

**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

Title - Sujet Translations Services Traduction	
Solicitation No. - N° de l'invitation 60074-130299/A	Date 2013-12-11
Client Reference No. - N° de référence du client 60074-130299	
GETS Reference No. - N° de référence de SEAG PW-\$\$ZF-519-26686	
File No. - N° de dossier 519zf.60074-130299	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-01-06	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Souleiman, Mohamed	Buyer Id - Id de l'acheteur 519zf
Telephone No. - N° de téléphone (819) 956-8348 ()	FAX No. - N° de FAX (819) 956-2675
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF FINANCE LESPLANADE LAURIER, W TWR P-155 300 LAURIER AVE W. OTTAWA Ontario K1A0G5 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

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

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Solicitation No. - N° de l'invitation

60074-130299/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

519zf

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

60074-130299

File No. - N° du dossier

519zf60074-130299

CCC No./N° CCC - FMS No/ N° VME

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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 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 the Pricing Schedule, Technical Criteria and Certifications Precedent to Contract Award.

The Annexes include the Statement of Work, Basis of Payment, Security Requirements Check List and a Task Authorization Form

2. Summary

2.1 The Department of Finance Canada in Ottawa, Ontario, has a requirement for translation and modification services, from English to French, estimated at 90 percent of the total requirement, and from French to English, estimated at 10 percent of the total required, and this on an "as and when requested" basis.

The contract initial period will be from the date of award to June 30, 2016, with the irrevocable option to extend the period of the contract by up to four (4) additional one-year (1) periods, under the same terms and conditions.

2.2 There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, 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 Pursuant to section 01 of Standard Instructions 2003, Bidders must submit a complete list of names of all individuals who are currently directors of the Bidder. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form and related documentation.

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

3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 10 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>) 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.

Sub-sections 04 and 05 of Section 01, Code of Conduct and Certifications - Bid, of the 2003 incorporated by referenced above are hereby deleted in their entirety and replaced with the following:

4. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner, at the time of submitting an arrangement under the Request for Supply Arrangement (RFSa). These bidders must diligently maintain this list up-to-date by informing the Supply Arrangement Authority in writing of any change occurring during the validity period of the bid as well as during the period of any contract arising from this bid solicitation.

5. Canada may, at any time, request that a Bidder provides properly completed and signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

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 five (5) 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

The Department of Finance 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: where the material developed or produced consists of material subject to copyright, with the exception of computer software and all 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.

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

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

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 and describe their approach 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 1 to Part 3. The total amount of Applicable Taxes must be shown separately.

1.2 Bidders must submit their 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 B and clause 1.2, Financial Evaluation, of Part 4.

1.4 The rates included in the pricing schedule detailed in Attachment 1 to Part 3 exclude the total estimated cost of all travel and living expenses that may need to be incurred for Work described in Part 7, Resulting Contract Clauses, of the bid solicitation required to be performed outside 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/>

1.5 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:
 - a. their bid; and
 - b. any contract that may result from their bid.

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 / Appartment Number
 - City, Province, Territory / State
 - Postal Code / Zip Code
 - Country

ATTACHMENT 1 to PART 3 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 all inclusive rates (in Cdn \$) for each of the service categories identified.

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:

- a. 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/> ;
 - b. travel between the successful bidder's place of business and the NCR; and
 - c. the relocation of resources
- to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the 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.

1. Pricing Schedule for Group A

For evaluation purposes, the total firm all inclusive rates for Group A, Translation Services for all branches and divisions, except those in Group B, of the Department of Finance, should be established as follow:

PRICING BASIS FOR TRANSLATION AND MODIFICATION SERVICES - GROUP A					
			A	B	C
	Period	Service Category	Bidder's proposed Firm All-Inclusive Rate *(GST/HST extra)	Estimated Volume for Evaluation Purposes only	Extended Total Price (A x B)
INITIAL PERIOD - CONTRACT					
1	Year 1 (from date of award to June 30, 2015)	Translation per word during Regular Hours	\$/word	1,600,000 words	\$
2		Translation per word during Outside Regular Hours	\$/word	400,000 words	\$
3		Modification per hour during Regular Hours	\$/hour	100 hours	\$
4		Modification per hour during Outside Regular Hours	\$/hour	100 hours	\$
5	Year 2 (from July 1, 2015 to June 30, 2016)	Translation per word during Regular Hours	\$/word	1,600,000 words	\$
6		Translation per word during Outside Regular Hours	\$/word	400,000 words	\$
7		Modification per hour during Regular Hours	\$/hour	100 hours	\$
8		Modification per hour during Outside Regular Hours	\$/hour	100 hours	\$
OPTION PERIODS - CONTRACT					

9	OPTION Year 1 (from July 1, 2016 to June 30, 2017)	Translation per word during Regular Hours	\$/word	1,600,000 words	\$
10		Translation per word during Outside Regular Hours	\$/word	400,000 words	\$
11		Modification per hour during Regular Hours	\$/hour	100 hours	\$
12		Modification per hour during Outside Regular Hours	\$/hour	100 hours	\$
13	OPTION Year 2 (from July 1, 2017 to June 30, 2018)	Translation per word during Regular Hours	\$/word	1,600,000 words	\$
14		Translation per word during Outside Regular Hours	\$/word	400,000 words	\$
15		Modification per hour during Regular Hours	\$/hour	100 hours	\$
16		Modification per hour during Outside Regular Hours	\$/hour	100 hours	\$
17	OPTION Year 3 (from July 1, 2018 to June 30, 2019)	Translation per word during Regular Hours	\$/word	1,600,000 words	\$
18		Translation per word during Outside Regular Hours	\$/word	400,000 words	\$
19		Modification per hour during Regular Hours	\$/hour	100 hours	\$
20		Modification per hour during Outside Regular Hours	\$/hour	100 hours	\$
21	OPTION Year 4 (from July 1, 2019 to June 30, 2020)	Translation per word during Regular Hours	\$/word	1,600,000 words	\$
22		Translation per word during Outside Regular Hours	\$/word	400,000 words	\$
23		Modification per hour during Regular Hours	\$/hour	100 hours	\$
24		Modification per hour during Outside Regular Hours	\$/hour	100 hours	\$
Total all periods (total of C1 to C24)					\$

(*) Denotes rate per word, or per hour, corresponding to the "Service Category" column.

