130
<b>PRTC 4</b>	Experience and Qualification of Bidder's Proposed Editors	180	100
<b>Total points (overall score)</b>		<b>670 points</b>	<b>420 points</b>

The following sections present, for each category listed above, the specific criteria that will be used to evaluate the bidders' bids, as well as the sub-weightings of the criteria, the detailed rating structure and the information that must appear in the bid for the purposes of evaluation.

### **PRTC 1: Experience of Bidder**

PRTC	BID PREPARATION INSTRUCTIONS	WEIGHTING
<p>Bidder's experience acquired since January 2007 in translating at least:</p> <p>400,000 words, 360,000 of which were translated from English to French and 40,000 from French to English over a period* of no more than 12 consecutive months.</p> <p>* For the purposes of evaluating this criterion, a period of providing translation is a period of no more than twelve (12) consecutive months of translation work.</p>	<p>To demonstrate the experience acquired, the Bidder should provide at least the following information for each translation project where the experience meets the requirement of evaluation criterion PRTC 1:</p> <p>i. the name of the client organization that received the translation services and the name and current telephone number and/or email address of a contact in the client organization; and</p> <p>ii. a description of the translation services completed, clearly indicating:</p> <p>a) the period during which the translation work was provided, i.e. (month/year) to (month/year);</p> <p>b) the total number of words translated</p>	<p>a) From 360,000 to 375,000 words translated from English to French and 40,000 to 42,500 words translated from French to English = <b>60 points</b></p> <p>Or</p> <p>b) From 375,001 to 415,000 words translated from English to French and 42,501 to 45,000 words translated from French to English = <b>70 points</b></p> <p>c) From 415,001 to 450,000 words translated from English</p>

	<p>during the period referred to in a); and</p> <p>c) the purpose of the translations, the language of the original text and the target language.</p>	<p>to French and 45,001 to 50,000 words translated from French to English = <b>80 points</b></p> <p>Or</p> <p>d) 450,001 words or more translated from English to French and 50,001 words or more translated from French to English = <b>90 points</b></p> <p><b>Minimum 60 pts, maximum 90 points</b></p> <p>If the Bidder has a combination of volumes different from those indicated above in a), b), c) or d), the points will be awarded based on the number of words demonstrated for translation from English to French. For instance, if the Bidder demonstrates its experience in translating 380,000 words from English to French and 100,000 words from French to English, a maximum of 60 points will be awarded.</p>
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**PRTC 2 QUALITY ASSURANCE APPROACH AND METHODOLOGY**

<b>PRTC 2.1 UNINTERRUPTED SERVICE TO RESPOND TO URGENT REQUESTS</b>		
<b>PRTC</b>	<b>BID PREPARATION INSTRUCTIONS</b>	<b>WEIGHTING</b>
<p>With respect to at least one (1) project to a maximum of three (3) projects,* the Bidder should demonstrate its ability to provide uninterrupted translation services to respond to urgent requests.</p> <p>* If more than three (3) projects are provided to demonstrate the experience, only the first three (3) projects will be evaluated and taken into consideration.</p> <p>With respect to each project, the measures taken by the Bidder to provide uninterrupted service to respond to urgent requests must include the following, at a minimum:</p> <ol style="list-style-type: none"> <li>1. Extended business hours (outside regular office hours, i.e. 8:00 a.m. to 5:00 p.m., Monday to Friday).</li> <li>2. Business hours on weekends and federal government statutory holidays.</li> <li>3. Ability to mobilize a team of translators.</li> </ol>	<p>To demonstrate the ability to provide uninterrupted translation services, the Bidder should provide the following information in its bid regarding each project:</p> <ol style="list-style-type: none"> <li>e) The name of the client organization that received the translation services and the name and current telephone number and/or email address of a contact in the client organization; and</li> <li>f) a detailed description of the measures taken by the Bidder to respond to the urgent requests, including the three (3) subcriteria referred to in column 1 at a minimum.</li> </ol>	<p>10 points will be awarded for each project that meets the three (3) subcriteria in PRTC 2.1.</p> <p align="right"><b>Maximum 30 points.</b></p>

<b>PRTC 2.2 Translation Job Tracking Procedures</b>		
<b>PRTC</b>	<b>BID PREPARATION INSTRUCTIONS</b>	<b>WEIGHTING</b>
<p>The Bidder's translation job tracking procedures for ensuring all of the following steps are completed on time:</p> <ol style="list-style-type: none"> <li>1. initial processing of the translation request;</li> <li>2. assignment of the translation request to the translator;</li> <li>3. the process followed by the Bidder to provide quality assurance of translations; and</li> <li>4. delivery of the completed translation request to the client in the time allotted.</li> </ol>	<p>The Bidder's bid should provide a detailed explanation of its translation job tracking procedures to meet the four (4) subcriteria in PRTC 2.2.</p>	<p>Points will be awarded as follows:</p> <ol style="list-style-type: none"> <li>a) Procedures clearly defined for each step in the process = <b>10 points</b></li> <li>b) A coordinator tracks translations at each step in the process = <b>20 points</b></li> <li>c) Electronic tracking at each step in the process using one of the following options:</li> </ol>

		<ul style="list-style-type: none"> <li>• Simple electronic tracking system using a spreadsheet (e.g., Excel) = <b>30 points</b></li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• Electronic tracking system using a project planning and management system (e.g., MS Project) = <b>40 points</b></li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• Electronic tracking system using a customized integrated tracking system (e.g., TransFlow) = <b>50 points</b></li> </ul> <p><b>Maximum 80 points</b></p>
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<b>PRTC 2.3 Constructive Problem Resolution</b>		
<b>PRTC</b>	<b>BID PREPARATION INSTRUCTIONS</b>	<b>WEIGHTING</b>
<p>Constructive problem resolution: the Bidder's demonstrated approach and methodology for:</p> <ol style="list-style-type: none"> <li>7. internal communication of comments transmitted by the client;</li> <li>8. meeting deadlines in the event of a system failure; and</li> <li>9. arranging for the backups for translators, editors and coordinators.</li> </ol>	<p>The Bidder's bid should provide, at a minimum, a detailed plan to demonstrate the constructive problem resolution process, to meet the criterion as set out in PRTC 2.3.</p>	<p>The Bidder has demonstrated that it passes on comments received from the client to the translators, editors and coordinator and/or backup coordinator, when applicable, and that the comments are addressed and the necessary changes are included in subsequent work = <b>50 points</b></p> <p>The Bidder has an up-to-date emergency plan in the event of a system failure with provision for</p>

		<p>maintenance and/or use of additional or backup work stations and servers while waiting for the Bidder's operating system to be repaired; the plan can be implemented within three (3) hours of the occurrence of the problem = <b>10 points</b></p> <p>The Bidder has demonstrated that it has and applies a detailed human resources backup plan, including, at a minimum, arrangements for the replacement of translators, editors and co-ordinators = <b>30 points</b></p> <p><b>Maximum 90 points</b></p>
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**PRTC 3: Experience and Qualification of Bidder's Proposed Coordinators**

<b>PRTC 3.1 Bidder's Proposed Primary Coordinator</b>		
<b>PRTC</b>	<b>BID PREPARATION INSTRUCTIONS</b>	<b>WEIGHTING</b>
<p>Experience acquired since January 2007 by the primary coordinator, as the team leader responsible for managing a translation volume of at least:</p> <p>350,000 words in a period* of no more than 12 consecutive months.</p> <p>If more than one (1) coordinator is proposed, only the one presented first in the Bidder's bid will be considered for the purposes of the evaluation.</p> <p>* For the purposes of evaluating this criterion, a period of providing translation project management services is a period of no more than twelve (12) consecutive months of translation project management services.</p>	<p>To demonstrate the experience acquired, the Bidder should provide at least the following information for each translation project where the experience meets the requirements of evaluation criterion PRTC 3.1:</p> <ul style="list-style-type: none"> <li>i) the coordinator's role and responsibilities with respect to translations, for example: <ul style="list-style-type: none"> <li>v) coordinating and planning a quantity of work, setting priorities and following up as required; and</li> <li>vi) analyzing the documents to be translated and/or revised to determine their nature;</li> </ul> </li> <li>j) the volume of translation managed by the coordinator;</li> <li>k) the period during which the translation services were managed by the coordinator, i.e. from (month/year) to (month/year); and</li> <li>l) the name of the client organization and the name and current telephone number and/or email address of a contact in the client organization.</li> </ul>	<p><i>Points will be awarded as follows for demonstrated experience that meets the requirements of PRTC 3.1:</i></p> <p>Demonstrated experience during one (1) period with ability to manage 350,000 to 400,000 words = 50 points</p> <p>Or</p> <p>Demonstrated experience during one (1) period with ability to manage more than 400,000 words = 80 points</p> <p>Bonus</p> <p>Demonstrated experience during one (1) additional period with ability to manage 350,000 to 400,000 words = 10 points</p> <p>Or</p> <p>Demonstrated experience during one (1) additional period with ability to manage more than 400,000 words = 20 points</p> <p align="right">Maximum 100 points</p>

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**PRTC 3.2 Bidder's Proposed Backup Coordinator**

PRTC	BID PREPARATION INSTRUCTIONS	WEIGHTING
<p>Experience acquired since January 2007 by the backup coordinator, as the team leader responsible for managing a translation volume of at least:</p> <p>350,000 words in a period* of no more than 12 consecutive months.</p> <p>If more than one (1) backup coordinator is proposed, only the one presented first in the Bidder's bid will be considered for the purposes of the evaluation.</p> <p>* For the purposes of evaluating this criterion, a period of providing translation project management services is a period of no more than twelve (12) consecutive months of translation project management services.</p>	<p>To demonstrate the experience acquired, the Bidder should provide at least the following information for each translation project where the experience meets the requirements of evaluation criterion PRTC 3.2:</p> <ul style="list-style-type: none"> <li>i) the coordinator's role and responsibilities with respect to translations, for example: <ul style="list-style-type: none"> <li>vii) coordinating and planning a quantity of work, setting priorities and following up as required; and</li> <li>viii) analyzing the documents to be translated and/or revised to determine their nature;</li> </ul> </li> <li>j) the volume of translation managed by the coordinator;.</li> <li>k) the period during which the translation services were managed by the coordinator, i.e. from (month/year) to (month/year); and</li> <li>l) the name of the client organization and the name and current telephone number and/or email address of a contact in the client organization.</li> </ul>	<p>Demonstrated experience during one (1) period with ability to manage 350,000 to 400,000 words = <b>50 points</b></p> <p>Or</p> <p>Demonstrated experience during one (1) period with ability to manage more than 400,000 words = <b>80 points</b></p> <p>Bonus</p> <p>Demonstrated experience during one (1) additional period with ability to manage 350,000 to 400,000 words = 10 points</p> <p>Or</p> <p>Demonstrated experience during one (1) additional period with ability to manage more than 400,000 words = <b>20 points</b></p> <p><b>Maximum 100 points</b></p>

**PRTC 4 EXPERIENCE AND QUALIFICATION OF BIDDER'S PROPOSED EDITORS**

If more than three (3) editors are proposed, only the first three (3) in the order presented in the Bidder's bid will be evaluated. Furthermore, if the Bidder does not identify the primary editors and backup editor, the first two (2) proposed editors will be evaluated as primary editors, and the third as the backup.

<b>PRTC 4.1 Bidder's Proposed Editors</b>		
<b>PRTC</b>	<b>BID PREPARATION INSTRUCTIONS</b>	<b>WEIGHTING</b>
<p>Cumulative experience acquired since January 2007 by the editors and backup editor proposed for Stream I in response to MTC 4, over a period* of no more than twelve (12) consecutive months, in revising:</p> <ul style="list-style-type: none"> <li>- translations from English to French totalling at least 250,000 words, including a minimum of 100,000 words in the two (2) specialties of Stream III (as defined in clause 3.1 of Annex A3 – Statement of Work – Stream III); and</li> </ul> <p><b>and</b></p> <ul style="list-style-type: none"> <li>- translations from French to English totalling at least 15,000 words, including a minimum of 5,000 words in the two (2) specialties of Stream III (as defined in clause 3.1 of Annex A3 – Statement of Work – Stream III).</li> </ul> <p>*For the purpose of evaluating this criterion, a period of providing revision is a period of no more than 12 consecutive months of revising translations.</p> <p><b>In addition, the minimum number of words revised per editor and per period must be at least 135,000 words, including at least 54,000 words in the two (2) specialties of Stream III (as defined in clause 3.1 of A3 – Statement of Work – Stream III).</b></p>	<p>To demonstrate the experience acquired, the Bidder should provide at least the following information for each translation project where the experience meets the requirements of evaluation criterion PRTC 4.1:</p> <ul style="list-style-type: none"> <li>c) the volume of translation revised by the editor;</li> <li>d) the specialties (ADM and JUR,) of the translation work that was revised;</li> <li>e) the period during which the revision services were provided, i.e. from (month/year) to (month/year); and</li> <li>f) the name of the client organization and the name and current telephone number and/or email address of a contact in the client organization.</li> </ul>	<p>a) Demonstrated experience during one (1) period* in revising:</p> <ul style="list-style-type: none"> <li>- translations from English to French totalling 250,000 to 275,000 words, including at least 100,000 to 150,000 words in the two (2) specialties of Stream III; <b>and</b></li> <li>- translations from French to English totalling 15,000 to 25,000 words, including 5,000 to 10,000 words in the two (2) specialties of Stream III = <b>80 points</b></li> </ul> <p><b>OR</b></p> <p>b) Demonstrated experience during one (1) period* in revising:</p> <ul style="list-style-type: none"> <li>- translations from English to French totalling more than 250,000 words, including at least 150,001 words in the two (2) specialties of Stream III;</li> </ul> <p><b>and</b></p>

		<p>- translations from French to English totalling more than 25,000 words, including at least 10,001 words in the two (2) specialties of Stream III = <b>140 points</b></p> <p><b>Bonus</b></p> <p>c) Demonstrated experience during one (1) additional period* in revising:  - translations from English to French totalling 250,000 to 275,000 words, including at least 100,000 to 150,000 words in the two (2) specialties of Stream III;</p> <p><b>and</b></p> <p>translations from French to English totalling 15,000 to 25,000 words, including 5,000 to 10,000 words in the two (2) specialties of Stream III = <b>20 points</b></p> <p><b>OR</b></p> <p>d) Demonstrated experience during one (1) additional period* in revising: - translations from English to French totalling more than 275,000 words, including at least 150,001 words in the two (2) specialties of Stream III;</p> <p><b>and</b></p> <p>- translations from French to English totalling more than 25,000 words, including</p>
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		<p>at least 10,001 words in the two (2) specialties of Stream III = <b>40 points</b></p> <p><b>Maximum 180 points</b></p> <p>If the Bidder has a combination of volumes different from those indicated above in a), b), c) or d), the points will be awarded based on the number of words demonstrated in revising from English to French. For instance, if the Bidder demonstrates its experience in revising 260,000 words from English to French and 30,000 words from French to English, a maximum of 80 points will be awarded.</p>
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## **PART 5 - CERTIFICATIONS**

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

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

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

### **1. Certifications Precedent to Contract Award and Certifications required with the Bid**

#### **1.1 Certifications Precedent to Contract Award**

##### **1.1.1 Code of Conduct and Certifications - Related documentation**

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

##### **1.1.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://publiservice.gc.ca/services/fcp-pcf/index_f.htm)" list ([http://publiservice.gc.ca/services/fcp-pcf/index\\_f.htm](http://publiservice.gc.ca/services/fcp-pcf/index_f.htm)) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)", list during the period of the Contract.

