

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC****11 Laurier St. / 11, rue Laurier****Place du Portage, Phase III****Core 0A1/ Noyau 0A1****Gatineau****Québec****K1A 0S5****Bid Fax: (819) 997-9776****REQUEST FOR PROPOSAL**
DEMANDE DE PROPOSITION**Proposal To: Public Works and Government
Services Canada**

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

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

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

Comments - Commentaires

This RFP contains Security Requirements./ Cette DDP contient des exigences relatives à la sécurité.

Title - Sujet SERVICES DE TRADUCTION ET REVISION	
Solicitation No. - N° de l'invitation 89089-140001/A	Date 2014-03-20
Client Reference No. - N° de référence du client CON14-001	
GETS Reference No. - N° de référence de SEAG PW-\$\$ZF-522-27350	
File No. - N° de dossier 522zf.89089-140001	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-04-11	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Charette, Chantal	Buyer Id - Id de l'acheteur 522zf
Telephone No. - N° de téléphone (819) 956-1376 ()	FAX No. - N° de FAX (819) 956-2675
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PUBLIC SERVICE LABOUR RELATIONS BOARD CD HOWE BLDG, WEST TOWER 6TH FL. P.O. BOX 1525, STN-B OTTAWA Ontario K1P5V2 Canada	

Instructions: See Herein**Instructions: Voir aux présentes****Vendor/Firm Name and Address****Raison sociale et adresse du****fournisseur/de l'entrepreneur****Issuing Office - Bureau de distribution**Linguistic Services Division / Division des services
linguistiques

PSBID, PWGSC / DIASP,TPSGC

11 Laurier St. / 11, rue Laurier

10C1/Place du Portage, Phase III

Gatineau

Québec

K1A 0S5

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

Solicitation No. - N° de l'invitation

89089-140001/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

522zf

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

CON14-001

File No. - N° du dossier

522zf89089-140001

CCC No./N° CCC - FMS No/ N° VME

The electronic version of the Request for Proposal follows.

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PART 1 - GENERAL INFORMATION

1. Introduction

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

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

The Attachments include Pricing Schedule, Technical and Financial Criteria, Translator Profile, Reviser Profile and Certifications Precedent to Contract Award.

The Annexes include The Statement of Work, the Basis of Payment, Security Requirements Check List, Task Authorization Form and a Sample of an MS Office Excel Spreadsheet.

2. Summary

2.1 The Public Service Labour Relations Board (PSLRB) requires services for the translation of texts from English to French and French to English in addition to the editing and revising of texts in English and French, on an as and when requested basis and as required. Documents relate to the following **two (2) specialties**:

Legal

- ♦ Labour Law
- ♦ Labour Relations in the Public Sector
- ♦ Human Rights
- ♦ Occupational Health and Safety

Administration and Management

- ♦ Human Resources Management
- ♦ Financial and Budgetary Management
- ♦ Information Management

The term of any resulting contract will be one (1) year from date of contract award with three (3) irrevocable options on the part of Canada to extend the term of the Contract by up to three (3) additional one-year periods.

The requirement has been estimated to be 1,750,000 words for translation and 400 hours of revision per year.

Please refer to Attachment 1 to Part 3 and Annex A – Statement of Work for further details.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

2.2 "There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the " Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders " (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents web site.

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 HYPERLINK "<http://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>" 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 (2014-03-01), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days

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

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation. Due to the nature of the bid solicitation, bids transmitted by electronic mail or by facsimile to PWGSC will not be accepted.

3. Former Public Servant

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

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the HYPERLINK "<http://laws-lois.justice.gc.ca/eng/acts/f-11/>" *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

"pension" means a pension or annual allowance paid under the [HYPERLINK "http://laws-lois.justice.gc.ca/eng/acts/P-36/FullText.html"](http://laws-lois.justice.gc.ca/eng/acts/P-36/FullText.html) *Public Service Superannuation Act (PSSA)*, R.S., 1985, c. P-36, and any increases paid pursuant to the [HYPERLINK "http://laws-lois.justice.gc.ca/eng/acts/S-24/page-2.html"](http://laws-lois.justice.gc.ca/eng/acts/S-24/page-2.html) *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [HYPERLINK "http://laws-lois.justice.gc.ca/eng/acts/C-17/page-1.html"](http://laws-lois.justice.gc.ca/eng/acts/C-17/page-1.html) *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the [HYPERLINK "http://laws.justice.gc.ca/eng/acts/D-1.3/"](http://laws.justice.gc.ca/eng/acts/D-1.3/) *Defence Services Pension Continuation Act*, 1970, c. D-3, the [HYPERLINK "http://laws.justice.gc.ca/eng/acts/R-10.6/"](http://laws.justice.gc.ca/eng/acts/R-10.6/) *Royal Canadian Mounted Police Continuation Act*, 1970, c. R-10, and the [HYPERLINK "http://laws-lois.justice.gc.ca/eng/acts/R-11/page-19.html"](http://laws-lois.justice.gc.ca/eng/acts/R-11/page-19.html) *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the [HYPERLINK "http://laws-lois.justice.gc.ca/Search/Search.aspx?txtS3archA11=the+Members+of+Parliament+Retiring+Allowances+Act&ddC0nt3ntTyp3=ActsRegs"](http://laws-lois.justice.gc.ca/Search/Search.aspx?txtS3archA11=the+Members+of+Parliament+Retiring+Allowances+Act&ddC0nt3ntTyp3=ActsRegs) *Members of Parliament Retiring Allowances Act*, R.S., 1985, c. M-5, and that portion of pension payable to the [HYPERLINK "http://laws-lois.justice.gc.ca/eng/acts/C-8/index.html"](http://laws-lois.justice.gc.ca/eng/acts/C-8/index.html) *Canada Pension Plan Act*, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- a) name of former public servant;
- b) date of termination of employment or retirement from the Public Service.

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [HYPERLINK "http://www.tbs-sct.gc.ca/pubs_pol/dcgpubs/ContPolNotices/2012/10-31-eng.asp"](http://www.tbs-sct.gc.ca/pubs_pol/dcgpubs/ContPolNotices/2012/10-31-eng.asp) *Contracting Policy Notice: 2012-2* and the [HYPERLINK "http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14676§ion=text"](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14676§ion=text) *Guidelines on the Proactive Disclosure of Contracts*.

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a) name of former public servant;
- b) conditions of the lump sum payment incentive;
- c) date of termination of employment;
- d) amount of lump sum payment;
- e) rate of pay on which lump sum payment is based;

- f) period of lump sum payment including start date, end date and number of weeks; and
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

4. Enquiries - Bid Solicitation

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

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

5 Applicable Laws

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

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

6. Basis for Canada's Ownership of Intellectual Property

The Public Service Labour Relations Board has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

Canada has chosen to hold the intellectual property rights on any material protected by copyright, which is created or designed for execution of work under the contract, with the exception of software or documents relating to such software.

7. Payment of Invoices by Credit Card

Canada requests that bidders complete one of the following:

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

The following credit card(s) are accepted:

☐ VISA _____

☐ MasterCard _____

Or

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

The Bidder is not obligated to accept payment by credit card.

Acceptance or credit cards for payment of invoices will not be considered as an evaluation criterion.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

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

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; and
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [HYPERLINK "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) Policy on Green Procurement .

To assist Canada in reaching its objectives, bidders should:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

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

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

Section II: Financial Bid

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

1.2 When preparing their financial bid, bidders should review the basis of payment in Annex B and clause 1.2, Financial Evaluation, of Part 4.

1.3 Bidders should include the following information in their financial bid:

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

1.4 SACC Manual Clauses

C3011T (2014-03-01), Exchange Rate Fluctuation

Section III: Certifications

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

Section IV: Additional Information

In Section IV of their bid, Bidders should provide:

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

Address:

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

City, Province, Territory

Postal Code

Country

ATTACHMENT 1 to PART 3 PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid the firm all-inclusive rate per word (in CAN\$) for translation services and the all-inclusive fixed hourly rate (in CAN\$) for revision services that it is offering for each service category identified in the Article 2.1 of Part 1.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

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

- a. work described in Part 7, Resulting Contract Clauses, of the bid solicitation required to be performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. *The National Capital Act* is available on the Justice Website: [HYPERLINK "http://laws.justice.gc.ca/eng/acts/N-4/"](http://laws.justice.gc.ca/eng/acts/N-4/) <http://laws.justice.gc.ca/eng/acts/N-4/> ;
- b. travel between the bidder's place of business and the NCR; and
- c. the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

			A	B	C
	Period	Service Category	Bidder's Proposed Firm All-Inclusive Rate (GST/HST extra)	Volumetric Data for Evaluation Purposes Only	Extended Estimated Price (A x B)
Initial Contract Period					
1	(Dates to be determined at contract award)	Translation, regular rate	\$ (rate per word)	1,662,500 words	\$
2		Translation, premium rate	\$ (rate per word)	87,500 words	\$
3		Revision, regular rate	\$ (hourly rate)	380 hours	\$
4		Revision, premium rate	\$ (hourly rate)	20 hours	\$
Total Estimated Price (Year 1 of Initial Period):				\$	

			A	B	C
	Period	Service Category	Bidder's Proposed Firm All-Inclusive Rate (GST/HST extra)	Volumetric Data for Evaluation Purposes Only	Extended Estimated Price (A x B)
5	Option Period one (1) (Dates to be determined at contract award)	Translation, regular rate	\$ (rate per word)	1,662,500 words	\$
6		Translation, premium rate	\$ (rate per word)	87,500 words	\$
7		Revision, regular rate	\$ (hourly rate)	380 hours	\$
8		Revision, premium rate	\$ (hourly rate)	20 hours	\$
Total Estimated Price (Option Period one (1)):				\$	