2. Pricing Schedule for Group B

For evaluation purposes, the total firm all inclusive rates for Group B - Translation Services for the Tax Policy Branch and the Tax Counsel Division of the Law Branch of the Department of Finance should be established as follow:

PRICING BASIS FOR TRANSLATION AND MODIFICATION SERVICES - GROUP B					
	Period	Service Category	A	B	C
			Bidder's proposed Firm All-Inclusive Rate *(GST/HST extra)	Estimated Volume for Evaluation Purposes only	Extended Total Price (A x B)
INITIAL PERIOD - CONTRACT					
1	Year 1 (from date of award to	Translation per word during Regular Hours	\$/word	630,000 words	\$
2		Translation per word during Outside Regular Hours	\$/word	70,000 words	\$
3		Modification per hour during	\$/hour	21.5	\$

	June 30, 2015)	Regular Hours		hours	
4		Modification per hour during Outside Regular Hours	\$/hour	21.5 hours	\$
5	Year 2 (from July 1, 2015 to June 30, 2016)	Translation per word during Regular Hours	\$/word	630,000 words	\$
6		Translation per word during Outside Regular Hours	\$/word	70,000 words	\$
7		Modification per hour during Regular Hours	\$/hour	21.5 hours	\$
8		Modification per hour during Outside Regular Hours	\$/hour	21.5 hours	\$
OPTION PERIODS - CONTRACT					
9	OPTION Year 1 (from July 1, 2016 to June 30, 2017)	Translation per word during Regular Hours	\$/word	630,000 words	\$
10		Translation per word during Outside Regular Hours	\$/word	70,000 words	\$
11		Modification per hour during Regular Hours	\$/hour	21.5 hours	\$
12		Modification per hour during Outside Regular Hours	\$/hour	21.5 hours	\$
13	OPTION Year 2 (from July 1, 2017 to June 30, 2018)	Translation per word during Regular Hours	\$/word	630,000 words	\$
14		Translation per word during Outside Regular Hours	\$/word	70,000 words	\$
15		Modification per hour during Regular Hours	\$/hour	21.5 hours	\$
16		Modification per hour during Outside Regular Hours	\$/hour	21.5 hours	\$
17	OPTION Year 3 (from July 1, 2018 to June 30, 2019)	Translation per word during Regular Hours	\$/word	630,000 words	\$
18		Translation per word during Outside Regular Hours	\$/word	70,000 words	\$
19		Modification per hour during Regular Hours	\$/hour	21.5 hours	\$
20		Modification per hour during Outside Regular Hours	\$/hour	21.5 hours	\$
21	OPTION Year 4 (from July 1, 2019 to June 30, 2020)	Translation per word during Regular Hours	\$/word	630,000 words	\$
22		Translation per word during Outside Regular Hours	\$/word	70,000 words	\$
23		Modification per hour during Regular Hours	\$/hour	21.5 hours	\$
24		Modification per hour during Outside Regular Hours	\$/hour	21.5 hours	\$
Total all periods (total of C1 to C24)					\$

(*) Denotes rate per word, or per hour, corresponding to the "Service Category" column.

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 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 to Part 4.

1.1.2 Point Rated Technical Criteria

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

1.2 Financial Evaluation

1.2.1 The volumetric data included in the pricing schedule detailed in Attachment 1 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 1 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 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 to Part 4.

4. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract. In the event two or more responsive bids have the same lowest evaluated price per point, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in Attachment 1 to Part 4 will be recommended for award of a contract.

ATTACHMENT 1 to PART 4 TECHNICAL CRITERIA

1. Mandatory Technical Criteria

The bid must meet the mandatory technical criteria 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.

Mandatory Technical Criteria	
Bidder's Experience	
MTC 1.0	<p>The bidder must clearly demonstrate that it has five (5) years of experience, since January 1, 2008, in translation and modification of documents that are similar to those described in Annex A, Statement of Work.</p> <p>To demonstrate the experience, the bidder must provide, at a minimum, the following information for each translation project:</p> <ol style="list-style-type: none"> a. the name of the client organization that received the translation services and the name and current tele-phone number, fax number and/or e mail address of a contact in the client's organization; b. a description of the translation services provided, clearly indicating: <ol style="list-style-type: none"> i. the period during which the translation services were provided, i.e. from (month/year) to (month/year); ii. the nature of the documents translated; iii. the source and target languages. <p>The references must be able to confirm the bidder's alleged experience in accordance with mandatory requirement MTC 1.0</p>

Experience and Expertise of the Bidder's Resources	
MTC 2.0	<p>The Bidder must propose the services of one (1) Project Manager.</p> <ol style="list-style-type: none"> 1. The Project Manager must have a university degree from a recognized Canadian university* or in 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 assessment of credential services of the federal or provincial governments, or the International Credential Assessment Service of Canada, or others identified as assessment of credential services comparing degrees and diplomas to Canadian standards within the Citizenship and Immigration Canada web site. 2. The Bidder must submit, with its bid, a copy of the document confirming the level of education of the proposed Project Manager. Where the Contracting Authority determines that the Bidder has omitted to provide this confirming document as required, the Contracting Authority will provide the Bidder with 48 hours to submit the required document. 3. The proposed Project Manager must be a certified member in good standing of a Canadian Professional Association for Translators or the Order for Canadian Translators, Terminologists and Interpreters Council of Canada (CTTIC). Canada may verify this certification using its own resources. 4. The proposed Project Manager must have at least four (4) years of experience in the management of translation services since January 1, 2008.

	<p>5. The proposed Project Manager cannot be proposed as a translator.</p> <p>To demonstrate the experience acquired by the Project Manager, the Bidder must provide the following information for each translation project for which the experience meets these requirements:</p> <ul style="list-style-type: none"> i. the role and responsibilities of the Project Manager with regard to the translation projects; ii. the nature (type of text) and volume of translation projects managed by the proposed Project Manager; iii. the period during which the translation projects were managed by the proposed Project Manager, i.e. from (month/year) to (month/year); and iv. the name of the client organization and the name and telephone number and/or e-mail address of a contact in the client's organization. <p>* The list of recognized organizations can be found on the Canadian Information Center for International Credentials Web Site at: http://www.cicic.ca/en/index.aspx</p>
MTC 2.1	<p>For Group A: As defined in Article A4.1 of Statement of Work of Annex A</p> <p>The Bidder must demonstrate that it can provide five (5) translators capable of translating from English to French and two (2) translators capable of translating from French to English.</p> <ul style="list-style-type: none"> 1. Each proposed translator identified in MTC2.1 must have a university degree from a recognized Canadian university* or in 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 assessment of credential services of the federal or provincial governments, or the International Credential Assessment Service of Canada, or others identified as assessment of credential services comparing degrees and diplomas to Canadian standards within the Citizenship and Immigration Canada web site. 2. Each translator in MTC2.1 must be a certified member in good standing of a Canadian professional association of translators. Canada may verify this certification using its own resources. 3. Each of the five (5) English to French translators identified must have a minimum of three (3) years experience translating from English to French; and 4. Each of the two (2) French to English translators identified must have a minimum of three (3) years experience translating from French to English. 5. All required experience must have been acquired since January 1, 2008, in the six (6) Subject Fields identified for Group A in Article A.4, Table 1 of Annex A of Part seven (7) of this RFP. <p>A. To demonstrate the experience acquired for each proposed translator, the Bidder must provide the following information for each translation project for which the experience meets these requirements:</p> <ul style="list-style-type: none"> i. The subject of the translations, the specialties of the translations and the volume of texts translated by the translator; ii. The language of the original text and the language of the target text; iii. The period during which the translation services were provided, i.e. from (month/year) to (month/year); iv. The total number of words translated during the period mentioned in iii); and v. The name of the client organization that received the translation services and the name and telephone number and/or e-mail address of a contact in the client organization. <p>B The Bidder must submit, with its bid, a copy of the document confirming the level of education of all proposed translators and a proof of a certified membership in good standing of a Canadian professional association of translators. Where the Contracting Authority determines that the</p>