Before contract award, the Bidder must provide the Contracting Authority with the certification relative to the Federal Contractors Program for employment equity included in Attachment 1 to Part 5, Certifications Precedent to Contract Award, completed in accordance with the instructions provided.

##### **1.1.3 Attachment 1 to Part 5, Certifications Precedent to Contract Award**

The certifications included in Attachment 1 to Part 5, Certifications Precedent to Contract Award, should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

#### **1.2 Certifications Required with the Bid**

## **1.2.1 Set-aside for Aboriginal Business**

### **1.2.1.1 Attachment 2 to Part 5, Certifications Required with the Bid**

Bidders must submit as part of their bid the certifications included in Attachment 2 to Part 5, Certifications Required with the Bid, duly completed.

**ATTACHMENT 1 to PART 5  
CERTIFICATIONS PRECEDENT TO CONTRACT AWARD**

**1. Federal Contractors Program For Employment Equity - Certification**

*Insert the date: Date: \_\_\_\_\_ (YYYY/MM/DD) If left blank, the date will be deemed to be the bid solicitation closing date.*

*The Bidder must complete A and B.*

**A. The Bidder must include in the certification one of the following statements:**

A1. The Bidder is not a Joint Venture.

*or*

A2. The Bidder is a Joint venture.

**B. The Bidder must include in the certification:** "I, the Bidder, submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated above. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract."

*For A1, the Bidder must include in the certification: "The Bidder:" followed by the applicable statement among the statements B.1 to B.5 appearing below.*

*For A2: the Bidder must include in the certification for each member of the Joint Venture: 1) "I, [insert the name of the member of the Joint Venture], member of the Joint Venture: " followed by the applicable statement among the statements B.1 to B.5 appearing below.*

*Choose only one of the following statements:*

B1. certifies having no work force in Canada.

B2. certifies being a public sector employer.

B3. certifies being a federally regulated employer being subject to the *Employment Equity Act*.

B4. certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

B5. certifies having a combined workforce in Canada of 100 or more employees; and

B5.1. certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.

*or*

B5.2. certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. *As this is a condition precedent to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.*

*For further information on the Federal Contractors Program for Employment Equity visit HRSDC-Labour's website.*

**2. Canadian Content**

**2.1 SACC Manual clause A3050T, Canadian Content Definition.**

**2.2 Canadian Content Certification**

This procurement is limited to Canadian services.

The Bidder certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

**3. Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting 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 Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder 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 Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

**4. Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

**ATTACHMENT 2 to PART 5  
CERTIFICATIONS REQUIRED WITH THE BID**

1. **Federal government's Procurement Strategy for Aboriginal Business (PSAB)**
  - 1.1 **Procurement Set aside for Aboriginal Business**
    1. This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business, as detailed in **Annex 9.4**, Requirements for the Set-aside Program for Aboriginal Business, of the *Supply Manual*.
    2. The Bidder:
      - a) certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
      - b) agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
      - c) agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
    3. The Bidder must check the applicable box below:
      - a)  The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.  
  
**OR**
      - b)  The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.
    4. The Bidder must check the applicable box below:
      - a)  The Aboriginal business has fewer than six full-time employees.  
  
**OR**
      - b)  The Aboriginal business has six or more full-time employees.
    5. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.
    6. By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

## 1.2 Owner / Employee Certification -Set-aside for Aboriginal Business

If requested by the Contracting Authority, the Bidder must provide the following certification for each owner and employee who is Aboriginal:

1. I am \_\_\_\_\_ (*insert "an owner" and / or "a full-time employee"*) of \_\_\_\_\_ (*insert name of business*), and an Aboriginal person, as defined in Annex 9.4 of the *Supply Manual* entitled "Requirements for the Set-aside Program for Aboriginal Business; and
2. I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
Printed name of owner and/or employee

## **PART 6 – SECURITY AND FINANCIAL REQUIREMENTS**

### **1. Security Requirement**

**1.1** Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder'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 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- (d) the Bidder's proposed location of work performance or document safeguarding must meet the security requirement as indicated in Part 7- Resulting Contract Clauses; and
- (e) the Bidder must provide the address(es) containing the information below of proposed location(s) of work performance or document safeguarding.

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

If the information is not provided in or with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.)

**1.2** Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting 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 website.

### **2.. Financial Capability**

SACC Manual clause A9033T(2012-07-16), Financial Capability

## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **1. Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work in Annex A1 and/or A2 and/or A3, and the Contractor's technical bid dated \_\_\_\_\_.

#### **1.2 Task Authorization**

**1.2.1** Work described at Annex A1 and/or A2 and/or A3, Statement of Work, will be performed under the Contract on an "as and when requested basis".

**1.2.2** With respect to the Work mentioned under paragraph 1.2.1 of this clause,

**1.2.2a)** an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;

**1.2.2b)** the TA Authority and limit will be determined in accordance with paragraph 1.2.3 of this clause;

**1.2.2c)** the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;

**1.2.2d)** the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A1 and/or A2 and/or A3; and

**1.2.2e)** the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex D Task Authorization Form. An authorized TA is a completed Annex D signed by the TA Authority.

#### **1.2.3 TA Authority and Limit**

**1.2.3.1** The Project Authority may authorize individual TAs inclusive of any revisions up to a limit of \$35,000.00, Applicable Taxes extra. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor."

**1.2.3.2** The authority specified under paragraph 1.2.3.1 of this clause is granted subject to the sum specified in the Contract under clause 6.2.1 Limitation of Expenditure - Cumulative Total of all authorized TAs, not being exceeded.

#### **1.2.4. Multiple contracts**

##### **STREAM I**

**Applicable if three (3) contracts are awarded for Stream I.**

Based on the nature of the work and access to professional services required by the customer and according to the provisions of industry capacity, it is proposed to provide three (3) contracts with Task Authorizations for Stream I as described in article 2. Summary of Part 1 – Stream I

(To be filled out at time of contract award)

\_\_\_\_\_ (insert the number) contracts resulting from the PWGSC bid solicitation number **K0A82-130001** have been awarded. The order of ranking of contractors by volume is as follows:

Top ranked: \_\_\_\_\_ up to 50% of the total estimated annual volume.  
Second ranked: \_\_\_\_\_ up to 30% of the total estimated annual volume.  
Third ranked: \_\_\_\_\_ up to 20% of the total estimated annual volume.

**Applicable if two (2) contracts are awarded for Stream I.**

(To be filled out at the time of contract award)

\_\_\_\_\_ (insert the number) contracts resulting from the PWGSC bid solicitation number **K0A82-130001** have been awarded. The ranking of contractors by volume is as follows:

Top ranked: \_\_\_\_\_ up to 60% of the total estimated annual volume.  
Second ranked: \_\_\_\_\_ up to 40% of the total estimated annual volume.

**If only one contract is awarded, this paragraph will not apply.**

**1.2.5 TA Process**

**1.2.5.1** For each task or revision of a previously authorized task, the Project Authority will provide the Contractor with a request to perform a task prepared using Annex D, Task Authorization Form, containing as a minimum:

1. the task or revised task description of the Work required, including:
  - a) the details of the activities or revised activities to be performed;
  - b) a description of the deliverables or revised deliverables to be submitted; and
  - c) a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;
2. the Contract security requirements applicable to the task or revised task;
3. the Contract basis (bases) of payment applicable to the task or revised task; and
4. the Contract method(s) of payment applicable to the task or revised task.

**1.2.5.2** Within 15 minutes of its receipt of the request, the Contractor must provide the Project Authority with a signed and dated response prepared and submitted using the TA form received from the Project Authority, containing as a minimum:

1. the total estimated cost proposed for performing the task or, as applicable, revised task;
2. and; for each resource proposed by the Contractor for the performance of the Work required who is not identified under the Specific Person (s) clause of the Contract :

- (1) the name of the proposed resource;
- (2) the resume of the proposed resource; and
- (3) a demonstration that the proposed resource meets :
  - a) the Contract security requirements (1.2.5.1.2 above);

### **1.2.5.3 TA Authorization**

**1.2.5.3.1** The TA Authority will authorize the TA based on:

1. the request submitted to the Contractor pursuant to paragraph 1.2.5.1 above;
2. the Contractor's response received, submitted pursuant to paragraph 1.2.5.2 above; and
3. the agreed total estimated cost for performing the task or, as applicable, revised task.

**1.2.5.3.2** The TA Authority will authorize the TA provided each resource proposed by the Contractor for the performance of the Work required meets all the requirements specified under paragraph 1.2.5.2.2 above.

**1.2.5.4** The authorized TA will be issued to the Contractor by email (as an email attachment in PDF format).

### **1.2.6 Minimum Work Guarantee - All the Work - Authorized TAs**

#### **1.2.6.1**

- "Maximum Contract Value" means the sum specified in Contract clause 6.2.1, Limitation of Expenditure - Cumulative Total of All Authorized TAs; and
- "Minimum Contract Value" means 5% of the Maximum Contract Value.

**1.2.6.2** Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 1.2.6.3 of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

**1.2.6.3** In the event that Canada does not request Work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.

**1.2.6.4** Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

### **1.2.7 Periodic Usage Reports - Contracts with TAs**

**1.2.7.1** The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.

**1.2.7.2** No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority and Project Authority a periodic usage report containing, in an electronic spreadsheet (such as MSOffice Excel), the data elements specified in

paragraphs 1.2.7.3 and 1.2.7.4 below in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period, the Contractor must submit a “NIL” report to the Contracting Authority and Project Authority.

The 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; and  
4th quarter: January 1 to March 31.

A sample MSOffice spreadsheet containing the data elements contained in paragraphs 1.2.7.3 and 1.2.7.4 is provided in Annex E.

**1.2.7.3** For each TA authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the TA number appearing on the TA form;
- the date the task was authorized appearing on the TA form;
- the total estimated cost of the task (Applicable Taxes extra) before any revisions appearing on the TA form;
- the following information appearing on the TA form must be included for each authorized revision, starting with revision 1, than 2, etc:
  - the TA revision number;
  - the date the revision to the task was authorized;
  - the authorized increase or decrease (Applicable Taxes extra);
  - the total estimated cost of the task (Applicable Taxes extra) after authorization of the revision;
- the total cost incurred for the task (as last revised, as applicable), Applicable Taxes extra;
- the total cost incurred and invoiced for the task (as last revised, as applicable), Applicable Taxes extra;
- the total amount of Applicable Taxes invoiced;
- the total amount paid, Applicable Taxes included;
- the start and completion date of the task (as last revised, as applicable); and
- the active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).

**1.2.7.4** For all TAs authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the sum (Applicable Taxes extra) specified in clause 6.2.1 Limitation of Expenditure - Cumulative Total of all Authorized TAs as last amended;
- the total cost incurred for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total cost incurred and invoiced for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total amount of Applicable Taxes invoiced for all authorized tasks inclusive of any revisions; and
- the total amount paid for all authorized tasks inclusive of any revisions, Applicable Taxes extra.

## **2. Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-Standard-Acquisition-Clauses-and-Conditions-Manual) (<https://buyandsell.gc.ca/policy-and-Standard-Acquisition-Clauses-and-Conditions-Manual>)

guidelines /standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

## **2.1 General Conditions**

2035 (2013-06-27), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## **2.2 Specific Person(s)**

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract:

### **Coordinators and Editors will be identified in the Contract.**

## **3. Security Requirement**

**3.1** The following security requirement (SRCL and related clauses) applies and form part of the Contract:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.  
Until the security screening of the Contractor/Offeror personnel required by this Contract/Standing Offer has been completed satisfactorily by the Canadian Industrial Security Directorate, Public Works and Government Services Canada, the Contractor/Offeror personnel **MAY NOT HAVE ACCESS** to (CLASSIFIED/PROTECTED) information or assets, and **MAY NOT ENTER** sites where such information or assets are kept, without an escort.
3. The Contractor/Offeror **MUST NOT** remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - (b) Industrial Security Manual (Latest Edition).

## **3.2 Contractor's Site or Premises Requiring Safeguard Measures**

The Contractor must diligently maintain up-to-date the information related to the Contractor's site or premises where safeguard measures are required in the performance of the Work, for the following addresses:

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State  
Postal Code / Zip Code  
Country

#### **4. Term of Contract**

##### **4.1 Period of the Contract**

The period of the Contract is from date of Contract to March 31 2015 inclusive.

##### **4.2 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 conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) 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.

##### **4.3 Option to Extend - Transition Period**

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of three (3) months under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least thirty (30) calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

#### **5. Authorities**

##### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

**Pierre R. Lavigne**  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Linguistic Services Division  
Professional Services Business Initiatives Directorate  
Services and Technology Procurement Management Sector  
Place du Portage, Phase III, Floor 10C1  
11 Laurier Street, Gatineau, Quebec  
K1A 0S5  
Telephone: 819-956-0004  
Facsimile: 819-956-2675  
E-mail: pierre.lavigne@pwgsc.gc.ca

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

## **5.2 Project Authority**

**(The Project Authority will be identified in the Contract.)**

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

## **5.3 Contractor's Representative**

**(The Contractor's Representative will be identified in the Contract.)**

***Notice to the Bidder:*** *If the selected Bidder provided (in accordance with the article 3 of Part 2) information on its status with respect to being a Former Public Servant in receipt of a Public Service Superannuation Act (PSSA) pension, the full text of SACC Manual clause A3025C (2013-03-21), Proactive Disclosure of Contracts with Former Public Servants, will form part of the Contract as article 6, and the articles below will be renumbered accordingly.*

## **6. Payment**

### **6.1 Basis of Payment**

#### **6.1.1 Approved Task Authorization**

The following type of basis of payment will be part of the approved TA:

#### **6.1.2 TA subject to a Limitation of Expenditure**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B1, B2 or B3, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### **6.2 Canada's Total Liability**

#### **6.2.1 Limitation of Expenditure - Cumulative Total of all Authorized TAs**

1. Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. *(amount will be inserted at contract award)* Customs duties are included and the Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. 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 sum is inadequate for the completion of the Work required and requested in all authorized TAs, inclusive of any revisions, the applicable basis of payment of which is limitation of expenditure (contract clause 6.1.2, TA subject to a Limitation of Expenditure),  
  
whichever comes first.
4. 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.

#### **6.3 Method of Payment**

### **6.3.1 Method of Payment - Authorized TA**

The following method of payment will form part of the authorized TA:

For the Work specified in an authorized TA subject to a limitation of expenditure

#### **Monthly Payments**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

### **6.4 SACC Manual Clauses**

A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
H3027C (2010-01-11), Payment of Invoices by Credit Card

### **6.5 Discretionary Audit**

C0705C (2010-01-11), Discretionary Audit

## **7. Invoicing Instructions**

1. The Contractor shall submit invoices in accordance with the section entitled "Invoice Submission" in the General Conditions. Invoices cannot be submitted until all work identified on the invoice has been completed.

