



RETURN BIDS TO:

BRU@cic.gc.ca

Attn: Sophie St-Germain

FOR ELECTRONIC BIDS:

The BRU@cic.gc.ca electronic mailbox is equipped to send an automatic reply to all messages received. If you do not receive an automatic response, please contact the Contract Officer to ensure your bid was received. Please note that it is the bidder's sole responsibility to ensure that all bids submitted are received in their entirety by Citizenship and Immigration Canada by the closing date and time indicated in this RFP.

IMPORTANT NOTICE TO SUPPLIERS

The Government Electronic Tendering Service on buyandsell.gc.ca/tenders will be the sole authoritative source for Government of Canada tenders that are subject to trade agreements or subject to departmental policies that require public advertising of tenders.

REQUEST FOR PROPOSAL

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.

Instructions : See Herein

Instructions: Voir aux présentes

Issuing Office – Bureau de distribution

Citizenship and Immigration Canada

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
CIC-143671	May 19, 2015
Solicitation Closes – L'invitation prend fin at – à	Time Zone Fuseau horaire
2:00 PM on – June 3, 2015	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 :	
BRU@cic.gc.ca	
Telephone No. – N° de téléphone :	
819-934-3826	
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 “F”.

2. Summary

The objective of this requirement is to support CIC in producing quality reports, including related electronic tables, in both of Canada’s official languages, that are destined to an external audience, within the prescribed timelines outlined in Article 6 of the Statement of Work or as specified by CIC.

Canada is seeking to establish a contract for editing and translation as defined in Appendix "D", Statement of Work, for five (5) year(s) 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 (CIC) instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the CIC Website at <http://www.cic.gc.ca/english/transparency/index.asp>

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 [CIC-SI-001 \(2015-02-16\)](#) 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:

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 e-mail)

Section II: Financial Bid (one (1) soft copy via e-mail)

Section III: Certifications (one (1) soft copy via e-mail)

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 “G”, 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 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.

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.

Section III: Certifications

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



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

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

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal **non-responsive and will not be given further consideration**. The treatment of mandatory requirements in any procurement process is absolute. Each mandatory technical criterion should be addressed separately.

MANDATORY CRITERIA Editing Services				
		MET	NOT MET	COMMENTS
M1	<p>The Bidder must demonstrate that each proposed resource* has edited** a minimum of four (4) Government of Canada Departmental Performance Reports (DPR) and/or Reports on Plans and Priorities (RPP) that are a minimum of 10,000 words*** in the last seven (7) years.</p> <p>To demonstrate compliance with this criterion, the Bidder must, in a table format, include the name of the proposed resource, the report's name and fiscal year, the language that was edited, the name of the department for which the work was conducted and the word count***. The bidder must provide resources for both English and French editing services and indicate which resource will provide editing services in which language. The same resource can be provided for both English and French editing services.</p> <p>Each DPR and/or RPP listed must be supported by a reference that can confirm that the proposed resources have provided editing services and have 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 			



	<p>*For the total bid, there must be a minimum of two (2) and a maximum of six (6) proposed resources.</p> <p>**Editing includes, but is not limited to, all the following: to clarify meaning, improve flow, and smooth (plain) language of the text; to ensure correctness (grammar, spelling, punctuation, etc), consistency (abbreviations, citing sources, logic, factual details, cross-references, etc.) and accuracy (correct or query items that should be checked for accuracy, i.e., web links, numbers, etc.); to proofread the material to correct errors in textual and visual elements; and to do a quality control of the text so that the report corresponds to the Department's and TBS requirements.</p> <p>***The word count must be for the English report. If the proposed resource edited the French version of the report, the word count supplied must be for the English version (only DPRs and RPPs that are a minimum of 10,000 words will be considered valid).</p>			
M2	<p>The Bidder must demonstrate that each proposed resource* has completed parallel reads (English compared to Canadian French and Canadian French compared to English) on a minimum of four (4) Government of Canada reports** that are a minimum of 10,000 words*** in the last seven (7) years.</p> <p>To demonstrate compliance with this criterion, the Bidder must, in a table format, include the name of the proposed resource, the report's name and fiscal year, the name of the department for which the work was conducted and the word count for the English report.</p> <p>*For the total bid, there must be a minimum of two (2) and a maximum of six (6) proposed resources.</p> <p>**These reports may be those listed in M1 or could be any other <u>non-technical</u> Government of Canada report. Examples of technical reports include but are not limited to: scientific, information technology, financial, operational and other similar manuals, documents or reports. Technical manuals, documents or reports will not be considered valid.</p> <p>*** The word count must be for the English report.</p>			
M3	<p>The Bidder must demonstrate that a minimum of one of its proposed resources* have a minimum of 5 years experience translating** (English to Canadian French) any Government of Canada report*** in the last seven (7) years.</p> <p>To demonstrate compliance with this criterion, the Bidder must, in a table format, include the name of the proposed resource, the report's name and the name of the department for which the work was conducted.</p> <p>*For the total bid, there must be a minimum of two (2) and a maximum of six (6) proposed resources.</p> <p>**The translation could be either parts or changes to the report (specific paragraphs, sentences or a section) but not necessarily the whole report.</p> <p>***These reports may be those listed in M1 and/or M2, or could be any other <u>non-technical</u> Government of Canada report. Examples of technical reports include but are not limited to: scientific, information technology, financial, operational and other similar manuals, documents or reports. Technical manuals, documents or reports will not be considered valid.</p>			
M4	<p>For each proposed resource, at a minimum two (2) and a maximum of six (6) resources for the total bid, the Bidder must demonstrate, by using a Curriculum Vitae (CV) format, that they have a minimum of five (5) years experience in the last seven (7) years in the respective area for which they have been proposed – editing, parallel reads and translation. The bidder should present the information in a clear manner by indicating: the name of the resource's client, the reports or documents on which the resource</p>			



	performed editing, parallel reading and/or translation services, the dates (months) in which the resource performed the services.			
M5	<p>Bidder Point of Contact</p> <p>The Bidder must provide a single point of contact for all related issues in regards to this solicitation. Please provide the following information:</p> <p>Name: Title: Phone number: Fax number: E-mail address:</p>			
M6	<p>Security Clearance For All Resources</p> <p>All proposed resources, including any other resources within the bidding organization who may be involved in providing services as outlined in this statement of work, 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:</p> <ul style="list-style-type: none"> • Name of proposed resource • Date of birth • File number • Security level • Expiration date 			



1.1.2 Point Rated Technical Criteria

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria table(s). Each point rated technical criterion should be addressed separately.

Bids which fail to obtain the required minimum number of **105 points** will be declared non-responsive.

POINT RATED EVALUATION CRITERIA				
Editing Services				
		Scoring Methodology	Maximum Points	Comments
R1	The first three (3) DPRs and/or RPPs listed in M1 will be evaluated based on the number of words for which editing services were rendered. Only reports that are a minimum of 10,000 words will be considered valid.	<u>Word counts for each DPR and/or RPP:</u> 10,000 – 15,000 = 2.5 pts 15,001 – 21,000 = 5 pts 21,001– 27,000 = 7.5 pts 27,001 + = 10 pts	30	
R2	The first three (3) Government of Canada reports listed in M2 will be evaluated based on the number of words for which parallel read services were rendered. Only reports that are a minimum of 10,000 words will be considered valid.	<u>Word counts for each report:</u> 10,000 – 15,000 = 2.5 pts 15,001 – 21,000 = 5 pts 21,001– 27,000 = 7.5 pts 27,001 + = 10 pts	30	
R3	The Bidder will be awarded a single score for the average years of experience for all of the resources presented in M1 and M2. The score will be calculated as follows: <ul style="list-style-type: none"> for the M1 average, add all of the <u>editing</u> years of experience for each candidate then divide the total by the number of M1 resources; for the M2 average, add all of the <u>parallel read</u> years of experience for each candidate then divide the total by the number of M2 resources; and finally, add the M1 and M2 averages and divide by two to give the total score. <p>If a single resource is presented for both M1 and M2, the resource's <u>editing</u> experience will be used to calculate the M1 average and the parallel read experience will be used to calculate the M2 average.</p>	5 yrs = 10 pt 6 to 10 yrs = 15 pts 11 to 15 yrs = 25 pts 16 yrs + = 30 pts	30	
R4	The Bidder must complete the written exam. Please refer to Attachment 1 to Part 4 – Written Exam. Written exams (one in English and one in French) must be completed by at least two of the resources	English Exam: 15 pts = 6 to 7 mistakes/editing errors found 30 pts = 8 to 10 mistakes/editing errors	60	



<p>proposed in M1 and their name must be indicated on the exam. A maximum of two exams in total will be accepted for the evaluation – one in English and one in French. Each completed exam must be provided in tracked changes with the addition of comments explaining the rationale for the change.</p> <p>The exams will be assessed based on the number of mistakes/errors found by the proposed resource to a maximum of 10 mistakes per exam (20 mistakes total). If more than 10 mistakes per exam are found, no additional points will be given, nor will the Bidder be penalized. The content of the text is stable; there is no need to clarify the meaning, the flow or the language of the text and no parallel reads are required.</p> <p>Note: The exam will be assessed based on the number of mistakes/errors found in the English and French exams. The Bidder must find at a minimum six (6) mistakes/errors per exam (English and French) in order to obtain a score. If fewer than 15 points are obtained on either the English or French exams, then the bidder will be deemed non-compliant. Total score for R4 will be calculated by adding the scores for each exam.</p>	<p>found</p> <p>French Exam: 15 pts = 6 to 7 mistakes/editing errors found 30 pts = 8 to 10 mistakes/editing errors found</p>		
Total Score:		150	
Minimum Total Score:		105	

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

2.1.1 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 **105** points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of **150** points.

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

2.1.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.

2.1.4 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 70 %.

2.1.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.

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

2.1.7 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 70/30 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 (70%) and Price (30%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$1,355,000.00	\$1,300,000.00	\$1,250,000.00
Calculations	Technical Merit Score	115/135 x 70 = 59.63	89/135 x 70 = 46.15	92/135 x 70 = 47.70
	Pricing Score	1,250/1,355 x 30 = 27.68	1,250/1,300 x 30 = 28.85	1250/1250 x 30 = 30.00
Combined rating		87.31	75	77.7
Overall rating		1 st	3 rd	2 nd



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

Please refer to attachment.



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 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 (CIC) Contract Terms and Conditions is available on the CIC Website: <http://www.cic.gc.ca/english/transparency/index.asp>

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 [CIC-SI-001 \(2015-02-16\)](#) 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 [CIC-GC-001 \(2015-02-16\)](#), 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 “B” – Supplemental Terms and Conditions;
- c) Appendix “A” – General Terms and Conditions;
- d) Appendix “C” – Terms of Payment;
- e) Appendix “D” – Statement of Work;
- f) Appendix “E” – Basis of Payment
- g) Appendix “F” – Security Requirement Checklist (SRCL);
- h) Appendix “G” – Vendor Information and Authorization Form;
- i) 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
CIC-SC-003 (2015-02-16), Crown Owns Intellectual Property (IP) Rights in Foreground Information – Copyright		

B3. SACC Manual Clauses

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

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

B4. Security Requirement

1. The contractor and its employees must not have access to any Citizenship and Immigration Canada (CIC) Protected and/or Classified information or assets without the appropriate security clearance and permission from CIC;
2. The contractor and its employees must not enter CIC property unless escorted by the Project Authority or her designate;
3. Although the information to be processed during the duration of this task is not protected or classified, the contractor must ensure that all documents are appropriately stored and safeguarded when not in use;



4. Subcontracts, which have security requirements, are not to be awarded without prior written permission of CIC.
5. The contractor must comply with the provisions of:
 - A. Security Requirements Checklist and security guide (if applicable), described below;
 - B. Industrial Security Manual (Latest edition).

B5. Period of Contract

The period of the Contract is from date of contract award to March 31, 2016.

B5.1 Option to Extend the Contract

The Contractor grants Canada, the irrevocable right to extend the term of the Contract by up to four (4) 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 Appendix "E", Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen (15) calendar days before the Contract expiry date. 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. 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.

B10. Statement of Work

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

B11. Authorities

B11.1 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.

B11.2 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.

B11.3 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.



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 \$_____.
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 \$_____, 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.
 - b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.



APPENDIX “D”, STATEMENT OF WORK

EDITING SERVICES

Editing services (English and Canadian French), translation of revisions, parallel reads 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, including related electronic tables, in both of Canada’s official languages, that are destined to an external audience, 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 (TBS) requirements, every Department must produce the following two reports to Parliament each year:

(a) Departmental Performance Report (DPR)

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

(b) Report on Plans and Priorities (RPP)

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 most recent RPP and DPR can be found at [CIC RPPs](#) and [CIC DPRs](#).

The latest AR can be found at [2014 Annual Report to Parliament on Immigration](#).

3. SCOPE:

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



The work is comprised of three parliamentary reports and related electronic tables. Each parliamentary report follows a production schedule of about two months as outlined below. The timelines for the DPR and the AR are usually concurrent but effort is made to avoid overlapping of editing work. The RPP and DPR schedules follow generally the same timelines each year. The AR schedule however is subject to change.

Document size and estimated volumes:

It is estimated that CIC produces approximately 220,000 words (total for English and French) per year for the three departmental reports and related electronic tables (mentioned above) for which editing services are needed. More specifically, CIC estimates that the number of words for the DPR is 105,000, the RPP is 75,000, and the AR is 40,000 words. Note that the above estimate 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, the RPP and DPR are based on TBS requirements (which may change on a yearly basis).

4. TASKS:

For each report and related electronic tables 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 meaning, improving the flow and/or reorganizing text for content and structure, eliminating jargon, smoothing language, ensuring correctness (grammar, spelling, punctuation, etc.), ensuring consistency and accuracy (abbreviations, citing sources, logic, factual details, cross-references, web links, numbers, etc) and other line-by-line editing);
- b) **Translate** changes made to the English version during the approval stage and to adjust the Canadian French version (the translation requires a rendering of the message of the source text accurately in the target language that is correct and appropriate to the subject matter and the reader);
- c) **Conduct parallel reads** (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 that the reports (PDF and HTML copy) correspond to CIC and TBS requirements);
- f) Use CIC Style Guide (Attachment 1 to Annex D) and the Client's Conventions on How to Write Reports to Parliament (Attachment 2 to Annex D), and other instructions which may be published by TBS;
- 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, and to take corrective actions when required by the Project Authority;
- k) Deliver all materials to the Project Authority using the appropriate electronic format (i.e., Microsoft Windows Vista or as advised);
- l) Provide prompt turnaround of material, 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. Prompt turnaround could be a 24 hour period or a week, depending on the material to be delivered; and
- m) Not discuss or share the reports outside CIC's Strategic Planning and Reporting Division.

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 Article 4 (b).

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 with very short notice. Therefore, flexibility and prompt response will be required.

Deliverable # 1 - DPR Deliverables	Proposed Timeline (dates are subject to changes as per Project Authority)
1 st Edit English	July 14 – 17, 2015
2 nd Edit English, 1 st edit French including parallel read between English and French and translation of changes as required	August 10 – 28, 2015
Final quality control of English and French PDF versions	August 31 – September 4, 2015
Proofread and quality control of English and French HTML versions	September 8 – 11, 2015
Deliverable completed	October 30, 2015

Deliverable # 2 - AR Deliverables	Proposed Timeline (dates are subject to changes as per Project Authority)
1 st Edit English	July 20 – 24, 2015
2 nd Edit English, 1 st edit French including parallel read between English and French and translation of changes as required	September 4 – 11, 2015
Final quality control of English and French PDF versions	October 9 – 16, 2015
Proofread and quality control of English and French HTML versions	October 19 – 24, 2015
Deliverable completed	October 30, 2015

Deliverable # 3 – RPP Deliverables	Proposed Timeline (dates are subject to changes as per Project Authority)
1 st Edit English	December 18, 2015 – January 4, 2016



2 nd Edit English, 1 st edit French including parallel read between English and French and translation of changes as required	January 25 – February 1, 2016
Final quality control of English and French PDF versions	February 4 – 8, 2016
Proofread and quality control of English and French HTML versions	February 10 – 12, 2016
Deliverable completed	March 31, 2016

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 this 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.	La <i>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; 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, <i>An Act to amend the Citizenship Act (honouring the Canadian</i>	



Instructions	Examples
<p><u>Armed Forces</u> projet de loi C-425, <u>Loi modifiant la Loi sur la citoyenneté (valorisation des Forces armées canadiennes)</u></p>	
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>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 <p>Capitalization should be kept to a minimum.</p> <ul style="list-style-type: none"> • 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 	<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>
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



Instructions	Examples
	<ul style="list-style-type: none"> 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>
Vertical lists	
<p>For lists in either English or French:</p> <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	
<p>In English, the dates in the report must appear in full with an « en dash ».</p>	<p>2012–2013</p>
<p>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.</p>	<p>2012-13</p>
<p>In French, the dates in the report and in e-tables must appear in full with a non-breaking hyphen.</p>	<p>2012 - 2013</p>
<p>In English and in French, ensure that the date stays on the same line.</p>	<p>The Act came into force on June 26, 2013.</p>
<p>The author must use a non-breaking hyphen in preparing the report if certain terms cannot be separated.</p>	<p>For example, IRPA came into force in June 26, 2013.</p>
Percentages	
<p>In both official languages, in the text and tables of the report, the term « percentage or percent » must be represented by « % », except if the number is spelled out which should be from 0 to 9. Then we should write “percent” and “pour cent”.</p>	<p>20% / 20 % Five percent / cinq pour cent</p>
<p>In English, there is no space between the number and the percentage symbol.</p>	<p>20%</p>
<p>In French, there is a space between the number and the percentage symbol.</p>	<p>20 %</p>



Instructions	Examples
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, 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. <i>See Links/Hyperlinks below.</i> Note that other explanatory notes in the report must appear as footnotes.	
In English, footnotes and endnotes are added after punctuation.	Example. ¹
In French, footnotes and endnotes are added before punctuation.	Exemple ² .
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. 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	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.
General	
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	

¹ Example anglais

² Exemple français



Instructions	Examples
<p>Targeted – not targeted 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>	
Program titles in French	
<p>Do not modify the titles of the following programs: In French, GARs is Réfugiés pris en charge par le gouvernement (and not « parrainés par le gouvernement ») In French, PSRs is Réfugiés parrainés par le secteur privé (and not « parrainage privé des réfugiés »)</p>	
Links/Hyperlinks	
<p>All Acts should be hyperlinked. Links are to be repeated in every subsection of the report. Starting in 2014-2015, the rule is to add an endnote to all embedded hyperlinks the first time that an item is referenced and linked. Subsequent hyperlinks for the same item appearing later in the document do not require an endnote.</p> <p>There should be no links for abbreviations.</p>	



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 and all applicable taxes are extra.**

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 per hourly rate (in Cdn \$) for each of the Resource 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 Section 3, Appendix D, Statement of Work (SOW), it is estimated that CIC produces approximately 220,000 words (total for English and French) per year for the three departmental reports and related electronic tables) for which editing services are needed. More specifically, CIC estimates that the number of words for the DPR is 105,000, the RPP is 75,000, and the AR is 40,000 words; for examples please refer their respective hyperlinks found in Section 2 c of the SOW (Appendix D). 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, 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 completed by the 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 completed by the 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 completed by the bidder



Option 1: 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 completed by the 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 completed by the 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 completed by the bidder

Option Period 2: 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 completed by the 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 completed by the 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 completed by the bidder

Option Period 3: 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 completed by the 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 completed by the 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 completed by the bidder

Option Period 4: April 01, 2019 to March 31, 2020

	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 completed by the 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 completed by the 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 completed by the bidder



APPENDIX "F", SECURITY REQUIREMENTS CHECKLIST (SRCL)



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 143671
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 Reports to Parliament. The work will span a period of one year during which three deliverables are completed and the process will start once again 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
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





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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?
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité: No / Non Yes / Oui

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?
Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document: No / Non Yes / Oui

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

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

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

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
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 / CLASSIFIÉE		NATO					COMSEC						
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
						TABS SECRET	NATO DIFFUSION RESTRICTED	NATO CONFIDENTIEL	A		B	C					
Information / Assets / Renseignements / Biens / Production																	
IT Media / Support TI / 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).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Procurement Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Wendy Birkinshaw Malo	Director, Strategic Planning and Reporting	<i>W Malo</i>	
Telephone No. - N° de téléphone 6134377091	Facsimile No. - N° de télécopieur 6139575946	E-mail address - Adresse courriel wendy.birkinshawmalo@ic.gc.ca	Date February 19, 2015 January 28, 2015
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
<i>Nigel Charles</i>	<i>Security Officer</i>	<i>Nigel Charles</i>	
Telephone No. - N° de téléphone 819-934-1596	Facsimile No. - N° de télécopieur 819-953-8872	E-mail address - Adresse courriel nigel.charles@ic.gc.ca	Date 28 Apr 2015
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 / Oui <input type="checkbox"/> Yes / Non
16. Procurement Officer / Agent d'approvisionnement			
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
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
<i>Nigel Charles</i>	<i>Security Officer</i>	<i>Nigel Charles</i>	
Telephone No. - N° de téléphone 819-934-1596	Facsimile No. - N° de télécopieur 819-953-8872	E-mail address - Adresse courriel nigel.charles@ic.gc.ca	Date 28 Apr 2015



APPENDIX "G", 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.