	<p>Bidder has omitted to provide this confirming documents as required, the Contracting Authority will provide the Bidder with 24 hours to submit the required documents.</p> <p>* The list of recognized organizations can be found on the Canadian Information Center for International Credentials Web Site at: http://www.cicic.ca/en/index.aspx</p>
MTC 2.2	<p>For Group B: As defined in Article A4.2 of Statement of Work of Annex A</p> <p>The Bidder must demonstrate that it can provide one (1) translator capable of translating from English to French (on client's site) and one (1) translator capable of translating from French to English (on the resulting contractor's site).</p> <ol style="list-style-type: none"> 1. Each proposed translator identified in MTC2.2 must have a university degree from a recognized Canadian university* or in 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 assessment of credential services of the federal or provincial governments, or the International Credential Assessment Service of Canada, or others identified as assessment of credential services comparing degrees and diplomas to Canadian standards within the Citizenship and Immigration Canada web site. 2. Each translator in MTC 2.2 must be a certified member in good standing of a Canadian professional association of translators. Canada may verify this certification using its own resources. 3. Each of the two (2) English to French translators identified must have a minimum of three (3) years experience translating English to French; and 4. The one (1) French to English translator identified must have a minimum of three (3) years experience translating French to English. 5. All required experience must have been acquired since January 1, 2008, in the five (5) Subject Fields identified for Group B in Article A.4, Table 1 of Annex A of Part seven (7) of this RFB. <p>A. To demonstrate the experience acquired for each proposed translator, the Bidder must provide the following information for each translation project for which the experience meets these requirements:</p> <ol style="list-style-type: none"> i. The subject of the translations, the specialties of the translations and the volume of texts translated by the translator; ii. The language of the original text and the language of the target text; iii. The period during which the translation services were provided, i.e. from (month/year) to (month/year); iv. The total number of words translated during the period mentioned in iii); and v. The name of the client organization that received the translation services and the name and telephone number and/or e-mail address of a contact in the client organization. <p>B The Bidder must submit, with its bid, a copy of the document confirming the level of education of all proposed translators and a proof of a certified membership in good standing of a Canadian professional association of translators. Where the Contracting Authority determines that the Bidder has omitted to provide this confirming documents as required, the Contracting Authority will provide the Bidder with 24 hours to submit the required documents.</p> <p>* The list of recognized organizations can be found on the Canadian Information Center For International Credentials Web Site at: http://www.cicic.ca/en/index.aspx</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.

Point Rated Technical Criteria (PRTC)	Minimum Number of Points	Maximum Number of points
PRTC1 BIDDER'S EXPERIENCE	60	80
PRTC2 BIDDER'S APPROACH AND METHODOLOGY	90	120
PRTC3 EXPERIENCE OF BIDDER'S PROPOSED PROJECT MANAGERS	90	120
OVERALL SCORE	240	320

Point Rated Technical Criteria (PRTC)		
PRTC 1- Bidder's Experience - Maximum points: 80, Minimum Points: 60		
Point Rated Technical Criteria	Bid Preparation Instructions	Weighting (Points)
<p>PRTC 1 - Bidder's Capacity</p> <p>The Bidder's experience providing translation services, since January 1, 2008,</p> <ul style="list-style-type: none"> in English to French for a minimum of 1,800,000 words per year; and in French to English for a minimum of 200,000 words per year. <p>* 1 year = 12 consecutive months</p> <p>Note: Each year, the Bidder must have translated a minimum of 1,800,000 words, from English to French, and a minimum of 200,000 words, from French to English.</p> <p>Example: If a Bidder has a combination of different volumes than those stated in the Weighting Column, the points awarded will be based on the total number of words translated from English to French without considering the number of words translated from French to English.</p> <p>For example, if a Bidder demonstrates its experience in the translation of 4,500,000 words, from English to French and 2,000,000 words from French to English, a maximum of 20 points will be awarded.</p>	<p>For each translation project processed, the Bidder must provide, as a minimum, the following information:</p> <ol style="list-style-type: none"> A complete and detailed description of each translation work claimed; The name of the client for whom the translation work was done, as well as, the name, title and current e-mail address and telephone number of the delegated representative who would be able to confirm the information provided by the Bidder; The duration (from mm/yr to mm/yr); The number of translators that performed the translation work; The volume of work in words per day; The number of days during which the translation project was performed; and The source and the target languages involved. 	<p>Points will be awarded as follows for the experience that meets the criteria:</p> <p>1,800,001 words to 3,600,000 words, from English to French; and 200,001 words to 400,000 words, from French to English. Total=10 points</p> <p>OR;</p> <p>3,600,001 words to 5,400,000 words, from English to French; and 400,001 words to 600,000 words, from French to English. Total = 20 points</p> <p>OR;</p> <p>5,400,001 words to 7,200,000 words, from English to French; and 600,001 words to 800,000 words, from French to English. Total= 40 points</p> <p>OR;</p> <p>7,200,001 words to 9,000,000 words, from English to French; and 800,001 words to 1,000,000 words, from French to English. Total= 60 points</p> <p>OR;</p> <p>9,000,001 words and more, from English to French; and 1,000,001 words and more, from French to English.</p>

		Total = 80 points
		Maximum Point Available: 80

PRTC 2 - Bidder's Approach and Methodology - Maximum Point: 120, Minimum Points: 90		
Point Rated Technical Criteria	Bid Preparation Instructions	Weighting (Points)
PRTC 2.1 - Bidder's proposed procedures for problem resolution Sub-criteria A. Bidder's proposed remedial plan includes replacing personnel during sick leave, vacation or any other absence by having qualified, standby translators available for up to 365 days / year. B. Bidder will have an appointed resource for receiving and resolving customer complaints for up to 365 days / year. C. Bidder will have a backup plan to resolve electronic systems and all component failures within three hours for up to 365 days a year.	Bidder's bid must provide, as a minimum a detailed plan that demonstrates how the Bidder meets one or up to all of the sub-criteria.	Points will be awarded for meeting the criteria specified in PRTC 2.1: The Bidder meets one (1) of the sub-criteria (A or B or C): Total: 30 points The Bidder meets two (2) sub-criteria out of three (3): Total: 45 points The Bidder meets all of sub-criteria (A and B and C): Total: 60 points Maximum Point Available: 60
PRTC 2.2 - Standardization proposed by the Bidder Sub-criteria A. Bidder will have a dedicated resource to conduct each translation project to ensure consistency of terminology. B. Bidder currently maintains and will maintain a terminology data bank, and has and will have access to the terminology and linguistic Database" TermiumPlus", terminology libraries and other terminology software. C. Bidder will review each translation project to ensure standardization of format and of terminology by using the following method: automated software and/or human resources review before it is delivered to the client.	The Bidder's bid must include a detailed plan that demonstrates procedures and standardization of its translation projects. The plan must include the following, as a minimum: 1. Dictionaries used to perform the work; 2. The reference material and access to the specialized terminology software TermiumPlus; 3. Automated translation devices or translation memories used to perform the translation projects; 4. Automated software and human resources used to perform review of standardization of format and terminology; 5. Database of publications and reference materials.	Points will be awarded as follows, for meeting the sub-criteria specified in PRTC 2.2: The Bidder meets one (1) of the sub-criteria (A or B or C or D): Total: 15 points The Bidder meets two (2) sub-criteria out of four (4): Total: 30 points The Bidder meets three (3) sub-criteria out of four (4): Total: 45 points The Bidder meets all of the sub-criteria (A and B and C and D): Total: 60 points Maximum Point Available: 60