Each invoice must be supported by:

- a) the number of the Task Authorization or of any amendment thereto;
  - b) the name and telephone number of the person to contact to obtain additional information regarding the invoice;
  - c) the number of billable words by type of service as described in the TA, for each of the Task Authorizations; and
  - d) the name of the Environment Canada project indicated on the Task Authorization, for the invoicing period.
2. Invoices shall be distributed as follows:
    - a) The original and one (1) copy must be sent to the address shown on page 1 of the Contract, for certification and payment.
    - b) One (1) copy must be sent to the Contracting Authority identified in the section entitled "Authorities" in the Contract.

## 8. Certifications

### 8.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### 8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

### 8.3 Aboriginal Business Certification

8.3.1 SACC Manual clause A3000C (2011-05-16) Aboriginal Business Certification  
This clause will only appear in Stream III Contract Clauses.

### 8.4 SACC Manual Clauses

A3060C (2008-05-12), Canadian Content Certification

## 9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. **(the name of the province will be specified when the Contract is awarded).**

## 10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2013-06-27), General Conditions - Higher Complexity - Services;
- (c) Annex A1, A2 or A3, Statement of Work;
- (d) Annex B1, B2 or B3, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, the signed Task Authorizations (including all of its annexes, if any); and
- (g) Annex E, Sample MS Office Excel Spreadsheet for Periodic Usage Reports - Contracts with TAs; and
- (h) the Contractor's bid dated \_\_\_\_\_.

## 11. Foreign Nationals

11.1 SACC Manual clause A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)

**11.2** SACC Manual clause A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

**12. Insurance**

SACC Manual clause G1005C (2008-05-12), Insurance

**13. SACC Manual clauses**

B2010C (2008-05-12), Unauthorized Codes

B4078C (2008-05-12), Performance of the Work

## ANNEX A1

### STATEMENT OF WORK – STREAM I

#### GENERAL, ADMINISTRATIVE AND SEMI-SPECIALIZED TEXTS

Please note that the approximate total number of words will be apportioned in accordance with article 2 of Part 4 of the bid solicitation.

#### 1.0 TITLE

Translation, Editing and Text Amendment Services.

#### 2.0 CONTEXT

2.1 Environment Canada's mandate is to preserve and enhance the quality of the natural environment, conserve Canada's renewable resources, conserve and protect Canada's water resources, forecast environmental and weather changes, enforce rules relating to boundary waters, and coordinate environmental policies and programs for the federal government.

2.2 Environment Canada produces a large number of publications each year, such as departmental publications, including fact sheets, brochures, bulletins, guides, information kits and reports. Some of these publications are highly scientific or technical and report on the results of departmental research. Others, however, are intended for a more general audience and provide decision makers of all ages with information on environmental issues, phenomena and stewardship.

#### 3.0 NATURE OF TEXTS FOR TRANSLATION, EDITING AND AMENDMENT

3.1 Text length and processing deadlines may vary. The texts are mainly general and administrative, but they may contain legal aspects focusing on the following two (2) specialties:

- 90% of the volume is in the Administration and Management (ADM) specialty.
- 10% of the volume is in the Legal (JUR) specialty.

3.2 Here are a few types of texts to be translated from English to French and from French to English and of texts to be revised and/or amended in English and in French:

- .- correspondence such as letters, minutes, meeting reports and memorandums
- .- various reports, including parliamentary reports
- .- presentations.
- .- communication tools, such as brochures, fact sheets and press releases.
- other administrative documents.

You can obtain samples of publications by visiting Environment Canada's website at <http://www.ec.gc.ca>.

## **4.0 DESCRIPTION AND SCOPE OF WORK**

### **4.1 Services**

The Contractor must provide, on an as-and-when-requested basis, by the prescribed deadlines, the following services for which the Contractor will have received a task authorization as described in the Contract under clause 1.2, Task Authorization:

#### **4.1.1 Translation services**

English-to-French and French-to-English translation services, which must meet the criteria set out in article 8.0 and which include actual translation, editing, in-depth comparison of the translation with the original text and correction of the form and content of the translation. The Contractor shall use the necessary quality control mechanisms to ensure that the terminology used is appropriate, that the translated document accurately reflects the source language text, and that the delivery of translation services is of the highest possible quality.

Quality assurance and text revision are required for all work prior to delivery to the client and must be performed by a translator who did not translate the original text.

The estimated annual volume for this function is \_\_\_\_ words (the volume will be determined at contract award according to the number of contracts awarded; see article 2.1 of Part 4 for more details), approximately 5% of which entails the translation of amended documents from French to English, for each year of the initial period and each option year, excluding any anticipated annual increase.

#### **4.1.2 Editing services**

Editing services for texts already translated from English to French and from French to English by Environment Canada or a third party, as required on the Task Authorization Form provided by the Project Authority.

The estimated annual volume for this function is \_\_\_\_ words (the volume will be determined at contract award according to the number of contracts awarded; see article 2.1 of Part 4 for more details), approximately 5% of which entails the translation of amended documents from French to English, for each year of the initial period and each option year, excluding any anticipated annual increase.

#### **4.1.3 Amendment services**

English-to-French and French-to-English translation services for documents that are amended during the translation process or for which a first translation has been produced, by the Contractor or a third party, as required on the Task Authorization Form provided by the Project Authority. If the changes are not indicated, the Contractor shall compare the old and new versions of the text to identify these changes, indicating them clearly to the Project Authority.

Documents may have been processed by a translation memory application and thus include portions that have already been translated.

The estimated annual volume for this function is \_\_\_\_ words (the volume will be determined at contract award according to the number of contracts awarded; see article 2.1 of Part 4 for more details), approximately 5% of which entails the translation of

amended documents from French to English, for each year of the initial period and each option year, excluding any anticipated annual increase.

#### **4.1.4 Translation, editing and amendment services for urgent texts**

Translation, editing and amendment services for urgent texts to be delivered the same day within a few hours, OR 48 hours following receipt of the task authorization, whether on working days, after hours, on days of rest or on statutory holidays (see definitions in item 5), OR for work that exceeds a translator's daily production capacity of 1,500 words for translation and 3,500 words for editing, as required on the Task Authorization Form provided by the Project Authority. The Contractor shall use the necessary quality control mechanisms to ensure that the terminology used is appropriate, that the translated document accurately reflects the source language text, and that the delivery of translation services is of the highest possible quality.

The estimated annual volume for this function is \_\_\_\_\_ words (the volume will be determined at contract award according to the number of contracts awarded; see article 2.1 of Part 4 for more details), approximately 5% of which entails the translation of documents from French to English or the translation of amended documents from French to English, for each year of the initial period and each option year, excluding any anticipated annual increase.

An estimated 20% of the total translation volume shall be required on days of rest and statutory holidays or after hours.

#### **4.2 Standby**

The Contractor shall remain on standby in accordance with a weekly rotating schedule in order to provide the services listed in clause 4.1 on request after hours, i.e. between 5:00 p.m. and 9:00 p.m., and on days of rest and statutory holidays between 9:00 a.m. and 9:00 p.m., Eastern Standard Time or Eastern Daylight Time, as the case may be.

No later than two (2) weeks after the Contract is issued, the Contractor shall indicate to the Project Authority how it will acknowledge receipt of requests while on standby during the period of the Contract.

Within two (2) weeks of contract award, the Project Authority will prepare a schedule for the term of the Contract to identify the weeks of the year when the Contractor must remain available after hours, including weekends, and submit it to the Contractor. The weekly rotating schedule for the periods of availability will be drawn up fairly and equally on the basis of the number of suppliers awarded a contract under Stream I – General, Administrative and Semi-Specialized Texts.

### **5.0 DEFINITIONS**

#### **5.1 Working day**

For the purposes of this contract, "working day" means the period between 8:00 a.m. and 5:00 p.m., Eastern Standard Time or Eastern Daylight Time, as the case may be, Monday through Friday, except federal statutory holidays, in accordance with clause 5.4 below.

#### **5.2 After hours**

For the purposes of this contract, “after hours” means the period between 5:00 p.m. and 9:00 p.m., Eastern Standard Time or Eastern Daylight Time, as the case may be, Monday through Friday.

### 5.3 Day of rest

For the purposes of this contract, the “days of rest” are Saturday and Sunday.

### 5.4 Statutory holiday

For the purposes of this contract, “statutory holiday” means any of the following holidays: New Year’s Day, Good Friday, Easter Monday, Victoria Day or the Journée nationale des Patriotes (fête de Dollard), June 24 or the first Monday in August (depending on the location of the Contractor’s workplace), Canada Day, Labour Day, Thanksgiving, Remembrance Day, Christmas Day and Boxing Day.

### 5.5 Calendar day

For the purposes of this contract, “calendar day” means any working day or day of rest except for federal statutory holidays, in accordance with clause 5.4 above.

### 5.6 Urgent work

For the purposes of this contract, “urgent work” means all translation, editing and translation of amended texts to be delivered the same day within a few hours, OR within 48 hours of receipt of the task authorization, at the latest, whether on working days, after hours, on days of rest or on statutory holidays (see definition of “statutory holiday” in the list), OR work that exceeds a translator’s daily production capacity of 1,500 words for translation and 3,500 words for editing.

### 5.7 Standby

For the purposes of this contract, “standby” means the period of time:

- after hours, as defined in clause 5.2 above;
- on days of rest, as defined in clause 5.3 above, between 9:00 a.m. and 9:00 p.m., Eastern Standard Time or Eastern Daylight Time, as the case may be; and
- on statutory holidays, as defined in clause 5.4 above, between 9:00 a.m. and 9:00 p.m., Eastern Standard Time or Eastern Daylight Time, as the case may be, to ensure access to translation, editing and amendment services if required.

## 6.0 DAILY PRODUCTION CAPACITY

6.1 The daily capacity is the number of words per calendar day that the Contractor is able to process when work is assigned to it under the Contract.

6.2 The Contractor shall provide translation services at a rate of approximately **12,500** words per working day and 1,500 words per day of rest and statutory holiday, including the receipt of the texts to be translated, quality control and Work delivery.

6.3 When the Contractor is on standby (see clause 4.2), the Contractor may have to provide translation, editing or amendment services for urgent texts of between 350 and 1,500 words.

6.4 The volume requested is not guaranteed and may vary depending on the operational requirements of the Department.

## 6.5 Familiarization period

During the initial familiarization period of three (3) months from the award date, the Contractor shall provide as-and-when-requested translation, editing and amendment services at a rate of **9,000** words per working day and **500** words per day of rest or statutory holiday, including receipt of the texts for translation and delivery. At the end of this familiarization period (no later than the beginning of the fourth month of the Contract), the provisions of clause 6.2 of this annex apply instead.

## 7.0 DOCUMENTATION AND TERMINOLOGY

- 7.1 The Project Authority will provide documentation and terminology reference sources, whenever available. These sources could be glossaries or texts produced by a translation memory application.
- 7.2 The Contractor shall contribute to the Project's terminology collection by submitting on a monthly basis, with the translation concerned, a list of terms and expressions not found in common references and terminology banks in a format or software chosen by the Project Authority.

## 8.0 LINGUISTIC QUALITY AND TERMINOLOGY UNIFORMITY

The Work delivered under this contract shall meet the following quality criteria and must be deemed to be satisfactory by the Project Authority.

- 8.1 The Contractor shall translate the texts in a style that exactly matches the nature and end use of the message to be translated. The Contractor shall follow the rules set out in the [Guide du rédacteur](#) and [The Canadian Style](#) (the electronic versions, which are the most current, of these publications are found under "Writing Tools" on [TERMIUM Plus](#), Public Works and Government Services Canada).
- 8.2 The translations must be an exact rendering of the original text (source text) in the target language. They shall respect the spelling, grammar, syntax and usage of the target language; take the tone, style and terminology used by the author into consideration; and ensure that the message is understandable, which means clear, concise and tailored to the end user.
- 8.3 The Contractor shall ensure that the work contains standardized, consistent terminology when the services of more than one translator are used, and shall meet the work submission deadline.
- 8.4 The Contractor shall deliver the texts by the agreed date and time.
- 8.5 The Contractor shall make no more than two (2) minor errors\* per 400-word chunk and no major errors,\*\* and shall submit the translated texts using the same software and format as the original text in an appropriate, uniform style with consistent, accurate terminology that will not require any changes.

\* For the purposes of this contract, a minor error is defined as a punctuation or typographical error.

\*\* For the purposes of this contract, a major error includes the following:

- a. ACCURACY
  - i. Mistranslation

- ii. Shift in meaning
  - iii. Omission
  - iv. Addition
  - v. Ambiguity
  - vi. Illogical rendering
  - vii. Lack of clarity
  - viii. Improper use of terminology
- iv. LANGUAGE
    - i. Syntax (improper sentence structure)
    - ii. Calque (expression from one language adopted by another in a more or less literally translated form)
    - iii. Under/overtranslation
    - iv. Incorrect use of prepositions, conjunctions, adverbs, pronouns
    - v. Grammar (lack of agreement, improper verb use)
    - vi. Usage, including:
      - 1. Faulty usage
      - 2. Gallicisms (words or phrases borrowed from French)
      - 3. Incorrect collocation
      - 4. Substandard usage (language error where a non-standard or an incorrect word is used)
      - 5. Improper choice of words or expressions
    - vii. Typography (failure to comply with typographical conventions, punctuation and capitalization rules; typos, errors in figures)
- v. STYLE AND ADAPTATION
    - i. Awkward rendering
    - ii. Poor formulation
    - iii. Word-for-word translation
    - iv. Unidiomatic rendering (whose meaning does not follow from the meaning of the individual words of which it is composed)
    - v. Incorrect adaptation of any of the following with respect to the end user: tone, conciseness and level of language
- vi. OFFICIAL TITLES AND TERMINOLOGY. Faulty Usage
    - i. Incorrect use of official titles
    - ii. Incorrect use of acronyms
    - iii. Incorrect use of terminology
    - iv. Failure to follow client usage
    - v. Lack of consistency
- vii. FORMATTING. Problems concerning the following:
    - i. Layout
    - ii. Alignment of paragraphs and headings
    - iii. The translation does not mirror the original of any of the following: tables, charts, table of contents, bibliography
    - iv. Hypertext links are incorrect
    - v. Consistency

## **9.0 OFFICIAL LANGUAGES**

- 9.1 The delivery of services under this contract shall be carried out in the two official languages of Canada. The Contractor and its resources shall be able to communicate orally and in writing with the client in the two official languages of Canada.

## **10.0 SOFTWARE AND LAYOUT**

- 10.1 The Contractor shall be able to use all the applications listed below on an IBM-compatible system at all times during the period of the Contract.
- 10.2 The documents shall be submitted in the software used to produce the original documents, such as:
- MS Office 2010 (MS Word; MS Power Point; MS Excel; MS Visio)  
  
or subsequent versions, as specified by the Project Authority on the Task Authorization Form. If the Project Authority is using a more recent version of the software applications listed above, the Contractor shall obtain the required version, at its own expense, within two (2) weeks and familiarize itself with the features of the new version.
- 10.3 The Contractor shall agree to use Environment Canada's online application, TransFlow. This application is available on the Internet at no additional cost to the Contractor. This system is used by Environment Canada in order to adequately monitor task authorization requests and provides better control of the workload assigned to each of its suppliers.
- 10.4 The Contractor shall also use virus detection and elimination systems. The Contractor shall take the necessary steps to deliver these texts using virus-free electronic media or methods.
- 10.5 It is strongly recommended, but not mandatory, that the Contractor purchase a recognized translation memory application and use it on a regular basis.
- 10.6 The Contractor agrees to purchase any new application that may be required within four (4) weeks of the Project Authority's request.
- 10.7 The Contractor shall have a facsimile machine and Internet access for receiving and sending texts.
- 10.8 The electronic transmission of documents with a security classification between Canada and the Contractor shall be carried out using encryption software approved by Canada.
- 10.9 The Contractor shall assume responsibility for all equipment, hardware, supplies, services, software and any work tools and instruments that are necessary to perform the Work.

