



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

BRU@CIC.GC.CA

Attn: Jason Solomon

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**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To: Citizenship and Immigration 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 thereof.

Proposition aux: Citoyenneté et Immigration 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-annexées, au(x) prix indiqué(s).

Instructions : See Herein

Instructions: Voir aux présentes

**Issuing Office – Bureau de distribution
Citizenship and Immigration Canada
Passport Material Management Division
70 Crémazie
Gatineau, Québec K1A 0G3**

Title – Sujet	
Editing services, translation of revisions and quality control services for Citizenship and Immigration Canada (CIC)	
Solicitation No. – N° de l'invitation	Date
142007	Jun 3, 2014
Solicitation Closes – L'invitation prend fin at – à	Time Zone Fuseau horaire
2:00 PM on – Jun 18, 2014	EDT
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to: - Adresser toutes questions à :	
Jason Solomon	
Email – Courriel :	
BRU@CIC.GC.CA	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction :	
See Herein	
Delivery required - Livraison exigée	
See Herein	
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm	
Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	
(type or print)/ (taper ou écrire en caractères d'imprimerie)	
Signature	Date



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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is a security requirement associated with this solicitation. For additional information, consult Part 6 – Resulting Contract Clauses and Appendix “G”.

2. Summary

The objective of this requirement is to support CIC in producing quality reports and other documents in both of Canada’s official languages that are destined to internal and/or external audiences, within the prescribed timelines outlined in Article 6 of the Statement of Work.

Canada is seeking to establish a contract for editing and translation services as defined in Appendix "D", Statement of Work, for five (5) years including all options.

3. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within fifteen (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 Citizenship and Immigration Canada instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Passport Canada Website at <http://passportcanada.gc.ca/publications/index.aspx?lang=eng#entreprise>

All SACC manual clauses for specific instructions not covered by the standard instructions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The [PPTC-SI-001 \(2013-07-15\)](#) Standard Instructions – Goods or Services Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2. Submission of Bids

Bids must be submitted only to Citizenship and Immigration Canada by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to Citizenship and Immigration Canada will not be accepted.



3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

5. Basis for Canada's Ownership of Intellectual Property

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

(6.4.1) the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (one (1) soft copy via email)

Section II: Financial Bid (one (1) soft copy via email)

Section III: Certifications (one (1) soft copy via email)

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

Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work. 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. 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, and under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific page number and paragraph where the subject topic has already been addressed.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Appendix “E”, Basis of Payment. The total amount of applicable taxes must be shown separately, if applicable.

Bidders should include the following information in their financial bid by completing Appendix “I”, Vendor Information and Authorization and include it with their 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.

Financial proposals must clearly identify the personnel proposed and the associated category for evaluation purposes only. Proposed hourly rates or firm prices must be in Canadian dollars.

The Bidder's hourly rates in response to this RFP and resulting contract(s) must include all overhead, general & administrative costs and profit. Included are the following costs that may be incurred in providing the required services: office space, computer hardware and software, word



processing, preparation of reports, photocopying, courier services, facsimile services, telephone services, local travel expenses, and administration related to non-local travel expenses. "Local" as used here is defined as where the Work is to be performed in Canada as may be specified in the RFP and the resulting Contract(s).

Bidders must provide in their financial bid a price breakdown as detailed in Appendix "E", Basis of Payment.

Section III: Certifications

Bidders must submit the required certifications under Part 5 – Certifications.

1.1 SACC Manual Clauses

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

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. All elements of the bid solicitation that are mandatory requirements are identified specifically with the words “must” or “mandatory”. Bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified. The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement. Each mandatory technical criterion should be addressed separately.

Mandatory Technical Criteria (M)			
No.	Mandatory Technical Criterion	Met/ Not Met	Bidder must reference the Page & Para in their proposal where this information can be found
M1	The Bidder must provide a single point of contact for all related issues in regards to this solicitation.		
M2	The proposed resource(s) must have a valid Government of Canada security clearance at the Reliability Status level at the time of Bid Closing. The following information must be provided with the proposal: <ul style="list-style-type: none"> • File number • Security level • Expiration date 		
M3	The Bidder must demonstrate that the bidding organization has a minimum of five (5) years experience in the last seven (7) years, in editing, translation, parallel read (English compared to Canadian French and Canadian French compared to English), proofread and quality control of Canadian departmental reports or reports to Parliament. The Bidder must provide a list of Departmental and parliamentary reports. The Bidder must provide three (3) references that		



	<p>can confirm that the bidding organization has a minimum of 5 years experience and has completed the reports described in its proposal:</p> <ul style="list-style-type: none"> (1) Name of the reference (2) Title (3) Organization (4) Telephone number (5) Email address 		
M4	<p>The Bidder must demonstrate that the proposed resource(s) has/have a minimum of five (5) years experience in the last seven (7) years, providing editing services for Canadian departmental reports or reports to Parliament. To demonstrate compliance with this criterion, Bidders must include within their proposal a detailed Curriculum Vitae (CV) for each of the proposed resources.</p> <p>The CV must not exceed 3 pages (see note 1) and must include:</p> <ul style="list-style-type: none"> a) Descriptions of the editing services experience as defined in M3 (parallel read (Canadian French to English and/or English to Canadian French), proofread, quality control and translation); b) Descriptions of the experience with Canadian departmental reports or reports to Parliament; and c) The highest level of education and credentials completed in editing, translation or a field related to editing. (See Note 2) <p>Note 1: For all CVs submitted any information found in pages after the first three will not be evaluated.</p> <p>Note 2: Fields related to editing include, but are not limited to:</p> <ul style="list-style-type: none"> a) Professional and/or technical writing b) Interpretation c) Literature d) Journalism e) Communications f) Linguistics g) Writing h) Philology 		
M5	<p>The Bidder must include in its proposal the completed written exam at Attachment 1 to Part 4. The exam must be completed by a minimum of one proposed resource for whom a CV was submitted as per M4. The name of the proposed resource(s) must be clearly identified on the exam.</p> <p>Note: Only one copy of the completed exam is to be submitted with the bid. The instructions on how to</p>		



	complete the exam are found in Attachment 1 to Part 4, Written Exam.		
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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 75 points will be declared non-responsive.

Point Rated Technical Criteria (R)					
No.	Technical Rated Requirements	Max. Pts	Scoring	Self Score	Bidder must reference the Page & Para in their proposal where this information can be found
R1	The Bidder should demonstrate the number of years of experience for which the bidder has beyond the mandatory 5 years required under Mandatory M3 in editing, translation, parallel read, proofreading and quality control of Canadian departmental reports or reports to Parliament.	20	>5 to ≤ 7 years = 5 points >7 to ≤ 9 years = 10 points >9 to ≤ 11 years = 15 points >11 years = 20 points		
R2	The Bidder should demonstrate: a) their capacity to manage the work volume as identified in Paragraph 3 of Appendix “D”, Statement of Work by providing a contingency plan to ensure uninterrupted services; and b) that a process is in place to ensure the ongoing quality of the work done by editors/resources.	20	The Bidder has a contingency plan in place in the event of staff shortage = 10 points The Bidder has a process in place to ensure the ongoing quality of the work done by its editors/resources = 10 points		
R3	The Bidder should demonstrate the number of years of experience for which the proposed	20	Minimum level of experience attained by ALL resources:		



	<p>resource(s) has/have beyond the mandatory 5 years required under Mandatory Requirement M4 in editing services and experience with Canadian departmental reports or reports to Parliament.</p> <p>Note: A maximum of 20 points will be allotted regardless of the number of proposed resources.</p>		<p>>5 to ≤ 7 years = 5 points >7 to ≤ 9 years = 10 points >9 to ≤ 11 years = 15 points >11 years = 20 points</p>		
R4	<p>The Bidder should state the highest level of education and credentials completed, for each proposed resource, in editing, translation or a field related to editing. (See note 1).</p> <p>Note: A maximum of 25 points will be allotted regardless of the number of proposed resources. Note 1: Fields related to editing are:</p> <ul style="list-style-type: none"> a) Professional and/or technical writing b) Interpretation c) Literature d) Journalism e) Communications f) Linguistics g) Writing h) Philology 	25	<p>Highest Level of education achieved by ALL proposed resources:</p> <p>No diploma = 0 point</p> <p>High school diploma = 5 points</p> <p>College degree in editing, translation or a field related to editing = 10 points</p> <p>Bachelor's degree in editing, translation or a field related to editing = 15 points</p> <p>Master's degree in editing, translation or a field related to editing = 20 points</p> <p>PhD degree in editing, translation or a field related to editing = 25 points</p>		
R5	<p>The Bidder should complete the written exam. Attachment 1 to Part 4.</p> <p>Note: The evaluation will be assessed based on the</p>	28	<p>no mistake/error found = 0 point</p> <p>1 to 2 mistakes/errors found = 7 points</p>		



	<p>number of mistakes/errors found by the Bidder to a maximum of 10 mistakes/errors. The content of the text is stable; no editorial changes and no parallel read are required. Note: A maximum of 28 points are available for this written exam. (If additional mistakes/errors are found, only up to 10 mistakes/errors will be factored into the evaluation.) In the event that a correction is made to content that did not require correction, the bidder will not be penalized, however the correction will not be used in the calculation of points.</p>		<p>3 to 5 mistakes/errors found = 14 points 6 to 8 mistakes/errors found = 21 points 9 to 10 mistakes/errors found = 28 points</p>		
Total Points – Minimum Pass Score 75 / 113					

1.2 Financial Evaluation

Only the proposals that are technically responsive will be considered for financial evaluation.

The price of the bid will be evaluated in Canadian dollars, applicable taxes are excluded.

For the purposes of bid evaluation, Basis of Payment, Appendix “E” will be used. The Bidder must provide all inclusive hourly rates for the services being proposed in accordance with the bid solicitation, for the initial contract period and option periods.

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Basis of Payment, Appendix “E”. The evaluated price will be calculated by adding the total price for all deliverables over all periods of the Contract (i.e. the original contract period and all option periods).

The volumetric data included in the pricing schedule detailed in Appendix “E”, Basis of Payment is provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

1.4 Formulas in Pricing Schedule

If the Pricing Schedule provided to bidders include any formulae, Canada may re-input the prices provided by bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a bidder.



1.5 Substantiation of Professional Services Rates

In Canada's experience, bidders will from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. When evaluating the rates for professional services bids, Canada may, but will have no obligation to, require price support for any rates proposed (either for all or for specific resource categories). Examples of price support that Canada would consider satisfactory include:

- a) documentation (such as billing records) that shows that the Bidder has recently provided and invoiced another customer (with whom the Bidder deals at arm's length) for services similar to the services that would be provided by the relevant resource category, where those services were provided for at least one month and the fees charged are equal to or less than the rate offered to Canada (to protect the privacy of the customer, the Bidder may black out the customer's name and personal information on the invoice submitted to Canada);
- b) a signed contract between the Bidder and an individual qualified (based on the qualifications described in this bid solicitation) to provide services under the relevant resource category, where the amount payable under that contract by the Bidder to the resource is equal to or less than the rate bid for that resource category;
- c) a signed contract with a subcontractor who will perform the work under any resulting contract, which provides that the required services will be provided at a rate that is equal to or less than the rate bid for the relevant resource category (and where the resource meets all the qualifications described in this bid solicitation); or
- d) details regarding the salary paid to and benefits provided to the individuals employed by the Bidder qualified (based on the qualifications described in this bid solicitation) to provide services under the relevant resource category where the amount of compensation, when converted to a per diem or hourly rate (as applicable), is equal to or less than the rate bid for that resource category.

Once Canada requests substantiation of the rates bid for any resource category, it is the sole responsibility of the Bidder to submit information (either the information described in the examples above, or other information that demonstrates that it will be able to recover its own costs based on the rates it has proposed) that will allow Canada to determine whether it can rely, with confidence, on the Bidder's ability to provide the required services at the rates bid, while, at a minimum, recovering its own costs. Where Canada determines that the information provided by the Bidder does not demonstrate the Bidder's ability to recover its own costs in providing the relevant resource, Canada may declare the bid non-compliant, if the rate is at least **20%** of or lower than the median price bid by compliant bidders for the first year of the resulting contract for the relevant resource(s). Only the Firm Hourly Rates of proposals that are technically responsive will be considered.



2.0 Basis of Selection

2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price

2.1.2 To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory criteria; and
- c. obtain the required minimum of 75 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 113 points.

2.1.3 Bids not meeting (a) or (b) or (c) will be declared non-responsive.

2.1.4 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.

2.1.5 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.

2.1.6 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.

2.1.7 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

2.1.8 Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equal's 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating of Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined rating		83.84	75.56	80.89
Overall rating		1st	3rd	2nd



3. Security Requirement

- 1 At the date of bid closing, the following conditions must be met:
 - a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
 - c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

For additional information on security requirements, bidders should contact the Contracting Authority.



ATTACHMENT 1 TO PART 4 WRITTEN EXAM

Instructions:

Please complete the following exam by finding mistakes and/or errors in the texts below. The content of the texts are stable; no editorial changes and no parallel read are required as the English and French text are not equivalent.

Note: The evaluation will be assessed based on the number of mistakes/errors found by the Bidder to a maximum of 10.

Note: A maximum of 28 points are available for this written exam. If additional mistakes/errors are found, only up to 10 mistakes/errors will be factored into the evaluation.

Points will be awarded for errors found only in the following areas:

Grammar, layout, punctuation, spelling and acronyms. Bidders must comply with Attachment 1 To Appendix D, CIC Style Guide and Attachment 2 To Appendix D the Clients Convention on How to Write Reports to Parliament.



Document d'information — Améliorations apportées à la catégorie de l'expérience canadienne

Du 9 novembre 2013 au 31 octobre 2014, Citoyenneté et Immigration Canada (CIC) acceptera un maximum de 12 000 nouvelles demandes au titre de la catégorie de l'expérience canadienne (CEC).

En raison d'une surreprésentation parmi les demandes reçues jusqu'à maintenant au titre de la CEC, les six professions suivantes ne seront plus admissibles à la CEC à compter du 9 novembre 2013 :

- cuisiniers/cuisinières (code 6322 de la CNP);
- superviseurs/superviseuses des services alimentaires (code 6311 de la CNP);
- agents/agentes d'administration (code 1221 de la CNP);
- adjoints administratifs/adjointes administratives (code 1241 de la CNP);
- techniciens/techniciennes en comptabilité et teneurs/teneuses de livres (code 1311 de la CNP);
- superviseurs/superviseuses des ventes – commerce de détail (code 6211 de la CNP).

CIC a déjà un grand nombre de demandes en attente pour ces professions et continuera de les traiter en vue d'une décision définitive.

De plus, CIC imposera un sous-plafond de 200 demandes pour chacune des [professions du niveau de compétence B de la Classification nationale des professions \(CNP\)](#). Il s'agit principalement d'emplois techniques ou administratifs ou de métiers spécialisés. Nous n'imposerons pas de sous-plafond aux professions du genre de compétence 0 et du niveau de compétence A (gestion et professionnel) de la CNP, mais ces professions seront néanmoins assujetties au plafond global de 12 000 demandes.

Enfin, CIC maintiendra les mêmes critères linguistiques pour les demandeurs, mais ces exigences feront l'objet d'une vérification initiale dès le 9 novembre 2013. Les exigences linguistiques actuelles correspondent au [niveau 7 des Niveaux de compétence linguistique canadiens \(NCLC\) pour les professions de la CNP 0 ou A, et au niveau 5 des NCLC pour les professions de la CNP B](#). Cette nouvelle mesure permettra d'éliminer plus tôt dans le processus les demandeurs qui n'atteignent pas le seuil minimal des exigences linguistiques afin que les ressources consacrées au traitement des demandes puissent se concentrer sur les personnes qui sont le plus susceptibles d'être admissibles.

Par ailleurs, ces changements permettront d'offrir un service plus convivial aux clients, puisqu'on renverra aux demandeurs qui n'auront pas les compétences linguistiques requises leur demande ainsi que les frais de traitement.

Afin de déterminer votre admissibilité à la CEC, vous devez satisfaire aux exigences suivantes pour présenter une demande au titre de la CEC. Vous devez :

- prévoir habiter à l'extérieur de la province de [Québec](#);
- avoir au moins 12 mois d'[expérience de travail qualifié](#) à temps plein (ou l'équivalent à temps partiel) au cours des trois années précédant votre demande;
- avoir acquis votre expérience au Canada en ayant l'autorisation adéquate;



- respecter les [exigences linguistiques](#) requises pour votre emploi pour chaque compétence linguistique (écouter, parler, lire et écrire).

Expérience de travail qualifié

Selon la [CNP du Canada](#), « expérience de travail qualifié » vise :

- les postes de gestion (emploi correspondant au niveau de compétence 0) ;
- les postes professionnels (emploi correspondant au niveau de compétence A) ;
- les emplois techniques et spécialisés (emploi correspondant au niveau de compétence B).

Vous devez avoir au moins 21 mois d'expérience de travail qualifié à temps plein, ou l'équivalent à temps partiel. Un emploi à temps plein signifie que vous avez au moins 30 heures de travail rémunéré par semaine.

Pour déterminer dans quel groupe se situe votre emploi, veuillez consulter la liste des [professions et leur groupe de la CNP](#). Suivez les étapes pour déterminer quel groupe de la CNP correspond à votre emploi.

Si les détails et la liste des principales tâches d'un poste visé par un niveau de compétence 0, A ou B de la CNP correspond à l'emploi que vous avez occupé au Canada, votre emploi est sans doute visé par ce groupe. Dans le cas contraire, examinez la liste pour voir si un autre emploi correspond à votre expérience.

Si votre permis de travail existant arrive à échéance, vous êtes peut-être admissible à un [permis de travail ouvert transitoire](#). Ce type de permis permet aux demandeurs admissibles de continuer à travailler pendant qu'ils attendent la décision finale concernant leur demande de résidence permanente.

Demandeur principal

Si vous êtes marié ou habité avec un conjoint de fait au Canada, et si votre conjoint satisfait également aux exigences susmentionnées, vous pouvez décider qui de vous deux présentera une demande à titre de demandeur principal dans la CEC.

Un conjoint de fait est une personne qui habite avec vous dans le cadre d'une relation conjugale depuis au moins un an. Les conjoints de fait comprennent aussi bien les personnes de sexe opposé que les personnes du même sexe.

Exigences linguistiques

Vous devez respecter les [exigences linguistiques minimales](#) pour votre emploi. Vous devez également inclure les résultats de l'évaluation linguistique ([d'un organisme désigné par CIC](#)) qui démontrent que vous respectez les exigences au moment de présenter votre demande.

Vos [résultats d'évaluation](#) ne doivent pas dater de plus de deux ans lorsque vous présentez votre demande.



Interdiction de territoire

Certaines personnes sont [interdites de territoire](#), c.-à-d. qu'elles ne sont pas autorisées à entrer au Canada. Vous pouvez être interdit de territoire pour plusieurs raisons, notamment la participation à des activités criminelles, l'atteinte aux droits humains et la criminalité organisée. Vous pouvez également être interdit de territoire pour des raisons de sécurité, de santé ou financières.

Ne présentez pas une demande au titre de la CEC si vous êtes interdit de territoire au Canada.



Backgrounder — Immigration Levels Planning: What is it?

Citizenship and Immigration Canada (CIC) is responsible on setting immigration levels. This means the number of new permanent residents that Canada admits or plans to admit every year.

When we talk about immigration, we mean permanent residents. These are people who got permanent resident status by immigrating to Canada, but are not yet Canadian citizens. These people decided to move to Canada permanently to live and work. Permanent residents have rights and privileges in Canada even though they are still citizens of their home countries. You can generally think of permanent residents as future Canadian citizens, since the vast majority go on to apply for citizenship. According to the 2011 Census, about 86 percent of permanent residents became Canadian citizens.

Why does the Government of Canada plan levels at all? Couldn't CIC just process as many applications as possible and then report on the outcome at the end of the year? The short answer is that planning levels is required under Canada's immigration law.

The [Immigration and Refugee Protection Act](#) (IRPA) is the law that guides Canada's immigration system. It sets out the major goals for immigration, which include:

- developing a strong and prosperous Canadian economy, in which the benefits of immigration are shared across all regions;
- reuniting families;
- fulfilling Canada's international legal obligations with respect to refugees, and to assisting those in need of resettlement; and
- protecting the health, safety and security of Canadians.

The law requires the Minister of Citizenship, Immigration and Multiculturalism to table the *Annual Report to Parliament on Immigration*¹ on or before November 1 each year. The Report includes the projected number of permanent residents that will be admitted to Canada in the following year.

Beyond our obligation to set these annual levels, the levels plan must also balance several other factors, such as:

- the Government of Canada's current priorities and commitments;
- the extent that our economy and communities can integrate newcomers;
- current and future economic conditions, as well as labour market needs;
- input from stakeholders, including settlement service groups, unions, Aboriginal groups, non-governmental organizations, and sector councils/industry; and
- input from provinces and territories, as immigration is a shared responsibility under Canada's Constitution.

That said, there is a certain degree of uncertainty when planning immigration levels. While CIC can plan for and control many factors, immigration is about the movement of people, so there

¹ The latest Annual Report can be found at:

<http://www.cic.gc.ca/francais/ressources/publications/rapport-annuel-2013/index.asp>



are a lot of unknowns. For example, while CIC issues permanent resident visas, it cannot control exactly when, or even if, a person uses that visa to come to Canada. For reasons like this, we set out a levels planning range and within that range, specific targets for each class. These include the number of applications we must process in order to have admissions fall within the planning range.

In the last five years, Canada has admitted an average of over 250,000 new permanent residents each year. This is roughly 0.8% of Canada's population. Many in the business sector, as well as provinces and territories, are calling for high immigration levels to meet current and future job shortages. Some argue that increasing overall immigration levels would bring in the skills and talent we need to keep Canada's economy growing as much of the current labour force begins to age.

Immigration contributed to over 46% of net labour force growth in 2011. Higher immigration levels could also mean more family reunification and resettling more refugees and people in need of humanitarian protection. In 2011, about 16% of the world's total resettled refugees were brought to Canada.

Canada must also balance today's needs with those of the future—what the country will need in 10 years and beyond.

Finding the best level of immigrants must take into account Canada's ability to successfully settle and integrate newcomers of diverse origins in cities and communities across the country.

How well we can integrate newcomers depends on many factors, including:

- policies, programs and services that support immigrant integration;
- labour market conditions that let them take part in the Canadian economy;
- how willingly the newcomer and the local community take part in the integration process.

Finally, we must consider whether CIC and its security partners (the Royal Canadian Mounted Police, the Canadian Security and Intelligence Service and CBSA) have the financial means to process applications and deliver immigration programs.

These issues point to difficult questions about levels planning. Should the number of immigrants admitted to Canada be increased to one percent of the population, as some suggest? Or should immigration levels be maintained or even decreased due to continuing economic uncertainty?

Much of the success of Canada's immigration system depends on the balance between the level of immigration, and whether newcomers can settle in welcoming communities with job opportunities, schools and housing.



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 Required with the Bid

Bidders must submit the following duly completed certifications with their bid.

1.1 Federal Contractors Program for Employment Equity – Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

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



1.2 Former Public Servant Certification

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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



Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes** () **No** ()

If so, the Bidder must provide the following information:

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

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

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

Certification

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

1.3 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.



1.4 Intentionally deleted from this requirement.

1.5 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 - RESULTING CONTRACT CLAUSES

APPENDIX “A”, GENERAL TERMS AND CONDITIONS

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

A1. Standard Acquisition Clauses and Conditions Manual

All instructions, general terms, conditions and clauses identified herein by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual issued by Public Works and Government Services Canada (PWGSC) and in the Citizenship and Immigration Canada Terms and Conditions Manual.

A1.1 An electronic version of the SACC Manual is available on the Buy and Sell Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

A1.2 An electronic version of the Citizenship and Immigration Canada Contract Terms and Conditions is available on the Passport Canada Website: <http://passportcanada.gc.ca/publications/index.aspx?lang=eng#entreprise>

A2. Terms and Conditions of the Contract

A2.1 The general terms, conditions and clauses identified herein by title, number and date, are hereby incorporated by reference into and form part of this Contract, as though expressly set out herein, subject to any other express terms and conditions herein contained.

A3. Standard Instructions and Conditions

A3.1 The conditions set out in the [PPTC-SI-001 \(2013-07-15\)](#) Standard Instructions – Goods or Services Competitive Requirements, are hereby incorporated by reference into and form part of this Contract.

A4. General Conditions

A4.1 General Conditions [PPTC-GC-001 \(2013-07-15\)](#), Med/High Complexity Goods and Services Contract shall apply to and form part of this Contract.



APPENDIX “B”, SUPPLEMENTAL TERMS AND CONDITIONS

B1. Priority of Documents

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

- a) The Articles of Agreement;
- b) Appendix “A” – General Terms and Conditions;
- c) Appendix “B” – Supplemental Terms and Conditions;
- d) Appendix “C” – Terms of Payment;
- e) Appendix “D” – Statement of Work;
- f) Appendix “E” – Basis of Payment
- g) Appendix “F” – Insurance Requirements;
- h) Appendix “G” – Security Requirement Checklist (SRCL);
- i) Appendix “H” – Confidentiality Agreement;
- j) Appendix “I” – Vendor Information and Authorization Form; and
- k) the Contractor's proposal dated _____(TBD)

B2. CIC Clauses

The following Citizenship and Immigration Canada Terms and Conditions are incorporated by reference and form part of this Contract:

ID	Date	Title
<i>PPTC-SC-003</i>	<i>2013-07-15</i>	<i>Crown Owns Intellectual Property (IP) Rights in Foreground Information - Copyright</i>

B3. SACC Manual Clauses

The following SACC manual Clauses are incorporated by reference and form part of this Contract:

ID	Date	Title
<i>A9117C</i>	<i>2007-11-30</i>	<i>T1204 - Direct Request by Customer Department</i>
<i>A9116C</i>	<i>2007-11-30</i>	<i>T1204 Information Reporting by Contractor</i>
<i>C0705C</i>	<i>2010-01-11</i>	<i>Discretionary Audit</i>

B4. Security Requirement

B4.1 The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening, issued by the Canadian Industrial Security Division (CISD), Public Works and Government Services (PWGSC).

B4.2 The Contractor personnel requiring access to PROTECTED information, assets or sensitive 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).

- B4.3** Processing of PROTECTED materiel electronically at the Contractor's site is NOT permitted under this Contract.
- B4.4** Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- B4.5** The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex G;
 - (b) *Industrial Security Manual* (Latest Edition).

B5. Period of Contract

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

B5.1 Option to Extend the Contract

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

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

B6. Termination on Thirty (30) Days Notice

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

B7. Certifications / 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.

B8. Insurance Requirements



The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

B9. Intentionally deleted from this requirement.

B10. Closure of Government Offices

Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

B11. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Appendix "D".

B12. Authorities

B12.1 Contracting Authority

The Contracting Authority for the Contract is:

<The Contracting Authority for the Contract is to be identified at Contract award>

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.

B12.2 Project Authority

The Project Authority for the Contract is:

<The Project Authority for the Contract is to be identified at Contract award>

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.

B12.3 Technical Authority

<The Technical Authority for the Contract is to be identified at Contract award>



The Technical Authority will be responsible for providing guidance on the technical requirements and deliverables.

B13. Confidentiality Agreement

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed confidentiality agreement, found in Appendix “H”, Confidentiality Agreement, and provide it to the Contracting Authority before they are given access to information by or on behalf of Canada in connection with the Work.



APPENDIX “C”, TERMS OF PAYMENT

C1. Basis of Payment

The Contractor will be paid firm hourly rates as per Appendix “E”, for work performed in accordance with the Contract. Customs duties are included and applicable taxes are extra.

C2. Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Appendix “E”, to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duties are included and applicable taxes are extra.

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and applicable taxes are 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.

C3. Method of Payment

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

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

C4. Applicable Taxes

Applicable taxes are not included in the amounts shown in the Basis of Payment. Applicable taxes, which are estimated at \$_____ (*insert the amount at contract award*), are included in the total contract amount. Applicable taxes are to be shown as separate items on all invoices and claims for progress payments and will be paid by Canada. The Contractor agrees to remit to appropriate tax authorities any amounts of Applicable Taxes paid or due.



C5. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

OR

 - a) The original and one (1) copy must be forwarded to the following address for certification and payment.
_____ (*Insert the name of the organization*)
_____ (*Insert the address of the organization*)
 - b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

C6. Travel and Living Expenses

Canada will not accept any travel and living expenses for:

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

These expenses are included in the firm price for professional fees specified above.



APPENDIX “D”, STATEMENT OF WORK

EDITING SERVICES

Editing services (English and Canadian French), translation of revisions and quality control services for Citizenship and Immigration Canada (CIC)’s reports to Parliament.

1. OBJECTIVE:

The objective of this requirement is to support CIC in producing quality reports in both of Canada’s official languages that are destined to internal and/or external audiences, within the prescribed timelines outlined in Article 6 of the Statement of Work or as specified by CIC.

2. BACKGROUND:

As part of the Treasury Board Secretariat requirements, every Department must produce the following two reports to Parliament each year:

(a) Departmental Performance Report (DPR)

The DPRs are individual department and agency accounts of actual accomplishments against plans, priorities and expected results set out in their respective RPPs. DPRs cover the most recently completed fiscal year and are normally tabled in the fall. The DPRs and RPPs are a component of Part III (Departmental Expenditure Plans) of the Estimates publications.

(b) Report on Plans and Priorities (RPP)

The RPPs are forward-looking documents that provide plans for each department and agency (excluding Crown corporations). They describe departmental priorities, expected results and associated resource requirements covering three fiscal years. The information for the first year of this document supplements information contained in the Main Estimates. RPPs are normally tabled by the President of the Treasury Board on behalf of the Government of Canada, on or before March 31 each year.

In addition to the above, CIC is required to table the following additional parliamentary report:

(c) Annual Report to Parliament on Immigration (AR)

The AR is a requirement under section 94 of the *Immigration and Refugee Protection Act*; the Minister must, on or before November 1 of each year, table a report to Parliament on the operation of this Act.

As reference for the scope of work involved, the previous RPP can be found at:
<http://www.cic.gc.ca/english/resources/publications/rpp/2013-2014/index.asp>.

The 2012-2013 DPR can be found at:
<http://www.cic.gc.ca/english/resources/publications/dpr/2013/index.asp>.



The latest AR can be found at: <http://www.cic.gc.ca/english/resources/publications/annual-report-2013/index.asp>.

3. SCOPE:

Citizenship and Immigration Canada requires the professional services of a Contractor in the areas of editing, translation of revisions and quality control to deliver quality reports within tight deadlines, in both official languages.

The Work is comprised of three parliamentary reports. Each parliamentary report follows a production schedule of about two months as outlined below. The timelines for the DPR and the AR are concurrent but effort is made to avoid overlapping of editing work.

Document size and estimated volumes:

It is estimated that CIC produces approximately 220,000 words per year for the three departmental reports (mentioned above) for which editing services are needed. Note that the data provided is based on historical volumes and is provided in good faith and does not represent a commitment by Canada for the estimated quantity of work or business given to the Contractor. The estimated number of words is not to be considered as a contractual guarantee. As well, two of these reports are based on Treasury Board Secretariat requirements (which may change on a yearly basis).

4. TASKS:

For each report, the Contractor must:

- a) **Edit** the English and Canadian French versions, as required, during the development of the document (i.e., which consists of clarifying and/or reorganizing text for content and structure, clarifying meaning, eliminating jargon, smoothing language and other line-by-line editing);
- b) **Translate** changes made to the English version during the approval stage to adapt the Canadian French version (i.e., which consists of rendering the message of the source text accurately in a target language that is correct and appropriate to the subject matter and the reader);
- c) **Conduct a parallel read** (i.e., make sure that the English and Canadian French versions correspond) of the entire text before layout and/or at final copy stage;
- d) **Proofread** the layout version, (English and Canadian French), including review of visual elements/presentation (i.e., which consists of comparing the laid-out document with the manuscript to ensure that all text has been transferred, checking for typographical errors and format inconsistencies and detecting and marking errors to be corrected in the arrangement of the report so that text and illustrations follow a desired format);
- e) **Provide quality control** (i.e., procedures to ensure optimum levels of production or service) of PDF and HTML copy (English and Canadian French);



- f) Use CIC Style Guide (Attachment 1 to Appendix D) and the Client’s Conventions on how to Write Reports to Parliament (Attachment 2 to Appendix D);
- g) Ensure continuity of style and conventions with previous CIC reports/documents;
- h) Ensure consistent use of language and style within each report/document;
- i) Provide sufficient resources to meet the deadlines of production;
- j) Meet with the Project Authority to discuss any comments or concerns;
- k) Deliver all materials to the Project Authority using the appropriate electronic format (i.e., Microsoft Windows Vista or as advised);
- l) Provide turnaround of material according to the timelines specified below, including overtime to meet very tight and shifting timelines; this may include working outside of normal working hours and on weekends. Historically, this has happened up to three times during the production of a report but this may be subject to change; and
- m) Not discuss the reports outside CIC’s Strategic Planning and Reporting Division. Refer to Annex H – Confidentiality Agreement.

5. CLIENT SUPPORT:

CIC will be responsible for the translation of the first draft of each report. Any changes made to subsequent drafts during the approval process will be the responsibility of the Contractor as per Paragraph 4 (b) of Appendix D - Statement of Work.

6. DELIVERABLES AND ASSOCIATED SCHEDULE:

Please note that the dates and number of days allotted below are provided as tentative guidelines only and may change. Therefore, flexibility will be required.

Deliverable # 1 - DPR Deliverables	Proposed Timeline (dates are subject to changes as per Project Authority)
1 st Edit English	July 10 – 14, 2014
2 nd Edit English, 1 st edit French including parallel read between English and French and translation of changes as required	August 29 – September 2, 2014
Final quality control of English and French PDF versions	September 3 – 6, 2014
Proofread and quality control of English and French HTML versions	September 10 – 13, 2014
Deliverable completed	November 28, 2014

Deliverable # 2 - AR Deliverables	Proposed Timeline (dates are subject to changes as per Project Authority)
1 st Edit English	August 13 – 19, 2014



2 nd Edit English, 1 st edit French including parallel read between English and French and translation of changes as required	September 26 – 29, 2014
Final quality control of English and French PDF versions	October 17 – 24, 2014
Proofread and quality control of English and French HTML versions	October 22 – 29, 2014
Deliverable completed	November 28, 2014

Deliverable # 3 – RPP Deliverables	Proposed Timeline (dates are subject to changes as per Project Authority)
1 st Edit English	December 19, 2014 – January 3, 2015
2 nd Edit English, 1 st edit French including parallel read between English and French and translation of changes as required	January 28 – February 4, 2015
Final quality control of English and French PDF versions	February 5 – 7, 2015
Proofread and quality control of English and French HTML versions	February 10 – 12, 2015
Deliverable completed	March 31, 2015

7. Limitations and Constraints:

The contractor will work from their location and will not be required to work at CIC’s premises except for pre-arranged meetings if and when necessary at which time they will be escorted at all times.

8. Travel and Living:

All the work associated with Appendix D, Statement of Work is planned to be carried out in the National Capital Region (NCR).

Travel within the NCR will not be reimbursed.

9. Language:

The Contractor must provide the required services in both official languages (English and French).



ATTACHMENT 1 TO APPENDIX D CITIZENSHIP AND IMMIGRATION CANADA STYLE GUIDE ENGLISH

1. Introduction

Writers and editors in the public service already have access to a number of reference works, including the widely used *Canadian Style*. The *Citizenship and Immigration Canada Style Guide* does not reiterate information found in dictionaries and in grammar and style books approved by the Government of Canada. Rather, it sets out CIC's preferences with respect to language and presentation to ensure consistency in the production of documents.

Every department adopts a particular style that helps shape its corporate image while respecting overall federal government standards. The CIC style guide is simple and easy to use. It applies to all documents produced by the Department, such as news releases, backgrounders, communications plans and strategies, speeches and addresses, brochures, pamphlets and posters, among others.

Readers will find such things as style suggestions, titles of reference works, capitalization and punctuation rules, and pointers on the use of non-sexist language and the presentation of bibliographies.

We hope the guide will meet the immediate needs of writers and editors.

2. Note on Style

The following points should be made about style:

- The word "style" has two different meanings: *writing* style changes depending on the material used, the audience and the purpose of the publication; *technical* style, which includes such details as spelling, punctuation and capitalization, should remain constant.
- Accepted usage changes over time. What was accepted in both writing style and technical style five decades ago may no longer be appropriate today. The CIC style guide reflects current common usage.
- Style guides are not designed to answer every question but to provide guidelines. Some standard reference works, particularly for difficult points of grammar or style, will still be required.

Writers are encouraged to apply the rules of this style guide whether their documents are intended for internal or external audiences. They should also ensure that even their drafts are written in clear and simple language, free of verbiage, redundancies and technical jargon. The Communications Branch editors, in turn, will ensure that CIC documents conform to the Department's high standards in this regard.

3. Basic Reference Books

The CIC style is based on *The Canadian Style* for general stylistic questions, including punctuation, abbreviations and capitalization, with exceptions as indicated in this guide. *The Canadian Style* is the Canadian government's English-language editorial style guide.



The Chicago Manual of Style will be used for points of style not addressed by *The Canadian Style*.

For all questions of spelling, the first spelling provided by the *Gage Canadian Dictionary* will prevail except where indicated otherwise in this guide.

4. Style

4.1 Spelling

Using the spell checker saves time and reduces errors. However, in cases where a word has more than one spelling, *Gage* overrides the spell checker for CIC purposes. For the sake of convenience, the separate lists of words that appear throughout this guide have been combined and alphabetized in Section 5.

Gage spellings

acknowledgment
adviser
analyse
bimonthly

(originally meant "every two months" but is now also used to mean "twice a month." To avoid confusion, we recommend that this term not be used. Instead, use *semimonthly* or *twice a month* for one meaning, and *every two months* for the other.)

biweekly

(originally meant "every two weeks" but is now also used to mean "twice a week." To avoid confusion, we recommend that this term not be used. Instead, use *semiweekly* or *twice a week* for one meaning, and *every two weeks* for the other.)

centre

colour

cost-effective (adj.)

data

(plural form of datum; formal English regards *data* as a plural rather than a collective noun.

Example: We will analyse the data that *have* been obtained.)

data bank

focuses

grassroots

judgment

media

(plural form of *medium* formal English regards *media* as a plural noun. Example: The media *were* informed.)

percent

program

round table

teamwork

time frame

time line

toward

traveller



Web
Web page
workday
work force
workload
workplace
worksheet
work station

Exceptions to Gage spellings

Aboriginal (not *aboriginal*)
clearinghouse (not *clearing house*)
cost effectiveness (not *cost-effectiveness*)
database (not *data base*)
online (not *on-line*)
website (not *Web site*)

Although Gage hyphenates both *co-operate* and *co-ordinate*, we will write them as one word for the sake of simplification. Thus: *cooperate, cooperation, cooperative, coordinate, coordination, coordinator*.

Double consonants

Where an option exists to double a consonant in certain words, the first spelling provided by Gage will prevail, except if indicated otherwise in this guide. Examples:

dialled (not *dialed*)
enrolment (not *enrollment*)
fulfil (not *fulfill*)
instalment (not *installment*)

Note, particularly, the following spellings: benefited, targeted, budgeted.

Compound words

There are no widely agreed-upon rules for compound words. New compounds are developed almost daily. At first, they tend to be written as two or more words (*street car*), then increasingly become hyphenated (*street-car*), and are finally combined into one word (*streetcar*). The tendency is to drop the hyphen as soon as the new compound becomes familiar.

As a rule, we recommend hyphenating compound adjectives when they precede the words they modify. (Examples: government-assisted refugees; tax-deductible expense)

Note, however, that adjectival compounds beginning with an adverb ending in *ly* are never hyphenated. (Examples: privately sponsored refugees; highly skilled foreign workers)

Health care will be spelled as two words when used as a noun, and will be hyphenated (*health-care services*) when used as a compound adjective.



Prefixes

anti-	hyphenate only when followed by a word beginning with a vowel, as in <i>anti-intellectual</i> , and proper nouns and proper adjectives, as in <i>anti-Confederation</i> , <i>anti-American</i>
co-	<i>co-author</i> , <i>co-worker</i> , but <i>cosponsor</i> (consult <i>Gage</i> for individual spellings); exceptions to <i>Gage</i> : <i>cooperate</i> and <i>coordinate</i> and their derivatives
inter-	do not hyphenate
micro-	(and macro-) do not hyphenate, as in <i>microcomputer</i> , except when followed by a vowel, as in <i>micro-electronic</i> , <i>micro-organism</i>
multi-	do not hyphenate, as in <i>multidisciplinary</i> , unless followed by <i>i</i> , as in <i>multi-institutional</i>
non-	hyphenate, as in <i>non-participation</i> , <i>non-discriminatory</i> , <i>non-member</i>
over-	do not hyphenate, as in <i>overlook</i> , <i>overtax</i> , <i>overprint</i>
post-	<i>postgraduate</i> , <i>postdate</i> , but <i>post-secondary</i> (consult <i>Gage</i> for individual spellings)
pre-	hyphenate only when <i>pre</i> is followed by <i>e</i> , as in <i>pre-eminent</i> , <i>pre-empt</i>
re-	most words beginning with <i>re</i> are not hyphenated, as in <i>reactivate</i> , <i>reopen</i> , <i>resettlement</i> , but hyphenate if the letter following <i>re</i> is <i>e</i> , as in <i>re-evaluate</i>
semi-	hyphenate only when followed by a vowel, as in <i>semi-annual</i> , and proper nouns and proper adjectives, as in <i>semi-Christian</i>
sub-	do not hyphenate, as in <i>subcommittee</i> , <i>subtotal</i> , <i>subtitle</i>
under-	do not hyphenate, as in <i>underreported</i> , <i>undergraduate</i> , <i>underachiever</i>
vice-	hyphenate, as in <i>vice-president</i> , <i>vice-chair</i>

Canadian place names

Only two cities in Canada, both in New Brunswick, have an official English and an official French name: Grand Falls (*Grand-Sault* in French) and Caissie Cape (*Cap-des-Caissie* in French). All other cities have only one official, authorized spelling. Thus, *Québec* (the city) and *Montréal* retain their accents in English.

Note that the English version of *Quebec* (the province) is spelled without the acute accent.

4.2 Abbreviations and Acronyms

If you use an abbreviation or an acronym, spell out the entire name on the first reference, followed by the abbreviation or acronym in parentheses. However, there is no need to give the acronym if the name appears only once in the document.

Some very familiar initials for long formal names (e.g., “Unesco” for the United Nations Educational, Scientific and Cultural Organization) are acceptable on first reference in order to



avoid bogging down a first paragraph. However, the full name must be spelled out as soon as possible.

Do not include the periods in abbreviations of university degrees, professional designations, honours, etc. (Examples: Robert Whiteman, MD; Louise Sachs, PhD)

The abbreviations in the middle column below are used officially for the names of provinces and territories. In running text, however, the name of a province or state should always be spelled out in full.

The two-character symbols in the right-hand column are used in mailing addresses only. Note that while these symbols are used in the addresses that appear on envelopes, they should not be used in the addresses that appear on the letterhead itself. In this instance, the name of the province should either be spelled out in full or abbreviated.

Alberta	Alta.	AB
British Columbia	B.C.	BC
Manitoba	Man.	MB
New Brunswick	N.B.	NB
Newfoundland and Labrador	N.L.	NL
Northwest Territories	N.W.T.	NT
Nova Scotia	N.S.	NS
Ontario	Ont.	ON
Prince Edward Island	P.E.I.	PE
Quebec	Que.	QC
Saskatchewan	Sask.	SK
Yukon Territory (or the Yukon)	Y.T.	YT
Nunavut Territory	Nun.	NU

Omit periods in all capital abbreviations, unless the abbreviation is geographical or refers to a person. (Examples: DFAIT, CSIS, IRB; but U.S.A., A.Y. Jackson)

Abbreviations should be kept out of running text except in technical matter. General abbreviations such as *e.g.* and *i.e.* should be reserved for endnotes, parenthetical references or very concise writing. In open prose, it is better to write *for example* or *for instance* instead of *e.g.*, and *namely* or *that is* instead of *i.e.* Where used, these abbreviations should be preceded and followed by a comma.



Commonly abbreviated words such as *ad*, *phone*, *exam*, *memo* and *photo* should be avoided in formal writing and spelled out in full (*advertisement*, *telephone*, *examination*, *memorandum*, *photograph*).

Plurals of abbreviations: As a rule, simply add an *s*, but no apostrophe, to form the plural of most abbreviations. (Examples: ADMs, FTEs, MPs)

In cases where the resulting form would be ambiguous, add an apostrophe before the *s*. (Examples: SIN's, c.o.d.'s, Q's and A's)

Versus should be spelled out in full in running text, except in legal references.

Do not use the ampersand (&) in running text except when it forms part of an official company name. (Example: Deloitte & Touche [not *Deloitte and Touche*])

4.3 Capitalization

Capitalization should be kept to a minimum.

Capitalize the official names of organizations, institutions, associations, and the like. Nouns used as short forms of full official names will also be capitalized. (Examples: The Immigration and Refugee Board issued a report today. In its report, the Board called for ...)

Capitalize: Cabinet, Parliament, Senate, Speech from the Throne

Lowercase *white paper* and *green paper* (reports issued by the government), and *federal budget*.

Government and legislative bodies

Capitalize specific international, national, provincial and state government departments and their branches, ministries, agencies, authorities, boards, commissions, companies, corporations, councils, offices, etc. (Examples: the Department of National Defence; the United Nations High Commissioner for Refugees; the Enforcement Branch; Citizenship and Immigration Centre)

Capitalize *department* when referring to a specific department. (Example: In an interview with the *Ottawa Citizen*, the CIC spokesperson explained the Department's position with regard to ...)

Capitalize the names of committees, working groups, etc. (Examples: the Departmental Management Committee; the Legislative Review Advisory Group)

Legal documents

Capitalize *act*, *charter*, etc., when referring to a specific piece of legislation. (Example: the proposed amendments to the *Citizenship Act* are intended to modernize the Act and bring it in line with ...)



Position titles

Capitalize all formal titles. (Examples: Richard Fadden, Deputy Minister of Citizenship and Immigration; John Smith, Member of Parliament)

Capitalize *minister* when referring to a specific minister. (Example: In her annual report to Parliament, the Minister provided the latest figures for ...)

A minister's title should refer to the portfolio (e.g., Minister of Citizenship and Immigration) and not to the applied or legal title of the department (e.g., not *Minister of Citizenship and Immigration Canada*).

Titles of documents

Capitalize the titles of specific documents, such as forms, but lowercase them when they are used generically or are pluralized. (Example: the Communications Project Approval Form; all project approval forms are kept in the top drawer)

Geography

Capitalize geographic and widely recognized descriptive regions. (Examples: the Far North; Western Canada; the East Coast; the Maritimes; the Prairies)

Capitalize *region* when referring to a specific CIC region, but do not capitalize its plural form. (Example: The Ontario Region, one of CIC's five regions, introduced a new program today.)

4.4 Numbers

In general, spell out whole numbers below 10, and use figures for 10 and above. (Examples: three refugees; 89 immigrants)

Note that the general rule also applies to ordinal numbers. (Examples: the fifth sentence; the 22nd time)

When a sentence begins with a number, the number must be spelled out. However, try to avoid starting a sentence with a number.

4.5 Punctuation

In general, punctuate to make writing readable and intelligible. Use no more punctuation marks than needed to convey the exact thought and tone.

Period

Leave only one space between the period at the end of one sentence and the beginning of the next sentence.

Ellipsis points

Leave a space before, between and after ellipsis points. (Example: "The decision ... rests solely with your elected representative," said the candidate.)



Colon

Use a colon to introduce an amplification, an example, or a formal question or quotation. It takes the *place of for example, namely, that is*, etc. (Example: The university offered many programs: a bachelor of arts, a bachelor of science and a bachelor of geography.)

In general, do not capitalize the first letter of a sentence that follows a colon if the sentence is short. (Example: This is the rule: try to write simply.)

Use a colon rather than a comma to introduce a direct quotation longer than a short sentence. (Example: In its 1998 report, the Legislative Review Advisory Group wrote: “We believe that there should be a greater role for employers, the prime beneficiaries of our proposed Foreign Worker Program, to ensure that foreign workers do not become a burden on the public health system.”)

Semicolon

Use the semicolon sparingly: it gives writing an old-fashioned flavour. However, do use a semicolon to separate parallel elements in a series if these elements are complex or contain internal punctuation. (Example: Enforcement activities include stopping illegal migrants and other undesirables before they enter Canada; identifying and removing criminals, illegal immigrants, failed refugee claimants or illegal visitors from Canada; and ensuring that the provisions of the *Immigration and Refugee Protection Act* are respected.)

Comma

Put commas between the elements of a series but not before the final *and* unless necessary to avoid confusion. (Examples: men, women, children and pets; breakfast consisted of oatmeal, fried eggs, and bread and butter)

This rule also applies to a series using *or*. (Example: You can buy a coat, a suit or a CD player, but not all three.)

A comma is required before and after *etc.*, *i.e.* and *e.g.* (Example: He provided the plates, the glasses, the cutlery, etc., for the participants.)

Dash

Use the hyphen in compound words, compound modifiers when they precede a noun, and joint titles. (Examples: great-grandfather; a once-in-a-lifetime chance; secretary-treasurer)

Use the *en* dash, which is longer than the hyphen, to indicate inclusive numbers, times and reference numbers. (Examples: 1968–1972; 10:30 a.m.–5:00 p.m.; pages 38–45)

Use the *em* dash, which is longer than the *en* dash, to indicate sudden breaks in a sentence. (Example: If there are compelling humanitarian reasons, people who do not meet statutory requirements—or who require urgent admission—may be issued minister’s permits to waive admissibility requirements.)

Leave no space before and after the *em* dash.

To locate the *en* and *em* dashes, click on “Insert” in the menu bar for Microsoft Word, then “Symbol” and “Special Characters.”



Solidus (slash)

Leave no space before and after the solidus. (Example: John Smith, Director General/directeur général)

Avoid the awkward construction *he/she* by using plurals as much as possible. (Example: Instead of writing “The director should advise his/her staff,” write “Directors should advise their staff.”)

Avoid using the solidus as a substitute for *and* or *or*. The expression *and/or* is almost always redundant and should be used with caution. In the majority of cases, simply using *or* will convey the same meaning. (Example: Instead of writing “send in your cheque/money order,” write “send in your cheque or money order.”)

4.6 Quotation Marks

Periods and commas always go inside closing quotation marks. (Example: He said "Have a nice day," picked up his briefcase and left.)

Colons and semicolons go outside closing quotation marks. (Example: He had three objections to "Filmore's Summer": it was contrived, the characters were flat, and the dialogue was unrealistic.)

The question mark and the exclamation mark go inside the closing quotation marks when they apply to the quoted matter, and outside when they apply to the entire sentence. (Example: All she kept saying during the trip was "Are we there yet?" Stop telling me to "relax"!)

When a quote extends more than one paragraph, put opening quotation marks at the beginning of each paragraph, and closing quotation marks only at the end of the quotation.

4.7 Italics

Italics, not quotation marks, bold or underline, should be used for emphasis. (Example: What differences might we expect to see in human behaviour if honesty were shown to be the *worst* policy?)

Use italics sparingly for emphasis or they will lose their effectiveness.

Do not italicize quotations.

Italicize proclaimed laws, statutes, regulations and important legal codes when their full name is given. (Example: the *Immigration Act*, the *Criminal Code*; the *Canadian Charter of Rights and Freedoms*)

However, do not italicize the short forms of laws, regulations, etc., but do capitalize them. (Example: The Charter protects the basic rights and freedoms of all Canadians; the Act and the Regulations were drafted with a view to ...)

Italicize the titles of books, pamphlets, published reports and studies, newspapers, etc. (Example: The *Toronto Star* published an excellent review of Mr. Smith's latest book, *The Way I See It*.)



Headings and subheadings of documents should not be italicized, nor should regular text.

4.8 Dates

Do not abbreviate months or days of the week in regular text. Spell out at all times. (Example: On Thursday, April 1, 1999, all entrances to the building were blocked by the protesters.)

If only the month and the year are given, do not insert a comma between them. (Example: October 1998)

The all-numeric form of dating (2002-03-12 or 02-03-12) should be avoided since it frequently leads to misinterpretation. In regular text, use the following form of dating: March 12, 2002. Do not write March 12th, 2002.

If a date has to be bilingual, use the following format: March 15 mars 1999.

When referring to a fiscal year, use the en dash (2004–2005 or 2004–05), not the slash (2004/05).

4.9 Time

The 24-hour system for representing the time of day (14:12 for 2:12 p.m., for instance) is not common usage in Canada and can easily be misinterpreted. In running text, write 10:00 a.m. (or 10 a.m.), 3:15 p.m., etc.

4.10 Non-Discriminatory Language

Avoid the use of discriminatory language, whether racist, sexist or ageist.

Avoid	Use
mankind	people
man-year	person-year
manpower	workers, labour force, personnel, staff
manned	staffed
policeman	police officer
businessman	business executive, business person
disabled, handicapped	people with disabilities
deaf	hearing-impaired, hard of hearing
blind	visually impaired, people with vision loss
chairman	chairperson
spokesman	spokesperson



5. Summary of CIC Spellings

Aboriginal
acknowledgment
adviser
analyse

benefited
bimonthly (use *semimonthly* or *twice a month* for one meaning, and *every two months* for the other)
birth rate
biweekly (use *semiweekly* or *twice a week* for one meaning, and *every two weeks* for the other)
budgeted

Cabinet
centre
child care
child minding
clearinghouse
colour
cooperate, cooperation, cooperative
coordinate, coordination, coordinator
cosponsor
cost effectiveness
counsellor, counselling

data (requires a plural verb)
data bank
database
dialled

email
enrol, enrolment
epass (Epass Canada)

federal budget
focuses
fulfil

gmail (Google mail)
Government On-Line
Governor in Council
grassroots
green paper

health care (noun)
health-care (compound adjective)
Help Desk
home page



install
instalment
instil

judgment

logon

media (requires a plural verb)
multidisciplinary

nationwide

online
order-in-council

Parliament
percent
postgraduate
post-secondary
program
public service

roll-out
round table

Senate
socio-economic
Speech from the Throne
subcommittee
subtitle
subtotal

targeted
teamwork
time frame
time line
toward
traveller

under way
user name

vice-chair
vice-president

Web
WebCART
webcast



Web page
website
white paper
wiki
workday
work force
workload
workplace
worksheet
work station



ATTACHMENT 2 TO APPENDIX D CLIENT'S CONVENTIONS ON HOW TO WRITE REPORTS TO PARLIAMENT

Instructions	Examples
Official titles of the Minister and the Department	
The Minister's title is « Minister of Citizenship and Immigration » but the title of the Department of CIC is « The Minister for Citizenship and Immigration Canada » which explains why the title of the Minister is in the signature block and the title of the Department appears in the reporting responsibility section. (In French, they are « Ministre de la Citoyenneté et de l'Immigration » and « Le ministre de Citoyenneté et Immigration Canada » respectively.)	
In English, the Minister's signature block is:	The Honourable Chris Alexander, PC, MP Minister of Citizenship and Immigration
In French, the Minister's signature block is:	L'honorable Chris Alexander, C.P., député Ministre de la Citoyenneté et de l'Immigration
Others	
In English or in French, the term « Web site » in CIC reports must be two separate words with a capitalized W.	Web site site Web
In English, the term « Department » is spelled with a capital D. In French, the term « Ministère » is spelled with a capital letter when it replaces the proper name of the Department.	Department Ministère
Use the British English spelling for: Do not italicize:	honour and colour bona fide and not bonafide
In French, « la loi » is capitalized only when the definite article « la » is used before it and when « loi » is italicized, only if you are sure of what law it is. In English, the term « Act » is capitalized and not italicized; however, it is italicized when spelled out in full.	<i>La Loi</i> The Act, but <i>Immigration and Refugee Protection Act</i>
In English, each word is capitalized in the official title of a group, an organization, a program or even a chapter or section of the report. In French, only the first word of the title is capitalized. However, in English, the title of the report is not capitalized if it appears in shortened form. Also, the title is not italicized in either official language.	Deficit Reduction Action Plan / Plan d'action de réduction du déficit
In French, the English term « alignment » is often translated to the French « aligné » or « harmonisé ». The two latter terms do not mean the same thing;	



Instructions	Examples
therefore, the reviser will have to adapt according to the context. The phrase « aligné sur » is perfectly adequate in French.	
« Visitors Status » should be used as the title; however, in the text it should be « visitors' status ».	
In both languages, numbers 1 to 9 are spelled out while 10 is a numeral.	Deux, quatre et 10 Two, four and 10
Please use the following for Bills: Bill C-425, An Act to amend the Citizenship Act (honouring the Canadian Armed Forces) projet de loi C-425, Loi modifiant la Loi sur la citoyenneté (valorisation des Forces armées canadiennes)	
Capitalization	
<p>In most cases when referring to a program each word of the title should be capitalized and the acronym should not include the « P » for Program but there are exceptions (LCP, CHRP and RAP). Also, if we refer to the program by using the word « program » only, it does not take a cap in English. (Note: In English, the word « program » should also be always spelled as such, unless the official title of a program spells it otherwise, such as « programme »)</p> <p>In French: The « P » in « programme » is capitalized if:</p> <ul style="list-style-type: none"> • it is spelled out in full; • it is only used to refer to a program mentioned earlier; and • it is preceded by a definite article: le, la, les, du, des, au; <p>The « p » in program is lower-cased if:</p> <ul style="list-style-type: none"> • it is not part of the name of the program as such; • it is preceded by an indeterminate article: un, une, des; and • it is preceded by a demonstrative adjective: ce, ces cette, cet. <p>When referring to the actual 'thing'/persons, do not capitalize: e.g. temporary foreign workers And do not capitalize the following : locally engaged staff (LES), Canada-based officer (CBO), federal/provincial/territorial (FPT), humanitarian and compassionate (H&C); point of entry (POE)</p>	<p>Federal Skilled Worker (FSW) Program Government-Assisted Refugee (GAR) Program</p> <p><u>Exceptions :</u> Live-in Caregiver Program (LCP) Community Historical Recognition Program (CHRP) Resettlement Assistance Program (RAP)</p>



Instructions	Examples
<p>Other mentions:</p> <ul style="list-style-type: none"> • Convention refugee and not Convention Refugee • Capitalize the Minister but not ministers • Capitalize the Office of the Minister but not your office • Capitalize the Department but not a department or departments 	
Hyphenation	
<p>Hyphenate words used as adjectives : Hyphenate compound words ending in 'ed' : government-assisted workers Hyphenate phrases of more than two words when used as adjectives : But do not hyphenate when words end in 'ly' : locally engaged staff</p>	<ul style="list-style-type: none"> • the decision-making process, but not the decision maker, but not proper nouns : Privy Council decision • it is the work-to-rule situation but not they are working to rule
When to use the em dash, the en dash	
<p>In English, there are no spaces between an em dash and the text or numerals. In French, en dashes are used. There must be a space between the en dash and the text or numerals.</p>	<p>Requirements of—or who requires—more Les demandes – parents et grands-parents – doivent être prises en considération</p>
Acronyms	
<p>Acronyms should only be introduced when making repeated reference to a term further in the text. The term and its acronym should be repeated when changing sections. However, when the term is used only 2 or 3 times in the report, do not use the abbreviation.</p>	<p>Canada Border Services Agency (CBSA)</p>
<p>Acronyms should be preceded by « the » if they are not pronounceable, but if one can pronounce the acronym (initialism) it should not be preceded by « the ». In French, determining whether or not to use an article depends on the title represented by the abbreviation. In other words, if the complete title takes an article, then the abbreviation takes one too.</p>	<p>The UNHCR but not the IRPA Par exemple, on dit, l'UNICEF, l'OTAN, l'ONU, la LIPR</p>
<p>In English: e.g., or i.e., In French: e.g., = p. ex. i.e., = c.-à-d. Note that « p. ex. » is not followed by a comma. (e.g., means for the sake of example and i.e., means <i>that is</i> or <i>that is to say</i> and introduces a further explanation)</p>	<p>(e.g., finance, operations and IPMB) (p. ex. finance, opérations et BGPI)</p>



Instructions	Examples
Vertical lists	
For lists in either English or French: <ul style="list-style-type: none"> • lower-case letter to begin the list; • use semi-colons after each item; and • use an “and” at the end of the second to last item, in English only 	
Dates	
In English, the dates in the report must appear in full with an « en dash ».	2012–2013
In English, the dates in e-tables do not have an « en dash »; rather, they have a non-breaking hyphen, and « 20 » is not repeated a second time.	2012-13
In French, the dates in the report and in e-tables must appear in full with a non-breaking hyphen.	2012 - 2013
In English and in French, ensure that the date stays on the same line.	The Act came into force on June 26, 2013.
The author must use a non-breaking hyphen in preparing the report if certain terms cannot be separated.	For example, IRPA came into force in June 26, 2013.
Percentages	
In both official languages, in the text and tables of the report, the term « percentage or percent » must be represented by « % ».	20% / 20 %
In English, there is no space between the number and the percentage symbol.	20%
In French, there is a space between the number and the percentage symbol.	20 %
Colons « : » and semi-colons « ; »	
In English, there is no space between « : » and a word	For example:
In French, there is a space between « : » and a word	Par exemple :
In both official languages, there is no space between the « ; » and the word	Strengthening management; service improvement; promoting excellence
Web site	
The format for the Web site when written in full in the report is bold, black font, not underlined, with no « https:// ». If there is a period at the end, it must not be in bold. The « http/https » must be included only if there is no « www » in order to identify it as a hyperlink.	www.cic.gc.ca http://laws.justice.gc.ca
Footnotes / Endnotes	
After adding a hyperlink to text, the Web site to which it refers must be added as endnotes. One reason for this is to allow the reader (when the reader has a hard copy of the report) to see the site to which the hyperlink refers. Another reason is that it facilitates the conversion of the report into HTML,	



Instructions	Examples
<p>because these endnotes are redundant (a reader on the Web can simply click on the hyperlink to consult it). Consequently, the endnotes are deleted for HTML format. Note that other explanatory notes in the report must appear as footnotes.</p>	
<p>In English, footnotes and endnotes are added after punctuation.</p>	<p>Example.²</p>
<p>In French, footnotes and endnotes are added before punctuation.</p>	<p>Exemple³.</p>
<p>Footnotes to a table are of four general kinds and, where two or more kinds are needed, the order should be: Also, the word “source” should be in italics, in French and English.</p> <ol style="list-style-type: none"> 1. source notes 2. other notes applying to the whole table 3. notes applying to specific parts of the tables 4. notes on significance levels 	<p>Example: <i>Source:</i> Global Case Management System as of May 13, 2013, and Field Operations Support System as of April 9, 2013. <i>Note:</i> The statistics in this table include the number of TRPs used to enter or remain in Canada in 2012. *Includes all sections of IRPA other than 34–42 and 52.</p>
General	
<p>Always use smart apostrophes (curly instead of typewriter style or straight) in both English and French NGO stands for non-governmental organization but not non-government organization Use outside Canada not outside of Canada Permanent resident status and not permanent residence status UNHCR stands for United Nations High Commissioner for Refugees not Commission; in French the acronym is HCR, not UNHCR Reapply – not re-apply Recognize, organize – not recognise, organiser Targeted – not targetted Source country – not source-country Traveller – not traveler Internationally trained individual is spelled without a dash – not internationally-trained individual IRB stands for Immigration and Refugee Board – not Immigration Refugee Board FCR is the acronym for foreign credential recognition FCRO is the acronym for Foreign Credentials Referral Office GOC is the acronym for Government of Canada Department of Justice – not Justice Canada</p>	

² Example anglais
³ Exemple français



Instructions	Examples
Program titles in French	
Do not modify the titles of the following programs: In French, GARs is Réfugiés parrainés par le gouvernement (and not « pris en charge par le gouvernement ») In French, PSRs is Réfugiés parrainés par le secteur privé (and not « parrainage privé des réfugiés »)	
Links	
Links are to be repeated in every subsection of the report. If it is a link to an act, then no endnote is required. There should be no links for abbreviations.	



APPENDIX “E”, BASIS OF PAYMENT

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

All deliverables are F.O.B. Destination, and Canadian Customs Duty included and applicable taxes are extra.

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with this Basis of Payment, Appendix “E”.

Canada's total liability to the Contractor under the Contract shall not exceed **\$XX.xx, including all options, travel expenses and all applicable taxes.**

1. The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted firm all inclusive hourly rate (in Cdn \$) for each of the Consultant Categories identified.
2. The prices or rates specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:
 - a) all travel and living expenses for work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws.justice.gc.ca/en/N-4/>;
 - b) any travel expenses for travel between the Contractor’s place of business and the NCR; and
 - c) any travel and living expenses for 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.
3. The volumetric data included in the pricing schedule detailed in Appendix “E”, Basis of Payment is provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

Please note: As identified in Paragraph 3 Appendix D, Statement of Work, it is estimated that CIC produces approximately 220,000 words per year for the three departmental reports (mentioned in the SOW) for which editing services are needed. Note that this data is based on historical volumes and is provided in good faith and does not represent a commitment by Canada for the estimated quantity of work or business given to the Contractor. The estimated number of words is not to be considered as a contractual guarantee. Furthermore, two of these reports are based on Treasury Board Secretariat (TBS) requirements (which may change on a yearly basis).



Contract Period: Date of award to March 31, 2015

	Resource Category Proposed*	Firm Hourly Rate (CND \$)* "A"	Estimated Level of Effort Required* (Hours) "B"	Total (CDN \$)* "C" = (A x B)
1. DPR Deliverables		\$		\$
		\$		\$
		\$		\$
Total Evaluated Price for this deliverable				\$

*to be filled in by bidder

	Resource Category Proposed*	Firm Hourly Rate (CND \$)* "A"	Estimated Level of Effort Required* (Hours) "B"	Total (CDN \$)* "C" = (A x B)
2. AR Deliverables		\$		\$
		\$		\$
		\$		\$
Total Evaluated Price for this deliverable				\$

*to be filled in by bidder

	Resource Category Proposed*	Firm Hourly Rate (CND \$)* "A"	Estimated Level of Effort Required* (Hours) "B"	Total (CDN \$)* "C" = (A x B)
3. RPP Deliverables		\$		\$
		\$		\$
		\$		\$
Total Evaluated Price for this deliverable				\$

*to be filled in by bidder

Option 1: April 01, 2015 to March 31, 2016

	Resource Category Proposed*	Firm Hourly Rate (CND \$)* "A"	Estimated Level of Effort Required* (Hours) "B"	Total (CDN \$)* "C" = (A x B)
1. DPR Deliverables		\$		\$
		\$		\$
		\$		\$
Total Evaluated Price for this deliverable				\$

*to be filled in by bidder



	Resource Category Proposed*	Firm Hourly Rate (CND \$)* "A"	Estimated Level of Effort Required* (Hours) "B"	Total (CDN \$)* "C" = (A x B)
2. AR Deliverables		\$		\$
		\$		\$
		\$		\$
Total Evaluated Price for this deliverable				\$

*to be filled in by bidder

	Resource Category Proposed*	Firm Hourly Rate (CND \$)* "A"	Estimated Level of Effort Required* (Hours) "B"	Total (CDN \$)* "C" = (A x B)
3. RPP Deliverables		\$		\$
		\$		\$
		\$		\$
Total Evaluated Price for this deliverable				\$

*to be filled in by bidder

Option Period 2: April 01, 2016 to March 31, 2017

	Resource Category Proposed*	Firm Hourly Rate (CND \$)* "A"	Estimated Level of Effort Required* (Hours) "B"	Total (CDN \$)* "C" = (A x B)
1. DPR Deliverables		\$		\$
		\$		\$
		\$		\$
Total Evaluated Price for this deliverable				\$

*to be filled in by bidder

	Resource Category Proposed*	Firm Hourly Rate (CND \$)* "A"	Estimated Level of Effort Required* (Hours) "B"	Total (CDN \$)* "C" = (A x B)
2. AR Deliverables		\$		\$
		\$		\$



		\$		\$
Total Evaluated Price for this deliverable				\$

*to be filled in by bidder

	Resource Category Proposed*	Firm Hourly Rate (CND \$)* "A"	Estimated Level of Effort Required* (Hours) "B"	Total (CDN \$)* "C" = (A x B)
3. RPP Deliverables		\$		\$
		\$		\$
		\$		\$
Total Evaluated Price for this deliverable				\$

*to be filled in by bidder

Option Period 3: April 01, 2017 to March 31, 2018

	Resource Category Proposed*	Firm Hourly Rate (CND \$)* "A"	Estimated Level of Effort Required* (Hours) "B"	Total (CDN \$)* "C" = (A x B)
1. DPR Deliverables		\$		\$
		\$		\$
		\$		\$
Total Evaluated Price for this deliverable				\$

*to be filled in by bidder

	Resource Category Proposed*	Firm Hourly Rate (CND \$)* "A"	Estimated Level of Effort Required* (Hours) "B"	Total (CDN \$)* "C" = (A x B)
2. AR Deliverables		\$		\$
		\$		\$
		\$		\$
Total Evaluated Price for this deliverable				\$

*to be filled in by bidder

	Resource Category Proposed*	Firm Hourly Rate (CND \$)* "A"	Estimated Level of Effort Required* (Hours)	Total (CDN \$)* "C" = (A x B)



			“B”	
3. RPP Deliverables		\$		\$
		\$		\$
		\$		\$
Total Evaluated Price for this deliverable				\$

*to be filled in by bidder

Option Period 4: April 01, 2018 to March 31, 2019

	Resource Category Proposed*	Firm Hourly Rate (CND \$)* “A”	Estimated Level of Effort Required* (Hours) “B”	Total (CDN \$)* “C”= (A x B)
1. DPR Deliverables		\$		\$
		\$		\$
		\$		\$
Total Evaluated Price for this deliverable				\$

*to be filled in by bidder

	Resource Category Proposed*	Firm Hourly Rate (CND \$)* “A”	Estimated Level of Effort Required* (Hours) “B”	Total (CDN \$)* “C”= (A x B)
2. AR Deliverables		\$		\$
		\$		\$
		\$		\$
Total Evaluated Price for this deliverable				\$

*to be filled in by bidder

	Resource Category Proposed*	Firm Hourly Rate (CND \$)* “A”	Estimated Level of Effort Required* (Hours) “B”	Total (CDN \$)* “C”= (A x B)
3. RPP Deliverables		\$		\$
		\$		\$
		\$		\$
Total Evaluated Price for this deliverable				\$

*to be filled in by bidder



ANNEXE F – Intentionally deleted



APPENDIX "G", SECURITY REQUIREMENTS CHECKLIST (SRCL)



Contract Number / Numéro du contrat 142007
Security Classification / Classification de sécurité Unclassified

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 SPP
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 CIC requires support for producing the Reports to Parliament and any ad hoc work. The work will span a period of one year during which the three deliverables are completed and the process will start once again for each subsequent year.		
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 checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to / Limité à : <input type="checkbox"/>	Restricted to / Limité à : <input type="checkbox"/>	Restricted to / Limité à : <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input 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 Unclassified

Canada



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX 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 / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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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	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	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 indiquez 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 <i>142007</i>
Security Classification / Classification de sécurité <i>Unclassified</i>

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) <i>Wendy Birkinshaw Malo</i>	Title - Titre <i>Director, Strategic Planning and Reporting</i>	Signature <i>[Signature]</i>	
Telephone No. - N° de téléphone <i>613-954-9052</i>	Facsimile No. - N° de télécopieur <i>613-957-5946</i>	E-mail address - Adresse courriel <i>wendy.birkinshawmalo@cic.gc.ca</i>	Date <i>November 28, 2013</i>
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) <i>Nigel Charles</i>	Title - Titre <i>Security Officer</i>	Signature <i>[Signature]</i>	
Telephone No. - N° de téléphone <i>613-957-1974</i>	Facsimile No. - N° de télécopieur <i>613-954-9477</i>	E-mail address - Adresse courriel <i>nigel.charles@cic.gc.ca</i>	Date <i>3 Feb 2014</i>
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?			<input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes / <input type="checkbox"/> Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) <i>CHRISTINA GOODES</i>	Title - Titre <i>Procurement & Contracting Officer</i>	Signature <i>[Signature]</i>	
Telephone No. - N° de téléphone <i>613-960-7714</i>	Facsimile No. - N° de télécopieur <i>613-952-7074</i>	E-mail address - Adresse courriel <i>christina.goo@ic.gc.ca</i>	Date <i>22-Jan-14</i>
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité <i>Unclassified</i>

Canada



APPENDIX “H”, CONFIDENTIALITY AGREEMENT

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial Number _____ between Her Majesty the Queen in right of Canada, represented by Citizenship and Immigration Canada and _____, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No: _____

Signature

Date



APPENDIX "I", VENDOR INFORMATION AND AUTHORIZATION FORM

Vendor Name and Address

Legal Status (incorporated, registered, etc.)

GST or HST Registration Number and/or Procurement Business Number (Revenue Canada)

Name and Title of Person authorized to sign on behalf of Vendor

Print Name _____ Title _____

Signature _____ Date _____

Central Point of Contact

The Vendor has designated the following individual as a central point of contact for all matters pertaining to the proposed contract, including the provision of all information that may be requested:

Name and Title _____

Telephone _____ Fax _____

Email _____

Each proposal must include a copy of this page properly completed and signed.