D. Bidder maintains and will maintain a database of various publications and reference material respecting financial terminology or administration related to financial terminology, which documents were translated for a Canadian government organization at either the federal, provincial or municipal level.		
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PRTC 3 - Experience of Bidder's proposed Project Manager - Maximum Point: 120, Minimum Point: 90		
Point Rated Technical Criteria	Bid Preparation Instructions	Weighting (Points)
<p>PRTC 3.1- Experience managing translation projects:</p> <p>The Bidder's proposed Project Manager has, since January 1, 2008, experience managing translation projects from English to French and from French to English:</p> <ul style="list-style-type: none"> in at least four (4) of the six (6) subject fields identified for Group A; and in at least three (3) of the five (5) subject fields for Group B as identified in Section A3, Table 1, of the SOW, Annex A in Part 7 of this RFB, for a total of at least 2,000,000 words per year* for the proposed Project Manager. <p>*1 year = 12 consecutive months.</p>	<p>A- For each translation experience claimed, the Bidder must provide, as a minimum, the following information:</p> <ol style="list-style-type: none"> A complete and detailed description of each translation work claimed; The name of the organization, the name and telephone number of a contact person; The duration of all projects claimed (from mm/yr to mm/yr); The subject fields of all translation projects claimed; The volume of work in number of words for each translation project claimed; and The source and the target languages of all translation projects claimed. <p>B- For each translation project for which the Project Manager's experience is claimed, the Bidder is encouraged to complete the form attached to this RFB identified as Appendix 1 to Part 4.</p>	<p>Points will be awarded as follows, for the number of years of experience for the Project Manager having each met the criterias PRTC 3.1</p> <p>The Project Manager has three (3) years of experience: Total: 30 points</p> <p>The Project Manager has four (4) years of experience: Total: 45 points</p> <p>The Project Manager has five (5) years of experience: Total: 60 points</p> <p>Maximum Point Available: 60</p>
<p>PRTC 3.2 - Experience managing human resources:</p> <p>Since January 1, 2008, experience of the Bidder's proposed Project Manager in assessing the work volume received by clients and determining its distribution amongst translators, and in managing these translators for both English to</p>	<p>A- The Bidder must provide, as a minimum:</p> <ol style="list-style-type: none"> A complete and detailed description of each translation work claimed; The name of the organization, the name and telephone number of a contact person; 	<p>Points will be awarded as follows, for the number of resources managed by the Project Manager that meet the criteria specified in PRTC 3.2.</p> <p>For each described project, the Project Manager has managed a minimum of five (5) resources where at least four (4) out of the five resources were translators:</p>

French and French to English projects.	3. The duration of the translation projects (from mm/yr to mm/yr);	Total: 30 points
Bidders are advised that this experience is separate from managing translation projects as set out in PRTC 3.1.	4. The quantity of translators assigned to each translation project;	For each described project, the Project Manager has managed a minimum of eight (8) resources where at least six (6) out of the eight resources were translators: Total: 45 points
	5. Confirmation that the Project Manager managed each of the translators indicated for the translation projects in response to 1), 2), 3), and 4).	For each described project, the Project Manager has managed a minimum of ten (10) resources where at least eight (8) out of the ten resources were translators: Total: 60 points
	6. The source and the target languages involved.	Maximum Point Available: 60
	B- For each translation project for which the experience is claimed, the Bidder is encouraged to add an organizational chart to the form already completed for PRTC 3.1 attached to this RFB identified as Appendix 1 to Part 4, to demonstrate the composition of the team managed, all resources and their reporting relationship to the Project Manager.	

APPENDIX 1 to PART 4

EXPERIENCE OF PROPOSED PROJECT MANAGER

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

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

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.

1.2 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" list (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.

1.3 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.

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.

PART 6 - SECURITY REQUIREMENTS

1. Security Requirement

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

- a. the Bidder must hold a valid organization security clearance as indicated in Part 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

1.2 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.

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 A.

1.1 Optional Goods or Services, or both

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

1.2 Task Authorization

1.2.1 Work described at Annex A, 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 A; 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 **\$100,000.00**, 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 TA Process

1.2.4.1 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:
 - i. the details of the activities or revised activities to be performed;
 - ii. a description of the deliverables or revised deliverables to be submitted; and
 - iii. 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.

1.2.4.2 Within two (2) business days 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; and
2. a breakdown of that cost in accordance with Annex B.

1.2.4.3 TA Authorization

1.2.4.3.1 The TA Authority will authorize the TA based on:

1. the request submitted to the Contractor pursuant to paragraph 1.2.4.1 above;
2. the Contractor's response received, submitted pursuant to paragraph 1.2.4.2 above; and
3. the agreed total estimated cost for performing the task or, as applicable, revised task.

1.2.4.3.2 The authorized TA will be issued to the Contractor by email, by facsimile and/or by hard copy.

1.2.5 Minimum Work Guarantee - All the Work - Authorized TAs

1.2.5.1

- "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 five (5)% of the Maximum Contract Value.

1.2.5.2 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 1.2.5.3 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.

1.2.5.3 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.

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

1.2.6 Periodic Usage Reports - Contracts with TAs

1.2.6.1 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.

1.2.6.2 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 1.2.6.3 and 1.2.6.4 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.

1.2.6.3 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).

1.2.6.4 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 of the Contract 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-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.

3. Security Requirement

- i. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance (FSC) at the level of **Secret** with approved Document Safeguarding Capability (DSC) at the level of **Secret** issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- ii. The Contractor/Offeror personnel requiring access to **CLASSIFIED** information, assets or sensitive work site(s) must **EACH** hold a valid personnel security screening at the level of **Secret** granted or approved by the CISD, PWGSC.
- iii. The Contractor **MUST NOT** utilize its Information Technology systems to electronically process, produce or store any sensitive **CLASSIFIED** information until CISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of **Secret**.
- iv. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
- v. 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 award to June 30, 2016 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 four (4) 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 ten (10) business 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 up to six (6) 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 ten (10) business days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

4.4 Termination on Thirty Days Notice

1. Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.
2. In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Mohamed Souleiman

Linguistic Services Division
Professional Services Procurement Directorate
Public Works and Government Services Canada
Place du Portage, Phase III, 10C1
11, Laurier, Gatineau, Québec, Canada, K1A 0S5
Telephone: 819-956-8348 / Facsimile: 819-956-2675
mohamed.souleiman@pwgsc-tpsgc.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 for the Contract is: *(The name of the Project Authority will be identified in the resulting 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 names of the Contractor's Representative and Client Manager will be identified in the resulting 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 TA subject to a Limitation of Expenditure

When the basis of payment specified in a TA authorized and issued under the Contract is 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 TA, as determined in accordance with the basis of payment cost elements, in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's total 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 specified in the authorized TA will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the TA Authority before their incorporation into the Work specified in the authorized TA. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written authorization of the TA Authority. The Contractor must notify the TA Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the final delivery date specified in the authorized TA, or
- (c) as soon as the Contractor considers that the authorized TA funds are inadequate for the completion of the Work specified in the authorized TA, whichever comes first.