## **11.0 WORD COUNT**

A "word" is defined as a contiguous series of characters, including numbers. The Contractor shall use the original document's word-processing application to determine the number of words contained in the document and show this number on the task authorization. For editing and amendment services, the number of words will be determined and converted into a number of hours using a conversion rate of 500 words per hour.

The Project Authority reserves the right to make any checks that he or she deems necessary to verify the accuracy of the word count or number of hours provided and to correct it if necessary. Any dispute shall be settled before the Work is started.

## **12.0 CONTRACTOR'S TEAM**

### **12.1 Coordinators**

The Contractor shall provide the services of coordinators, as described in article 14.0 of the Contract. The role of the co-ordinators is to manage translation requests sent by the Project Authority, which includes the delivery of the Work by the agreed deadlines in the required format and all communications related to the Work. The co-ordinator is also responsible for information requests related to a particular document and for sending them to the Project Authority.

The coordinator cannot do any translation and/or editing work.

### **12.2 Translators**

The Contractor shall provide the services of at least five (5) qualified translators, as set out in Appendix 1 to Annex A1 – Statement of Work, for the set of two (2) specialties mentioned in clause 3.1 concerning English-to-French translation and at least one (1) translator for one of the two (2) specialties mentioned in clause 3.1 for French-to-English translation, in order to manage the volume and type of work specified in articles 3.0, 4.0, 6.0 and 8.0 respectively.

Refer to Appendix 1 to Annex A1 for the qualifications and experience required of the Contractor's translators who will be involved in the Work referred to in this Statement of Work.

A translator may also act in the capacity of a reviser provided that different resources are used to carry out the translation and/or editing of the same document.

### **12.3 Editors**

The Contractor shall provide the services of three (3) qualified editors, as set out in Appendix 1 to Annex A1 – Statement of Work, including at least one (1) editor for English texts and one (1) editor for French texts. In addition, the Contractor shall provide the name of one (1) backup editor, for the set of two (2) specialties mentioned in clause 3.1 for English or French to manage the volume and type of work specified in articles 3.0, 4.0, 6.0 and 8.0 respectively, and to ensure the quality control of translated texts. Quality control includes an in-depth comparison of the translation with the original text and correction of both the form and the substance of the translation.

Quality assurance is required for all work before it is delivered to the client.

Refer to Appendix 1 to Annex A1 for the skills and experience required of the Contractor's editors who will be involved in the work referred to in this Statement of Work.

An editor may also act in the capacity of a translator provided that different resources are used to carry out the translation and/or editing of the same document.

## **13.0 SENDING AND RETURNING TEXTS**

- 13.1 The Project Authority sends the text(s) to be translated and any reference documents by email, over the Internet (using the TransFlow system or an FTP site) or by courier, at his or her discretion, depending on the size of the documents, accompanied by a Task Authorization Form.

- 13.2 The Task Authorization Form (see Annex D) contains all the relevant details for processing the service request. It also states the address to which the text is to be returned, the date and time of delivery, as well as the delivery method.
- 13.3 No deadline shall be extended without the written approval of the Project Authority.
- 13.4 If the documents are to be delivered electronically, the Contractor shall ensure that the translated texts are delivered virus-free.
- 13.5 The Contractor shall acknowledge receipt of any work sent on working days only, between 8:00 a.m. and 4:45 p.m., Eastern Standard Time or Eastern Daylight Time, as the case may be, by email to [Translation.Traduction@ec.gc.ca](mailto:Translation.Traduction@ec.gc.ca) or via the TransFlow system, within 15 minutes of receiving the Work. For any request received by the Contractor after 4:45 p.m., Eastern Standard Time or Eastern Daylight Time, as the case may be, when not designated as being on standby, the Contractor shall acknowledge receipt by 8:15 a.m. the following working day.
- 13.6 When the Contractor is designated as being on standby according to the schedule established by the Project Authority, the Contractor shall acknowledge receipt of any work sent after hours between 5:00 p.m. and 9:00 p.m. and on days of rest and statutory holidays between 9:00 a.m. and 9:00 p.m., Eastern Standard Time or Eastern Daylight Time, as the case may be, by email to [Translation.Traduction@ec.gc.ca](mailto:Translation.Traduction@ec.gc.ca) or via the TransFlow system, within 30 to 45 minutes of receiving the Work. Where possible, the Contractor shall receive prior notice of projects that will arrive while the Contractor is on standby.
- 13.7 The Contractor shall ensure that there is a person available at its office each working day of the year to acknowledge receipt of the Work.
- 13.8 The Contractor shall receive and transmit, at its expense, texts sent by courier.
- 13.9 The Project Authority may require that the Contractor pick up and deliver the Work at the address shown in article 14.0, ADDRESS FOR TEXT PICKUP AND DELIVERY, (either in person or by courier, at the Contractor's expense).
- 13.10 The Project Authority may ask the Contractor to deliver the Work after hours or on a day of rest or statutory holiday if written notice in this regard is sent by email or fax on the previous working day. The Project Authority will provide the Contractor with written instructions sent by email specifying the way in which the Work is to be delivered (by email, over the Internet [TransFlow] or by courier) to the delivery address indicated by the Project Authority.

#### **14.0 ADDRESS FOR TEXT PICKUP AND DELIVERY**

- 14.1 The texts shall be sent by email to and received at [Translation.Traduction@ec.gc.ca](mailto:Translation.Traduction@ec.gc.ca) or sent by courier to the Project Authority named on the Task Authorization Form (the complete address will be shown when the Contract is awarded), Gatineau, Quebec K1A 0H3, at the Contractor's expense.

## ANNEX A2

### STATEMENT OF WORK – STREAM II

#### Specialized Texts of Medium to High Complexity

Please note that the approximate total number of words will be apportioned in accordance with article 2 of Part 4 of the bid solicitation.

#### 1.0 TITLE

Translation, Editing and Text Amendment Services.

#### 2.0 CONTEXT

- 2.1 Environment Canada's mandate is to preserve and enhance the quality of the natural environment, conserve Canada's renewable resources, conserve and protect Canada's water resources, forecast environmental and weather changes, enforce rules relating to boundary waters, and coordinate environmental policies and programs for the federal government.
- 2.2 Environment Canada produces a large number of publications each year, such as departmental publications, including fact sheets, brochures, bulletins, guides, information kits and reports. Some of these publications are highly scientific or technical and report on the results of departmental research. Others, however, are intended for a more general audience and provide decision makers of all ages with information on environmental issues, phenomena and stewardship.

#### 3.0 NATURE OF TEXTS FOR TRANSLATION, EDITING AND AMENDMENT

3.1 Most of the specialized tests are in the following two (2) specialties (taken from the list established by Public Works and Government Services Canada's Translation Bureau):

- 80% of the volume is in the Environment and Ecology (BIO) specialty.
- 20% of the volume is in the Earth and Atmospheric Sciences (GEO) specialty.

Scientific formulas account for 15% of the total volume in the two (2) specialties.

3.2 Here are a few types of texts to be translated from English to French and from French to English and of texts to be revised and/or amended in English and in French:

- various reports, including parliamentary reports, Priority Substance List II (PSL II) assessment reports under the *Canadian Environmental Protection Act (CEPA)* for the purposes of consultations on CEPA PSL, final reports and other reports relating to CEPA
- presentations
- communication tools, such as brochures, fact sheets, press releases, newsletters, backgrounders, circulars and texts for the Internet
- studies
- Biological test methodologies
- evaluations
- other technical or scientific documents

You can obtain samples of publications by visiting Environment Canada's Web site at <http://www.ec.gc.ca>.

Here are examples of the types of documents the Contractor will have to translate:

- study of the environmental impact of chemicals used in industry
- test to measure the survival and reproduction rates for springtails exposed to contaminants in the soil.
- reports of the Committee on the Status of Endangered Wildlife in Canada (COSEWIC).

#### **4.0 DESCRIPTION AND SCOPE OF WORK**

##### **4.1 Services**

The Contractor must provide, on an as-and-when-requested basis, by the prescribed deadlines, the following services for which the Contractor will have received a task authorization, as described in the Contract under clause 1.2, Task Authorization:

##### **4.1.1 Translation service**

English-to-French and French-to-English translation services (which must meet the criteria set out in article 8), which include actual translation, editing, in-depth comparison of the translation with the original text and correction of the form and content of the translation. The Contractor shall use the necessary quality control mechanisms to ensure that the terminology used is appropriate, that the translated document accurately reflects the source language text, and that the delivery of translation services is of the highest possible quality.

Quality assurance and text revision are required for all work prior to delivery to the client and must be performed by a person who did not translate the original text.

The estimated annual volume for this function is \_\_\_\_ words (the volume will be determined at contract award; see article 2.1 of Part 4 for more details), approximately 5% of which entails the translation of documents from French to English, for each year of the initial period and each option year, excluding any anticipated annual increase.

##### **4.1.2 Editing service**

Editing services for texts already translated from English to French and from French to English by Environment Canada or a third party, as required on the Task Authorization Form provided by the Project Authority.

The estimated annual volume for this function is \_\_\_\_ words (the volume will be determined at contract award; see article 2.1 of Part 4 for more details), approximately 5% of which entails the translation of amended documents from French to English, for each year of the initial period and each option year, excluding any anticipated annual increase.

##### **4.1.3 Amendment service**

English-to-French and French-to-English translation services for documents that are amended and for which a first translation has been produced, by the Contractor or a third party, as required on the Task Authorization Form provided by the Project Authority. If the changes are not indicated, the Contractor shall compare the old and new versions of the text to identify these changes, indicating them clearly to the Project Authority.

Documents may have been processed by a translation memory application and thus include portions that have already been translated.

The estimated annual volume for this function is \_\_\_\_ words (the volume will be determined at contract award; see article 2.1 of Part 4 for more details), approximately 5% of which entails the translation of amended documents from French to English, for each year of the initial period and each option year, excluding any anticipated annual increase.

#### **4.1.4 Translation, editing and amendment services for urgent texts**

Translation, editing and amendment services for urgent texts to be delivered the same day within a few hours, OR 48 hours following receipt of the task authorization, at the latest, whether on working days, after hours, on days of rest or on statutory holidays (see definitions in item 5), OR for work that exceeds a translator's daily production capacity of 1,500 words for translation and 3,500 words for editing, as required on the Task Authorization Form provided by the Project Authority. The Contractor shall use the necessary quality control mechanisms to ensure that the terminology used is appropriate, that the translated document accurately reflects the source language text, and that the delivery of translation services is of the highest possible quality.

The estimated annual volume for this function is \_\_\_\_ words (the volume will be determined at contract award; see article 2.1 of Part 4 for more details), approximately 5% of which entails the translation of documents from French to English or the translation of amended documents from French to English, for each year of the initial period and each option year, excluding any anticipated annual increase.

An estimated 20% of the total translation volume shall be required on days of rest and statutory holidays or after hours, i.e. outside the period from 8 a.m. to 5 p.m..

#### **4.2 Standby**

The Contractor shall remain on standby in order to provide the services listed in clause 4.1 on request after hours, i.e. between 5:00 p.m. and 9:00 p.m., and on days of rest and statutory holidays between 9:00 a.m. and 9:00 p.m., Eastern Standard Time or Eastern Daylight Time, as the case may be.

No later than two (2) weeks after the Contract is issued, the Contractor will indicate to the Technical Authority how it will acknowledge receipt of requests while on standby during the period of the Contract.

### **5.0 DEFINITIONS**

#### **5.1 Working day**

For the purposes of this contract, "working day" means the period between 8:00 a.m. and 5:00 p.m., Eastern Standard Time or Eastern Daylight Time, as the case may be, Monday through Friday, except federal statutory holidays, in accordance with clause 5.4 below.

#### **5.2 After hours**

For the purposes of this contract, “after hours” means the period between 5:00 p.m. and 9:00 p.m., Eastern Standard Time or Eastern Daylight Time, as the case may be, Monday through Friday.

5.3 Day of rest

For the purposes of this contract, the “days of rest” are Saturday and Sunday.

5.4 Statutory holiday

For the purposes of this contract, “statutory holiday” means any of the following holidays: New Year’s Day, Good Friday, Easter Monday, Victoria Day or the Journée nationale des Patriotes (fête de Dollard), June 24 or the first Monday in August (depending on the location of the Contractor’s workplace), Canada Day, Labour Day, Thanksgiving, Remembrance Day, Christmas Day and Boxing Day.

5.5 Calendar day

For the purposes of this contract, “calendar day” means any working day or day of rest except for federal statutory holidays, in accordance with clause 5.4 above.

5.6 Urgent work

For the purposes of this contract, “urgent work” means all translation, editing and translation of amended texts to be delivered the same day within a few hours, OR within 48 hours of receipt of the task authorization, at the latest, whether on working days, after hours, on days of rest or on statutory holidays (see definition of “statutory holiday” in the list), OR work that exceeds a translator’s daily production capacity of 1,500 words for translation and 3,500 words for editing.

5.7 Standby

For the purposes of this contract, “standby” means the period of time:

- after hours, as defined in clause 5.2 above;
- on days of rest, as defined in clause 5.3 above, between 9:00 a.m. and 9:00 p.m., Eastern Standard Time or Eastern Daylight Time, as the case may be; and
- on statutory holidays, as defined in clause 5.4 above, between 9:00 a.m. and 9:00 p.m., Eastern Standard Time or Eastern Daylight Time, as the case may be, to ensure access to translation, editing and amendment services if required.

**6.0 DAILY PRODUCTION CAPACITY**

6.1 The daily capacity is the number of words per calendar day that the Contractor is able to process when work is assigned to it under the Contract.

6.2 The Contractor shall provide translation services at a rate of approximately 9,000 words per working day and 1,500 words per day of rest and statutory holiday, including the receipt of the texts to be translated, quality control and Work delivery.

6.3 When the Contractor is on standby (see clause 4.2), the Contractor may have to provide translation, editing or amendment services for urgent texts of between 350 and 1,500 words.

6.4 The volume requested is not guaranteed and may vary depending on the operational requirements of the Department.

## 6.5 Familiarization period

During the initial familiarization period of three (3) months from the award date, the Contractor shall provide as-and-when-requested translation, editing and amendment services at a rate of 3,000 words per working day and 500 words per day of rest or statutory holiday, including pickup of the texts for translation and delivery. At the end of this familiarization period (no later than the beginning of the fourth month of the Contract), the provisions of clause 6.2 of this annex apply instead.

## 7.0 DOCUMENTATION AND TERMINOLOGY

7.1 The Technical Authority will provide documentation and terminology reference sources, whenever available. These sources could be glossaries or bi-texts produced by a translation memory application..

