



Environment  
Canada

Environnement  
Canada

Assets, Contracting and Environmental Management  
Corporate Services Branch  
351 Saint-Joseph Boulevard  
Gatineau, Quebec  
J8Z 1T3

January 22, 2014

**Solicitation number K8A70-13-0003**

**PROJECT TITLE: ENGLISH TO FRENCH SCIENTIFIC TRANSLATION SERVICES – ENVIRONMENT CANADA**

Dear Madam/Sir:

Environment Canada has a requirement for the services described in the attached "Terms of Reference". We are, as a result, soliciting proposals to perform this work.

If you are interested in providing these services, you must submit **three (3) copies of your technical proposal, two (2) copies of your completed signed Offer of Service, and two (2) copies of the former public servant certification** no later than **15:00 (local time) on February 12, 2014** to the following office:

**Environment Canada (BIDS)**  
**Mailroom**  
**171 Jean-Proulx**  
**Gatineau, Quebec**  
**J8Z 1W5**

in accordance with the following procedures:

1. Identify the solicitation number **K8A70-13-0003** on the outside of all proposal/courier envelopes.
2. Include the following in your proposal, in sufficient detail for evaluation purposes:
  - (a) a brief statement indicating your understanding of the work;
  - (b) a summary of your related experience;
  - (c) a listing of staff (professional, technical, administrative, sub-contractors) who will be assigned to the work, and their respective personal résumés;
  - (d) an explanation of the intended approach and/or methodology; and

(e) contingency plans to be implemented in the event assigned staff become unavailable during the period of the contract.

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

**SECTION I: SUBMIT THREE (3) HARD COPIES OF YOUR TECHNICAL PROPOSAL;**

**SECTION II: SUBMIT TWO (2) SIGNED HARD COPIES OF THE OFFER OF SERVICE (WHICH REPRESENTS THE FINANCIAL BID).**

**SECTION III: SUBMIT TWO (2) SIGNED HARD COPIES OF THE FORMER PUBLIC SERVANT CERTIFICATION.**

Prices must appear in the Offer of Service (Financial Bid) only. No prices must be indicated in any other section of the bid. Offer of Service must be signed.

Bids must be submitted only to Environment Canada's Mailroom by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted to Environment Canada by facsimile or e-mail will not be accepted.

**All questions concerning this project shall be submitted in writing by  
e-mail: [shawn.davis@ec.gc.ca](mailto:shawn.davis@ec.gc.ca)**

Yours sincerely,

Shawn Davis  
Procurement and Contracting Officer  
Materiel and Contract Management Branch

**Attachments:**

Offer of Service  
Former Public Servant Certification  
Mandatory Proposal Instructions  
Terms of Reference  
Evaluation Grid

## MANDATORY PROPOSAL INSTRUCTIONS

- 1. Receipt**

The specified office will receive the sealed proposals (including the Offer of Service) or revisions up until the time and date specified in the letter of invitation.

**Environment Canada shall no longer accept the Offer of Service/technical portion of the bidders' proposals by facsimile or by electronic mail.**
- 2. Unacceptable Proposals**

Proposals received after the closing date and time will not be considered **and will be returned unopened.**

Proposals **NOT** submitted with duly completed Offer of Service forms in the format specified by the Department will not be accepted.

Incomplete proposals will be considered non-responsive and rejected.

Any Offer of Service that exceeds the stated ceiling or maximum price, if any, shall be considered non-responsive and rejected.

Any Offer of Service not signed in accordance with the letter of invitation shall be considered non-responsive and rejected.
- 3. Acceptance**

The Department will not necessarily accept the lowest or any of the proposals submitted.
- 4. Completion**

The Offer of Service form must be completed and submitted in the format presented by the Department.

Proposals must be submitted in accordance with these instructions and those contained in the letter of invitation.