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

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 \$ _____. 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 6.1.1, 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 Methods of Payment - Authorized TA

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

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

6.3.1.1 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

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

6.3.1.2 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

C2000C (2007-11-30), Taxes - Foreign-based Contractor

C0305C (2008-05-12), Cost Submission

A9116C (2007-11-30), T1204 Information Reporting by Contractor

H3027C (2010-01-11), Payment of Invoices by Credit Card

6.5 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

7. Invoicing Instructions

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

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d. a copy of the monthly progress report.

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

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.

8.4 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 _____.

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 A, Statement of Work;
- (d) Annex B, 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) the Contractor's bid dated _____.

11. Foreign Nationals

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

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

12. Insurance

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

13. Limitation of Liability

13.1 This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees.

13.2 Whether the claim is based in contract, tort, or another cause of action, the Contractor's liability for all damages suffered by Canada caused by the Contractor's performance of or failure to perform the Contract is limited to \$_____. This limitation of the Contractor's liability does not apply to:

- a. any infringement of intellectual property rights; or
- b. any breach of warranty obligations.

13.3 Each Party agrees that it is fully liable for any damages that it causes to any third party in connection with the Contract, regardless of whether the third party makes its claim against Canada or the Contractor. If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada for that amount.

14. SACC Manual clauses

A9068C (2010-01-11), Government Site Regulations

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

C2603C (2008-05-12), Customs Duties - Exemption

C2604C (2008-05-12), Customs Duties, Excise Taxes and GST/HST - Non-resident

D0024C (2008-05-12), Liquidated Damages

ANNEX A

STATEMENT OF WORK

A1. BACKGROUND

The Department of Finance Canada, also known as the Department of Finance, is a central agency of the Government of Canada responsible for preparing the federal budget, developing tax and tariff policy and legislation, managing federal borrowing on financial markets, administering major transfers of federal funds to the provinces and territories, developing regulatory policy for the country's financial sector, and representing Canada within international financial institutions.

As a central agency and as the right arm of the Privy Council Office, the Department of Finance produces, highly sensitive political and market-moving documents. It is therefore crucial that the quality of these documents be error-free in both official languages of Canada. The Budget Plan, which is tabled in Parliament normally every year, is the most important publication of the Government of Canada as it sets out the Government's agenda and resource allocation over the coming year. It not only has a direct impact on the work of all departments and agencies of the federal government, but also on provincial and territorial governments. Language errors in the translated version of The Budget Plan could have serious operational and functional consequences as well as cause embarrassment for the Minister of Finance and for the Government of Canada as a whole.

In addition, the Department of Finance publishes more legislation (bills and regulations) each year than any other department of the Government of Canada (approximately 25% of all legislation tabled before the House of Commons). The volume of legislation produced is important and often needs to be produced urgently to respond to real or perceived risks to the Federal tax base.

In this rapidly evolving economic and legal environment, there is a daily need for highly efficient expert translators who can translate legislation, press releases and other legally binding documents. Many practitioners across the country closely scrutinize all these documents and any inconsistency between the English and French versions can lead to litigation (at a significant cost for the Government) and put the Federal tax base at risk.

A2 OBJECTIVES

The Department of Finance has the wide-ranging objective of providing translation and modification services, from English to French and from French to English and on an "as and when requested" basis, to achieve best value for money spent by reducing costs while providing easier access to employees for quality services delivered on a timely basis.

A3 DEFINITIONS

The following is a definition of some the common terms used in this Statement of Work (SOW):

- **Translation:** Translation means interpreting the meaning of a text in one of the official languages of Canada (French and English), taking into account the tone, style and terminology used by the writer and producing a new, equivalent text in the other official language.
- **Modification:** Where changes are brought to a source text by the Department of Finance and where the Contractor is tasked with bringing the same changes to the initial target text regardless of the fact that the Contractor did or did not perform the initial translation.

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- **Word count:** A "word" is defined as a continuous series of letters set apart from other words by spaces. Numbers that appear in the text are considered words and must be translated.
 - **Quality Control:** An in-depth comparison of the translation with the source text, evaluation of the accuracy and linguistic quality and correction of the form and the substance of the translation.
 - **Regular Hours:** Work to be performed during normal business hours from 8:00 a.m. to 5:00 p.m., client local time, Monday to Friday, excluding weekends and federal statutory holidays.
 - **Outside Regular Hours:** Work to be performed outside the Regular Hours, namely from 5:00 p.m. to 8:00 a.m. client local time from Monday to Friday, on weekends and on statutory holidays.
 - **Statutory Holiday:** For the purpose of this Contract, "statutory holidays" means New Year's Day, Good Friday, Easter Monday, Victoria Day or the Fête des Patriotes (Fête de Dollard), Saint-Jean Baptiste (Quebec) or the first Monday in August (depending on the location of the Contractor's place of business), Canada Day, Labour Day, Thanksgiving, Remembrance Day, Christmas Day and Boxing Day.
 - **Translation Work:** means both Translation and Modification as specified above.

A4 SUBJECT FIELDS

The services will be provided for two subject groups. The nature of the documents for each group is as follows:

A4.1 Group A: Translation Services to be provided on contractor's site

The translation services will be provided for all branches and divisions of the Department of Finance, except for these branches and divisions listed in Group B. The following documents are only a few examples of the types of documents requested under this Group:

- Federal budget and related documents such as briefing books, speeches, booklets, brochures, explanatory notes on draft legislation, multimedia presentations;
- Economic and fiscal updates and periodic reports on the economy based on Canada's fiscal outlook;
- News releases and backgrounders;
- Economic studies, discussion papers, consultation and white papers.

A4.2 Group B: Translation Services to be provided on client's site

The translation services will be provided for the Tax Policy Branch and the Tax Counsel Division of the Law Branch of the Department of Finance. The following documents are only a few examples of the types of documents requested under this Group:

- Amendments to the Income Tax Act and Regulations as well as related documents;
- Goods and Services Tax legislation and Regulations as well as related documents;
- Various draft legislation and regulations concerning taxation and pensions as well as related documents.

Most of the documents are in the following subject fields:

Table 1: Subject Fields

Group A	Group B
<ol style="list-style-type: none"> 1. Financial and Budgetary Management 2. Government Accounting and Auditing. 3. Federal Programs - Institutional 4. Taxation and Customs 5. Parliamentary Debate 6. Humanities and Social Sciences - Economics and Finance 	<ol style="list-style-type: none"> 1. Taxation and Customs 2. Federal Tax Law Design and Drafting 3. Commercial Law 4. Employment and Social Security 5. Federal Programs - Institutional

A5 ESTIMATED VOLUME

The volumes of work expressed below are estimates only.

For Group A:

The required translation and modifications work volume is estimated at **2,000,000** words per year of which **100,000** words are modifications that will be processed on an hourly basis. Approximately 90 per cent of the translation is from English to French and 10 per cent is from French to English. The frequency is irregular and depends on the parliamentary calendar and major government initiatives. Historically, about 20 per cent of the work is done Outside Regular Hours.