7.2 The Contractor shall contribute to the Project's terminology collection by submitting on a monthly basis, with the translation concerned, a list of terms and expressions not found in common references and terminology banks in a format or software chosen by the Project Authority.

## 8.0 LINGUISTIC QUALITY AND TERMINOLOGY UNIFORMITY

The Work delivered under this contract shall meet the following quality criteria and must be deemed to be satisfactory by the Project Authority.

8.1 The Contractor shall translate the texts in a style that exactly matches the nature and end use of the message to be translated. The Contractor shall follow the rules set out in the [Guide du rédacteur](#) and [The Canadian Style](#) (the electronic versions, which are the most current, of these publications are found under "Writing Tools" on [TERMIUM Plus](#), Public Works and Government Services Canada).

8.2 The translations must be an exact rendering of the original text (source text) in the target language. They shall respect the spelling, grammar, syntax and usage of the target language; take the tone, style and terminology used by the author into consideration; and ensure that the message is understandable, which means clear, concise and tailored to the end user.

8.3 The Contractor shall ensure that the Work contains standardized, consistent terminology when the services of more than one translator are used, and shall meet the work submission deadline.

8.4 The Contractor shall deliver the texts by the agreed date and time.

8.5 The Contractor shall make no more than two (2) minor errors\* per 400-word chunk and no major errors,\*\* and shall submit the translated texts using the same software and format as the original text in an appropriate, uniform style with consistent, accurate terminology that will not require any changes.

\* For the purposes of this contract, a minor error is defined as a punctuation or typographical error.

\*\* For the purposes of this contract, a major error includes the following:

### a) ACCURACY

- i. Mistranslation
- ii. Shift in meaning

- iii. Omission
- iv. Addition
- v. Ambiguity
- vi. Illogical rendering
- vii. Lack of clarity
- viii. Improper use of terminology

b) LANGUAGE

- i. Syntax (improper sentence structure)
- ii. Calque (expression from one language adopted by another in a more or less literally translated form)
- iii. Under/overtranslation
- iv. Incorrect use of prepositions, conjunctions, adverbs, pronouns
- v. Grammar (lack of agreement, improper verb use)
- vi. Usage, including:
  - 1. Faulty usage
  - 2. Gallicisms (words or phrases borrowed from French)
  - 3. Incorrect collocation
  - 4. Substandard usage (language error where a non-standard or an incorrect word is used)
  - 5. Improper choice of words or expressions
- vii. Typography (failure to comply with typographical conventions, punctuation and capitalization rules; typos, errors in figures)

c) STYLE AND ADAPTATION

- i. Awkward rendering
- ii. Poor formulation
- iii. Word-for-word translation
- iv. Unidiomatic rendering (whose meaning does not follow from the meaning of the individual words of which it is composed)
- v. Incorrect adaptation of any of the following with respect to the end user: tone, conciseness and level of language

d) OFFICIAL TITLES AND TERMINOLOGY

- i. Incorrect use of official titles
- ii. Incorrect use of acronyms
- iii. Incorrect use of terminology
- iv. Failure to follow client usage
- v. Lack of consistency

e) FORMATTING.

Problems concerning the following:

- i. Layout
- ii. Alignment of paragraphs and headings
- iii. The translation does not mirror the original of any of the following: tables, charts, table of contents, bibliography
- iv. Hypertext links are incorrect
- v. Consistency

## 9.0 OFFICIAL LANGUAGES

- 9.1 The delivery of services under this contract shall be carried out in the two official languages of Canada. The Contractor and its resources shall be able to communicate orally and in writing with the client in the two official languages of Canada.

## **10.0 SOFTWARE AND LAYOUT**

- 10.1 The Contractor shall be able to use all the applications listed below on an IBM-compatible system at all times during the period of the Contract.
- 10.2 The documents shall be submitted in the software used to produce the original documents such as MS Office 2010 (MS Word; MS Power Point; MS Excel; MS Visio) or subsequent versions, as specified by the Project Authority on the Task Authorization Form. If the Project Authority is using a more recent version of the software applications listed above, the Contractor shall obtain the required version, at its own expense, within two (2) weeks and familiarize itself with the features of the new version.
- 10.3 The Contractor shall agree to use Environment Canada's online application, TransFlow. This application is available on the Internet at no additional cost to the Contractor. This system is used by Environment Canada in order to adequately monitor task authorization requests and provides better control of the workload assigned to each of its suppliers.
- 10.4 The Contractor shall also use virus detection and elimination systems. The Contractor shall take the necessary steps to deliver these texts using virus-free electronic media or methods.
- 10.5 It is strongly recommended that the Contractor purchase a recognized translation memory application and use it on a regular basis.
- 10.6 The Contractor agrees to purchase any new application that may be required within four (4) weeks of the Technical Authority's request.
- 10.7 The Contractor shall have a facsimile machine and Internet access for receiving and sending texts.
- 10.8 The electronic transmission of documents with a security classification between Canada and the Contractor shall be carried out using encryption software approved by Canada.
- 10.9 The Contractor shall assume responsibility for all equipment, hardware, supplies, services, software and any work tools and instruments that are necessary to perform the Work.

## **11.0 WORD COUNT**

- 11.1 A "word" is defined as a contiguous series of characters, including numbers. The Contractor shall use the original document's word-processing application to determine the number of words contained in the document and show this number on the task authorization. For editing and amendment services, the number of words will be determined and converted into a number of hours using a conversion rate of 500 words per hour.
- 11.2 The Project Authority reserves the right to make any checks that he or she deems necessary to verify the accuracy of the word count or number of hours provided and to correct it if necessary. Any dispute shall be settled before the Work is started.

## **12.0 CONTRACTOR'S TEAM**

### **12.1 Coordinators**

The Contractor shall provide the services of coordinators, as described in article 14.0 of the Contract. The role of the co-ordinators is to manage translation requests sent by the Project Authority, which includes the delivery of the Work by the agreed deadlines in the required format and all communications related to the Work. The co-ordinator is also responsible for information requests related to a particular document and for sending them to the Project Authority.

The coordinator cannot do any translation and/or editing work.

## **12.2 Translators**

The Contractor shall provide the services of at least three (3) qualified translators, as set out in Appendix 1 to Annex A2 – Statement of Work, for the set of two (2) specialties mentioned in clause 3.1 concerning English-to-French translation and at least one (1) translator for one of the two (2) specialties mentioned in clause 3.1 for French-to-English translation, in order to manage the volume and type of work specified in articles 3.0, 4.0, 6.0 and 8.0 respectively.

Refer to Appendix 1 to Annex A2 for the qualifications and experience required of the Contractor's translators who will be involved in the Work referred to in this Statement of Work.

A translator may also act in the capacity of an editor provided that different resources are used to carry out the translation and/or editing of the same document.

## **12.3 Editors**

The Contractor shall provide the services of two (2) qualified editors, as set out in Appendix 1 to Annex A2 – Statement of Work, including at least one (1) editor for English texts and one (1) editor for French texts. In addition, the Contractor shall provide the name of one (1) backup editor, for the set of two (2) specialties mentioned in clause 3.1 for English or French to manage the volume and type of work specified in articles 3.0, 4.0, 6.0 and 8.0 respectively, and to ensure the quality control of translated texts. Quality control includes an in-depth comparison of the translation with the original text and correction of both the form and the substance of the translation.

Quality assurance is required for all work before it is delivered to the client.

Refer to Appendix 1 to Annex A2 for the skills and experience required of the Contractor's editors who will be involved in the work referred to in this Statement of Work.

An editor may also act in the capacity of a translator provided that different resources are used to carry out the translation and/or editing of the same document.

## **13.0 SENDING AND RETURNING TEXTS**

13.1 The Project Authority sends the text(s) to be translated and any reference documents by email, over the Internet (using the TransFlow system or an FTP site) or by courier, at his or her discretion, depending on the size of the documents, accompanied by a Task Authorization Form.

13.2 The Task Authorization Form (see Annex D) contains all the relevant details for processing the service request. It also states the address to which the text is to be returned, the date and time of delivery, as well as the delivery method.

- 13.3 No deadline shall be extended without the written approval of the Project Authority.
- 13.4 If the documents are to be delivered electronically, the Contractor shall ensure that the translated texts are delivered virus-free.
- 13.5 The Contractor shall acknowledge receipt of any work sent on working days only, between 8:00 a.m. and 4:45 p.m., Eastern Standard Time or Eastern Daylight Time, as the case may be, by email to [Translation.Traduction@ec.gc.ca](mailto:Translation.Traduction@ec.gc.ca) or via the TransFlow system, within 15 minutes of receiving the Work. For any request received by the Contractor after 4:45 p.m., Eastern Standard Time or Eastern Daylight Time, as the case may be, when not designated as being on standby, the Contractor shall acknowledge receipt by 8:15 a.m. the following working day.
- 13.6 When the Contractor is designated as being on standby according to the schedule established by the Project Authority, the Contractor shall acknowledge receipt of any work sent after hours between 5:00 p.m. and 9:00 p.m. and on days of rest and statutory holidays between 9:00 a.m. and 9:00 p.m., Eastern Standard Time or Eastern Daylight Time, as the case may be, by email to [Translation.Traduction@ec.gc.ca](mailto:Translation.Traduction@ec.gc.ca) or via the TransFlow system, within 30 to 45 minutes of receiving the Work. Where possible, the Contractor shall receive prior notice of projects that will arrive while the Contractor is on standby.
- 13.7 The Contractor shall ensure that there is a person available at its office each working day of the year to acknowledge receipt of the work.
- 13.8 The Contractor shall receive and transmit, at its expense, texts sent by courier.
- 13.9 The Project Authority may require that the Contractor pick up and deliver the Work at the address shown in article 14.0, ADDRESS FOR TEXT PICKUP AND DELIVERY, (either in person or by courier, at the Contractor's expense).
- 13.10 The Project Authority may ask the Contractor to deliver the Work after hours or on a day of rest or statutory holiday if written notice in this regard is sent by email or fax on the previous working day. The Project Authority will provide the Contractor with written instructions sent by email specifying the way in which the Work is to be delivered (by email, over the Internet [TransFlow] or by courier) to the delivery address indicated by the Project Authority.

#### **14.0 ADDRESS FOR TEXT PICKUP AND DELIVERY**

- 14.1 The texts shall be sent by email to and received at [Translation.Traduction@ec.gc.ca](mailto:Translation.Traduction@ec.gc.ca) or sent by courier to the Project Authority named on the Task Authorization Form (the address will be shown when the Contract is awarded), Gatineau, Quebec K1A 0H3, at the Contractor's expense.

## ANNEX A3

### STATEMENT OF WORK – STREAM III

#### GENERAL, ADMINISTRATIVE AND SEMI-SPECIALIZED TEXTS

##### (Set-Aside Program for Aboriginal Business)

Please note that the approximate total number of words will be apportioned in accordance with article 2 of Part 4 of the bid solicitation.

#### 1.0 TITLE

Translation, Editing and Text Amendment Services.

#### 2.0 CONTEXT

2.1 Environment Canada's mandate is to preserve and enhance the quality of the natural environment, conserve Canada's renewable resources, conserve and protect Canada's water resources, forecast environmental and weather changes, enforce rules relating to boundary waters, and coordinate environmental policies and programs for the federal government.

2.2 Environment Canada produces a large number of publications each year, such as departmental publications, including fact sheets, brochures, bulletins, guides, information kits and reports. Some of these publications are highly scientific or technical and report on the results of departmental research. Others, however, are intended for a more general audience and provide decision makers of all ages with information on environmental issues, phenomena and stewardship.

#### 4.0 NATURE OF TEXTS FOR TRANSLATION, EDITING AND AMENDMENT

3.1 Text length and processing deadlines may vary. The texts are mainly general and administrative, but they may contain legal aspects focusing on the following two (2) specialties:

- 90% of the volume is in the Administration and Management (ADM) specialty.
- 10% of the volume is in the Legal (JUR) specialty.

3.2 Here are a few types of texts to be translated from English to French and from French to English and of texts to be revised and/or amended in English and in French:

- correspondence such as letters, minutes, meeting reports and memorandums
- various reports, including parliamentary reports
- presentations.
- communication tools, such as brochures, fact sheets and press releases.
- other administrative documents.

You can obtain samples of publications by visiting Environment Canada's website at <http://www.ec.gc.ca>.

## **4.0 DESCRIPTION AND SCOPE OF WORK**

### **4.1 Services**

The Contractor must provide, on an as-and-when-requested basis, by the prescribed deadlines, the following services for which the Contractor will have received a task authorization as described in the Contract under clause 1.2, Task Authorization:

#### **4.2.1 Translation services**

English-to-French and French-to-English translation services, which must meet the criteria set out in article 8.0 and which include actual translation, editing, in-depth comparison of the translation with the original text and correction of the form and content of the translation. The Contractor shall use the necessary quality control mechanisms to ensure that the terminology used is appropriate, that the translated document accurately reflects the source language text, and that the delivery of translation services is of the highest possible quality.

Quality assurance and text revision are required for all work prior to delivery to the client and must be performed by a translator who did not translate the original text.

The estimated annual volume for this function is \_\_\_\_ words (the volume will be determined at contract award; see article 2.1 of Part 4 for more details), approximately 5% of which entails the translation of amended documents from French to English, for each year of the initial period and each option year, excluding any anticipated annual increase.

#### **4.2.2 Editing services**

Editing services for texts already translated from English to French and from French to English by Environment Canada or a third party, as required on the Task Authorization Form provided by the Project Authority.

The estimated annual volume for this function is \_\_\_\_ words (the volume will be determined at contract award; see article 2.1 of Part 4 for more details), approximately 5% of which entails the translation of amended documents from French to English, for each year of the initial period and each option year, excluding any anticipated annual increase.

#### **4.1.3 Amendment services**

English-to-French and French-to-English translation services for documents that are amended during the translation process or for which a first translation has been produced, by the Contractor or a third party, as required on the Task Authorization Form provided by the Project Authority. If the changes are not indicated, the Contractor shall compare the old and new versions of the text to identify these changes, indicating them clearly to the Project Authority.

Documents may have been processed by a translation memory application and thus include portions that have already been translated.

The estimated annual volume for this function is \_\_\_\_ words (the volume will be determined at contract award; see article 2.1 of Part 4 for more details), approximately 5% of which entails the translation of amended documents from French to English, for each year of the initial period and each option year, excluding any anticipated annual increase.

#### **4.1.4 Translation, editing and amendment services for urgent texts**

Translation, editing and amendment services for urgent texts to be delivered the same day within a few hours, OR 48 hours following receipt of the task authorization, whether on working days, after hours, on days of rest or on statutory holidays (see definitions in item 5), OR for work that exceeds a translator's daily production capacity of 1,500 words for translation and 3,500 words for editing, as required on the Task Authorization Form provided by the Project Authority. The Contractor shall use the necessary quality control mechanisms to ensure that the terminology used is appropriate, that the translated document accurately reflects the source language text, and that the delivery of translation services is of the highest possible quality.

The estimated annual volume for this function is \_\_\_\_ words (the volume will be determined at contract award; see article 2.1 of Part 4 for more details), approximately 5% of which entails the translation of documents from French to English or the translation of amended documents from French to English, for each year of the initial period and each option year, excluding any anticipated annual increase.