**It is the proposer's responsibility to ensure his/her complete understanding of the requirements and instructions specified by the Department. Enquiries concerning this solicitation must be submitted in writing to the contracting authority (Shawn Davis) no later than five (5) working days prior to the bid closing date specified herein to allow sufficient time to provide a response.**
- 5. Reference**

The Department of Environment reserves the right, before awarding the Contract, to require the Contractor to submit such evidence of qualifications as it may deem necessary, and will consider evidence concerning the financial, technical and other qualifications and abilities of the contractor.



## OFFER OF SERVICE

1. **Offer submitted by:** (Print or type complete business or corporate name, address, telephone number, fax number)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel. No. \_\_\_\_\_ Fax. No. \_\_\_\_\_

E-Mail \_\_\_\_\_

2. I (We), the undersigned, hereby offer to Her Majesty the Queen in Right of Canada, as represented by the Minister of Environment, to furnish all necessary expertise, supervision, materials, equipment and other things necessary to complete, to the entire satisfaction of the Minister or his/her authorized representative, the work as described in the Solicitation package according to the terms and conditions of the Department's service contract for the following prices:



## 2.1 **Professional Services:**

The following is a breakdown of the Professional Services (show fee structure all-inclusive of profit and overhead).

<u>Category of Personnel</u>	<u>Per Diem Rates</u>	<u>Number of Days Assigned</u>	<u>Total</u>
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## 2.2 **Administrative Expenses:**

(Courier, long distance calls, reproduction, etc.).

\$\_\_\_\_N/A\_\_\_\_\_

**2.3 Travel Expenses:**

Reimbursable at cost in accordance with the attached Travel Directive, to a financial limitation of

\$\_\_\_\_N/A\_\_\_\_\_

My/Our estimate for travel expenses is based upon the following anticipated travel requirements:

**2.4 TOTAL PROPOSAL PRICE  
(Canadian Currency)**

\$\_\_\_\_\_  
(Total of 2.1 + 2.2 + 2.3 above)

+ G.S.T. \$\_\_\_\_\_

TOTAL: \$\_\_\_\_\_



- 3. I (We) agree that the Offer of Service will remain firm for a period of one hundred and twenty (120) calendar days after the tender closing date.
- 4. Payment for professional services and associated costs will be effected upon completion of each phase, submission of invoices detailing the work completed to date and upon confirmation by the departmental representative of the services rendered/deliverables received.

Claims for travel and accommodation expenses will be reimbursed at cost, in accordance with the Travel Directive, after they have been submitted with the aforementioned invoices and supported by receipts, vouchers, or other appropriate documents.

- 5. I (We) agree to submit herewith the following:
  - (a) a PROPOSAL to undertake the work, indicating an understanding of the objectives and responsibilities, a methodology and a time schedule as it relates to the requirements;
  - (b) a CORPORATE RESUME indicating relevant experience, the proposed personnel for the work team including their curriculum vitae;
  - (c) a list, if applicable, of SUBCONTRACTOR(S) including full names and addresses, portion(s) of work to be subcontracted and relevant firm experience;
  - (d) a duly completed OFFER OF SERVICE, **in two copies (2)**.
  - (e) a duly completed former public servant certification, **in two copies (2)**.
- 6. It is a condition that during the term of the contract all persons engaged in the course of carrying out this contract shall conduct themselves in compliance with the principles of the Conflict of Interest and Post-Employment Code for Public Office Holders. Should an interest be acquired or seem to cause a departure from the principles, the contractor shall declare it immediately to the departmental representative.

**OFFERS WHICH DO NOT CONTAIN THE ABOVE-MENTIONED DOCUMENTATION OR DEVIATE FROM THE PRESCRIBED COSTING FORMAT SHALL BE CONSIDERED INCOMPLETE AND NON-RESPONSIVE AND SHALL BE REJECTED.**

Dated this            day of            , 2014, at            in the province of

by: (Signing Officer) Print & Sign

Title

**Former Public Servant Certification – Competitive Requirement**

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

**Definitions**

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c.S-24 as it affects the 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 Pension Continuation Act](#), 1970, c.R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c.R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c.M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c.C-8.