For Group B:

The required translation and modification work volume is estimated at **700,000** words per year of which **20,000** words are modifications that will be processed on an hourly basis. Approximately 98 per cent of the translation is from English to French and 2 per cent is from French to English. The frequency is irregular depending on the parliamentary calendar and major government initiatives. Historically, about 10 per cent of the work is done Outside Regular Hours.

A6 REQUIRED CAPACITY

For Group A:

The Contractor must be capable of translating up to **15,000** words per day and each translator must be capable of translating up to **3,000** words per day. For the purpose of clarity, Canada is using 7.5 hours, lunch period excluded, as "a day".

The Contractor must be capable of modifying up to **18,750** words per day and each translator must be capable of modifying up to **3,750** words per day. For the purpose of clarity, Canada is using 7.5 hours, lunch period excluded, as "a day".

Translation and modifications work are specially high and sustained around budget time or during the preparation of economic and fiscal updates. The preparation of a budget normally requires from six to eight weeks, at which time the Contractor must have the capacity to translate up to **45,000** words per day.

For Group B:

The Contractor must be capable of translating up to **3,000** words per day and capable of modifying up to **3,500** words per day. For the purpose of clarity, Canada is using 7.5 hours, lunch period excluded, as "a day".

The Work may occasionally be required to be done outside regular hours. During budget time or special projects undertaken by the Department of Finance, the volume of work may be considerably higher and could increase up to **5,000** words per day. In view of the specialized nature of the work, the Contractor must be able to respond to the higher volume of Work of up to **5,000** words per day when the Department of Finance requires such.

The majority of the volume will be for work on the government's site, about ninety-five percent (95%). These operational requirements are not guaranteed and may vary with the requirements of the federal government. The requests for Translation Work for regular hours and outside regular hours are subject to definitions described in Article A3.

A7 DELIVERY OF SERVICES

For Groups A & B, the Contractor is required to deliver the services up to 365 days a year. The Contractor must ensure that Canada has access to the services during and outside Regular Hours. The Contractor must have procedures in place for responding to requests, and for performing Translation Work, received during and outside Regular Hours.

Deadlines are very tight and cannot be negotiated. Any Translation Work requested under the Contract must be delivered by the prescribed due date and time specified in the approved Task Authorization Form.

A8 CONTRACTOR'S TEAM

The Contractor must provide the services of translators and a project manager to carry out the Work.

A8.1 Translators:

For Group A

The Contractor must provide the services of a minimum five (5) English to French translators and a minimum of two (2) French to English translators to deliver the volume of work specified in articles A5, Estimated Volume and Article A6, Required Capacity. The translations must be an accurate rendering into the target language of the message of the original text (source text). The translators must also respect the spelling conventions, grammar, syntax and usage of the source and target languages; reflect the tone, style and terminology used by the author; and express the message comprehensibly (clearly, concisely and in a manner adapted to the end user).

For Group B

The Contractor must provide a minimum of one (1) English to French translator who will work at the client's site and a minimum of one (1) French to English translator who will work at the contractor's site; for translations and modifications services. These translators must be able to provide terminology advices to the client at no additional cost to Canada and must be able to input the translated version of legislative texts directly into the specialized in-house software used in the production of federal laws and regulations. The client will provide training for this software to the translator for approximately five days.

A8.2 Project Manager and Back-up Project Manager

The Contractor must provide the services of a Project Manager and a back-up Project Manager when necessary. The Contractor must provide a back-up Project Manager, as a replacement, when the Project Manager is not available.

-
- The role of the Project Manager is to handle the administration of translation requests received from the Technical Authority and/or the Task Authorization Authority, which involves timely delivery of work in the requested format and all communications concerning the Work.
 - The Project Manager is responsible for compiling inquiries from the translators relating to a single job before submitting them to the Technical Authority.
 - The Project Manager must assure Quality Control of the translated texts before they are delivered to the Technical Authority.
 - The Project Manager is responsible for receiving and resolving customer complaints 365 days a year.

The Project Manager, as well as the back-up Project Manager when needed, must have a university degree from a recognized Canadian university or an equivalent degree as established by the Canadian Information Centre for International Credentials Assessment Service issued by a foreign institution and be a member in good standing as a Professional Translator, of a recognized Canadian Professional Association for Translators or the Order for Canadian Translators, Terminologists and Interpreters Council (CTTIC).

The Project Manager, as well as the back-up Project Manager, must be a certified member in good standing of a Canadian Professional Association for Translators or the Order for Canadian Translators, Terminologists and Interpreters Council of Canada (CTTIC). Canada may verify this certification using its own resources.

The Project Manager, as well as the back-up Project Manager, must have at least four (4) years of experience in the management of translation services since January 1, 2008.

The Project Manager, as well as the back-up Project Manager, cannot be proposed as a translator.

A8.3 Replacement of Project Manager and/or back-up Project Manager

The Project Authority or his/her representative may ask the Contractor, in writing, to replace any Project Manager and/or back-up Project Manager whose services are deemed unsatisfactory. The Contractor will have two (2) working days to find a replacement with the same experience and expertise. If the Contractor is unable to do so, the Department of Finance may terminate, without cost, the contract concluded with the Contractor.

Replacing any Project Manager and/or Project Manager is subject to the following conditions:

1. If the Contractor is at any time unable to provide the services of a person designated in the contract, it will provide the services of a replacement with equivalent or greater skills and experience. The Contractor will bear the cost of any training given by the Department of Finance to the replacement.
2. Before replacing a person designated in the contract, the Contractor will submit to the Project Authority or his/her representative, for approval, a notice in writing that states:
 - a. the reason for withdrawing the designated person;
 - b. the name of the proposed replacement and his/her rsum;
 - c. proof that the proposed replacement has a security clearance at the Secret level.
3. Canada reserves the right to check references, request the curriculum vitae, copies of qualifications and to obtain information from its own sources.
4. Acceptance of a replacement by the Department of Finance does not relieve the Contractor of its responsibility to satisfy the requirements of the contract.

5. In no case must the contactor have work performed by a person not authorized to work in Canada.
6. Canada may order the removal of any unauthorized replacement, in which case the Contractor will immediately remove the person from his/her position and provide a replacement in accordance with the provisions of this section.

A9 CLIENT-MANAGEMENT APPROACH

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

In order to fulfill the Department of Finances Translation Services requirements in terms of all services required, the Contractor's client-management approach must respect the following processes and/or systems:

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

For carrying out its obligations of the Contract, the Contractor must utilize, as a minimum, the problem resolution procedures and the standardization processes stipulated by the Contractor in its technical bid reference in the Contract at Article 10 ``Priority of Documents``.

A10 SERVICE LEVEL REPORTING MONTHLY REPORTS

The Department of Finance Canada will use this information for:

1. Monitoring all Task Authorizations issued and their annual business volumes; and
2. Monitoring clients user satisfaction and the effectiveness of Contractor's client management approach.