An estimated 20% of the total translation volume shall be required on days of rest and statutory holidays or after hours.

#### **4.3 Standby**

The Contractor shall remain on standby in order to provide the services listed in clause 4.1 on request after hours, i.e. between 5:00 p.m. and 9:00 p.m., and on days of rest and statutory holidays between 9:00 a.m. and 9:00 p.m., Eastern Standard Time or Eastern Daylight Time, as the case may be.

No later than two (2) weeks after the Contract is issued, the Contractor will indicate to the Project Authority how it will acknowledge receipt of requests while on standby during the period of the Contract.

### **5.0 DEFINITIONS**

#### **5.3 Working day**

For the purposes of this contract, "working day" means the period between 8:00 a.m. and 5:00 p.m., Eastern Standard Time or Eastern Daylight Time, as the case may be, Monday through Friday, except federal statutory holidays, in accordance with clause 5.4 below.

#### **5.4 After hours**

For the purposes of this contract, "after hours" means the period between 5:00 p.m. and 9:00 p.m., Eastern Standard Time or Eastern Daylight Time, as the case may be, Monday through Friday.

#### **5.3 Day of rest**

For the purposes of this contract, the "days of rest" are Saturday and Sunday.

#### **5.4 Statutory holiday**

For the purposes of this contract, “statutory holiday” means any of the following holidays: New Year’s Day, Good Friday, Easter Monday, Victoria Day or the Journée nationale des Patriotes (fête de Dollard), June 24 or the first Monday in August (depending on the location of the Contractor’s workplace), Canada Day, Labour Day, Thanksgiving, Remembrance Day, Christmas Day and Boxing Day.

#### 5.5 Calendar day

For the purposes of this contract, “calendar day” means any working day or day of rest except for federal statutory holidays, in accordance with clause 5.4 above.

#### 5.6 Urgent work

For the purposes of this contract, “urgent work” means all translation, editing and translation of amended texts to be delivered the same day within a few hours, OR within 48 hours of receipt of the task authorization, at the latest, whether on working days, after hours, on days of rest or on statutory holidays (see definition of “statutory holiday” in the list), OR work that exceeds a translator’s daily production capacity of 1,500 words for translation and 3,500 words for editing.

#### 5.7 Standby

For the purposes of this contract, “standby” means the period of time:

- after hours, as defined in clause 5.2 above;
- on days of rest, as defined in clause 5.3 above, between 9:00 a.m. and 9:00 p.m., Eastern Standard Time or Eastern Daylight Time, as the case may be; and
- on statutory holidays, as defined in clause 5.4 above, between 9:00 a.m. and 9:00 p.m., Eastern Standard Time or Eastern Daylight Time, as the case may be, to ensure access to translation, editing and amendment services if required.

### 6.0 DAILY PRODUCTION CAPACITY

6.1 The daily capacity is the number of words per calendar day that the Contractor is able to process when work is assigned to it under the Contract.

6.2 The Contractor shall provide translation services at a rate of approximately **3,000** words per working day and 1,500 words per day of rest and statutory holiday, including the receipt of the texts to be translated, quality control and Work delivery.

6.3 When the Contractor is on standby (see clause 4.2), the Contractor may have to provide translation, editing or amendment services for urgent texts of between 350 and 1,500 words.

6.4 The volume requested is not guaranteed and may vary depending on the operational requirements of the Department.

#### 6.5 Familiarization period

During the initial familiarization period of three (3) months from the award date, the Contractor shall provide as-and-when-requested translation, editing and amendment services at a rate of **1,500** words per working day and **500** words per day of rest or statutory holiday, including receipt of the texts for translation and delivery. At the end of this familiarization period (no later than the beginning of the fourth month of the Contract), the provisions of clause 6.2 of this annex apply instead.

## 7.0 DOCUMENTATION AND TERMINOLOGY

- 7.1 The Project Authority will provide documentation and terminology reference sources, whenever available. These sources could be glossaries or texts produced by a translation memory application.
- 7.2 The Contractor shall contribute to the Project's terminology collection by submitting on a monthly basis, with the translation concerned, a list of terms and expressions not found in common references and terminology banks in a format or software chosen by the Project Authority.

## 8.0 LINGUISTIC QUALITY AND TERMINOLOGY UNIFORMITY

The Work delivered under this contract shall meet the following quality criteria and must be deemed to be satisfactory by the Project Authority.

- 8.1 The Contractor shall translate the texts in a style that exactly matches the nature and end use of the message to be translated. The Contractor shall follow the rules set out in the [Guide du rédacteur](#) and [The Canadian Style](#) (the electronic versions, which are the most current, of these publications are found under "Writing Tools" on [TERMIUM Plus](#), Public Works and Government Services Canada).
- 8.2 The translations must be an exact rendering of the original text (source text) in the target language. They shall respect the spelling, grammar, syntax and usage of the target language; take the tone, style and terminology used by the author into consideration; and ensure that the message is understandable, which means clear, concise and tailored to the end user.
- 8.3 The Contractor shall ensure that the work contains standardized, consistent terminology when the services of more than one translator are used, and shall meet the work submission deadline.
- 8.4 The Contractor shall deliver the texts by the agreed date and time.
- 8.5 The Contractor shall make no more than two (2) minor errors\* per 400-word chunk and no major errors,\*\* and shall submit the translated texts using the same software and format as the original text in an appropriate, uniform style with consistent, accurate terminology that will not require any changes.

\* For the purposes of this contract, a minor error is defined as a punctuation or typographical error.

\*\* For the purposes of this contract, a major error includes the following:

- b. ACCURACY
  - i. Mistranslation
  - ii. Shift in meaning
  - viii. Omission
  - iv. Addition
  - v. Ambiguity
  - vi. Illogical rendering
  - vii. Lack of clarity
  - viii. Improper use of terminology
- ix. LANGUAGE
  - ii. Syntax (improper sentence structure)

- ii. Calque (expression from one language adopted by another in a more or less literally translated form)
- iii. Under/overtranslation
- iv. Incorrect use of prepositions, conjunctions, adverbs, pronouns
- v. Grammar (lack of agreement, improper verb use)
- vi. Usage, including:
  - 1. Faulty usage
  - 2. Gallicisms (words or phrases borrowed from French)
  - 3. Incorrect collocation
  - 4. Substandard usage (language error where a non-standard or an incorrect word is used)
  - 5. Improper choice of words or expressions
- vii. Typography (failure to comply with typographical conventions, punctuation and capitalization rules; typos, errors in figures)
  
- x. **STYLE AND ADAPTATION**
  - i. Awkward rendering
  - ii. Poor formulation
  - iii. Word-for-word translation
  - iv. Unidiomatic rendering (whose meaning does not follow from the meaning of the individual words of which it is composed)
  - v. Incorrect adaptation of any of the following with respect to the end user: tone, conciseness and level of language
  
- xi. **OFFICIAL TITLES AND TERMINOLOGY. Faulty Usage**
  - i. Incorrect use of official titles
  - ii. Incorrect use of acronyms
  - iii. Incorrect use of terminology
  - iv. Failure to follow client usage
  - v. Lack of consistency
  
- xii. **FORMATTING. Problems concerning the following:**
  - i. Layout
  - ii. Alignment of paragraphs and headings
  - iii. The translation does not mirror the original of any of the following: tables, charts, table of contents, bibliography
  - iv. Hypertext links are incorrect
  - v. Consistency

## **9.0 OFFICIAL LANGUAGES**

- 9.2 The delivery of services under this contract shall be carried out in the two official languages of Canada. The Contractor and its resources shall be able to communicate orally and in writing with the client in the two official languages of Canada.

## **10.0 SOFTWARE AND LAYOUT**

- 10.1 The Contractor shall be able to use all the applications listed below on an IBM-compatible system at all times during the period of the Contract.
- 10.2 The documents shall be submitted in the software used to produce the original documents, such as:
- MS Office 2010 (MS Word; MS Power Point; MS Excel; MS Visio)

or subsequent versions, as specified by the Project Authority on the Task Authorization Form. If the Project Authority is using a more recent version of the software applications listed above, the Contractor shall obtain the required version, at its own expense, within two (2) weeks and familiarize itself with the features of the new version.

- 10.3 The Contractor shall agree to use Environment Canada's online application, TransFlow. This application is available on the Internet at no additional cost to the Contractor. This system is used by Environment Canada in order to adequately monitor task authorization requests and provides better control of the workload assigned to each of its suppliers.
- 10.4 The Contractor shall also use virus detection and elimination systems. The Contractor shall take the necessary steps to deliver these texts using virus-free electronic media or methods.
- 10.5 It is strongly recommended, but not mandatory, that the Contractor purchase a recognized translation memory application and use it on a regular basis.
- 10.6 The Contractor agrees to purchase any new application that may be required within four (4) weeks of the Project Authority's request.
- 10.7 The Contractor shall have a facsimile machine and Internet access for receiving and sending texts.
- 10.8 The electronic transmission of documents with a security classification between Canada and the Contractor shall be carried out using encryption software approved by Canada.
- 10.9 The Contractor shall assume responsibility for all equipment, hardware, supplies, services, software and any work tools and instruments that are necessary to perform the Work.

#### **11.0 WORD COUNT**

A "word" is defined as a contiguous series of characters, including numbers. The Contractor shall use the original document's word-processing application to determine the number of words contained in the document and show this number on the task authorization. For editing and amendment services, the number of words will be determined and converted into a number of hours using a conversion rate of 500 words per hour.

The Project Authority reserves the right to make any checks that he or she deems necessary to verify the accuracy of the word count or number of hours provided and to correct it if necessary. Any dispute shall be settled before the Work is started.

#### **12.0 CONTRACTOR'S TEAM**

##### **12.1 Coordinators**

The Contractor shall provide the services of coordinators, as described in article 14.0 of the Contract. The role of the co-ordinators is to manage translation requests sent by the Project Authority, which includes the delivery of the Work by the agreed deadlines in the required format and all communications related to the Work. The co-ordinator is also responsible for information requests related to a particular document and for sending them to the Project Authority.

The coordinator cannot do any translation and/or editing work.

## 12.2 **Translators**

The Contractor shall provide the services of at least one (1) qualified translators, as set out in Appendix 1 to Annex A3 – Statement of Work, for the set of two (2) specialties mentioned in clause 3.1 concerning English-to-French translation and at least one (1) translator for one of the two (2) specialties mentioned in clause 3.1 for French-to-English translation, in order to manage the volume and type of work specified in articles 3.0, 4.0, 6.0 and 8.0 respectively.

Refer to Appendix 1 to Annex A3 for the qualifications and experience required of the Contractor's translators who will be involved in the Work referred to in this Statement of Work.

A translator may also act in the capacity of a reviser provided that different resources are used to carry out the translation and/or editing of the same document.

## 12.3 **Editors**

The Contractor shall provide the services of one (1) qualified editors, as set out in Appendix 1 to Annex A3 – Statement of Work, for English texts and one (1) editor for French texts. In addition, the Contractor shall provide the name of one (1) backup editor, for the set of two (2) specialties mentioned in clause 3.1 for English or French to manage the volume and type of work specified in articles 3.0, 4.0, 6.0 and 8.0 respectively, and to ensure the quality control of translated texts. Quality control includes an in-depth comparison of the translation with the original text and correction of both the form and the substance of the translation.

Quality assurance is required for all work before it is delivered to the client.

Refer to Appendix 1 to Annex A3 for the skills and experience required of the Contractor's editors who will be involved in the work referred to in this Statement of Work.

An editor may also act in the capacity of a translator provided that different resources are used to carry out the translation and/or editing of the same document.

## 13.0 **SENDING AND RETURNING TEXTS**

- 13.1 The Project Authority sends the text(s) to be translated and any reference documents by email, over the Internet (using the TransFlow system or an FTP site) or by courier, at his or her discretion, depending on the size of the documents, accompanied by a Task Authorization Form.
- 13.2 The Task Authorization Form (see Annex D) contains all the relevant details for processing the service request. It also states the address to which the text is to be returned, the date and time of delivery, as well as the delivery method.
- 13.3 No deadline shall be extended without the written approval of the Project Authority.
- 13.4 If the documents are to be delivered electronically, the Contractor shall ensure that the translated texts are delivered virus-free.
- 13.5 The Contractor shall acknowledge receipt of any work sent on working days only, between 8:00 a.m. and 4:45 p.m., Eastern Standard Time or Eastern Daylight Time, as the case may be, by email to [Translation.Traduction@ec.gc.ca](mailto:Translation.Traduction@ec.gc.ca) or via the TransFlow

system, within 15 minutes of receiving the Work. For any request received by the Contractor after 4:45 p.m., Eastern Standard Time or Eastern Daylight Time, as the case may be, when not designated as being on standby, the Contractor shall acknowledge receipt by 8:15 a.m. the following working day.

- 13.6 When the Contractor is designated as being on standby according to the schedule established by the Project Authority, the Contractor shall acknowledge receipt of any work sent after hours between 5:00 p.m. and 9:00 p.m. and on days of rest and statutory holidays between 9:00 a.m. and 9:00 p.m., Eastern Standard Time or Eastern Daylight Time, as the case may be, by email to [Translation.Traduction@ec.gc.ca](mailto:Translation.Traduction@ec.gc.ca) or via the TransFlow system, within 30 to 45 minutes of receiving the Work. Where possible, the Contractor shall receive prior notice of projects that will arrive while the Contractor is on standby.
- 13.7 The Contractor shall ensure that there is a person available at its office each working day of the year to acknowledge receipt of the Work.
- 13.8 The Contractor shall receive and transmit, at its expense, texts sent by courier.
- 13.9 The Project Authority may require that the Contractor pick up and deliver the Work at the address shown in article 14.0, ADDRESS FOR TEXT PICKUP AND DELIVERY, (either in person or by courier, at the Contractor's expense).
- 13.10 The Project Authority may ask the Contractor to deliver the Work after hours or on a day of rest or statutory holiday if written notice in this regard is sent by email or fax on the previous working day. The Project Authority will provide the Contractor with written instructions sent by email specifying the way in which the Work is to be delivered (by email, over the Internet [TransFlow] or by courier) to the delivery address indicated by the Project Authority.

#### **14.0 ADDRESS FOR TEXT PICKUP AND DELIVERY**

- 14.1 The texts shall be sent by email to and received at [Translation.Traduction@ec.gc.ca](mailto:Translation.Traduction@ec.gc.ca) or sent by courier to the Project Authority named on the Task Authorization Form (the complete address will be shown when the Contract is awarded), Gatineau, Quebec K1A 0H3, at the Contractor's expense.

**APPENDIX 1 OF ANNEX “A1”, “A2” AND “A3” – STATEMENT OF WORK  
Stream I, Stream II and Stream III**

**CONTRACTOR’S TEAM  
SKILLS AND EXPERIENCE OF THE TRANSLATORS AND EDITORS**

**1.0 Translator**

Each of the Contractor’s translators involved with this contract shall meet the following requirements:

**1.1 With respect to the Work described in Annex “A1” – Statement of Work, Stream I**

The translator must satisfy all three (3) following requirements:

- (a) Have, at a minimum, a degree in translation, literature, language training, communications or a related discipline from a recognized Canadian university. If the degree has been conferred by a foreign institution, only an attestation of equivalency, as established by a recognized Canadian credentials assessment service, will be accepted. These institutions include federal or provincial credentials assessment organizations and the Canadian Information Centre for International Credentials, as well as other similar services identified on Citizenship and Immigration Canada’s Web site, which are recognized to compare education levels and diplomas to Canadian standards.