			A	B	C
	Period	Service Category	Bidder's Proposed Firm All-Inclusive Rate (GST/HST extra)	Volumetric Data for Evaluation Purposes Only	Extended Estimated Price (A x B)
9	Option Period two (2) (Dates to be determined at contract award)	Translation, regular rate	\$ (rate per word)	1,662,500 words	\$
10		Translation, premium rate	\$ (rate per word)	87,500 words	\$
11		Revision, regular rate	\$ (hourly rate)	380 hours	\$
12		Revision, premium rate	\$ (hourly rate)	20 hours	\$
Total Estimated Price (Option Period two (2)):				\$	

			A	B	C
	Period	Service Category	Bidder's Proposed Firm All-Inclusive Rate (GST/HST extra)	Volumetric Data for Evaluation Purposes Only	Extended Estimated Price (A x B)
Option Period(s)					
13	Option Period three (3) (Dates to be determined at contract award)	Translation, regular rate	\$ (rate per word)	1,662,500 words	\$
14		Translation, premium rate	\$ (rate per word)	87,500 words	\$
15		Revision, regular rate	\$ (hourly rate)	380 hours	\$
16		Revision, premium rate	\$ (hourly rate)	20 hours	\$
Total Estimated Price (Option Period three (3)):				\$	

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

Evaluation of Joint Venture Bids

Unless otherwise specified in this document, at least one member of the joint venture must meet any given mandatory requirement of this bid solicitation. Joint venture members may not, however, pool their abilities to meet mandatory technical criterion MT 1. In order to meet the requirements of this criterion, the Bidder must demonstrate that at least one member of the joint venture meets the requirement.

1.1.1 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

1.1.2 Point Rated Technical Criteria

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

1.2 Financial Evaluation

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

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

2. Basis of Selection

2.1 Basis of Selection - Lowest Evaluated Price Per Point

- 1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation;
 - (b) meet all the mandatory evaluation criteria; and
 - (c) obtain the required minimum number of points specified in Attachment 1 to Part 4 for the point rated technical criteria.
- 2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

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

ATTACHMENT 1 to PART 4 TECHNICAL AND FINANCIAL CRITERIA

1.1.1 Mandatory Technical Criteria (MT)

The bid must meet all of the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

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

MT 1 Experience of Bidder
<p>The bidder must demonstrate that he has provided English-to-French AND/OR French-to-English translation services for a period of at least thirty-six (36) months since January 2009 in the following specialties:</p>
<p>SPECIALTY A</p> <p><u>Legal</u></p> <ul style="list-style-type: none"> • Labour Law • Labour Relations in the Public Sector • Human Rights • Occupational Health and Safety
<p>SPECIALTY B</p> <p><u>Administration and Management</u></p> <ul style="list-style-type: none"> • Human Resources Management • Financial and Budgetary Management • Information Management <p>To demonstrate the experience acquired, the Bidder must provide the following information in its bid regarding <u>each client organization</u>:</p> <ol style="list-style-type: none"> a. the name of the client organization that received the translation services and the name and current telephone number and/or e-mail address of a contact in the client organization who could confirm the information provided by the Bidder in “b.” below; b. a description of the documents translated, including as a minimum: <ol style="list-style-type: none"> i. the period during which the translation services were provided, i.e. from (month/year) to (month/year); ii. the nature of the documents translated; iii. the specialty or specialties of the translations; and iv. the source and target languages. <p>NOTE: If the offer is submitted by a joint venture, joint venture members may not pool their resources to meet mandatory technical criterion MT 1. The offeror must indicate which member of the joint venture meets this criterion.</p>
MT 2 Bidder’s Co-ordinator
<p>The Bidder must provide the name of one (1) co-ordinator in accordance with clause 14.1 of Annex A - Statement of Work.</p> <p>The proposed co-ordinator cannot be proposed for work as a translator and/or editor/reviser.</p>

MT 3 Capacity of Bidder - Translators

To demonstrate that the Bidder has the necessary qualified resources as described in Annex A – Statement of Work, the Bidder must provide a list of at least three (3) translators* for the two (2) specialties described in MT 1 for English-to-French translation and at least two (2) translators* for the two (2) specialties described in MT 1 for French-to-English translation and which must meet one of the following options ((a) or (b)):

- a) Have, at a minimum, a degree in translation, literature, language training, communications or a related discipline from a recognized Canadian university or, if the degree has been conferred by a foreign institution, an equivalent degree, as established by a recognized Canadian credentials assessment service. A list of recognized organizations is available on the Canadian Information Centre for International Credentials' Web site at <http://cicic.ca/2/home.canada>

AND have had at least thirty-six (36) months of experience, since January 2009, as an English-to-French translator or a French-to-English translator in one or both of the two specialties described in clause 3.2 of section 3.0 - Types of Texts for Translation, Editing and Revision in Annex A.

AND have a production capacity of at least 1,500 words per day.

OR

- b) Be a member in good standing of a provincial or territorial professional association affiliated with the Canadian Translators, Terminologists and Interpreters Council (CTTIC) and be certified in translation by that association for the current year.

AND have had at least thirty-six (36) months of experience, since January 2009, as an English-to-French translator or a French-to-English translator in one or both of the two specialties described in clause 3.2 of section 3.0 - Types of Texts for Translation, Editing and Revision in Annex A.

AND have a production capacity of at least 1,500 words per day.

For each individual listed, the Bidder must indicate, as a minimum:

- the education acquired and the certification held;*
- the daily translation production capacity;
- the translator's experience.

For each translation project in which the translation was done by the translator, the Bidder must include:

- the specialty or specialties of the translated texts;
- the purpose of the translations;
- the period (from month/year to month/year) and the number of months during which the translation services were provided;
- the name of the client organization who has received the translation services, the name, phone number and/or current e-mail address of a contact who could confirm the information provided by the Bidder.

To provide the information requested in criterion MT 3, the Bidder may use Attachment 2 to Part 4 of the bid solicitation.

*The Bidder must supply proof thereof by providing a copy of the degree obtained or its equivalent (if it was conferred by a foreign institution) or a copy of the membership card for the current fiscal year from the professional association concerned. Canada reserves the right to conduct, using its own resources, any verification that may be required to ascertain whether the person is a member in good standing, in accordance with CTTIC certification criteria, or to verify the authenticity of the degree obtained. If the Contracting Authority determines that the Bidder has failed to include a copy of the proof requested above, the Contracting Authority will give the Bidder 24 hours to provide it.

If the Contracting Authority determines that the Bidder has omitted to include a copy of the proof as required above, the Contracting Authority will give the Bidder twenty-four (24) hours to provide such proof.

MT 4 Bidder's Editors/Revisers

MT 4.1: Editors/Revisers

The Bidder must provide the names of two (2) qualified editors/revisers, as specified in Annex A – Statement of Work. At least one (1) editor/reviser for English texts and one (1) editor/reviser for French texts. In addition, the Bidder must provide the name of one (1) backup editor/reviser. All proposed editors/revisers shall cover the two (2) specialties described in criterion MT 1.

MT 4.2: Education – Certification

Each editor/reviser identified under criterion MT 4.1 must be a member in good standing of a provincial or territorial professional association affiliated with the Canadian Translators, Terminologists and Interpreters Council (CTTIC) and must be certified in translation by that association, or have, at a minimum, a degree in translation, literature, language training, communications or a related discipline from a recognized Canadian university or, if the degree has been conferred by a foreign institution, an equivalent degree, as established by a recognized Canadian credentials assessment service. A list of recognized organizations is available on the Canadian Information Centre for International Credentials' Web site at <http://cicic.ca/indexe.stm>.

AND have had at least sixty (60) months of experience, since January 2005, as an English or French editor/reviser in one or both of the two specialties described in MT 1.

AND have a production capacity of at least 3,500 words per day.

For each individual listed, the Bidder must indicate, as a minimum:

- the education acquired or certification held;*
- the daily revision production capacity;
- the editor's/reviser's experience.

For each translation project in which the editing/revision was done by the editor/reviser, the Bidder must include:

- the specialty or specialties of the revised texts;
- the purpose of the revisions;
- the period (from month/year to month/year) and the number of months during which the revision services were provided;
- the name of the client organization who has received the translation services, the name, phone number and/or current e-mail address of a contact who could confirm the information provided by the Bidder.

To provide the information requested in criterion MT 4, the Bidder may use Attachment 3 to Part 4 of the bid solicitation.

*The Bidder must supply proof thereof by providing a copy of the degree obtained or its equivalent (if it was conferred by a foreign institution) or a copy of the membership card for the current fiscal year from the professional association concerned. Canada reserves the right to conduct, using its own resources, any verification that may be required to ascertain whether the person is a member in good standing, in accordance with CTTIC certification criteria, or to verify the authenticity of the degree obtained.

If the Contracting Authority determines that the Bidder has omitted to include a copy of the proof requested above, the Contracting Authority will give the Bidder twenty-four (24) hours to provide it.

1.1.2 Point Rated Technical Criteria

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

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

Group	Maximum Number of Points	Minimum Number of Points Required
RT 1 Experience of Bidder	590	-
RT 2 Work Method and Approach for Quality Assurance	100	-
RT 3 Experience and Qualifications of Bidder's Proposed Coordinator	80	30
RT 4 Experience of Bidder's Proposed Editor/Reviser	60	
OVERALL SCORE	830	510

For purposes of evaluating point-rated technical criteria in the case of projects where the services were spread out over two periods, the number of words applicable to each period must be specified if the Bidder intends to use both periods to demonstrate the experience acquired over two different periods.