The Contractor must provide, on an "as and when requested" basis and at no additional cost to the Department of Finance, a standard reporting data in MS Excel format and other electronic formats, as may be agreed upon. Reports to be provided must include:

1. A report on all complaints received from the Department of Finances users (including name of complainant, date and time received, date and time resolved, description of complaint and resolution, follow-up steps to ensure problem doesn't reoccur); and
2. A usage report by branch level, one on translation and one on modification, including total number of words translated and modified, and the cost of the service for the month and the totals to-date.

The Department of Finance will review the reports and communicate with the Contractor regarding the quality of work performed pursuant to the Contract through the Contracting Authority.

A11 LOCATION OF THE WORK

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

All translation and modification services must be performed as described for each group below and only the Contractor must carry out all work.

For Group A: All Translation Work must be performed at the Contractors site.

For Group B: Translation Work from English to French must be performed solely on the clients site. Translation Work from French to English must be performed at the contractor's site.

A12 DOCUMENTATION AND TERMINOLOGY

Reference documents are available on the clients site at www.fin.gc.ca. In addition, the Contractor will have access to the departmental library and departmental publications that are not posted on the clients Web site. However it is the Contractors responsibility to acquire all relevant documentation such as dictionaries, specialized glossaries or Acts, to use the terminology accepted throughout the government and by the Department of Finance available on various department web sites and on the Government of Canadas web site at www.canada.gc.ca. It is also the responsibility of the Contractor to provide the Technical Authority with any new terminology resulting from special projects, at no additional cost to Canada. The Contractor must comply with the terminology and linguistic requirements as expressed in TermiumPlus.

A13 WORD COUNT

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

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

The Department of Finance will do the Word count before the document is sent to the Contractor.

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

If the Department of Finance request changes to a text that has already been translated, such a change must be treated as a new TA. The Word count will be based only on the changed sections to be translated and not the entire document. Again, those changed sections would be clearly identified. In cases of disagreement, The Department of Finance 's Word count prevails and it must be used in the TA.

A14 STYLES AND LINGUISTIC QUALITY

A14.1 Style of Translation Required

The translation must be done using the application; format, style and layout of the source document according to the subject field and the target audience, and follow required instructions given by the client on usage and conventions.

If the client does not provide instructions on usage and conventions, the Contractor must follow the rules and directives prescribed by the Communications Policy of the Government of Canada:

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

A14.2 Quality assurance

In view of the nature of the documents, the quality of the translation must meet the following and be to the satisfaction of the Technical Authority.

The Contractor must ensure standardization of consistency with terminology by assigning, whenever possible, the same translator(s) to the translation of a given document or a group of related documents.

The Contractor must ensure that the translation is standardized when using the services of more than one translator while respecting the established deadlines.

The Contractor must ensure the final version of all documents does not contain any errors. Errors include but are not limited to mistranslation, gibberish, a mistake in numbers and omissions.

A15 LAYOUT, APPEARANCE AND SOFTWARE

The Contractor must deliver the texts in the format specified by the Technical Authority. The Department of Finance is presently using the following software: Windows XP, Microsoft Office 2007 Suite, including Word, Excel and PowerPoint (which Canada may upgrade during the Contract period or its extension thereof). The Department of Finance also uses specialized in-house software for production of federal laws and regulations. Approximately five days training for the in-house software will be provided to the Contractor's translator(s) working on the clients site.

The Contractor must ensure that its software remains compatible with the client's software if upgraded by the client. This continued compatibility will be at no additional cost to Canada.

The Contractor must use virus detection and elimination systems to ensure that the texts delivered are virus-free.

A16 EQUIPMENT AND SUPPLIES

Groups A and B - Translation on Contractors Site

The Contractor will supply all the equipment, hardware, supplies, software and services required to carry out the Translation Work at the Contractors site.

The Contractor will also be responsible for acquiring all new and (or) upgraded versions of software required for performing the work at the Contractors site, at no additional cost to Canada.

Group B - English to French Translation on Client Site

Office space will be available for the Contractor's translators who are required to work on the client's site. Hardware and software, as mentioned in section **A15 Layout, Appearance and Software** will also be made available.

A17 PICK-UP AND DELIVERY

The Contractor will deliver the translated unclassified document by the same means of transmission that the Translation Work was sent to the Contractor unless requested otherwise by the client on the Task Authorization.

For classified documents, the Contractor must pickup and delivers by hand one hard copy accompanied by CD(s), diskette(s) or memory sticks, from and to the Technical Authoritys office at the address below.

Department of Finance Canada
140 OConnor Street
Ottawa, Ontario

Further address details will be listed in the resulting Contract

Should the Client alter the pickup and delivery address temporarily within the National Capital Region (NCR), the Contractor will be advised in writing by e-mail or fax by the Client so that the necessary adjustments could be made by the Contractor to pickup and deliver the documents.

The Contractor is responsible for the receipt and delivery of all documents from and to the Technical Authoritys office.

ANNEX B BASIS OF PAYMENT

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

1. Firm All-inclusive Rate

- a. The Contractor will be paid in accordance with a firm all-inclusive rates based on the firm all-inclusive rates indicated in the table below, during the period indicated in this Contract.
- b. The firm all-inclusive rates indicated below must include all charges related to the Work described in Appendix A, Statement of Work. These charges include (but are not limited to) words processing, reports, photocopying, courier services, software costs, telephone calls, receipt and transmission or delivery of documents, and all related expenditures, GST excluded.
- c. All expected outcomes are FOB consignee, Canadian customs duties included, where applicable.
- d. For billing purposes, the firm all-inclusive rates that must be used are those in effect on the delivery date indicated on the translation service request.
- e. Billing will be based on the word count of the source document.
- f. The firm all-inclusive rates indicated in the table below, for optional years, will apply only if Canada exercises the option to extend the Contract.

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all inclusive firm rates must be prorated to reflect the actual time worked.

1.1 Pricing Schedule for Group A

For evaluation purposes, the total firm all inclusive price for Group A, Translation Services for all branches and divisions, except those in Group B, of the Department of Finance Canada should be established as follows:

PRICING BASIS FOR TRANSLATION AND MODIFICATION SERVICES - GROUP A				
			A	B
	Period	Service Category	Bidder's proposed Firm All-Inclusive Rate* (GST/HST extra)	Estimated Volume
INITIAL PERIOD - CONTRACT				
1	Year 1 (from date of award to June 30, 2015)	Translation per word during Regular Hours	\$/word	1,600,000 words
2		Translation per word during Outside Regular Hours	\$/word	400,000 words
3		Modification per hour during Regular Hours	\$/hour	100 hours
4		Modification per hour during	\$/hour	100