\* A list of recognized organizations is available on the Canadian Information Centre for International Credentials’ Web site at <http://cicic.ca/415/credential-assessment-services.canada>.

- (b) Have at least thirty-six (36) months’ experience, since January 2008, as an English-to-French or French-to-English translator in one of the two (2) specialties specified in article 3.0 – *Nature of texts for translation, editing and amendment* in Annex “A1” – Statement of Work – Stream I.

- (c) Have a production capacity of at least 1,500 words per day

**1.2 With respect to the Work described in Annex “A2” – Statement of Work – Stream II**

The translator must satisfy all three (3) following requirements:

- (a) Have, at a minimum, a degree in translation, literature, language training, communications or a related discipline from a recognized Canadian university. If the degree has been conferred by a foreign institution, only an attestation of equivalency, as established by a recognized Canadian credentials assessment service, will be accepted. These institutions include federal or provincial credentials assessment organizations and the Canadian Information Centre for International Credentials, as well as other similar services identified on Citizenship and Immigration Canada’s Web site, which are recognized to compare education levels and diplomas to Canadian standards.

\* A list of recognized organizations is available on the Canadian Information Centre for International Credentials’ Web site at <http://cicic.ca/415/credential-assessment-services.canada>.

- (b) Have at least thirty-six (36) months' experience, since January 2008, as an English-to-French or French-to-English translator in one of the two (2) specialties specified in article 3.0 – *Nature of texts for translation, editing and amendment* in Annex "A2" – Statement of Work – Stream II.
- (c) Have a production capacity of at least 1,500 words per day

### **1.3 With respect to the Work described in Annex "A3" – Statement of Work – Stream III**

The translator must satisfy all three (3) following requirements:

- (d) Have, at a minimum, a degree in translation, literature, language training, communications or a related discipline from a recognized Canadian university. If the degree has been conferred by a foreign institution, only an attestation of equivalency, as established by a recognized Canadian credentials assessment service, will be accepted. These institutions include federal or provincial credentials assessment organizations and the Canadian Information Centre for International Credentials, as well as other similar services identified on Citizenship and Immigration Canada's Web site, which are recognized to compare education levels and diplomas to Canadian standards.

\* A list of recognized organizations is available on the Canadian Information Centre for International Credentials' Web site at <http://cicic.ca/415/credential-assessment-services.canada>.

- (e) Have at least thirty-six (36) months' experience, since January 2008, as an English-to-French or French-to-English translator in one of the two (2) specialties specified in article 3.0 – *Nature of texts for translation, editing and amendment* in Annex "A3" – Statement of Work – Stream III.
- (f) Have a production capacity of at least 1,500 words per day

## **2. Editor:**

2.1 Each of the Contractor's editors involved with this contract shall meet the following requirements:

### **With respect to the Work described in Annex "A1" – Statement of Work – Stream I**

The editor must satisfy all three (3) following requirements:

- (a) Must, at a minimum, be a certified member in good standing of a Canadian professional association of translators or the Canadian Translators, Terminologists and Interprets Council, and/or have an undergraduate degree (or higher) in translation, literature, language training, communications or a related discipline from a recognized Canadian university\*. If the degree has been conferred by a foreign institution, only an attestation of equivalency, as established by a recognized Canadian credentials assessment service, will be accepted. These institutions include federal or provincial credentials assessment organizations and the Canadian Information Centre for International Credentials, as well as other similar services identified on Citizenship and Immigration Canada's Web site, which are recognized to compare education levels and diplomas to Canadian standards.

\* The list of recognized organizations can be found on the Canadian Information Center. For International Credentials Web Site at: <http://cicic.ca/415/credential-assessment-services.canada>

- (b) have at least sixty (60) month's experience, since January 2006, as an English or French editor in one of the two (2) specialties specified in article 3.0 – *Nature of texts for translation, editing and amendment* in Annex A1 – Statement of Work – Stream I.
- (c) Have a production capacity of at least 3 500 words per day.

## **2.2 With respect to the Work described in Annex “A2” – Statement of Work – Stream II**

The editor must satisfy all three (3) following requirements:

- (a) Must, at a minimum, be a certified member in good standing of a Canadian professional association of translators or the Canadian Translators, Terminologists and Interprets Council, and/or have an undergraduate degree (or higher) in translation, literature, language training, communications or a related discipline from a recognized Canadian university\*. If the degree has been conferred by a foreign institution, only an attestation of equivalency, as established by a recognized Canadian credentials assessment service, will be accepted. These institutions include federal or provincial credentials assessment organizations and the Canadian Information Centre for International Credentials, as well as other similar services identified on Citizenship and Immigration Canada's Web site, which are recognized to compare education levels and diplomas to Canadian standards.

\* The list of recognized organizations can be found on the Canadian Information Center. For International Credentials Web Site at: <http://cicic.ca/415/credential-assessment-services.canada>

- (b) have at least sixty (60) month's experience, since January 2006, as an English or French editor in one of the two (2) specialties specified in article 3.0 – *Nature of texts for translation, editing and amendment* in Annex A2 – Statement of Work – Stream II.
- (c) Have a production capacity of at least 3 500 words per day.

## **2.3 With respect to the Work described in Annex “A3” – Statement of Work – Stream III**

The editor must satisfy all three (3) following requirements:

- (a) Must, at a minimum, be a certified member in good standing of a Canadian professional association of translators or the Canadian Translators, Terminologists and Interprets Council, and/or have an undergraduate degree (or higher) in translation, literature, language training, communications or a related discipline from a recognized Canadian university\*. If the degree has been conferred by a foreign institution, only an attestation of equivalency, as established by a recognized Canadian credentials assessment service, will be accepted. These institutions include federal or provincial credentials assessment organizations and the Canadian Information Centre for International Credentials, as well as other similar services identified on Citizenship and Immigration Canada's Web site, which are recognized to compare education levels and diplomas to Canadian standards.

\* The list of recognized organizations can be found on the Canadian Information Center. For International Credentials Web Site at: <http://cicic.ca/415/credential-assessment-services.canada>

(b) have at least sixty (60) month's experience, since January 2006, as an English or French editor in one of the two (2) specialties specified in article 3.0 – *Nature of texts for translation, editing and amendment* in Annex A3 – Statement of Work – Stream III.

(c) Have a production capacity of at least 3 500 words per day.

### **3. List of Required Resources**

The Contractor shall provide the Project Manager with a list of all the translators and editors and indicate, at a minimum, the education, the certification held (if applicable), the number of months of experience as well as the daily production capacity of each resource involved in the Work, as described in the Statement of Work. This list shall be kept up to date at all times and shall be submitted to the Project Manager as soon as the work begins (at the latest, one week after the contract is awarded) and each time a resource involved in the work is added or withdrawn.

**ANNEX B1**

**BASIS OF PAYMENT STREAM I**

**1. FIRM ALL-INCLUSIVE RATE**

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

“Regular rate” work means all translation, revision and translation-of-amended-documents work carried out Monday to Friday, on working days, not exceeding the 1,500-word daily production capacity for each translator for translation and the 3,500-word daily production capacity for text revision.

“Premium rate” work means all translation and revision work to be delivered the same day within a few hours or, at the latest, 48 hours following the receipt of the task authorization, whether on working days, days of rest or statutory holidays (refer to the list for the definition of statutory holiday), or such work exceeding the 1,500-word daily production capacity for each translator for translation and the 3,500-word daily production capacity for text revision.

The following definitions refer to situations related to a pre-translation or a text modification:

- “new words”: words/expressions/sentences that were not found in the terminology database or in a previous version of a text
- “fuzzy matches”: words/expressions/sentences that, with the exception of a few details (e.g. a number or a date) were found in the terminology database or in a previous version of a text
- “exact matches”: words/expressions/sentences that were found exactly in the terminology database or in a previous version of a text

	<b>Period</b>	<b>Service Category</b>	<b>Firm rate, all-inclusive</b>	
<b>Duration of contract</b>				
1	<b>Year 1 (12-month period)</b>  (Dates to be determined at contract award)	Translation, regular rate	New words	<b>Rate per word (\$)</b>
			Fuzzy matches	<b>Rate per word (\$)</b>
			Exact matches	<b>Rate per word (\$)</b>
2		Translation, premium rate	New words	<b>Rate per word (\$)</b>
			Fuzzy matches	<b>Rate per word (\$)</b>
			Exact matches	<b>Rate per word (\$)</b>
3			Revision, regular rate	<b>Hourly rate (\$)</b>
4			Revision, premium rate	<b>Hourly rate (\$)</b>
5			Modification, regular rate	<b>Hourly rate (\$)</b>
6		Modification, premium rate	<b>Hourly rate (\$)</b>	

7	<b>Year 2 (12-month period)</b>  (Dates to be determined at contract award)	Translation, regular rate	New words	Rate per word (\$)	
			Fuzzy matches	Rate per word (\$)	
			Exact matches	Rate per word (\$)	
8		Translation, premium rate	New words	Rate per word (\$)	
			Fuzzy matches	Rate per word (\$)	
			Exact matches	Rate per word (\$)	
9			Revision, regular rate	Hourly rate (\$)	
10			Revision, premium rate	Hourly rate (\$)	
11			Modification, regular rate	Hourly rate (\$)	
12			Modification, premium rate	Hourly rate (\$)	
<b>Option period(s)</b>					
13		<b>Period 1</b>  (Dates to be determined at contract award)	Translation, regular rate	New words	Rate per word (\$)
	Fuzzy matches			Rate per word (\$)	
	Exact matches			Rate per word (\$)	
14	Translation, premium rate		New words	Rate per word (\$)	
			Fuzzy matches	Rate per word (\$)	
			Exact matches	Rate per word (\$)	
15			Revision, regular rate	Hourly rate (\$)	
16			Revision, premium rate	Hourly rate (\$)	
17			Modification, regular rate	Hourly rate (\$)	
18			Modification, premium rate	Hourly rate (\$)	
19	<b>Period 2</b>  (Dates to be determined at contract award)		Translation, regular rate	New words	Rate per word (\$)
				Fuzzy matches	Rate per word (\$)
		Exact matches		Rate per word (\$)	
20		Translation, premium rate	New words	Rate per word (\$)	
			Fuzzy matches	Rate per word (\$)	
			Exact matches	Rate per word (\$)	
21			Revision, regular rate	Hourly rate (\$)	
22			Revision, premium rate	Hourly rate (\$)	
23			Modification, regular rate	Hourly rate (\$)	
24			Modification, premium rate	Hourly rate (\$)	

**ANNEX B2**

**BASIS OF PAYMENT STREAM II**

**1. FIRM ALL-INCLUSIVE RATE**

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

“Regular rate” work means all translation, revision and translation-of-amended-documents work carried out Monday to Friday, on working days, not exceeding the 1,500-word daily production capacity for each translator for translation and the 3,500-word daily production capacity for text revision.

“Premium rate” work means all translation and revision work to be delivered the same day within a few hours or, at the latest, 48 hours following the receipt of the task authorization, whether on working days, days of rest or statutory holidays (refer to the list for the definition of statutory holiday), or such work exceeding the 1,500-word daily production capacity for each translator for translation and the 3,500-word daily production capacity for text revision.

The following definitions refer to situations related to a pre-translation or a text modification:

- “new words”: words/expressions/sentences that were not found in the terminology database or in a previous version of a text
- “fuzzy matches”: words/expressions/sentences that, with the exception of a few details (e.g. a number or a date) were found in the terminology database or in a previous version of a text
- “exact matches”: words/expressions/sentences that were found exactly in the terminology database or in a previous version of a text

	<b>Period</b>	<b>Service Category</b>	<b>Firm rate, all-inclusive</b>	
<b>Duration of contract</b>				
1	<b>Year 1 (12-month period)</b>  (Dates to be determined at contract award)	Translation, regular rate	New words	<b>Rate per word (\$)</b>
			Fuzzy matches	<b>Rate per word (\$)</b>
			Exact matches	<b>Rate per word (\$)</b>
2		Translation, premium rate	New words	<b>Rate per word (\$)</b>
			Fuzzy matches	<b>Rate per word (\$)</b>
			Exact matches	<b>Rate per word (\$)</b>
3			Revision, regular rate	<b>Hourly rate (\$)</b>
4			Revision, premium rate	<b>Hourly rate (\$)</b>
5			Modification, regular rate	<b>Hourly rate (\$)</b>
6		Modification, premium rate	<b>Hourly rate (\$)</b>	

7	<b>Year 2 (12-month period)</b>  (Dates to be determined at contract award)	Translation, regular rate	New words	Rate per word (\$)	
			Fuzzy matches	Rate per word (\$)	
			Exact matches	Rate per word (\$)	
8		Translation, premium rate	New words	Rate per word (\$)	
			Fuzzy matches	Rate per word (\$)	
			Exact matches	Rate per word (\$)	
9			Revision, regular rate	Hourly rate (\$)	
10			Revision, premium rate	Hourly rate (\$)	
11			Modification, regular rate	Hourly rate (\$)	
12			Modification, premium rate	Hourly rate (\$)	
<b>Option period(s)</b>					
13		<b>Period 1</b>  (Dates to be determined at contract award)	Translation, regular rate	New words	Rate per word (\$)
	Fuzzy matches			Rate per word (\$)	
	Exact matches			Rate per word (\$)	
14	Translation, premium rate		New words	Rate per word (\$)	
			Fuzzy matches	Rate per word (\$)	
			Exact matches	Rate per word (\$)	
15			Revision, regular rate	Hourly rate (\$)	
16			Revision, premium rate	Hourly rate (\$)	
17			Modification, regular rate	Hourly rate (\$)	
18			Modification, premium rate	Hourly rate (\$)	
19	<b>Period 2</b>  (Dates to be determined at contract award)		Translation, regular rate	New words	Rate per word (\$)
				Fuzzy matches	Rate per word (\$)
		Exact matches		Rate per word (\$)	
20		Translation, premium rate	New words	Rate per word (\$)	
			Fuzzy matches	Rate per word (\$)	
			Exact matches	Rate per word (\$)	
21			Revision, regular rate	Hourly rate (\$)	
22			Revision, premium rate	Hourly rate (\$)	
23			Modification, regular rate	Hourly rate (\$)	
24			Modification, premium rate	Hourly rate (\$)	

**ANNEX B3**

**BASIS OF PAYMENT STREAM III**

**1. FIRM ALL-INCLUSIVE RATE**

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

“Regular rate” work means all translation, revision and translation-of-amended-documents work carried out Monday to Friday, on working days, not exceeding the 1,500-word daily production capacity for each translator for translation and the 3,500-word daily production capacity for text revision.

“Premium rate” work means all translation and revision work to be delivered the same day within a few hours or, at the latest, 48 hours following the receipt of the task authorization, whether on working days, days of rest or statutory holidays (refer to the list for the definition of statutory holiday), or such work exceeding the 1,500-word daily production capacity for each translator for translation and the 3,500-word daily production capacity for text revision.