#### **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.

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 Reduction Program**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **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;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

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

**Certification**

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

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Signed

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Date

**TERMS OF REFERENCE  
SOLICITATION K8A70-13-0003**

**ENGLISH TO FRENCH SCIENTIFIC TRANSLATION SERVICES – ENVIRONMENT CANADA**

**Intellectual Property**

The Crown is invoking Section 6.4.1 of the Treasury Board Policy on Title to Intellectual Property Arising under Crown Procurement Contracts. Copyright in the Material shall vest in Canada and the Contractor shall incorporate in all Material the copyright symbol and the appropriate Crown Copyright notice(s).

Basis for Canada's Ownership of Intellectual Property

Environment Canada has determined that the copyright arising from the performance of the Work under the Contract will vest in Canada, on the following grounds:

- *where the main purpose of the Crown Procurement contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination (as specified in Section 6.4.1 of the Treasury Board Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts).*

**Statement of Work**

The successful bidder will conduct for Environment Canada, timely, professional-quality English to French translation of complex scientific and highly technical text (to include French editing, an English-French comparative reading, and final proof reading of the French translation), and desktop publishing for one biological test method document entitled: Reference Method for Measuring the Toxicity of Contaminated Sediment to Embryos and Larvae of Echinoids (Sea Urchins or Sand Dollars)", EPS 1/RM/XX (Note: XX is a number to be provided by Environment Canada) . The approximate total number of words in this document is 32 000 (not including references). The translations will also include the incorporation of any revisions resulting from the proof reading (including author's alterations). The contractor will ensure that proper grammar, spelling, formats, styles, fonts, terminology/usage are employed with respect to the French version.

Bidders shall note that it is mandatory that the successful bidder perform the contract production services using manuscripts developed in the source Microsoft Word 2010 software format. It is forecast that this source manuscript will remain in the production process for the duration of the contract.

The successful bidder must be able to receive and send by mail, electronic mail, and by courier, paper and/or electronic Environment Canada documents. The contractor will need to liaise with respect to deadlines and delivery on an ongoing basis with the appropriate Department Representative and/or Project Scientific Authority; and deliver within the working day of document completion, an electronic Microsoft Office Word 2010 version and an accompanying original camera ready paper copy (not a facsimile) of the French document, laid out in the official Biological Test Method Series desktop format of Environment Canada publications, to the appropriate Department Representative and/or Project Scientific Authority.

**Deliverables**

The Contractor must provide the following Deliverables:

Deliverable #1: Draft translation: Deliver by March 7<sup>th</sup>, 2014 a draft of the translated, edited, comparative readings, proof read document laid out in the official Biological Test Method Series desktop format of Environment Canada publications. The Project Scientific Authority will provide comments to the supplier by March 20<sup>th</sup>, 2014.

Deliverable #2: Final translation: Deliver on the working day of document completion, an electronic Microsoft Office Word 2010 version and an accompanying original camera ready paper copy (not a facsimile) of the translated, edited, comparative readings, proof read document laid out in the official Biological Test Method Series desktop format of Environment Canada publications, including the Project Scientific Authority's alterations to the appropriate Department Representative and/or Project Scientific Authority.

### **Deadlines**

The successful bidder shall respect the time frames negotiated with the Department Representative and/or the Project Scientific Authority. The successful bidder shall be flexible in providing services on an as required basis (working hours may vary).

### **Date of Completion of Work**

The Contractor shall, between the date of contract award and the twenty-eighth day of March 2014, perform and complete with care, skill, diligence and efficiency the work that is described on the Statement of Work.

### **Basis of Payment**

Payment for the work shall be made on the following basis:

Contract award to March 28<sup>th</sup>, 2014

The bidder will be paid 75% of the contract value upon the completion, submission, and acceptance of Deliverable #1.

The bidder will be paid 25% of the contract value upon the completion, submission, and acceptance of Deliverable #2.

### **Contract Value**

For a maximum cost of \$22,000.00 excluding applicable taxes.