Example:

A bidder as translated a project of 3.8 million words for the period beginning in January 2009 and ending in October 2010. The bidder must identify the project, the periods as follows:

Project of 3.8 million words of ABC Company from January 2009 to October 2010

Period 1: From January 2009 to December 2009: 1.8 million words

Period 2: From January 2010 to October 2010: 2 million words

RT 1. EXPERIENCE OF BIDDER - Maximum Points: 590		
Point-Rated Technical Criteria	Bid Preparation Instructions	Point Allocation
<p>RT 1.1 – English to French</p> <p>Bidder's demonstrated experience since January 2009 to bid closing date translating at least 1,225,000* words from English to French over a period of no more than twelve (12) consecutive months for all specialties A and B described in criterion MT 1.</p>	<p>A. The Bidder should provide at least the following information for each translation project for which the experience meets the requirements of criterion RT 1.1:</p> <ul style="list-style-type: none"> i. The specialty of the translations (A and B); ii. The type of translations; iii. The source language and the target language; iv. The length of time that the translation work was provided, in the following format: from (month/year) to (month/year); v. The number of words translated during the period mentioned in iv, by specialty; vi. The name of the client organization for which the translation services were performed and the name and current telephone number and/or e-mail address of a representative of the organization who could confirm the information provided by the Bidder. <p>The Bidder should also indicate the total number of words translated per period of no more than twelve (12) consecutive months described in iv.</p>	<p>Points will be allocated as follows for demonstrated experience that meets the requirements of criterion RT 1.1:</p> <p>A.</p> <p>Demonstrated experience for a period of no more than twelve (12) consecutive months of no less than 1,225,000 words and no more than 2,000,000 words in specialties A and B: 90 points</p> <p>Or</p> <p>Demonstrated experience for a period of no more than twelve (12) consecutive months of over 2,000,000 words in specialties A and B: 110 points</p> <p>Premium</p> <p>Demonstrated experience for each additional* period of no more than twelve (12) consecutive months of a minimum of 1,225,000 words and a maximum of 2,000,000 words in specialties A and B: 20 points per year</p> <p>Or</p> <p>Demonstrated experience for each additional* period of no more than twelve (12) consecutive months of over 2,000,000 words in specialties A and B: 40 points per year</p> <p>*For evaluation purposes, an additional period of no more than twelve (12) consecutive months must not overlap with the first period of twelve (12) consecutive months demonstrating the</p>

RT 1. EXPERIENCE OF BIDDER - Maximum Points: 590		
Point-Rated Technical Criteria	Bid Preparation Instructions	Point Allocation
	<p>B. For each period of 12 consecutive months demonstrated in iv, the Bidder must indicate the percentage of translations in the legal specialty.</p>	<p>experience acquired in response to criterion RT 1.1.</p> <p>B. Percentage** of translations in specialty A: legal</p> <p>i. 1 to 25%: 10 points ii. 26 to 50%: 15 points iii. 51 to 70%: 20 points iv. More than 70%: 25 points</p> <p>** For evaluation purposes, the percentage used will be the highest percentage for all the periods of no more than 12 consecutive months demonstrated in response to RT 1.1.</p> <p>For example, year 1–40%, year 2–55%, year 3–25%; the evaluation team will take into account year 2, i.e. 55%, and the bid will score 20 points for sub-criteria RT 1.1B.</p> <p><u>Maximum: 295 points</u></p>
<p>RT 1.2 – French to English</p> <p>Bidder's demonstrated experience since January 2009 to bid closing date translating at least 525,000* words from French to English over a period of no more than twelve (12) consecutive months for all specialties A and B described in criterion MT 1.</p>	<p>A. The Bidder should provide at least the following information for each translation project for which the experience meets the requirements of criterion RT 1.1:</p> <p>i. The specialty of the translations (A and B); ii. The type of translations; iii. The source language and the target language; iv. The length of time that the translation work was provided, in the following format: from (month/year) to (month/year); v. The number of words translated during the period mentioned in iv, by specialty; vi. The name of the client</p>	<p>Points will be allocated as follows for demonstrated experience that meets the requirements of criterion RT 1.1:</p> <p>A.</p> <p>Demonstrated experience for a period of no more than twelve (12) consecutive months of no less than 525,000 words and no more than 1,000,000 words in specialties A and B: 90 points</p> <p>Or</p> <p>Demonstrated experience for a period of no more than twelve (12) consecutive months of over 1,000,000 words in specialties A and B: 110 points</p>

RT 1. EXPERIENCE OF BIDDER - Maximum Points: 590

Point-Rated Technical Criteria	Bid Preparation Instructions	Point Allocation
	<p>organization for which the translation services were performed and the name and current telephone number and/or e-mail address of a representative of the organization who could confirm the information provided by the Bidder.</p> <p>The Bidder should also indicate the total number of words translated per period of no more than twelve (12) consecutive months described in iv.</p> <p>B. For each period of 12 consecutive months demonstrated in iv, the Bidder should indicate the percentage of translations in the legal specialty.</p>	<p>Premium</p> <p>Demonstrated experience for each additional* period of no more than twelve (12) consecutive months of a minimum of 525,000 words and a maximum of 1,000,000 words in specialties A and B: 20 points per year</p> <p>Or</p> <p>Demonstrated experience for each additional* period of no more than twelve (12) consecutive months of over 1,000,000 words in specialties A and B: 40 points per year</p> <p>*For evaluation purposes, an additional period of no more than twelve (12) consecutive months must not overlap with the first period of twelve (12) consecutive months demonstrating the experience acquired in response to criterion RT 1.2.</p> <p>B.</p> <p>Percentage** of translations in specialty A: legal</p> <p>i. 1 to 25%: 10 points ii. 26 to 50%: 15 points iii. 51 to 70%: 20 points iv. More than 70%: 25 points</p> <p>** For evaluation purposes, the percentage used will be the highest percentage for all the periods of no more than 12 consecutive months demonstrated in response to RT 1.2.</p> <p>For example, year 1–40%, year 2–55%, year 3–25%; the evaluation team will take into account year 2, i.e. 55% and the</p>

RT 1. EXPERIENCE OF BIDDER - Maximum Points: 590		
Point-Rated Technical Criteria	Bid Preparation Instructions	Point Allocation
		bid will score 20 points for sub-criteria RT 1.2 B. Maximum: 295 points

RT 2. WORK METHOD AND APPROACH FOR QUALITY ASSURANCE - Maximum Points: 100		
Point-Rated Technical Criteria	Bid Preparation Instructions	Point Allocation
RT 2.1 The Bidder's procedures for translation job tracking, including electronic tracking, to ensure all of the following steps are completed on time: <ol style="list-style-type: none"> 1. Initial processing of the translation request; 2. Allocation of the translation request to the appropriate translator resource; 3. Quality assurance for all work and monitoring before delivery; 4. Delivery of the completed translation request to the client in the time allotted. 	The Bidder should provide a detailed report on translation tracking procedures.	Points will be allocated as follows: Procedures that are not clearly defined, do not cover all of the steps indicated in RT 2.1 or electronic tracking procedure is non-existent: 0 points Or Clearly defined procedures showing that translation jobs are tracked during each of the four steps in the process. This includes electronic tracking using one of the following options: Simple electronic tracking system using an electronic spreadsheet: 30 points Or Electronic tracking system using an electronic project planning and management system: 40 points Or Electronic tracking system using a custom integrated tracking system: 50 points . Maximum points: 50

<p>RT 2.2</p> <p>Constructive problem resolution: the Bidder's approach and methodology for resolving complaints from the project authority related in particular to the quality of translation services, quality control and meeting deadlines.</p>	<p>The Bidder's proposal should provide, at the least, a sufficiently detailed plan to demonstrate the constructive problem resolution process, in order to meet the requirements of criterion RT 2.2.</p>	<p>Points will be allocated as follows:</p> <p>The Bidder has demonstrated that it communicates feedback received from the client to the translators and editors/revisers and that this feedback is taken into account in subsequent work: 30 points.</p> <p>The Bidder has an up-to-date emergency plan in the event of a system failure with provision for maintenance and/or use of additional or backup workstations and servers while waiting for the Bidder's system to be repaired; the plan can be implemented within three (3) hours of the occurrence of the problem: 10 points.</p> <p>The Bidder has demonstrated that it has and applies a detailed human resources backup plan, including, at a minimum, arrangements for the replacement of translators, revisers and co-ordinators: 10 points.</p> <p>Maximum points: 50</p>
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RT 3. EXPERIENCE AND QUALIFICATIONS OF BIDDER'S PROPOSED CO-ORDINATOR Maximum: 80 points, Minimum Points: 30		
Point-Rated Technical Criteria	Bid Preparation Instructions	Point Allocation
<p>RT 3.1</p> <p>Experience of the Co-ordinator since January 2009 to bid closing date in managing a translation volume of at least 1,750,000 words over a period* of no more than twelve (12) consecutive months.</p> <p>*For the purposes of evaluating this criterion, a period of providing translation management services is a period of no more than twelve (12) consecutive months of translation project management services.</p>	<p>The Bidder should provide at least the following information to demonstrate the experience gained in translation project management for each period of twelve (12) consecutive months:</p> <ul style="list-style-type: none"> i. The period during which the translation services were managed by the co-ordinator, i.e., from (month/year) to (month/year); ii. The volume of translation during the period or periods mentioned in i; iii. The name of the client organization for which the translation services were performed and the name and current telephone number and/or e-mail address of a representative of the organization who could confirm the information provided by the Bidder. 	<p>Points will be allocated as follows for demonstrated experience that meets the requirements of criterion RT 3.1:</p> <p>Demonstrated experience for a period of no more than twelve (12) consecutive months in managing a translation volume of no less than 1,750,000 words and no more than 2,000,000 words: 30 points</p> <p>Or</p> <p>Demonstrated experience for a period of no more than twelve (12) consecutive months in managing a translation volume of over 2,000,000 words: 40 points</p> <p>Premium</p> <p>Demonstrated experience for each additional* period of no more than twelve (12) consecutive months in managing a translation volume of a minimum of 1,750,000 words and a maximum of 2,000,000 words: 5 points per year</p> <p>Or</p> <p>Demonstrated experience for each additional* period of no more than twelve (12) consecutive months in managing a translation volume of over 2,000,000 words: 10 points per year.</p> <p>*For evaluation purposes, an additional period of no more than twelve (12) consecutive months</p>

		<p>must not overlap with the first period of twelve (12) consecutive months demonstrating the experience acquired in response to criterion RT 3.1.</p> <p>Maximum points: 80</p>
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RT 4 Experience of Bidder's Proposed Editor/Reviser – Maximum Points: 60

The number and names of the editors/revisers evaluated should correspond to the names provided in response to mandatory technical criteria 4 (MT 4). No other candidate will be considered. Each proposed person will be evaluated individually with respect to RT 4.1. The results of the proposed persons who meet MT 4 and RT 4.1 will be added together and then divided by the number of persons to obtain the bid's average numerical score for RT 4.1.

Point-Rated Technical Criteria	Bid Preparation Instructions	Point Allocation
<p>RT 4.1</p> <p>Each editor/reviser proposed in MT 4 has had at least sixty (60) months of experience, since January 2000, as an editor or reviser of English or French in one or both of the two specialties described in MT 1 and has a production capacity of at least 3,500 words per day.</p>	<p>The Bidder should provide at least the following information for each translation project for which revision was provided by the editor/reviser:</p> <ol style="list-style-type: none"> The specialty of the revised texts; The type of revision; The period (month/year to month/year) and number of months during which revision services were provided The daily production capacity; The name of the client organization for which the translation services were performed and the name and current telephone number and/or e-mail address of a representative of the organization who could confirm the information provided by the Bidder. <p>To provide the information required for RT 4.1, the Bidder may use Attachment 3 to Part 4 of the bid solicitation.</p>	<p>Points will be allocated as follows for demonstrated experience that meets the requirements of RT 4.1:</p> <p>a) Overall experience as a reviser;</p> <p>61 to 84 months: 30 points 85 to 120 months: 35 points 121 months and more: 40 points</p> <p>b) Daily production capacity:</p> <p>3,501 words to 4,000 words: 10 points 4,001 words and more: 20 points</p> <p>Maximum points: 60</p>

ATTACHMENT 2 to PART 4 TRANSLATOR PROFILE

Bidder's name: _____

The following information must be sent separately for each translator listed under mandatory technical criterion MT 3. A separate sheet should be provided for each translator listed under mandatory technical criterion MT 3.

Name of translator: _____

Qualifications and experience:

Degree* from a recognized Canadian university, or an equivalent degree, as established by a recognized Canadian credentials assessment service.

- ☐ Translation degree
- ☐ Literature degree
- ☐ Language training degree
- ☐ Communications degree
- ☐ Degree in a related field, please specify: _____
- ☐ Translator certified by a provincial or territorial professional association affiliated with the Canadian Translators, Terminologists and Interpreters Council (CTTIC).

*The Bidder must supply proof thereof by providing a copy of the degree obtained or its equivalent (if it was conferred by a foreign institution) OR a copy of the membership card for the current fiscal year from the professional association concerned. Canada reserves the right to conduct any verifications that may be required to ascertain whether the person is a member in good standing in accordance with CTTIC certification criteria.

Daily production capacity:

Daily production capacity of translator: _____ words per day.

Translator's experience:

Total number of months of experience since January 2009: _____ months.

The following information must be provided for each translation project (specialty) in which the translation was done by the translator:

PROJECT 1: _____

Specialized fields: Which include one or more or all of the following specialties:

Legal:

- ☐ Labour Law
- ☐ Labour Relations in the Public Sector
- ☐ Human Rights
- ☐ Occupational Health and Safety

Administration and Management:

- ☐ Human Resources Management
- ☐ Financial and Budgetary Management
- ☐ Information Management

The nature of the documents translated: _____

Source language and target language: ☐ from English to French

Or

☐ from French to English

Period and length of time that the translation services were provided:

(month/year to month/year): ____/____ to ____/____ for a total of ____ months.

References:

Name of client organization: _____

Name of contact: _____

Current telephone number of contact: _____

E-mail address of contact: _____

PROJECT 2: _____

Specialized fields: Which include one or more or all of the following specialties:

Legal:

- ☐ Labour Law
- ☐ Labour Relations in the Public Sector
- ☐ Human Rights
- ☐ Occupational Health and Safety

Administration and Management:

- ☐ Human Resources Management
- ☐ Financial and Budgetary Management
- ☐ Information Management

The nature of the documents translated: _____

Source language and target language: ☐ from English to French

Or

☐ from French to English

Period and length of time that the translation services were provided:

(month/year to month/year): ____/____ to ____/____ for a total of ____ months.

References:

Name of client organization: _____

Name of contact: _____

Current telephone number of contact: _____

E-mail address of contact: _____

The Bidder may add the number of projects required to meet the minimum thirty-six (36) months of experience since January 2009 as an English-to-French and French-to-English translator in one or both of the two specialties mentioned in MT 1.

ATTACHMENT 3 to PART 4 REVISOR PROFILE

Bidder's name: _____

The following information must be sent separately for each reviser listed under criterion MT 4. A separate sheet should be provided for each reviser listed under criterion MT 4.

Name of editor/reviser: _____

Qualifications and experience:

Degree* from a recognized Canadian university, or an equivalent degree, as established by a recognized Canadian credentials assessment service.

- ☐ Translation degree
- ☐ Literature degree
- ☐ Language training degree
- ☐ Communications degree
- ☐ Degree in a related field, please specify: _____
- ☐ Translator certified by a provincial or territorial professional association affiliated with the Canadian Translators, Terminologists and Interpreters Council (CTTIC).

*The Bidder must supply proof thereof by providing a copy of the degree obtained or its equivalent (if it was conferred by a foreign institution) OR a copy of the membership card for the current fiscal year from the professional association concerned. Canada reserves the right to conduct any verification that may be required to ascertain whether the person is a member in good standing, in accordance with CTTIC certification criteria.

Daily Production Capacity

MT 4 Daily production capacity of editor/reviser: _____ words per hour.

RT 4.1 Daily production capacity of editor/reviser: _____ words per hour.

Reviser's Experience

MT 4 Total number of months of experience since January 2005: _____ months.

RT 4.1 Total number of months of experience since January 2000: _____ months.

The following information for each revision project (specialty) in which the revision was done by the reviser:

PROJECT 1: _____

Specialized fields: **Which include one or more or all of the following specialties:**

Legal:

- ☐ Labour Law
- ☐ Labour Relations in the Public Sector
- ☐ Human Rights
- ☐ Occupational Health and Safety

Administration and Management:

- ☐ Human Resources Management
- ☐ Financial and Budgetary Management
- ☐ Information Management

The nature of the documents translated: _____

Source language and target language: ☐ from English to French

Or

☐ from French to English

Period and length of time that the editing/revision services were provided:

(month/year to month/year): ____/____ to ____/____ for a total of ____ months.

References:

Name of client organization: _____

Name of contact: _____

Current telephone number of contact: _____

E-mail address of contact: _____

PROJECT 2: _____

Specialized fields: Which include one or more or all of the following specialties:

Legal:

- ☐ Labour Law
- ☐ Labour Relations in the Public Sector
- ☐ Human Rights
- ☐ Occupational Health and Safety

Administration and Management:

- ☐ Human Resources Management
- ☐ Financial and Budgetary Management
- ☐ Information Management

The nature of the documents translated: _____

Source language and target language: ☐ from English to French

Or

☐ from French to English

Period and length of time that the editing/revision services were provided:

(month/year to month/year): ____/____ to ____/____ for a total of ____ months.

References:

Name of client organization: _____

Name of contact: _____

Current telephone number of contact: _____

E-mail address of contact: _____

MT 4 The Bidder may add the number of projects required to meet the minimum sixty (60) months of experience since January 2005 as a French or English editor/reviser in one or both of the two specialties mentioned in MT 1.

RT 4.1 The Bidder may add the number of projects required to meet the minimum sixty (60) months of experience since January 2000, as required in RT 4.1, as a French or English editor/reviser in one or both of the two specialties mentioned in MT 1.

PART 5 - CERTIFICATIONS

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

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

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

1. Certifications Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

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

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "HYPERLINK "http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml"FCP Limited Eligibility to Bid" list (http://publiservice.gc.ca/services/fcp-pcf/index_f.htm) available from HYPERLINK "http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/index.shtml"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 "HYPERLINK "http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml"FCP Limited Eligibility to Bid" list at the time of contract award.

1.3 Attachment 1 to Part 5, Certifications Precedent to Contract Award

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

ATTACHMENT 1 to PART 5 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

1. Canadian Content

1.1 SACC Manual clause A3050T, Canadian Content Definition.

This procurement is limited to Canadian goods and Canadian services.

The Bidder certifies that:

() a minimum of 80 percent of the total bid price consist of Canadian goods and Canadian services as defined in paragraph 5 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6 (9), Example 2, of the Supply Manual.

1.2 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

The Bidder certifies that:

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

3. Status and Availability of Resources

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

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

4. Education and Experience

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

PART 6 - SECURITY REQUIREMENTS

1. Security Requirement

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

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

Address:

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

Province, Territory

Postal Code

Country

1.2 For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the HYPERLINK "<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a29>" Departmental Standard Procurement Documents Website.

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Annex A.

1.2 Task Authorization

1.2.1 Work described at Annex A, Statement of Work will be performed under the Contract on an “as and when requested basis”.

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

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

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

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

1.2.2 d) the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and

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

1.2.3 TA Authority and Limit of a TA

1.2.3.1 The Project Authority may authorize individual TAs inclusive of any revisions up to a limit of \$50,000, Applicable Taxes extra. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor.

1.2.3.2 The authority specified under paragraph 1.2.3.1 of this clause is granted subject to the sum specified in the Contract under clause 1 of 6.2 Limitation of Expenditure - Cumulative Total of all authorized TAs not being exceeded.

1.2.4 TA Process

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

a) the task or revised task description of the Work required, including:

- 1) the date and time when the TA was sent to the Contractor;
- 2) the TA Number;

- 3) the date and time when the services are to be delivered;
- 4) mode of delivery;
- 5) instructions on the services to be delivered;
- 6) the estimated number of words and/or hours, if applicable
- 7) the type of document;
- 8) the title or description of the Public Service Labour Relations Board document for which services are to be delivered;
- 9) whether reference documents are included;
- 10) the security classification of the document;
- 11) the name of the Task Authorization Authority and its telephone number; and;
- 12) the source language of the document;

b) After receipt of the TA, the Contractor must provide the Task Authorization Authority with a response to the TA, as described in clause 7.3 of the Statement of Work, including as a minimum:

1. acknowledgement of receipt of the TA and the documents;
2. confirmation of the number of words and hours if applicable; and;
3. the proposed estimated total cost for performing the task established in accordance with Annex B.

c) Task Authorization Approval

1. Provided the Contractor submits the required confirmation, as requested under 1.2.3 b) above, the Contractor will be authorized by Canada to proceed with the Work requested.
2. The total estimated price authorized in the approved Task Authorization shall be established in accordance with Annex "B" - Basis of Payment. No changes, modifications or interpretations of the Work will be accepted unless such changes, modifications or interpretations have been approved in writing by the Task Authorization Authority, and incorporated into the Task Authorization by a duly approved amended Task Authorization.

1.2.5 Minimum Work Guarantee - All the Work - Authorized TAs

1.2.5.1

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

"Minimum Contract Value" means 5% of the Maximum Contract Value.

1.2.5.2 Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 1.2.5.3 of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

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

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

1.2.6 Task Authorization Report - Contracts with Task Authorizations

1.2.6.1 The Contractor must compile and maintain records on its provision of requested Work under approved Task Authorizations issued under the Contract. The data must be submitted on a quarterly basis to the Contracting Authority.

1.2.6.2 No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority and Project Authority a periodic usage report using an electronic spreadsheet as Excel for example. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period; the Contractor must submit a "NIL" report to the Contracting Authority and Project Authority.

Quarterly periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31; and
4th quarter: January 1 to March 31.

If the Contractor does not comply with the above reporting requirements, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

A sample of an MS Office spreadsheet is provided in Annex E.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [HYPERLINK "http://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual"](http://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) 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 (2014-03-01), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

2.2 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: (the persons will be identified at contract award).

3. Security Requirement

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

- 3.1 The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening (DOS)** with approved **Document Safeguarding** at the level of **PROTECTED B**, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
- 3.2 The Contractor/Offeror personnel requiring access to **PROTECTED** information, assets or work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 3.3 The Contractor **MUST NOT** utilize its **Information Technology** systems to electronically process, produce or store **PROTECTED** information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of **PROTECTED B** (including an **IT Link** at the level of **Protected B**).
- 3.4 Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
- 3.5 The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition)

4. Term of Contract

4.1 Period of the Contract

The period of the Contract will be one (1) year from date of contract award.

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 three (3) additional one (1) year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, he will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

4.3 Option to Extend - Transition Period

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

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

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Chantal Charette
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Linguistique Services Division
Address: Portage, Phase III, 10C1-24
11 Laurier Street
Gatineau, Quebec K1A 0S5

Telephone: 819-956-1376
Facsimile: 819-956-2675

E-mail address: Chantal.charette@tpsgc-pwgsc.gc.ca

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

5.2 Project Authority

(The Project Authority for the Contract will be identified in the Contract)

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

5.3 Contractor's Representative

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

6. Payment

6.1 Basis of Payment

6.1. TA subject to a Limitation of Expenditure

When the basis of payment specified in a TA authorized and issued under the Contract is limitation of expenditure, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized TA, as determined in accordance with the basis of payment cost elements, in Annex B, to the limitation of expenditure specified in the authorized TA.

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

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work specified in the authorized TA will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the TA Authority before their incorporation into the Work specified in the authorized TA. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written authorization of the TA Authority. The Contractor must notify the TA Authority in writing as to the adequacy of this sum:

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

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

6.2 Canada's Total Liability

6.2. 1 Limitation of Expenditure - Cumulative Total of all Authorized TAs

1. Canada's total liability to the Contractor under the Contract for all approved Task Authorizations, inclusive of any amendments, must not exceed \$(will be identified at contract award). Customs duties are included, and the Goods and Services Tax or Harmonized Sales Tax is extra, if

applicable.

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.

6.3 Method of Payment - Approved TA

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

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

Monthly Payments

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

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

6.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department

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

Credit cards _____ are accepted.

This clause will be deleted if the Contractor does not offer this service.

6.6 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section of the general conditions entitled "Invoice Submission". 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 (hourly rate for revision services);
- b) the number of the Task Authorization or of any amendment thereto;
- c) the name and telephone number of the person to contact to obtain additional information regarding the invoice;
- d) the number of billable words and/or hours by type of service as described in the TA, for each of the Task Authorizations; and
- e) the name of the Public Service Labour Relations Board project indicated on the Task Authorization, for the invoicing period.

2. Invoices shall be distributed as follows:

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

8. Certifications

8.1 Compliance

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

8.2 SACC Manual Clauses

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

9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in (the name of the province will be identified at contract award).

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 2035 (2013-06-27) General Conditions - Higher Complexity Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the signed Task Authorizations (including all of its annexes, if any) and;
- (g) the Contractor's bid dated _____

11. SACC Manual clause

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

11.2 Foreign Nationals (Canadian Contractor)

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

12. Insurance

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

13. Unauthorized Codes

SACC Manual clause B2010C (2008-05-12), Unauthorized Codes

14. Performance of the Work

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

15. Liquidated Damages

1. For unsatisfactory services: If the Contractor does not satisfactorily perform part or all of the services in accordance with the Contract and if Canada elects not to require correction or replacement of services by the Contractor in accordance with the General Conditions of the Contract, the Contractor agrees to pay to Canada liquidated damages of **\$80** per hour for each hour that Canada will require to correct or replace the Work. The total amount of liquidated damages must not exceed 100% of the contract price or, in the case of a task authorization, 100% of the total estimated cost related to the translation work request in question.
2. Canada and the Contractor agree that the aforesaid amount is their best pre-estimate of the loss to Canada in the event of such a failure, and that it is not intended to be, nor is it to be construed as, a penalty.
3. Canada has the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor any liquidated damages owing and unpaid under this article.
4. Nothing in this article is to be interpreted as limiting the rights and remedies which Canada may otherwise be entitled to under the Contract.

16. Inspection and Acceptance of Work

- 16.1 For the first three months of the Contract - Period for familiarization and acquisition of institutional knowledge and terminology.

16.1.1 The Work is subject to inspection and acceptance by the Technical Authority.

- 16.1.2 For every satisfactory evaluation, the Public Service Labour Relations Board (PSLRB) will systematically provide oral feedback to the Contractor to help the Contractor become familiar with the PSLRB's linguistic preferences and acquire the institutional knowledge required to perform the Work.
- 16.1.3 For every unsatisfactory evaluation attributable to the non-application of the Translation Bureau's linguistic preferences and/or a lack of the institutional knowledge required to perform the Work in accordance with section 3.0 of Annex A, the PSLRB will systematically provide written feedback to the Contractor, usually by e-mail, to help the Contractor improve its knowledge. However, in the event of an unsatisfactory evaluation attributable to reasons other than the two identified above, the Minister may exercise his or her right to terminate the Contract in accordance with section 28 of the General Conditions – Higher Complexity – Services.

ANNEX A

STATEMENT OF WORK

Translation, Editorial and Revision Services

1.0 BACKGROUND

The Public Service Labour Relations Board (PSLRB) is an independent, quasi-judicial tribunal that is responsible for administering the collective bargaining and grievance adjudication systems in the federal public service and in Parliament. Board members administer the legislation by holding grievance adjudication and complaint hearings throughout Canada. The Board also provides mediation and dispute resolution services to help parties settle their disputes outside the setting of a formal hearing. The PSLRB also provides compensation analysis and research services. In particular, the PSLRB deals with grievance adjudication, arbitration, conciliation through public interest commissions, mediation, compensation research and analysis, applications for certification, revocation of certification, displacement, complaints of unfair labour practices, identification of positions whose duties are of a managerial and confidential nature, essential services agreements, determination of successor rights, enforcement of obligations of employer and employee organization, and complaints of disciplinary actions or discrimination that resulted from federal employees exercising their rights relating to workplace health and safety under Part II of the *Canada Labour Code*.

The PSLRB provides physical and administrative support services to the National Joint Council (NJC), an independent consultative body of employer and employee representatives. The NJC exists to facilitate consultation about, and the co-development of, policies and terms of employment that do not lend themselves to unit-by-unit bargaining. The PSLRB houses the NJC but plays no direct role in its operation.

2.0 REQUIREMENT

2.1 The PSLRB requires services for the translation of texts from English to French and French to English in addition to the editing and revising of texts in English and French, on an as-and-when-requested basis and as required.

2.2 The requirement has been estimated to be:

Contract Period

Approximately 1,750,000 words for translation and approximately 400 hours (approximately 200,000 words) for editing or revision annually.

2.3 Estimates of annual translation and editing/revision requirements (volumes) indicated in clause 2.2 for each year are as follows:

- 30% of the texts could be French-to-English translations and/or English edits or revisions;
- 70% of the texts could be English-to-French translations, a small proportion of which would be French edits or revisions;
- 5% of the total annual volume could be treated as urgent* requests.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data. These estimates are being provided in good faith and do not constitute a guarantee by Canada.

*See definition of "urgent requests" in clause 4.12.

3.0 TYPES OF TEXTS FOR TRANSLATION, EDITING OR REVISION

3.1 The types of texts for translation, editing and/or revision include PSLRB decisions; PSLRB decision summaries; compensation analysis reports; annual reports; arbitration and conciliation reports; Part III of the Estimates; management documents; PSLRB directives, practice notices and procedures; intranet and Internet content; and policies, directives, grievances and other NJC documents.

3.2 Most documents relate to one of the following **two (2) specialties**:

Legal

- ♦ Labour Law
- ♦ Labour Relations in the Public Sector
- ♦ Human Rights
- ♦ Occupational Health and Safety

Administration and Management

- ♦ Human Resources Management
- ♦ Financial and Budgetary Management
- ♦ Information Management

4.0 SCOPE OF WORK

The Contractor will provide, on an as-and-when-requested basis, services consisting of the following:

4.1 Translation of documents from English to French and/or from French to English in the specialties described in section 3.0 "Types of Texts for Translation, Editing and Revision" of this annex, within the prescribed timeframes and for which the Contractor has received a task authorization from the Task Authorization Authority, as described in section 1.2 of the resulting contract - Task Authorization.

4.2 Editing of original documents in the specialties described in section 3.0 "Types of Texts for Translation, Editing and Revision" of this annex, within the prescribed timeframes and for which the Contractor has received a task authorization from the Task Authorization Authority, as described in section 1.2 of the resulting contract - Task Authorization.

4.3 Revising translated documents by comparing the translation with the original source-language text. In this case, the translator and the reviser should not be the same person, for quality assurance purposes.

4.4 Definition of "Working Day"

For the purposes of this contract, "working day" means the period from 8:00 a.m. to 5:00 p.m., Eastern Standard Time or Eastern Daylight Time, as the case may be, every day of the week, Monday through Friday, except statutory holidays according to the federal government calendar, in accordance with clause 4.6 below.

4.5 Definition of "Day of Rest"

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

4.6 Definition of "Statutory Holiday"

For the purposes of this contract, "statutory holiday" means any of the following holidays: New Year's Day, Family Day (the third Monday in February, depending on the location of the Contractor's workplace), Good Friday, Easter Monday, Victoria Day or the Journée nationale des patriotes (fête de Dollard), June 24 (Fête nationale du Québec or Saint-Jean Baptiste Day) or the Civic Holiday on the first Monday in

August (depending on the location of the Contractor's workplace), Canada Day, Labour Day, Thanksgiving, Remembrance Day, Christmas Day and Boxing Day.

4.7 Work at the "Regular Rate"

Translation, editing and revision work done Monday to Friday that does not exceed the production capacity of 7,000 words per day.

4.8 Work at the "Premium Rate"

Translation, editing and revision work done on days of rest or statutory holidays, and all translation work requiring a production capacity in excess of 7,000 words per day.

4.9 Definition of Translation

Translation involves transferring a written text from one language to another, while respecting the meaning and style of the message.

4.10 Revising a Translation

Revision of the translation of a document to verify that the terminology used is correct (according to the Labour Relations Glossary) and to ensure that the translation is faithful to the source text. It is also done to ensure that the translation conforms to the PSLRB's *Editorial Standards Guide*.

4.11 Editing an Original French or English Document Only

Editing means the examination and correction of meaning and the formatting of a document (in French or English) so that it complies with generally accepted grammar and usage rules and the PSLRB style. When a PSLRB document is edited, compliance with the PSLRB's *Editorial Standards Guide, Second Edition*, is necessary.

4.12 Definition of "Urgent Requests"

The expression "urgent requests" means all translation, editing and revision work that has a return date that is shorter than the PSLRB's service standards (see Table 1 below), whether on working days, days of rest or statutory holidays (see list in the definition of "statutory holiday" in clause 4.6), or requests that exceed the production capacity of 7,000 words per day.

Table 1

Service standards for editing, revision and translation

Editing of documents in the original language (including draft decisions and summaries)*

Editing original-language documents (including draft decisions and summaries)* Number of pages	Time required**
1 to 5 pages	½ day
6 to 20 pages	1 day
21 to 40 pages	2 days
41 to 60 pages	3 days
61 to 80 pages	4 days
81 to 100 pages	5 days

Translation and revision of translated documents* Word count / number of pages	Translation	Revision of translations	Total time
1 to 500 words / 1 to 2 pages	1 to 3½ hours	1 hour	1 day
501 to 1,500 words / 2 to 5 pages	4 to 6 hours	1 to 2 hours	2 days
1,501 to 3,000 words / 5 to 10 pages	1 to 1½ days	½ day	3 days
3,001 to 5,000 words / 10 to 17 pages	3 days	1 day	5 days
5,001 to 10,000 words / 17 to 34 pages	4 to 6 days	2 days	9 days
10,001 to 15,000 words / 35 to 50 pages	5 to 7 days	3 days	11 days
15,001 to 20,000 words / 50 to 60 pages	10 days	4 days	15 days
20,001 to 30,000 words / 61 to 100 pages	12 to 15 days	5 to 6 days	17 to 21 days

*Note that these standards are based only on straightforward texts. Documents that require a more thorough or more complete revision or for which in-depth research or verification is necessary will require more time.

**Day = Working day.

5.0 DAILY PRODUCTION CAPACITY REQUIRED

5.1 The daily capacity is the number of words per day that the Contractor must be ready to process when work is assigned to it under the Contract.

5.2 The Contractor must provide translation services at a capacity of a maximum of 7,000 words per day, including the receipt of the texts to be translated, revision, if applicable, and delivery of the Work. If editing or revision services are required, they will be requested and authorized by means of a Task Authorization Form. No translation, editing or revision work is to be done by the Contractor without the receipt of a task authorization request in which the services requested are clearly indicated and authorized by the Task Authorization Authority.

6.0 DOCUMENTATION AND TERMINOLOGY

6.1 The name of the Task Authorization Authority will be indicated on the Task Authorization Form. Any documentation and terminology reference sources, where available, will also be indicated on the Task Authorization Form. The Contractor must not under any circumstances communicate with any persons other than the Task Authorization Authorities identified on the Task Authorization Form.

6.2 The Contractor will contribute to the Board's terminology collection by submitting to the Task Authorization Authority, with the translation, a list of terms and expressions not found in common references and terminology banks. The list must be sent with the related translation.

7.0 SENDING AND RETURNING TEXTS

7.1 Translation and Revision of Translations

The Task Authorization Authority emails the text to be translated, edited or revised (on the basis of the task authorization request) and any reference documents to the Contractor, depending on the size and/or security classification of the documents, accompanied by a Task Authorization Form. The Task

Authorization Authority must indicate the return date, the word count and the delivery time (where it is desirable to specify a delivery time for the document). If a specific delivery time is not specified, the Contractor has until the end of its business day to acknowledge by email that the request has been received. . When returning texts, the Contractor is to use the following e-mail address:
Request.Translation@pslrb-crtfp.gc.ca.

7.2 Editing Original-language Texts

When PSLRB draft decisions need to be edited by the Contractor, the Task Authorization Authority is to send an e-mail to the Contractor accompanied by the Task Authorization Form and is to indicate the return date, the word count and any other necessary instructions (for example, to make the changes on the paper version of the text or to edit electronically). The Task Authorization Authority will also advise the Contractor in the same e-mail if the document must be scanned into a PDF document and sent encrypted by e-mail using Entrust (for documents to be edited by hand).

7.3 The Contractor must e-mail acknowledgement of receipt of any work sent between 8:00 a.m. and 4:00 p.m., Eastern Standard Time or Eastern Daylight Time, as the case may be, to Request.Translation@pslrb-crtfp.gc.ca, within one hour of receiving the task authorization and the documents to be processed. For any request received by the Contractor after 4:00 p.m., Eastern Standard Time or Eastern Daylight Time, as the case may be, the Contractor must acknowledge receipt by 9:00 a.m. the following working day.

7.4 The Contractor must ensure that there is a person available at its office each working day of the year to acknowledge receipt of the Work.

7.5 The Contractor will receive and transmit, at its expense, encrypted texts sent by e-mail or on a government-issued USB key or CD.

7.6 The Contractor will use the Entrust encryption/decryption software when sending and receiving protected documents.

7.7 In the e-mail accompanying texts being returned to Request.Translation@pslrb-crtfp.gc.ca, the Contractor will indicate the initials of the translator, editor or reviser who did the Work.

8.0 NOTICE FOR WORK ON DAY OF REST OR STATUTORY HOLIDAY

8.1 Subject to written notice by e-mail, the Task Authorization Authority may require the Contractor to work on a day of rest or statutory holiday. The notice must be sent to the Contractor by 2:00 p.m. on the last working day before the day of rest or the statutory holiday in question.

9.0 OFFICIAL LANGUAGES

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

10.0 LINGUISTIC QUALITY AND TERMINOLOGY UNIFORMITY

10.1 The Contractor must translate the texts in a style that exactly matches the nature and end use of the message to be translated. The Contractor must follow the rules set out in the *PSLRB Editorial Standards Guide*.

10.2 The Contractor must make no more than one (1) minor error per 400-word chunk and no major errors,* and must submit the translations using the same software and format as the original text in an appropriate, uniform style with consistent, accurate terminology, that will not require any changes.

*For the purposes of this Contract, a major error includes any of the following:

a. **ACCURACY**

- i. Mistranslation
- ii. Shift in meaning
- iii. Omission
- iv. Addition
- v. Ambiguity
- vi. Illogical rendering
- vii. Lack of clarity
- viii. Improper use of terminology

b. **LANGUAGE**

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

c. **STYLE AND ADAPTATION**

- i. Awkward rendering
- ii. Poor formulation
- iii. Word-for-word translation
- iv. Unidiomatic rendering (translation of the meaning of the individual words of which an expression is composed)
- v. Incorrect adaptation of any of the following with respect to the end user: tone, conciseness and level of language

d. **OFFICIAL TITLES AND TERMINOLOGY. Faulty Usage:**

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

e. **FORMATTING. Problems concerning the following:**

- i. Layout
- ii. Alignment of paragraphs and headings
- iii. Unjustifiable asymmetry between original and translation with regard to any of the following: tables, charts, table of contents, bibliography
- iv. Incorrect hypertext links
- v. Consistency

11.0 SOFTWARE AND LAYOUT

11.1 The Contractor must be able to use all the applications listed below on a Microsoft-compatible system at all times during the period of the Contract. Conversions will not be accepted in any form.

11.2 The documents must be submitted in the following software:
MS Office 2010
MS Word
MS PowerPoint
MS Excel

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

11.3 The Contractor must also use virus detection and elimination systems. The Contractor must take the necessary steps to deliver its texts using virus-free electronic media or methods.

11.4 The Contractor agrees to purchase any new application that may be required within four weeks of the Task Authorization Authority's request.

11.5 The Contractor must have a facsimile machine and Internet access for sending and receiving texts.

12.0 WORD COUNT AND TIME

12.1 The Project Authority will tabulate the word count of source texts to be translated and the number of hours for editing or revision when requested, and will record the appropriate figure on the Request for Translation task authorization form. Only this word count and/or time figure will be used for invoicing purposes. In this Contract, a word is defined as a contiguous series of characters, including numbers.

12.2 If there is a dispute, the Task Authorization Authority will retabulate the word count and/or time figure, and will reach an agreement with the Contractor on the appropriate figure. Any change that the Contractor would like to make must be discussed in advance with the Task Authorization Authority.

12.3 The Task Authorization Authority reserves the right to make any checks it deems necessary to verify the accuracy of the word count and/or time figure and to correct it if necessary.

12.4 Any change to the contents of the task authorization must be approved by the Task Authorization Authority. The Contractor must obtain approval for this change from by sending an email to: Request.Translation@pslrb-crtfp.gc.ca.

13.0 EQUIPMENT AND SUPPLIES

The Contractor must assume responsibility for all equipment, hardware, supplies, services, software, work tools and instruments that are necessary to perform the Work.

14.0 CONTRACTOR'S TEAM

The Contractor must provide the services of the following persons to perform the work:

14.1 Co-ordinator

The Contractor must provide the services of a co-ordinator. The role of the co-ordinator is to manage translation requests sent by the Task Authorization Authority, which includes the delivery of the Work by the agreed deadlines in the required format and all communication related to the Work. The co-ordinator is also responsible for information requests related to a particular document and for sending them to the Task Authorization Authority or the Project Authority.

The co-ordinator cannot do any translation, editing or revision work.

14.2 Translators

The Contractor must provide the services of a sufficient number of translators to manage the volume of work specified in sections 4.0 and 5.0, respectively. The translations must be an exact rendering of the original text (source text) in the target language. They must respect the spelling, grammar, syntax and usage of the target language, take the tone, style and terminology used by the author into consideration, and ensure that the message is understandable (clear, concise and tailored to the end user).

A translator may also act in the capacity of an editor or a reviser provided that different resources are used to carry out the translation, editing or revision on the same document and he or she meets the minimum skills and experience of an editor or reviser as described in Appendix 1 to Annex A.

14.3 Editors and Revisers

The Contractor must provide the services of a sufficient number of editors and revisers to ensure quality assurance of the translations. Quality assurance includes an in-depth comparison of the translation with the source text and the correction of the form and content of the translation.

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

Quality assurance is required for all translation, editing and revision work prior to delivery to the Task Authorization Authority.

14.4 Please refer to Appendix 1 to Annex A for the qualifications and experience of the translators, editors and revisers.

15.0 TASK AUTHORIZATION AUTHORITY

15.1 The Contractor and its translators, editors and revisers may direct their terminology information requests by email to the following address: Request.Translation@pslrb-crtfp.gc.ca. The Contractor and its translators, editors and revisers must not under any circumstances communicate with any persons other than the Task Authorization Authority.

15.2 The Contractor, its translators, editors and revisers will consult the Task Authorization Authority for clarification of difficult passages or the translation of terms or expressions not found in any references. To this end, the Contractor and its translators, editors and revisers may send their questions by e-mail to: Request.Translation@pslrb-crtfp.gc.ca.

APPENDIX 1 TO ANNEX A – STATEMENT OF WORK

CONTRACTOR'S TEAM QUALIFICATIONS AND EXPERIENCE OF TRANSLATORS, EDITORS AND REVISERS

TRANSLATOR

Each of the Contractor's translators involved with this Contract must meet the following requirements with respect to the Work described in Annex A – Statement of Work:

Have, at a minimum, a degree in translation, literature, language training, communications or a related discipline from a recognized Canadian university or, if the degree has been conferred by a foreign institution, an equivalent degree, as established by a recognized Canadian credentials assessment service. A list of recognized organizations is available on the Canadian Information Centre for International Credentials' Web site at <http://cicic.ca/indexe.stm>.

AND have had at least thirty-six (36) months of experience, since January 2009, as an English-to-French translator or a French-to-English translator in one or both of the two specialties described in clause 3.2 of section 3.0 - Types of Texts for Translation, Editing and Revision in Annex A.

AND have a production capacity of at least 1,500 words per day.

OR

Be a member in good standing of a provincial or territorial professional association affiliated with the Canadian Translators, Terminologists and Interpreters Council (CTTIC) and be certified in translation by that association for the current year.

AND have had at least thirty-six (36) months of experience, since January 2009, as an English-to-French translator or a French-to-English translator in one or both of the two specialties described in clause 3.2 of section 3.0 - Types of Texts for Translation, Editing and Revision in Annex A.

AND have a production capacity of at least 1,500 words per day.

EDITORS AND REVISERS

Each of the Contractor's editors and revisers involved with this Contract must meet the following requirements with respect to the Work described in Annex A – Statement of Work:

Have, at a minimum, a degree in translation, literature, language training, communications or a related discipline from a recognized Canadian university or, if the degree has been conferred by a foreign institution, an equivalent degree, as established by a recognized Canadian credentials assessment service. A list of recognized organizations is available on the Canadian Information Centre for International Credentials' Web site at <http://cicic.ca/indexe.stm>.

AND have had at least sixty (60) months of experience, since January 2005, as an editor or reviser of English or French in one or both of the two specialties described in clause 3.2 of section 3.0 - Types of Texts for Translation, Editing and Revision in Annex A.

AND have a production capacity of at least 3,500 words per day.

OR

Be a certified translator and member in good standing of a provincial or territorial professional association affiliated with the Canadian Translators, Terminologists and Interpreters Council (CTTIC) for the current year.

AND have had at least sixty (60) months of experience, since January 2005, as an editor or reviser of English or French in one or both of the specialties described in clause 3.2 of section 3.0 - Types of Texts for Translation, Editing and Revision in Annex A.

AND have a production capacity of at least 3,500 words per day.

The Contractor must provide the Technical Authority with a list of all the translators, editors and revisers and indicate, at a minimum, the education, the certification held (if applicable), the number of months' experience as well as the daily production capacity of each resource involved in the Work, as described in the Statement of Work. This list must be kept up to date at all times and must be submitted to the Project Authority as soon as the Work begins (no later than one week after contract award) and each time a resource involved in the Work is added or withdrawn.

APPENDIX 2 TO ANNEX A

REFERENCE DOCUMENTS **TEXT QUALITY ASSURANCE AND EVALUATION**

Language Publications

Guide des normes de rédaction de la CRTFP

Le Petit Robert

Hachette-Oxford, English-French and French-English Dictionary

Le Grand Robert de la langue française

Le Petit Larousse 2000

Lexique analogique, Jacques Dubé

Lexis, Dictionnaire de la langue française

Multidictionnaire de la langue française, Marie-Éva de Villers, Québec/Amérique

Nouveau dictionnaire des difficultés du français moderne, Hanse, 3^e édition

Le Guide du rédacteur of federal government

Le Colpron, Nouveau dictionnaire des anglicismes

Le français au bureau, Noëlle Guilloton et Hélène Cajolet-Laganière

Repères - TR

Bescherelle

1. *L'Art de conjuguer*

2. *L'Orthographe pour tous*

3. *La Grammaire pour tous*

Le Bon usage, Grévisse

Collins Robert Senior, New Edition, French-English and English-French

The Canadian Style, latest edition

The Collins Cobuild English Dictionary for Advanced Learners

Mieux comprendre le participe passé, Georges Farid, Éditions Nouvelles

Oxford Guide to Canadian Usage

Fowler's

Administration

Public Administration and Management Vocabulary, Terminology Bulletin 194

Le français, langue des affaires, André Clas et Paul A. Horguelin, 3^e édition

Communications

Chief Information Officer Branch (CIOB) Glossary, Terminology Bulletin 254

Labour Relations Glossary

PSLRB templates

Accounting and Finance

Dictionnaire de la comptabilité et de la gestion financière, Louis Ménard

Budgetary, Accounting and Financial Vocabulary, Terminology Bulletin 174

Taxation Glossary, Terminology Bulletin 177

Banking Vocabulary, Terminology Bulletin 185

Vocabulary of Public Sector Auditing, Terminology Bulletin 216

Employment, Classification and Immigration

Employment Glossary, Translation Bureau, Canada

Universal Classification Standard Glossary, Terminology Bulletin 241

Immigration Glossary, Translation Bureau, Canada

Industrial Relations

Dictionnaire canadien des relations du travail, Gérard Dion

PSLRB Labour Relations Glossary

Computer Science

Dictionary of Computer Science, Michel Ginguy
IBM Dictionary of Computing
Information Technology Vocabulary, CSA
Artificial Intelligence Vocabulary, Terminology Bulletin 184
Informatics Glossary, Terminology Bulletin 225
Vocabulary of Computer Security and Viruses, Terminology Bulletin 226
Glossary of Micrographics, Terminology Bulletin 187

Justice

Canadian Guide to Uniform Legal Citation, 6th Edition
Correctional Administration Vocabulary, Terminology Bulletin 224
Alphabetical List of Titles and Federal Statutes, Terminology Bulletin 144
List of Definitions in Federal Acts, Terminology Bulletin 153

Electronics and Telecommunications

Electronics and Telecommunications Vocabulary, Terminology Bulletin 207

Other Publications

Graphic Arts Vocabulary, Terminology Bulletin 210
Pensions Vocabulary, Terminology Bulletin 201

Office de la langue française

Vocabulaire de la bureautique
Vocabulaire du traitement de texte
Vocabulaire du logiciel
Vocabulaire de la sécurité informatique
Vocabulaire de l'échange de documents informatisés
Vocabulaire de la robotique

On-line Tools

TERMIUM Plus®
Website of the Public Service Labour Relations Board:
<http://www.pslrb-crtfp.gc.ca>
Oxford dictionary website, (world English, not U.S. English):
<http://www.oxforddictionaries.com>

For English edits and revisions:

Canadian Oxford Dictionary
Oxford Canadian Usage Guide
The Canadian Style
Harrap's
TERMIUM Plus®
PSLRB Editorial Standards Guide
Chicago Manual of Style, 15th edition or newer

ANNEX “B” BASIS OF PAYMENT

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

1. FIRM ALL-INCLUSIVE RATE

If the Contractor satisfactorily meets all its obligations under this contract, the Contractor will be paid on the basis of a firm all-inclusive rate per word for translation services and a firm all-inclusive hourly rate for revision services, based on the rates recorded in the table below for the periods specified hereinafter.

The firm all-inclusive rates must include all expenses associated with the delivery of the services required under this Contract, as specified in Annex A – Statement of Work. These expenses may include the following: word processing, reports, photocopies and courier services, in addition to the costs and time associated with software, telephone calls, and transmission/delivery of documents and all other related expenses. Customs charges are included if applicable.

All deliverables are free on board (FOB) destination.

No other costs, charges, expenses or rates shall be accepted or paid by Canada.

Work at the “regular rate” means all translation and revision performed on working days, Monday to Friday, without exceeding the 1,500 word daily translation production capacity of each translator or 3,500 words per day for revision.

Work at the “premium rate” means all translation and revision to be delivered the same day within a few hours, or no later than 48 hours after receiving the task authorization, whether on working days, days of rest or statutory holidays (see list in the definition of “statutory holiday” in Annex A – Statement of Work) or which exceeds the 1,500 word daily translation production capacity of each translator or 3,500 words per day for revision.

	Initial Period	Service Category	Firm All-Inclusive Rate Proposed by Bidder (GST/HST extra)
1	(Dates to be determined at contract award)	Translation, regular rate	\$/word
2		Translation, premium rate	\$/word
3		Revision, regular rate	\$/hour
4		Revision, premium rate	\$/hour

	Period	Service Category	Firm All-Inclusive Rate Proposed by Bidder (GST/HST extra)
1	Option Period 1 (Dates to be determined at contract award)	Translation, regular rate	\$/word
2		Translation, premium rate	\$/word
3		Revision, regular rate	\$/hour
4		Revision, premium rate	\$/hour

	Period	Service Category	Firm All-Inclusive Rate Proposed by Bidder (GST/HST extra)
1	Option Period 2 (Dates to be determined at contract award)	Translation, regular rate	\$/word
2		Translation, premium rate	\$/word
3		Revision, regular rate	\$/hour
4		Revision, premium rate	\$/hour

	Period	Service Category	Firm All-Inclusive Rate Proposed by Bidder (GST/HST extra)
1	Option Period 3 (Dates to be determined at contract award)	Translation, regular rate	\$/word
2		Translation, premium rate	\$/word
3		Revision, regular rate	\$/hour
4		Revision, premium rate	\$/hour

2. GST/HST: Where applicable GST or HST is not included in the above amounts.

ANNEX “C”
SECURITY REQUIREMENTS CHECK LIST

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

ANNEX “D” TASK AUTHORIZATION FORM

See sample form on the next page.

Public Service Labour
Relations Board
C.D. Howe Building
240 Sparks Street
P.O. Box 1525, Station B
Ottawa ON K1P 5V2



Commission des relations de travail
dans la fonction publique
Immeuble C.D. Howe
240, rue Sparks
C.P. 1525, Succursale B
Ottawa ON K1P 5V2

Request for Translation / Demande de traduction

Task Authorization Contact/ Responsable des autorisations de tâches	
Name/Nom	Telephone/Téléphone

Translation/Traduction	<input type="checkbox"/>
Revision/Révision	<input type="checkbox"/>

Request Number - N° de la demande	Expedition Mode d'expédition <input type="checkbox"/> Electronic/Électronique <input type="checkbox"/> By Hand/Par porteur <input type="checkbox"/> Internal/À l'interne	Security Classif. - Cote de sécurité
-----------------------------------	---	--------------------------------------

Originator - Demandeur	Telephone No. - N° de téléphone	Submitted - Soumise le
Document Title or Description - Titre ou description du document		Tentative Return - Retour souhaité
Document Type - Genre de document	Reference Material - Documents de référence <input type="checkbox"/> Included <input type="checkbox"/> Not included Inclus Non inclus	Returned - Revenue le
Language Source - Langue de départ <input type="checkbox"/> English/Anglais <input type="checkbox"/> French/Français		Given to Client - Remise au client
Special Instructions - Instructions spéciales		
Priority - Priorité <input type="checkbox"/> Urgent/Urgent <input type="checkbox"/> Regular/Régulier	Translation – Traduction Number of Words/ Nombre de mots	Revision – Révision Number of Hours/ Nombre d'heures
	Amount – Montant Translation/ Traduction \$	Revision/ Révision \$
	System Make - Système utilisé MS Word	

ANNEX “E” **A SAMPLE OF AN MS OFFICE SPREADSHEET**

The Contractor must complete all of the data fields identified below, as applicable.						
Contract Number: _____						
Reporting Period: _____ to _____						
TA Number	TA Amendment Number (If applicable)	Date of TA / Date of TA Amendment (If applicable)	Value of TA, GST/ HST excluded / Value of TA Amendment, GST/ HST excluded (If applicable)	GST/HST	Value of TA GST/HST included / Value of TA Amendment GST/HST Included (if applicable)	Cumulative Amount



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

CON14-001

Security Classification / Classification de sécurité
Reliability

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Reliability

Canada



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

CON14-001

Security Classification / Classification de sécurité
Reliability

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes
Non Oui

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

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

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

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☐ No ☒ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☐ No ☒ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☐ No ☒ Yes
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Reliability

Canada



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

CON14-001

Security Classification / Classification de sécurité
Reliability

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 CONFIDENTIEL	SECRET TRÈS SECRET	TOP SECRET NATO DIFFUSION RESTREINTE	NATO RESTRICTED NATO CONFIDENTIEL	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
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).



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

CON14-001

Security Classification / Classification de sécurité
Reliability

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)

Catherine Wright-Cadieux

Title - Titre

Manager, Communication Services

Signature

Telephone No. - N° de téléphone
613-990-1752

Facsimile No. - N° de télécopieur
613-990-6685

E-mail address - Adresse courriel
Catherine.Wright-Cadieux@pslrb.gc.ca

Date
2013/06/28

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

Name (print) - Nom (en lettres moulées)

Robert Sabourin

Title - Titre

Director, Financial and Adm. Services

Signature

Telephone No. - N° de téléphone
613-990-1844

Facsimile No. - N° de télécopieur
613-990-6685

E-mail address - Adresse courriel
robert.sabourin@pslrb-crffp.gc.ca

Date
2013/06/28

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)

Nathalie Sielatycki

Title - Titre

Contracting Officer

Signature

Telephone No. - N° de téléphone
613-990-1761

Facsimile No. - N° de télécopieur
613-990-6685

E-mail address - Adresse courriel

Date
June 28th/13

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

Name (print) - Nom (en lettres moulées)

Anna Kulycka
Contract Security Officer, Contract Security Division
Anna.Kulycka@tpsgc-pwgsc.gc.ca

Title - Titre

Signature

Telephone No. - N° de téléphone
Tel/Tel: 613-990-1290

Facsimile No. - N° de télécopieur
Fax/Tél: 613-954-4171

E-mail address - Adresse courriel

Date
Nov 22, 2013