The following definitions refer to situations related to a pre-translation or a text modification:

- “new words”: words/expressions/sentences that were not found in the terminology database or in a previous version of a text
- “fuzzy matches”: words/expressions/sentences that, with the exception of a few details (e.g. a number or a date) were found in the terminology database or in a previous version of a text
- “exact matches”: words/expressions/sentences that were found exactly in the terminology database or in a previous version of a text

	<b>Period</b>	<b>Service Category</b>	<b>Firm rate, all-inclusive</b>	
<b>Duration of contract</b>				
1	<b>Year 1 (12-month period)</b>  (Dates to be determined at contract award)	Translation, regular rate	New words	<b>Rate per word (\$)</b>
			Fuzzy matches	<b>Rate per word (\$)</b>
			Exact matches	<b>Rate per word (\$)</b>
2		Translation, premium rate	New words	<b>Rate per word (\$)</b>
			Fuzzy matches	<b>Rate per word (\$)</b>
			Exact matches	<b>Rate per word (\$)</b>
3			Revision, regular rate	<b>Hourly rate (\$)</b>
4			Revision, premium rate	<b>Hourly rate (\$)</b>
5			Modification, regular rate	<b>Hourly rate (\$)</b>
6		Modification, premium rate	<b>Hourly rate (\$)</b>	

7	<b>Year 2 (12-month period)</b>  (Dates to be determined at contract award)	Translation, regular rate	New words	Rate per word (\$)	
			Fuzzy matches	Rate per word (\$)	
			Exact matches	Rate per word (\$)	
8		Translation, premium rate	New words	Rate per word (\$)	
			Fuzzy matches	Rate per word (\$)	
			Exact matches	Rate per word (\$)	
9			Revision, regular rate	Hourly rate (\$)	
10			Revision, premium rate	Hourly rate (\$)	
11			Modification, regular rate	Hourly rate (\$)	
12			Modification, premium rate	Hourly rate (\$)	
<b>Option period(s)</b>					
13		<b>Period 1</b>  (Dates to be determined at contract award)	Translation, regular rate	New words	Rate per word (\$)
	Fuzzy matches			Rate per word (\$)	
	Exact matches			Rate per word (\$)	
14	Translation, premium rate		New words	Rate per word (\$)	
			Fuzzy matches	Rate per word (\$)	
			Exact matches	Rate per word (\$)	
15			Revision, regular rate	Hourly rate (\$)	
16			Revision, premium rate	Hourly rate (\$)	
17			Modification, regular rate	Hourly rate (\$)	
18			Modification, premium rate	Hourly rate (\$)	
19	<b>Period 2</b>  (Dates to be determined at contract award)		Translation, regular rate	New words	Rate per word (\$)
				Fuzzy matches	Rate per word (\$)
		Exact matches		Rate per word (\$)	
20		Translation, premium rate	New words	Rate per word (\$)	
			Fuzzy matches	Rate per word (\$)	
			Exact matches	Rate per word (\$)	
21			Revision, regular rate	Hourly rate (\$)	
22			Revision, premium rate	Hourly rate (\$)	
23			Modification, regular rate	Hourly rate (\$)	
24			Modification, premium rate	Hourly rate (\$)	

**ANNEX C**

**SECURITY REQUIREMENTS CHECK LIST**

*(The SRCL must be inserted in this annex, if applicable. )*

**ANNEX D**

**TASK AUTHORIZATION FORM**

See attached form in PDF format

**ANNEX E**

**Sample MS Office Excel Spreadsheet for  
Periodic Usage Reports - Contracts with TAs**

<b>The Contractor must complete all of the data fields identified below, as applicable.</b>						
Contract Number: _____						
Reporting Period: _____ to _____						
TA Number	TA Amendment Number (if any)	Date of TA or TA Amendment (if any)	Value of TA or TA Amendment (excluding GST or HST)	GST/HST	Total value of TA or TA Amendment (including GST/HST)	Cumulative Amount



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

43497-1-0001-A

Security Classification / Classification de sécurité

UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PARTIAL CONTRACT INFORMATION / PARTIELLE INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: Environnement Canada  
 2. Branch or Directorate / Direction générale ou Direction: Secrétariat ministériel

3. a) Subcontract Number / Numéro du contrat de sous-traitance  
 b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail  
 SERVICES DE TRADUCTION, DE RÉVISION ET DE MODIFICATION DE TEXTES.

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?  No / Oui  Yes / Non

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?  No / Oui  Yes / Non

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?  No / Oui  Yes / Non

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted 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.  No / Oui  Yes / Non

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?  No / Oui  Yes / Non

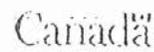
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada	NATO / OTAN	Foreign / Étranger
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"/>	No release restrictions / Aucune restriction relative à la diffusion <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"/>	Restricted to / Limité à <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays	Specify country(ies) / Préciser le(s) pays	Specify country(ies) / Préciser le(s) pays

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 checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	TOP SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

SRCL 350-100/290-112

Security Classification / Classification de sécurité





**PARTIE PERSONNE FOURNISSEUR / PARTIE FOURNISSEUR**

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 designés (PROTEGES et/ou CLASSIFIES)?

No / Non  Yes / Oui

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

**PARTIE PERSONNE FOURNISSEUR / PARTIE FOURNISSEUR**

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

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

Special comments  
Commentaires spéciaux

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

10. b. May unscreened personnel be used for portions of the work?  
Si le personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non  Yes / Oui  
 No / Non  Yes / Oui

**PARTIE MESURES DE PROTECTION / PARTIE MESURES DE PROTECTION**

INFORMATION / ASSSETS / 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 PROTEGES et/ou CLASSIFIES?

No / Non  Yes / Oui

11. a. 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 PROTEGE et/ou CLASSIFIE?

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 PROTEGES et/ou CLASSIFIES?

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'organisme gouvernemental?

No / Non  Yes / Oui



**PARTIE 6 (CONFIDENTIALITE) / PARTIE 6 (A)**

- 6.1.1. Was the supplier required to ensure that PROHIBITED and/or CLASSIFIED information is protected?  Yes  No
- 6.1.2. Were the supplier's employees and subcontractors, as well as their employees and subcontractors, instructed to ensure that PROHIBITED and/or CLASSIFIED information is protected?  Yes  No

Document Number / Numéro du document:

**PARTIE 7 (PERSONNEL FOURNISSEUR) / PARTIE 7 (PERSONNEL FOURNISSEUR)**

- 7.1. What is the personnel screening level required? / Niveau de contrôle de la sécurité du personnel requis:
 

<input checked="" type="checkbox"/> UNCLASSIFIED / COTE DE SÉCURITÉ	<input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL	<input type="checkbox"/> SECRET / SECRET	<input type="checkbox"/> TOP SECRET / TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET / NATO SECRET	<input type="checkbox"/> COMINT / TRÈS SECRET - COMINT
- 7.2. Site Access / Accès aux sites:
  - 7.2.1. Special requirements / Exigences particulières:

- 7.3. If multiple levels of protection are certified in Section 7, Class 1 and/or Class 2, are you required to provide a "NOTICE" / Si plusieurs niveaux de contrôle de sécurité sont requis, est-ce que vous êtes tenu de fournir un "Avis de sécurité"?
  - 7.3.1. May unclassified personnel be used for operations of the work? / Des personnes non classifiées peuvent-elles être employées dans les parties du travail?  No  Yes
  - 7.3.2. Do personnel with authorization requirements need to be used in other parts of the work? / Des personnes à autorisation de sécurité ont-elles besoin d'être employées dans d'autres parties du travail?  No  Yes

**PARTIE 8 (SAFEGUARDING SUPPLIERS) / PARTIE 8 (MESURES DE PROTECTION FOURNISSEUR)**

- 8.1. Information / Assets / Renseignements / Biens:
  - 8.1.1. Was the supplier required to receive and store PROHIBITED and/or CLASSIFIED information on secure storage systems? / Le fournisseur a-t-il été tenu de recevoir et de conserver des renseignements classifiés sur des systèmes sécurisés?  Yes  No
  - 8.1.2. Was the supplier required to safeguard CLASSIFIED information on assets? / Le fournisseur a-t-il été tenu de protéger des renseignements classifiés sur des biens?  Yes  No

**PRODUCTION**

- 9.1. Was the production site secure and/or repairable in the event of a PROHIBITED and/or CLASSIFIED information security incident? / Les installations du fournisseur étaient-elles sécurisées et réparables en cas d'incident de sécurité des renseignements classifiés?  Yes  No

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (IT)**

- 10.1. Was the supplier required to provide IT systems, software, and/or data on secure storage systems? / Le fournisseur a-t-il été tenu de fournir des systèmes, des logiciels et/ou des données sur des systèmes sécurisés?  Yes  No
- 10.2. Was the supplier required to provide IT systems, software, and/or data on secure storage systems? / Le fournisseur a-t-il été tenu de fournir des systèmes, des logiciels et/ou des données sur des systèmes sécurisés?  Yes  No





**PARTIE COMPLETE DE LA SECTION 1 (OPTIONNEL)**

1. This form is to be filled out manually into the Summary Chart area to indicate the categories and sub-categories of information that are included in the document.  
2. Cette fiche doit être remplie manuellement dans la zone récapitulative pour indiquer les catégories et sous-catégories de renseignements inclus dans le document.  
3. This form is to be filled out manually into the Summary Chart area to indicate the categories and sub-categories of information that are included in the document.  
4. Cette fiche doit être remplie manuellement dans la zone récapitulative pour indiquer les catégories et sous-catégories de renseignements inclus dans le document.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Table with 4 columns: Category, Sub-category, Yes/No, and Remarks. The table is mostly empty with some faint markings.

- 12. If the document is classified under the provisions of the Access to Information Act, indicate the level of classification (SECRET, CONFIDENTIAL or SECRET) in the area entitled "Security Classification".  
13. If the document is classified under the provisions of the Access to Information Act, indicate the level of classification (SECRET, CONFIDENTIAL or SECRET) in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

**PART D'AUTORISATION / PARTIE D'AUTORISATION**

13 Organization Project Authority / Charge de projet de l'organisme

Name (print) - Nom (en lettres moulées) Michel Maher	Title - Titre Coordonnateur, Services intervenants de	Signature <i>Michel Maher</i>
Telephone No. - N° de téléphone 819-934-6296	Facsimile No. - N° de télécopieur 819-934-7979	E-mail address - Adresse courriel Michel.Maher@cc.gc.ca
		Date 2013-03-12 <i>(AM)</i>

14 Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) ADAM WENCH	Title - Titre SECURITY OFFICER	Signature <i>Adam Wench</i>
Telephone No. - N° de téléphone 819-963-7760	Facsimile No. - N° de télécopieur 819-934-2226	E-mail address - Adresse courriel ADAM.WENCH@CC.GC.CA
		Date 2013-03-12

15 Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
 Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?  
 Yes / Oui  No / Non

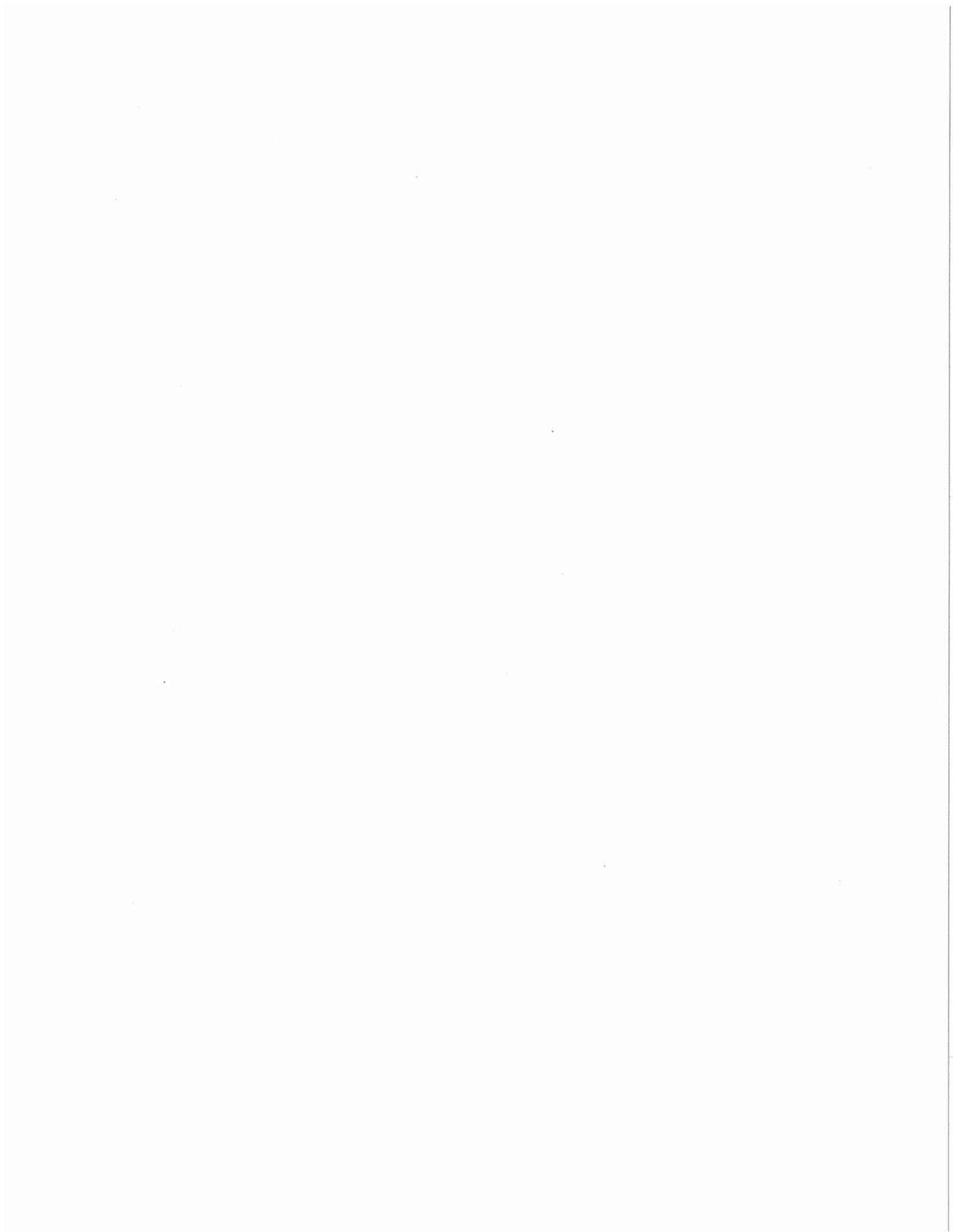
16 Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) PIERRE LAVIGNE	Title - Titre Supp. Specialist	Signature <i>Pierre Lavigne</i>
Telephone No. - N° de téléphone 819-956-0004	Facsimile No. - N° de télécopieur 819-956-2675	E-mail address - Adresse courriel pierre.lavigne@PPSGC.GC.CA
		Date Aug 23 / 2013

17 Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature <i>David Vrooman</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date Aug 12 2013

**David Vrooman**  
 Contract Security Officer, Contract Security Division  
 david.vrooman@tpsgc-pwgscc.gc.ca  
 Tel/Tél - 613-957-1261 / Fax/Télex - 613-954-4171





## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui    If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat	

### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
--	--	---

**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

### 1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 3. Contractor's Signature - Signature de l'entrepreneur

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date