### **Method of Payment**

The Contractor will submit two invoice(s). The first after completion of the draft document for 75% of the total contract value and the second for the remainder of the contract value (25%) on March 28<sup>th</sup>, 2014, complete with the assigned Environment Canada project number and name. The invoices (certified by the contractor with respect to the accuracy of its contents) shall be submitted to the Departmental Representative and/or Project Scientific Authority.

### **Proposal Instructions**

- A. All criteria in the Request for Proposal are to be properly and sufficiently addressed in the Proposal, and each of the criteria should be written and presented in the same order (i.e. 1, 2, 3, 4, ...etc.) as in the Request for Proposal.
- B. In compliance with the Mandatory Requirements, proposals shall include supporting documentation as appropriate.

Proposals must contain:

1. a firm, all-inclusive proposed contract value that includes professional-quality English to French translation (to include French editing, an English-French comparative reading, and a final proof reading of the French translation),

desktop publishing and layout formatting, and author's alterations for one document of 32,000 words (not including references).

### **Basis of Selection**

Only bidders that have met all mandatory criteria will be considered. The bidder with the lowest compliant proposal price excluding applicable tax shall be awarded the contract. In the event of two or more bids having the same total cost, the highest rating from reference checks will decide who shall be recommended for award of the contract. Should no acceptable be received Environment Canada reserves the right not to award a contract.

## MANDATORY CRITERIA

<b>Requirement</b>		<b>Requirement Met?</b>
	Bidders must meet all of the following mandatory criteria to be considered compliant:	
M1	<ul style="list-style-type: none"> <li>the proposed project manager must be fully bilingual, with a professional working proficiency for verbal and written English and French language skills. Bilingualism of team member(s) must be clearly stated in the proposal;</li> </ul>	<b>Yes / No</b>
M2	<ul style="list-style-type: none"> <li>at least one member of the proposed translation team must possess 10 years of experience in the translation and editing of French scientific documents. Experience must be clearly demonstrated on team member's resume;</li> </ul>	<b>Yes / No</b>
M3	<ul style="list-style-type: none"> <li>all proposed team members assigned to the translation must possess a university degree in translation or a combination of 3 years of experience and a college diploma in translation. All proposed translators must be accredited by the Federal Translation Bureau and/or by an equivalent provincial association. Bidders must provide proof of degrees, diplomas, accreditation, and experience of previous scientific French translation and editing projects in their proposal;</li> </ul>	<b>Yes / No</b>
M4	<ul style="list-style-type: none"> <li>the bidding firm must have at least five years of proven successful business experience in quality English to French translation, French editing, comparative reading, proof reading services and desktop publishing. Experience must be clearly demonstrated in the proposal;</li> </ul>	<b>Yes / No</b>
M5	<ul style="list-style-type: none"> <li>the proposed team members must have at least five years of combined experience translating environmental- protection and health-related scientific and technical information products of a highly scientific, technical and legal nature containing chemical formulae and complex terminology. Experience must be clearly demonstrated in the proposal;</li> </ul>	<b>Yes / No</b>
M6	<ul style="list-style-type: none"> <li>the bidding firm must have at least five years of experience organizing, scheduling and managing complex, scientific translation projects. Experience must be clearly demonstrated in the proposal; and</li> </ul>	<b>Yes / No</b>
M7	<ul style="list-style-type: none"> <li>the bidding firm must provide a fully operational telephone number and email address in the proposal.</li> </ul>	<b>Yes / No</b>
M8	<ul style="list-style-type: none"> <li>For the purpose of completing the assessment of Point Rated Criteria the bidder shall provide the names and phone numbers for three references for whom the firm has delivered translation and editing services in environmental-protection and health-related scientific field in the past 5 years.</li> </ul>	<b>Yes / No</b>

Bidders who meet the Mandatory Criteria will be considered for this contract. Proposals not meeting mandatory requirements will not be given further consideration. The basis of selection will be the lowest compliant proposal price. In the event of a tie, the bidder with the highest rating from the reference check will be awarded the contract.

**ASSESSMENT OF POINT-RATED CRITERIA**

(Maximum of 48 points)

The bidder shall:

- the bidding firm must provide the names and phone numbers for three references for whom the firm has delivered translation and editing services in environmental-protection and health-related scientific field in the past 5 years. These references will be rated as follows:

Evaluation Questions:

- Reliability: How would you rate the firm's reliability based on the following rating scheme: Unsuitable, Poor, Full Satisfactory, or Superior?
- Quality of Work: How would you rate the quality of this firm's work based on the following rating scheme: Unsuitable, Poor, Full Satisfactory, or Superior?
- Client communications (Judgement/Tact) : How would you rate your communications with this firm based on the following rating scheme: Unsuitable, Poor, Full Satisfactory, or Superior?
- Overall reference satisfaction: Would you hire this firm again? Please answer yes (rated Fully Satisfactory), no (rated Unsuitable), maybe (rated Poor), or you have already hired them again (rated Superior).

**Reference #1**

	0 Points <b>Unsuitable:</b>	1 Points <b>Poor:</b>	2 Points <b>Fully Satisfactory:</b>	3 Points <b>Superior:</b>
A1.	• reference checks indicate no reliability.	• reference checks indicate poor reliability.	• reference checks indicates reliability meets requirements.	• reference checks indicates superior reliability.
B1.	• reference checks indicate no quality control.	• reference checks indicate unacceptable work quality.	• reference checks indicate work quality meets requirements.	• reference checks indicate superior work quality.
C1.	• no judgment or tact when in client communications.	• poor judgment or tact exercised in client communications.	• fully satisfactory judgment or tact in client communications.	• superior judgment or tact exercised in client communications.
D1.	• no, the reference would not hire this firm again.	• the reference might hire this firm again.	• yes, the reference would hire this firm again.	• the reference has hired this firm more than once.

**Reference #2**

	0 Points <b>Unsuitable:</b>	1 Points <b>Poor:</b>	2 Points <b>Fully Satisfactory:</b>	3 Points <b>Superior:</b>
A2.	• reference checks indicate no reliability.	• reference checks indicate poor reliability.	• reference checks indicates reliability meets requirements.	• reference checks indicates superior reliability.
B2.	• reference checks indicate no quality control.	• reference checks indicate unacceptable work quality.	• reference checks indicate work quality meets requirements.	• reference checks indicate superior work quality.
C2.	• no judgment or tact when in client communications.	• poor judgment or tact exercised in client communications.	• fully satisfactory judgment or tact in client communications.	• superior judgment or tact exercised in client communications.
D2.	• no, the reference would not hire this firm again.	• the reference might hire this firm again.	• yes, the reference would hire this firm again.	• the reference has hired this firm more than once.

**Reference #3**

	0 Points <b>Unsuitable:</b>	1 Points <b>Poor:</b>	2 Points <b>Fully Satisfactory:</b>	3 Points <b>Superior:</b>
A3.	• reference checks indicate no reliability.	• reference checks indicate poor reliability.	• reference checks indicates reliability meets requirements.	• reference checks indicates superior reliability.
B3.	• reference checks indicate no quality control.	• reference checks indicate unacceptable work quality.	• reference checks indicate work quality meets requirements.	• reference checks indicate superior work quality.
C3.	• no judgment or tact when in client communications.	• poor judgment or tact exercised in client communications.	• fully satisfactory judgment or tact in client communications.	• superior judgment or tact exercised in client communications.
D3.	• no, the reference would not hire this firm again.	• the reference might hire this firm again.	• yes, the reference would hire this firm again.	• the reference has hired this firm more than once.

E.            A1            + A2            + A3            =            points for reliability

F.            B1            + B2            + B3            =            points for quality of work

G.            C1            + C2            + C3            =            points for communications

H.

D1 \_\_\_\_\_ + D2 \_\_\_\_\_ + D3 \_\_\_\_\_ = \_\_\_\_\_ points for overall satisfaction

I.

E \_\_\_\_\_ + F \_\_\_\_\_ + G \_\_\_\_\_ + H \_\_\_\_\_ = \_\_\_\_\_ total score out of 48.