		Outside Regular Hours		hours
5	Year 2 (from July 1, 2015 to June 30, 2016)	Translation per word during Regular Hours	\$/word	1,600,000 words
6		Translation per word during Outside Regular Hours	\$/word	400,000 words
7		Modification per hour during Regular Hours	\$/hour	100 hours
8		Modification per hour during Outside Regular Hours	\$/hour	100 hours
OPTION PERIODS - CONTRACT				
9	OPTION Year 1 (from July 1, 2016 to June 30, 2017)	Translation per word during Regular Hours	\$/word	1,600,000 words
10		Translation per word during Outside Regular Hours	\$/word	400,000 words
11		Modification per hour during Regular Hours	\$/hour	100 hours
12		Modification per hour during Outside Regular Hours	\$/hour	100 hours
13	OPTION Year 2 (from July 1, 2017 to June 30, 2018)	Translation per word during Regular Hours	\$/word	1,600,000 words
14		Translation per word during Outside Regular Hours	\$/word	400,000 words
15		Modification per hour during Regular Hours	\$/hour	100 hours
16		Modification per hour during Outside Regular Hours	\$/hour	100 hours
17	OPTION Year 3 (form July 1, 2018 to June 30, 2019)	Translation per word during Regular Hours	\$/word	1,600,000 words
18		Translation per word during Outside Regular Hours	\$/word	400,000 words
19		Modification per hour during Regular Hours	\$/hour	100 hours
20		Modification per hour during Outside Regular Hours	\$/hour	100 hours
21	OPTION Year 4 (from July 1, 2019 to June 30, 2020)	Translation per word during Regular Hours	\$/word	1,600,000 words
22		Translation per word during Outside Regular Hours	\$/word	400,000 words
23		Modification per hour during Regular Hours	\$/hour	100 hours
24		Modification per hour during Outside Regular Hours	\$/hour	100 hours

(*) Denotes rate per word, or per hour, corresponding to the "Service Category" column.

1.2 Pricing Schedule for Group B

For evaluation purposes, the total firm all inclusive rates for Group B, Translation Services for the Tax Policy Branch and the Tax Counsel Division of the Law Branch of the Department of Finance should be established as follow:

PRICING BASIS FOR TRANSLATION AND MODIFICATION SERVICES - GROUP B				
			A	B
	Period	Service Category	Bidder's proposed Firm All-Inclusive Rate* (GST/HST extra)	Estimated Volume

INITIAL PERIOD - CONTRACT				
1	Year 1 (from date of award to June 30, 2015)	Translation per word during Regular Hours	\$/word	630,000 words
2		Translation per word during Outside Regular Hours	\$/word	70,000 words
3		Modification per hour during Regular Hours	\$/hour	21.5 hours
4		Modification per hour during Outside Regular Hours	\$/hour	21.5 hours
5	Year 2 (from July 1, 2015 to June 30, 2016)	Translation per word during Regular Hours	\$/word	630,000 words
6		Translation per word during Outside Regular Hours	\$/word	70,000 words
7		Modification per hour during Regular Hours	\$/hour	21.5 hours
8		Modification per hour during Outside Regular Hours	\$/hour	21.5 hours
OPTION PERIODS - CONTRACT				
9	OPTION Year 1 (from July 1, 2016 to June 30, 2017)	Translation per word during Regular Hours	\$/word	630,000 words
10		Translation per word during Outside Regular Hours	\$/word	70,000 words
11		Modification per hour during Regular Hours	\$/hour	21.5 hours
12		Modification per hour during Outside Regular Hours	\$/hour	21.5 hours
13	OPTION Year 2 (from July 1, 2017 to June 30, 2018)	Translation per word during Regular Hours	\$/word	630,000 words
14		Translation per word during Outside Regular Hours	\$/word	70,000 words
15		Modification per hour during Regular Hours	\$/hour	21.5 hours
16		Modification per hour during Outside Regular Hours	\$/hour	21.5 hours
17	OPTION Year 3 (from July 1, 2018 to June 30, 2019)	Translation per word during Regular Hours	\$/word	630,000 words
18		Translation per word during Outside Regular Hours	\$/word	70,000 words
19		Modification per hour during Regular Hours	\$/hour	21.5 hours
20		Modification per hour during Outside Regular Hours	\$/hour	21.5 hours
21	OPTION Year 4 (from July 1, 2019 to June 30, 2020)	Translation per word during Regular Hours	\$/word	630,000 words
22		Translation per word during Outside Regular Hours	\$/word	70,000 words
23		Modification per hour during Regular Hours	\$/hour	21.5 hours
24		Modification per hour during Outside Regular Hours	\$/hour	21.5 hours

(*) Denotes rate per word, or per hour, corresponding to the "Service Category" column.

2.0 Cost Reimbursable Expenses

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive ; and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Canada will not accept any travel and living expenses for:

- (1) Work performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. *The National Capital Act* is available on the Justice Website: <http://laws.justice.gc.ca/eng/acts/N-4/> ;
- (2) Any travel between the Contractors place of business and the NCR; and
- (3) Any relocation of resources required to satisfy the terms of the Contract.

These expenses must be included in the all inclusive firm rates specified in section 1.0 above.

Solicitation No. - N° de l'invitation

60074-130299/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

519zf

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

60074-130299

File No. - N° du dossier

519zf60074-130299

CCC No./N° CCC - FMS No/ N° VME

ANNEXES C & D
SECURITY REQUIREMENTS CHECK LIST
AND
TASK AUTHORIZATION FORM

Security Requirements Check List (SRCL) and Task Authorization Form are attached.



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

60074-13-0299

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction Consultations & Communications Branch	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail To provide Translation Services on an as and when requested basis.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	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:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

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

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

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☐ No ☒ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☐ No ☒ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui



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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

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

TASK AUTHORIZATION FORM			
Contract No.:		Contractor Name:	
Task Authorization No.:		Contractor E-mail:	
TA Revision No.:		Contractor Telephone Number:	
1.0 Services Requested			
Translation <input type="checkbox"/>		Modification <input type="checkbox"/>	
2.0 Title or Description of Document			
3.0 Document Type	3.1 Source Language	3.2 Security Classification	
Group A <input type="checkbox"/> Group B <input type="checkbox"/>	English to French <input type="checkbox"/> French to English <input type="checkbox"/>	Secret <input type="checkbox"/> Protected B <input type="checkbox"/> Unclassified <input type="checkbox"/>	
3.3 Method of Delivery	3.4 Document Format	3.5 Reference Documentation	
Electronic <input type="checkbox"/> Hard Copy <input type="checkbox"/>	Word <input type="checkbox"/> PowerPoint <input type="checkbox"/> Excel <input type="checkbox"/> Other <input type="checkbox"/>	Included <input type="checkbox"/> Not included <input type="checkbox"/>	
4.0 Special Instructions			
5.0 Requestor Information			
Requestor Name:			
E-mail:			
Telephone Number:			
6.0 Dates and Deadlines		YYYY-MM-DD	HH:MM (24-hour)
Date Submitted			
Date Required			
Date Received			
Name of Translator			
7.0 Estimated Cost			
Translation	Estimated No. of Words	Cost per word	Total Estimated Cost
During Regular Hours <input type="checkbox"/>		\$	\$
Outside Regular Hours <input type="checkbox"/>		\$	\$
Modification & Revision	Estimated No. of Hours	Cost per hour	
During Regular Hours <input type="checkbox"/>		\$	\$
Outside Regular Hours <input type="checkbox"/>		\$	\$
The Contractor confirms the accuracy of the above estimates: <input type="checkbox"/>		SUB-TOTAL	\$
		GST/HST	\$
		GRAND TOTAL	\$
8.0 Approvals			
Project Authority or Designate:			Date:
The Contractor hereby accepts the Task Authorization identified above <input type="checkbox"/>			
The Contractor does not accept the Task Authorization identified above <input type="checkbox"/>			
Authorized Representative of Contractor:			Date: