



**RETURN TO:
RETOURNER À:**

Procurement – Canadian Environmental Assessment Agency (CEAA)
160 Elgin Street, 22nd floor
Ottawa, Ontario K1A 0H3
ServicesAdmin@ceaa-acee.gc.ca

Approvisionnement – Agence canadienne d'évaluation environnementale (ACEE)
160 rue Elgin, 22ième étage
Ottawa, Ontario K1A 0H3
ServicesAdmin@acee-ceaa.gc.ca

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To: Canadian Environmental Assessment Agency

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 à: l'agence canadienne d'évaluation environnemental

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

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office – Bureau de distribution

Procurement – Canadian Environmental Assessment Agency (CEAA)
160 Elgin Street, 22nd floor
Ottawa, Ontario K1A 0H3
ServicesAdmin@ceaa-acee.gc.ca

Approvisionnement – Agence canadienne d'évaluation environnementale (ACEE)
160 rue Elgin, 22ième étage
Ottawa, Ontario K1A 0H3
ServicesAdmin@acee-ceaa.gc.ca

Title – Sujet TRANSLATION SERVICES - SERVICES DE TRADUCTION	
Solicitation No. - N° de l'invitation K4413-13-0093	Date 2014-02-06
Client Reference No. - No° de référence du client K4450-13-0093	GETS Ref. No. - No° de réf. De SEAG PW-14-00614737
Solicitation Closes – L'invitation prend fin At – à 02:00PM (14:00) On – le 2014-03-18	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Address Enquiries to: - Adresser toutes questions à: Procurement Unit	
Email: - Adresse courriel: ServicesAdmin@ceaa-acee.gc.ca	
Destination – of Goods Services, and Construction: Destination – des biens, services et construction: CANADIAN ENVIRONMENTAL ASSESSMENT AGENCY (CEAA) – INFORMATION SERVICES 160 ELGIN STREET, 22ND FLOOR OTTAWA, ONTARIO K1A 0H3 CANADA	

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



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant
4. Enquiries - Bid Solicitation
5. Applicable Laws
6. Improvement of Requirement During Solicitation Period
7. Basis for Canada's Ownership of Intellectual Property

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Contract Award
2. Additional Certifications Precedent to Contract Award

PART 6 - SECURITY REQUIREMENTS

1. Security Requirement

PART 7 - RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Payment
8. Invoicing Instructions
9. Certifications
10. Applicable Laws
11. Priority of Documents



List of Annexes:

- Annex "A" Statement of Work
- Annex "B" Security Requirements Check List
- Annex "C" Basis of Payment
- Annex "D" Federal Contractors Program for Employment Equity - Certification



PART 1 - GENERAL INFORMATION

1. Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Insurance Requirements and any other annexes.

2. Summary

In order to meet its obligations under the *Official Languages Act*, the Communications Policy of the Government of Canada and Treasury Board guidelines, the Canadian Environmental Assessment Agency (the Agency) requires urgent high-quality translations and revision of a number of reports to support the Minister and for publishing and posting on its Web site. These documents include communications and briefing material, research and environmental assessment reports of a varied and technical nature prepared by academic, technical and scientific experts for the Agency. Outside resources are needed to meet tight deadlines or to meet peak demand. Consequently, the Agency needs highly qualified translators and revisers. The Agency frequently works under tight deadlines for the delivery of finished products that sometimes require jobs to be completed during evening hours and on weekends.

The selected Contractor shall provide details regarding the relevant experience and expertise and linguistic capabilities of the proposed personnel. Experience should be clearly identified by providing a descriptive summary of the previous major translation or editing projects worked on and the constraints under which the personnel worked. The Contractor shall demonstrate advanced understanding of the practical issues (grammar, spelling, terminology/usage, formats, style and font) relating to general, scientific and technical information products.

The selected Contractor shall:

Keep confidential transferable information relating to the licensed process, patents, trade-mark, know-how, or other information relating to this agreement. The parties shall keep all such information confidential during the life of this agreement and for a period of five years after expiration or termination of this Agreement.



Keep confidential all information provided to the Contractor by or on behalf of the Agency in connection with the Work and all information developed by the Contractor as part of the Work title to which vests in the Agency under the Contract, and shall not disclose any such information to any person without the written permission of the Agency, except that the Contractor may disclose to a Subcontractor information necessary to the performance of the Subcontract.

- Subject to this Access to Information Act, R.S. 1985, c.A-1, the parties agree that the terms of this Agreement are confidential and each party shall use the same degree of care to prevent disclosure of the terms of this Agreement to third parties as it uses to protect its own confidential information of similar nature.

- When the Contract, the Work, or any information referred to in this Agreement is identified as "Secret", "Confidential", or "Protected", the Contractor shall at all times take all measures reasonably necessary for the safeguarding of the material so identified.

Intellectual property:

The Crown has determined that any intellectual property arising from the performance of the Work under the Contract will vest in Canada, on the following grounds:

6.4 Where the main purpose of the Crown Procurement Contract, or of the deliverables contracted for, is:

6.4.1. To generate knowledge and information for public dissemination.

The contract will take effect on the date of the award and conclude on March 31, 2015. The contract will be renewable for two one-year periods, from April 1, 2015 to March 31, 2016, and from April 1, 2016 to March 31, 2017. All other terms of the contract shall remain the same. The contract authority will advise the contractor by January 31, 2015 and January 31, 2016 whether the contract will be renewed.

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](#) website.

Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003 and 2004.

For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

The requirement is subject to a preference for Canadian goods and/or services.

There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the annex named [Federal Contractors Program for Employment Equity - Certification](#).

3. Debriefings



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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

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

Delete: sixty (60) days
Insert: ninety (90) days

2. Submission of Bids

Bids must be submitted only to the Canadian Environmental Assessment Agency (CEAA) Procurement Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to CEAA 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 the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

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 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;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment 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 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. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

7. Basis for Canada's Ownership of Intellectual Property

The Canadian Environmental Assessment Agency 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:

6.4 Where the main purpose of the Crown Procurement Contract, or of the deliverables contracted for, is:

6.4.1. To generate knowledge and information for public dissemination.

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 2 hard copies and 1 soft copy on DVD.

Section II: Financial Bid 1 hard copy and 1 soft copy on DVD.

Section III: Certifications 1 hard copy and 1 soft copy on DVD.

Section IV: Additional Information 1 hard copy and 1 soft copy on DVD.



If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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;
- (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](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) 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.

Section II: Financial Bid

- 1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information

1.1 Bidder's Proposed Site or Premises Requiring Safeguard Measures

As indicated in Part 6 under Security Requirement, the Bidder must provide the required information below, on the Bidder's proposed site or premises for which safeguard measures are required for Work Performance.



Address:
Street Number / Street Name, Unit / Suite / Apartment Number:
City, Province, Territory / State:
Postal Code / Zip Code:
Country:

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, financial and evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are three (3) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

M#	MANDATORY REQUIREMENTS		RATIONALE
M1	Form a translation team of which all members possess, at minimum, a bachelor's degree in translation, communications or a related field and at least one member who possesses at least one professional translation accreditation. The translation team's combined experience must include translation experience in environment or science;	Met / Not Met	
M2	Possess experience translating scientific and technical information products of a highly scientific and technical nature in fields of environment, legislation, and departmental operations	Met / Not Met	
M3	Translate a minimum of 1000 to 1500 words/day or more per translator; Revise a minimum of 4000 words per day or more per reviser; Be available to work on frequent urgent projects and meet tight deadlines	Met / Not Met	
M4	Be able to provide error free text in Word, PowerPoint, Excel and WordPerfect software packages and have access to and maintain the appropriate computer hardware and software, including TERMIUM Plus (now free). Work samples and proof of subscription are required;	Met / Not Met	
M5	Possess a telephone system with voice mail, cellular phone or pager, facsimile machine, and electronic mail	Met / Not Met	



	which can receive large documents;		
M6	Provide the names and phone numbers for three references for whom the contractor has delivered services relevant to the Request for Proposal in the past 12 months.	Met / Not Met	
Proposals must contain four price bids:			
M7	• An inclusive per word rate for English-French translation and revision services;	Met / Not Met	
M8	• An inclusive hourly rate for editing;	Met / Not Met	
M9	• An inclusive hourly rate for English-French comparative reading;	Met / Not Met	
M10	• An inclusive hourly rate for proofreading services.	Met / Not Met	

Instructions regarding the evaluation of point rated requirements:

- Evaluators are to **circle the response** which best describes their evaluation in each specific requirement and indicate the exact points given to each one of the requirements.
- It is important that evaluators **provide rationale** supporting their decisions in the comments sections provided.

1.1.2 Point Rated Technical Criteria

R#	RATED REQUIREMENTS	Passing Mark	Max. Points	Score Achieved
R1	Conduct professional-quality English to French translations of scientific and highly technical manuscripts. Completed translations will include comparative reading and final proofreading as well as incorporation of any revisions resulting from the comparative reading and proofreading; Conduct English to French comparative reading, and proofreading of manuscripts, and process and incorporate author's alterations into manuscripts;	22	28	
R2	Provide details regarding the relevant experience and expertise and linguistic capabilities of the proposed personnel. Experience should be clearly identified by providing a descriptive summary of the previous major translation or editing projects worked on and the constraints under which the personnel worked;	20	27	
R3	Provide the names and phone numbers for three references for whom the contractor has delivered services relevant to the Request for Proposal in the past 12 months;	13	20	
R4	Quote #1 Provide the price bid for an inclusive per word rate for English to French translation, which includes English to French comparative reading and a final proofreading of the translation, and incorporation of any and all revisions resulting from the comparative reading and proofreading. Quote#2 Provide a price bid for an inclusive per word rate for editing services. Quote#3 Provide a price bid for an inclusive hourly rate for English to French comparative reading	20	25	



	services. Quote#4 Provide a price bid for an inclusive hourly rate for proofreading services.			
		75	100	
	Total Points:			

R#	ASSESSMENT OF RATED REQUIREMENT				
R1	<p>(Maximum of 28 points)</p> <p>The contractor shall:</p> <ul style="list-style-type: none"> • provide work samples (two documents of 5 pages or more and one of 10 pages or more in three different fields, including environmental assessment) to demonstrate professional-quality English to French translations of scientific and highly technical manuscripts. Completed translations will include comparative reading and final proofreading as well as incorporation of any revisions resulting from the comparative reading and proofreading • conduct English-French comparative reading, and proofreading of manuscripts, and process and incorporate author's alterations into manuscripts <p>Evaluation Criteria:</p> <ul style="list-style-type: none"> • A: Presentation: respect of original format • B: Quality of style • C: Plain language • D: Precision • E: Grammar • F: Syntax • G: Terminology 				
	0 Point Unsuitable	1 Point Poor	2 Points Acceptable	3 Points Fully Satisfactory	4 Points Superior
A	No regard to format	Poor format: more than five errors	Acceptable format: between three and five errors	Fully satisfactory quality: one or two errors	Error-free format
B	Unsuitable style	Poor overall style	Acceptable style	Fully satisfactory style	Superior style
C	Unsuitable use of plain language	Poor overall use of plain language	Acceptable use of plain language	Fully satisfactory use of plain language	Superior use of plain language
D	Unsuitable precision	Poor overall quality of precision	Acceptable quality of precision	Fully satisfactory quality of precision	Superior quality of precision



E	Unsuitable grammar	Poor overall grammar	Acceptable grammar	Fully satisfactory grammar	Superior grammar
F	Unsuitable quality of syntax	Poor overall quality of syntax	Acceptable quality of syntax	Fully satisfactory quality of syntax	Superior quality of syntax
G	Unsuitable quality of terminology	Poor overall quality of terminology	Acceptable quality of terminology	Fully satisfactory quality of terminology	Superior quality of terminology
Decision Rationale : (Use Point Form)	A _____ + B _____ + C _____ + D _____ + E _____ + F _____ + G _____ = _____ Total Score				
R2	<p>(Maximum of 27 points)</p> <p>The contractor shall:</p> <p>Provide details regarding the relevant experience and expertise and linguistic capabilities of the proposed personnel. The above experience should be clearly identified by providing a summary/description of the previous major translation or editing projects worked on and the constraints under which the personnel worked.</p> <p>Evaluation Criteria:</p> <ul style="list-style-type: none"> • A: Relevant experience • B: Knowledge base • C: Type of translation projects: reports, assessments, communications products 				
	0 Points Unsuitable	5 Points Poor	6 Points Acceptable	7 Points Fully Satisfactory	8 Points Superior



A	no relevant experience	little relevant experience	minimal relevant experience	fully satisfactory relevant experience	superior relevant experience	exceptional , ideal relevant experience
B	no knowledge base to attain success	inadequate knowledge base to attain success	minimal knowledge base to attain success	fully satisfactory knowledge base to attain success	superior knowledge base to attain success	exceptional knowledge base to attain success
C	no projects of similar complexity & challenge	inappropriate projects lacking similar complexity & challenge	few projects match complexity & challenge of contract requirements	fully satisfactory projects of similar complexity & challenge	superior projects of similar complexity & challenge	exceptional number of projects of similar complexity & challenge
Decision Rationale : (Use Point Form)	A _____ + B _____ + C _____ = _____ Total Score					
R3	<p>(Maximum of 20 points)</p> <p>The contractor shall:</p> <p>Provide the names and phone numbers for three references for whom the contractor has delivered services relevant to the Request for Proposal in the past 12 months.</p> <p>Evaluation Criteria:</p> <ul style="list-style-type: none"> • A: Reliability; • B: Quality of work; • C: Client communication (Jugement/Tact); 					



R4	<p>(Maximum 25 points)</p> <p>Quote #1: Provide the price bid for an inclusive per word rate for English to French translation, which includes English-French comparative reading and a final proofreading of the translation, and incorporation of any and all revisions resulting from the comparative reading and proofreading</p> <p>Quote#2: Provide a price bid for an inclusive hourly rate for editing services</p> <p>Quote#3: Provide a price bid for an inclusive hourly rate for English-French comparative reading services</p> <p>Quote#4: Provide a price bid for an inclusive hourly rate for proofreading services</p> <p>Evaluation Criteria:</p> <ul style="list-style-type: none"> • Lowest total weighted, averaged converted score (see calculation below for per word conversion, averaging and weighing) is awarded 25 points. • Each other cost quote gets 25 points less the proportion (%) by which it exceeds the lowest cost.
Cost Calculations	
<p>Quote #1: per word rate for English to French translation \$____.____</p> <hr/> <p>Quote#2: hourly rate for editing services \$____.____</p> <hr/> <p>Quote#3: hourly rate for English-French comparative reading services. \$____.____</p> <hr/> <p>Quote#4: hourly rate for proofreading \$____.____</p> <hr/> <p>Note: For the purpose of converting a per word rate to a comparative hourly rate, a basis of 1,500 words translated per 7.5 hour day (200 words per hour) is applied to the per word translation quotes</p>	
A	<p>Average and Hourly Converted Rates: Quote#1 \$____ x 200 words per hour = \$____ converted hourly rate for English-French.</p>
B	<p>Quote#2 \$____ + #3 \$____ + #4 \$____ = \$____ ÷ 3 = \$____ average hourly rate for editing, comparative reading, proofreading and author's alterations</p>
C	<p>Weighting Factor: A. \$____ x 70 % = \$____ weighted converted rate for English-French.</p>



D	B. \$_____ x 30 % = \$_____ weighted average
E	Final Score: C. + D. = \$_____ final converted, averaged, weighted score.
F	Point System: E. = \$_____. The lowest score of all bidders is awarded 25 points.
G	Comparative Scoring: 25 points - _____% exceeding lowest final score = _____ points

2. Basis of Selection

2.1 Minimum Point Rating

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of 75 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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. Mandatory Certifications Required 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://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) 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.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

2. Additional Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

2.1 Canadian Content Certification

2.1.1. *SACC Manual* clause A3050T (2010-01-11) Canadian Content Definition.

2.2 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. Failure to comply with the request may result in the bid being declared non-responsive.

2.4 Education and Experience

2.4.1 *SACC Manual* clause A3010T (2010-08-16) Education and Experience

The Bidder certifies that all the information provided in their 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.



2.4.2 SACC Manual clause A3015C (2008-12-12) Certifications

Compliance with the certifications 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 or 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.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

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;
 - (e) the Bidder must provide the address(es) of proposed location(s) of work performance or document safeguarding as indicated in Part 3 - Section IV Additional Information.
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 at Annex "A".

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) (<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.

2.2 Supplemental General Conditions

4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

3. Security Requirement

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Facility Security Clearance at the level of **SECRET**, with approved Document safeguarding at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **RELIABILITY STATUS, CONFIDENTIAL** or **SECRET** as required, granted or approved by the CISD, PWGSC.
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store any sensitive PROTECTED/CLASSIFIED information until CISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed up to the level of **SECRET**.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex B;
 - b. *Industrial Security Manual* (Latest Edition).

3.2 Contractor's Site or Premises Requiring Safeguard Measures

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

Address:

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

City, Province, Territory / State:

Postal Code / Zip Code:

Country:



4. Term of Contract

4.1 Period of the Contract

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

4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Stéphane Parent
Manager, Administration
Canadian Environmental Assessment Agency
160 Elgin Street, 22nd floor
Ottawa, Ontario
K1A 0H3
ServicesAdmin@ceaa-acee.gc.ca

The Contracting Authority is responsible for the Contract, 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: *(to be completed at Contract award)*

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

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 the management of the Contract and 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

(to be completed at Contract award)

6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7. Payment

7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex C , to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duties are excluded and Applicable Taxes are extra.

7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (*insert the amount at contract award*). Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. 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 approval of the Contracting Authority. 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 contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. 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.

8. Invoicing Instructions

1. 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.

Each invoice must indicate:

- a) the Contract number K_____;
- b) Final invoice MUST include;

"This is the final invoice for Contract No. K_____. There will be no further invoices submitted against this Contract and this Contract should be considered completed and closed as of (date) _____".

2. Invoices must be distributed as follows:

- a. One (1) copy must be forwarded to the Project Authority for certification and payment.

9. Certifications

9.1 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.

9.2 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.

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

11. 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 supplemental general conditions 4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2035 (2013-06-27), General Conditions;
- (d) Annex A, Statement of Work;
- (e) Annex B, Security Requirements Check List;
- (f) Annex C, Basis of Payment;
- (g) Annex D, Federal Contractors Program for Employment Equity - Certification;



- (h) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:*), as clarified on _____ " **or** ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).



ANNEX A STATEMENT OF WORK

Background

In order to meet its obligations under the *Official Languages Act*, the Communications Policy of the Government of Canada and Treasury Board guidelines, the Canadian Environmental Assessment Agency (the Agency) requires urgent high-quality translations and revision of a number of reports to support the Minister and for publishing and posting on its Web site. These documents include communications and briefing material, research and environmental assessment reports of a varied and technical nature prepared by academic, technical and scientific experts for the Agency. Outside resources are needed to meet tight deadlines or to meet peak demand. Consequently, the Agency needs highly qualified translators and revisers. The Agency frequently works under tight deadlines for the delivery of finished products that sometimes require jobs to be completed during evening hours and on weekends.

Deliverables

Conduct, for the Canadian Environmental Assessment Agency, on an "as required" basis, timely, urgent professional-quality English to French translation, English to French comparative reading and proofreading for scientific and highly technical information products for various clients within the Agency. These products may also include status reports, brochures, newsletters, fact sheets, bulletins and Web site texts.

Specifically, on an "as required" basis:

- Receive and send by mail, electronic mail, facsimile and courier, paper and/or electronic documents of CEAA-related information products;
- Conduct professional-quality English to French translations of scientific and highly technical documents. Completed translations will include comparative reading and final proofreading as well as incorporation of any revisions resulting from the comparative reading and proofreading;
- Conduct English-French comparative reading, and proofreading of manuscripts, and process and incorporate author's alterations into documents;
- Liaise with respect to deadlines and delivery on an ongoing basis with the Agency Representative;
- Be flexible in providing services on an as needed basis. It is understood and agreed that the volume of work is totally dependent upon the production of documents and the timelines associated with client work undertaken by the Agency. The Contractor must respect the deadlines negotiated with the Agency Representative at the beginning of each specific project. Given the nature of often urgent information product production, it is projected that up to 20% of the work may need some overnight or weekend action;
- When electronic means are unavailable, deliver as soon as possible by messenger an electronic version on diskette and an accompanying original paper copy of the translated, comparative readings, and proofreading of the manuscripts and author's alterations to the appropriate Agency Representative. Facsimiles may be used in certain cases. Instructions for delivery will be provided by the Agency Representative, in cases of electronic failure, on a case-by-case basis.



The selected Contractor must:

- Keep confidential transferable information relating to the licensed process, patents, trademark, know-how, or other information relating to this agreement. The parties shall keep all such information confidential during the life of this agreement and for a period of five years after expiration or termination of this Agreement.
- Keep confidential all information provided to the Contractor by or on behalf of the Agency in connection with the Work and all information developed by the Contractor as part of the Work title to which vests in the Agency under the Contract, and shall not disclose any such information to any person without the written permission of the Agency, except that the Contractor may disclose to a Subcontractor information necessary to the performance of the Subcontract.
 - Subject to this Access to Information Act, R.S. 1985, c.A-1, the parties agree that the terms of this Agreement are confidential and each party shall use the same degree of care to prevent disclosure of the terms of this Agreement to third parties as it uses to protect its own confidential information of similar nature.
 - When the Contract, the Work, or any information referred to in this Agreement is identified as "Secret", "Confidential", or "Protected", the Contractor shall at all times take all measures reasonably necessary for the safeguarding of the material so identified.



Canadian Environmental
Assessment Agency

Agence canadienne
d'évaluation environnementale

K4413-13-0093

**ANNEX B
SECURITY REQUIREMENTS CHECK LIST**



**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 **CEAA** 2. Branch or Directorate / Direction générale ou Direction **Communications**

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
Provide translation, editing and concordance work from English to French for the Canadian Environmental Assessment Agency in compliance with the Official Language Act and the Communications Policy of the Government of Canada.

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

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. No / Non 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? No / Non 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 NATO / OTAN Foreign / Étranger

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 checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input checked="" type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input checked="" 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 / Non Yes / 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 / Non Yes / 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 : The supplier must have secret level security clearance.

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 / Non Yes / Oui
 If Yes, will unscreened personnel be escorted?
 Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / 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 / Non Yes / 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 / Non Yes / Oui

PRODUCTION

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

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

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

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
 Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / 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			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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Charlene Gaudet		Title - Titre Director	Signature
Telephone No. - N° de téléphone 613-957-0712	Facsimile No. - N° de télécopieur 613-957-0946	E-mail address - Adresse courriel Charlene.Gaudet@ceaa-acee.gc.ca	Date Septembger 13, 2013

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

Name (print) - Nom (en lettres moulées) Stéphane Parent		Title - Titre Senior Officer, Administration	Signature
Telephone No. - N° de téléphone 613-957-0888	Facsimile No. - N° de télécopieur 613-957-0862	E-mail address - Adresse courriel Stephane.Parent@ceaa-acee.gc.ca	Date 16 oct. 2013

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Christine Vachon		Title - Titre Procurement Officer	Signature
Telephone No. - N° de téléphone 613-957-0958	Facsimile No. - N° de télécopieur 613-957-0862	E-mail address - Adresse courriel christine.vachon@ceaa-acee.gc.ca	Date 16-OCT-2013.

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) Stéphane Parent		Title - Titre Senior Officer, Administration	Signature
Telephone No. - N° de téléphone 613-957-0888	Facsimile No. - N° de télécopieur 613-957-0862	E-mail address - Adresse courriel stephane.parent@ceaa-acee.gc.ca	Date 16 oct. 2013



ANNEX C BASIS OF PAYMENT

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

Cost Breakdown:

1. \$____.____ / **word**; inclusive per word rate for English to French translation, which includes English to French comparative reading and a final proofreading of the translation, and incorporation of any and all revisions resulting from the comparative reading, proofreading and author's alterations if applicable.
2. \$____.____ / **hour and number of words edited**; inclusive hourly rate for French editing services.
3. \$____.____ / **hour and number of words comparatively read**; inclusive hourly rate for English to French comparative reading services.
4. \$____.____ / **hour and number of words proofread**; inclusive hourly rate for proofreading services.



ANNEX D FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. 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 further information on the Federal Contractors Program for Employment Equity visit [HRSDC-Labour's](#) website.

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

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the *Employment Equity Act*.
- A4. The Bidder 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]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
 - A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with HRSDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)