



Numéro :	9K001-O16-0302/B
Codage financier :	0121-5101-2300-0351-000000000

This bid solicitation cancels and supersedes previous bid solicitation number 9K001-O16-0302 dated 2015-08-20 with a closing of 2015-09-15 at 02:00 pm EDT. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

**RETURN BIDS TO :**

Réception des soumissions  
(Mailroom)

Canada Economic Development  
for Quebec Regions  
Dominion Square Building  
1255, Peel – Suite 900  
Montreal (Quebec)  
H3B 2T9

**REQUEST FOR STANDING  
OFFER (RFSO)**

**DEMANDE D’OFFRE À  
COMMANDES (DDOC)**

Comments – Commentaires

**Vendor/Firm Name and  
address  
Raison sociale et l’adresse du  
fournisseur/de l’entrepreneur**

<b>Title – Sujet</b>	
French Writing Services	
<b>Solicitation No. – N° de l’invitation</b>	<b>Date</b>
9K001-O16-0302/B	2015-11-05
<b>Client Reference No. – N° de référence du client</b>	
9K001-O16-0302/B	
<b>GETS Reference No. – N° de référence de SEAG</b>	
<b>File No. – N° de dossier</b>	<b>CCC No./N° CCC – FMS No./N° VME</b>
9K001-O16-0302/B	
<b>Solicitation closes – L’invitation prend fin</b>	<b>Time Zone Fuseau horaire</b>
at – à 02 : 00 pm on – le 2015-12-01	EST / HNE
<b>F.O.B. - F.A.B.</b> Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
<b>Address Inquiries to – Adresser toutes questions à :</b>	
Isabelle Guilbault	
<b>Telephone No. – N° de téléphone :</b>	<b>Fax No. – N° de fax</b>
(514) 283-6574	(514) 283-3302
<b>Destination – of Goods, Services, and Construction: Destination – des biens, services et construction:</b>	
Canada Economic Development for Quebec Regions Dominion Square Building 1255, Peel – Suite 900 Montreal (Quebec) H3B 2T9	
<b>Delivery required – Livraison exigée</b>	<b>Delivered Offered – Livraison proposée</b>
See Herein	
<b>Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l’entrepreneur</b>	
<b>Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm (type or print) Nom et titre de la personne autorisée à signer au nom du Fournisseur/de l’entrepreneur (taper ou écrire en caractère d’imprimerie)</b>	
Signature _____	
Date _____	



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Numéro :	9K001-O16-0302/B
Codage financier :	0121-5101-2300-0351-000000000

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- Annex « A » Statement of Work
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This bid solicitation cancels and supersedes previous bid solicitation number 9K001-O16-0302 dated 2015-08-20 with a closing of 2015-09-15 at 02:00 pm. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

## PART 1 – GENERAL INFORMATION

### 1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows :

- |        |   |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement;   |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;   |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;   |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided;   |
| Part 6 | Security and Insurance Requirements : includes specific requirements that must be addressed by Offerors; and  |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses :  |
|        | 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;  |
|        | 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.  |

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Check List (SRCL) and Evaluation criteria.

### 1.2 Summary

The mandate is to support the Communications Directorate in its communication activities by providing French writing services.

This mandate will cover a period of three years from the date of authorization of the standing offer, with the option to extend for two additional one year periods

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

For services requirements, Offerors must provide the required information as detailed in article 2.3 of Part 2 of the Request for Standing Offers (RFSO), in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.

### 1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.



## 1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person

## PART 2 – OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2015-07-03) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete : sixty (60) days

Insert : ninety (90) days

### 2.2 Submission of Offers

Offers must be **submitted by mail no later than the date, time and place indicated on page 1**. The envelope shall indicate Offerings No. **9K001-O16-0302/B** addressed as follows:

**Isabelle Guilbault**

Departmental Advisor,  
Procurement and Contract Management  
Canada Economic Development for  
Quebec Regions  
1255, rue Peel, Suite 900  
Montreal (Quebec) H3B 2T9

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile or by email to CED will not be accepted. Upon receipt to our mail room, each offer is stamped with a seal indicating the date and time of receipt. Any offer received after the date and time of the deadline will be automatically returned to the sender unopened.

### 2.3 Former Public Servant (Complete this section)

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

#### Definition

For the purpose 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 Offeror a FPS in receipt of a pension ? **Yes** ☐ **No** ☐

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

### Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive ? **Yes** ☐ **No** ☐

If so, the Offeror must provide the following information :

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

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

## 2.4 Enquiries – Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.



## 2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

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

## PART 3 – OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows :

Section I : technical Offer (4 hard copies)

Section II : Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper ;
- b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Offerors should :

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### Section I : Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### Section II : Financial Offer

Offerors must submit their financial offer in accordance with the Annex « B », Basis of Payment. The total amount of Applicable Taxes must be shown separately.

#### Section III: Certifications

Offerors must submit the certifications required under Part 5.

## PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- a. Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- b. An evaluation team composed of representatives of Canada will evaluate the offers.





4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

See Annex « D » - Evaluation criteria

4.1.1.2 Point Rated Technical Criteria

See Annex « D » - Evaluation criteria

4.1.2 Financial Evaluation

For evaluation purposes only, the total price in the table below corresponds to the financial assessment price.

TYPE OF SERVICE	Jan. 1 <sup>st</sup> 2016 to Dec. 31 <sup>st</sup> 2016	Jan. 1 <sup>st</sup> 2017 to Dec. 31 <sup>st</sup> 2017	Jan. 1 <sup>st</sup> 2018 to Dec. 31 <sup>st</sup> 2018	1 <sup>st</sup> option year	2 <sup>nd</sup> option year	TOTAL PRICE
				Jan. 1 <sup>st</sup> 2019 to Dec. 31 <sup>st</sup> 2019	Jan. 1 <sup>st</sup> 2020 to Dec. 31 <sup>st</sup> 2020	
Writing	(A) ____\$/hr	(B) ____\$/hr	(C) ____\$/hr	(D) ____\$/hr	(E) ____\$/hr	A + B + C + D + E =

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit and Price

- To be declared responsive, a bid must:
  - Comply with all the requirements of the bid solicitation; and
  - Meet all mandatory criteria; and
  - Obtain the required minimum of 70 points overall for the technical evaluation criteria. The rating is performed on a scale of 100 points.
- Bids not meeting (a) or (b) or (c) will be declared non-responsive.
- The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
- To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
- To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
- For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 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 standing offer.

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





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

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000	\$50,000	\$45,000
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83,84	75,56	80,89
Overall Rating		1 <sup>st</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>

For the three (3) period of the Standing Offer :

The offer no. 1 at the amount of \$30,000 (equivalent to 40%) will be awarded to the highest combined rating;  
The offer no. 2 at the amount of \$25,500 (equivalent to 34%) will be awarded to the 2<sup>nd</sup> highest combined rating;  
The offer no. 3 at the amount of \$19,500 (equivalent to 26%) will be awarded to the 3<sup>rd</sup> highest combined rating.

Note 1 : If less than three (3) responsive standing offers are received, the total value of the standing offer will be divided as per the same proportional basis indicated above.

Note 2 : Taxes are not included in the amounts.

Note 3 : A maximum of three (3) five firms will be selected as part of this offer.

**PART 5 – CERTIFICATIONS**

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

**5.1 Certifications Precedent to Issuance of a Standing Offer**

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to comply with the request of the Standing Offer Authority and to provide the certifications within the time frame provided will render the offer non-responsive.

**5.1.1. Status and Availability of Resources**

SACC Manual clause [M3020T](#) (2010-01-11), Status and Availability of Resources

**PART 6 – SECURITY AND INSURANCE REQUIREMENTS**

**6.1 Security Requirements**

- At the Request for Standing Offers closing date, the following conditions must be met :
  - the Offeror must hold a valid organization security clearance as indicated in Part 7A – Standing Offer ;
  - the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicate in Part 7A – Standing Offer ;



- c. the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. For additional information on security requirements, offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

## 6.2 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.

## PART 7 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

- 7.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex « A ».

#### 7.2 Security Requirements

- 7.2.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Standing Offer.

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

#### 7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

- 7.3.1 [2005](#) (2015-09-03), General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### 7.4 Term of Standing Offer

##### 7.4.1 Period of the Standing Offer



The period for making call-ups against the Standing Offer is from January 1<sup>st</sup> 2016 to December 31<sup>st</sup> 2018.

#### 7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) period, of one (1) year each, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### 7.5 Authorities

##### 7.5.1 Standing Offer Authority

The Standing Offer Authority is :

**Isabelle Guilbault**  
Departmental Advisor,  
Procurement and Contract Management  
Canada Economic Development  
for Quebec Regions  
1255, rue Peel, Suite 900  
Montreal (Quebec) H3B 2T9  
(514) 283-6574  
[Isabelle.guilbault@dec-ced.gc.ca](mailto:Isabelle.guilbault@dec-ced.gc.ca)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

##### 7.5.2 Project Authority

The Project Authority for the Standing Offer is :

Name : \_\_\_\_\_  
Title : \_\_\_\_\_  
Organization : \_\_\_\_\_  
Address : \_\_\_\_\_  
  
Telephone : \_\_\_\_ \_\_\_\_ \_\_\_\_  
Facsimile : \_\_\_\_ \_\_\_\_ \_\_\_\_  
E-mail address : \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

##### 7.5.3 Offeror's Representative

Name : \_\_\_\_\_  
Title : \_\_\_\_\_  
Organization : \_\_\_\_\_  
Address : \_\_\_\_\_  
  
Telephone : \_\_\_\_ \_\_\_\_ \_\_\_\_  
Facsimile : \_\_\_\_ \_\_\_\_ \_\_\_\_  
E-mail address : \_\_\_\_\_



## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is : Canada Economic Development for Quebec Regions.

## 7.8 Call-up Procedures

The call-ups against the Standing Offer will be issued on a proportional basis as follows :

A standing offer for the amount of \$30,000 (equivalent to 40%) for the 1<sup>st</sup> rank;  
A standing offer for the amount of \$25,500 (equivalent to 34%) for the 2<sup>nd</sup> rank;  
A standing offer for the amount of \$19,500 (equivalent to 26%) for the 3<sup>rd</sup> rank.

Note 1 : Taxes are not included in the amounts.

## 7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer.

## 7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$10,000 (Applicable Taxes included).

## 7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$75,000 (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 7.12 Priority of Documents

En cas d'incompatibilité entre le libellé des textes énumérés dans la liste, c'est le libellé du document qui apparaît en premier sur la liste qui l'emporte sur celui de tout autre document qui figure plus bas sur la liste.

- the call up against the Standing Offer, including any annexes ;
- the articles of the Standing Offer ;
- the general conditions [2005](#) (2015-09-03), General Conditions – Standing Offers - Goods or Services;
- the general conditions [2035](#) (2015-07-03), General Conditions – Higher Complexity – Services ;
- Annex « A », Statement of Work ;
- Annex « B », Basis of Payment ;
- Annex « C », Security Requirements Check List (SRCL) ;
- the Offeror's offer dated \_\_\_\_\_.

## 7.13 Certifications

### 7.13.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO).



Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

### 7.13.2 Status and Availability of Resources

SACC Manual clause [M3020T](#) (2010-01-11), Status and Availability of Resources

### 7.14 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

## B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### 7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

### 7.2 Standard Clauses and Conditions

#### 7.2.1 General Conditions

[2035](#) (2015-07-03), General Conditions – Higher Complexity – Services, apply to and form part of the Contract.

#### 7.2.2 Supplemental General Conditions

#### Contract clauses – Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request or consent of the parties to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

### 7.3 Term of Contract

#### 7.3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

### 7.4 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.5 Payment

#### 7.5.1 Basis of Payment – Firm prices

The Contractor will be paid firm rates as per the Annex « B », for work performed in accordance with the Contract and applicable taxes are extra.



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#### 7.5.2 Limitation of Price

SACC Manual clause : [C6000C](#) (2011-05-16), Limitation of Price

#### 7.5.3 Method of payment

SACC Manual clause : [H1000C](#) (2008-05-12), Single Payment

#### 7.5.4 SACC Manual clause

SACC Manual clause : [A9117C](#) (2007-11-30), T1204 – Direct Request by Customer Department

#### 7.6 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 : The original and one (1) copy must be forwarded to the project authority to the address shown on page 1 of the Contract for certification and payment.

#### 7.7 Insurance

SACC Manual clause: [G1005C](#) (2008-05-12), Insurance



## ANNEX « A »

### STATEMENT OF WORK

#### FRENCH WRITING SERVICES

##### 1. Introduction of CED

As part of its mission, the Economic Development Agency of Canada for the Regions of Quebec (CED) promotes the start-up and performance of businesses. It helps them become more competitive, productive, innovative and active on Canadian and foreign markets. It supports communities' engagement efforts in Quebec's regions and helps to attract investment that will increase the prosperity of the Quebec and Canadian economies.

CED thus contributes to the economic vitality of all Quebec regions by paying special attention to communities with low economic growth. It covers all Quebec territories through its 12 business offices and works primarily with small and medium-sized enterprises (SMEs) and non-profit organizations (NPOs). It is by providing financial support, among other things, for carrying out projects that CED manages to support them in their development efforts.

To learn more about CED, visit the website at:

[www.dec-ced.gc.ca](http://www.dec-ced.gc.ca)

##### 2. Background

The Communications Directorate steadily supports CED in carrying out its mandate through effective communication for informing its target audiences and the general public about CED programs, services and priorities and for reporting on its business decisions. To do so, it is responsible for external communication activities (public events, media relations, distribution, etc.). It also has an important mandate for managing, developing and implementing internal and electronic communication initiatives.

To properly carry out its mandate, the Communications Directorate turns to private sector services, when necessary, for French writing to address ad hoc needs. In fact, the Directorate calls upon private writers or revisers for supplementing the external communication team's service offering, especially in the event of a work overload or long-term project.

##### 3. Mandate

The mandate is to support the Communications Directorate in its communication activities by providing French writing services. That mandate will last for a period of three (3) years starting on the standing offer's authorization date, with the possibility of being extended for two (2) additional one (1)-year periods.

##### 4. Statement of work

The supplier shall provide, if needed, French writing services, including research and popularization work, for the following types of documents, but are not limited to:

- media advisories
- news releases
- speeches by ministers, government spokespeople or senior officials
- journalistic articles
- adjournment proceedings in the House of Commons
- departmental reports
- texts for the web or social media

The supplier's writing services may be engaged by other CED directorates.

##### 5. Schedule

The supplier undertakes to deliver the requested product(s) within the timeframes previously agreed-upon with the client. It is understood that the work hours are not limited to regular office hours and business days.





## 6. Work performance requirements

The work shall be carried out on a computer that is compatible with the *Windows* environment and using the *Microsoft Word 2010* and its subsequent versions when there are updates. No other software will be allowed for text conversion.

In addition to using the above-mentioned software, the supplier shall adhere to the formatting, text layout and fonts in use at CED.

The supplier shall have the equipment and software required for sending the documents by e-mail.

The supplier shall become familiar with the document entitled *Aide-mémoire à la rédaction* prepared by the Communications Directorate and comply with its content.

The supplier shall be able to meet extremely tight production deadlines – sometimes the same day – which means being available outside regular working hours.

Any corrections requested are to be completed and returned to CED at the supplier's expense.

The supplier's failure to confirm acceptance of a job with the client within a maximum of two (2) hours allows the client to submit its request to another supplier.



ANNEX « B »

BASIS OF PAYMENT

Basis of Payment – Firm Hourly Rates

The rate shall include all direct and indirect costs, including telephone, long-distance calls, facsimiles, couriers, etc. No travelling or meal allowance shall be paid.

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract. Applicable taxes are extra.

TYPE OF SERVICE	Jan. 1 <sup>st</sup> , 2016 to Dec. 31 <sup>st</sup> 2016	Jan. 1 <sup>st</sup> , 2017 to Dec. 31 <sup>st</sup> 2017	Jan. 1 <sup>st</sup> , 2018 to Dec. 31 <sup>st</sup> 2018	1 <sup>st</sup> Option Year	2 <sup>nd</sup> Option Year
				Jan. 1 <sup>st</sup> , 2019 to Dec. 31 <sup>st</sup> 2019	Jan. 1 <sup>st</sup> , 2020 to Dec. 31 <sup>st</sup> 2020
Writing	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr



Numéro :	9K001-O16-0302/B
Codage financier :	0121-5101-2300-0351-000000000

**ANNEX « C »**

**SECURITY REQUIREMENTS CHECK LIST (SRCL)**

See attached PDF document



ANNEX « D »

EVALUATION CRITERIA

MANDATORY TECHNICAL CRITERIA

An individual or company must submit a maximum of two (2) candidates for the French writing service.

**Note:** It is advised to address the mandatory requirements in the order described below. If a bidder fails an item, its offer will be deemed not to meet the same mandatory requirement. Tenders which do not comply with a mandatory requirement will be rejected without further examination

	Yes	No
<p><b>M1.</b> The individual or company that bids must clearly show for each proposed candidate, at most two (2), that the candidate has:</p> <ul style="list-style-type: none"><li>at least two (2) years of French writing experience with documents that include the following types:<ul style="list-style-type: none"><li>news releases;</li><li>speeches by ministers, government spokespeople, senior officials or senior company officers;</li><li>journalistic articles;</li><li>texts for use in the social media.</li></ul></li></ul> <p>These documents must necessarily deal with a topic connected with regional economic development. The bidder must provide the attestations and documents requested.</p>		
<p><b>M2.</b> The individual or company that bids must clearly show for each proposed candidate, at most two (2), for the French writing service, that the candidate can perform the requested work on a computer that is compatible with the <i>Windows</i> environment and using the <i>Microsoft Word 2010</i> and its subsequent versions and that he/she can send the completed work by e-mail. No software other than that indicated above will be allowed for text conversion.</p>		



## POINTED RATED TECHNICAL CRITERIA

R1.	Work method	20 points	/20 (pass mark : 14)
	<p>The individual or company that bids must describe, for each proposed candidate, two (2) at most, the work method favoured by the candidate, i.e. the arrangements that he/she plans to make for performing the requested work.</p> <p>Assessment grid:</p> <ul style="list-style-type: none"><li>○ 0 points – The favoured work method is not described.</li><li>○ 1 to 4 points – The favoured work method is not clearly described.</li><li>○ 5 to 12 points – The favoured work method is well described (connection with established writing principles or techniques).</li><li>○ 13 to 20 points – The favoured work method is very well described. The candidate clearly favours a client-oriented work method and takes the context into account.</li></ul>	20 points	
R2.	Candidate file	80 points	/80 (pass mark : 56)
	<p>The individual or company that bids must provide, for each proposed candidate, two (2) at most:</p> <ul style="list-style-type: none"><li>• A complete file on the candidate:<ul style="list-style-type: none"><li>❖ Name;</li><li>❖ CV.</li></ul></li><li>• Sample texts of French writing, namely five (5) texts about a topic connected with regional economic development that the candidate wrote over the past two (2) years, i.e.:<ul style="list-style-type: none"><li>❖ a news release with tweets;</li><li>❖ a speech (about 1.5 to 2 minutes long);</li><li>❖ a speech (about 3 to 5 minutes long);</li><li>❖ a journalistic article (maximum 400 words); and</li><li>❖ a text for use in the social media (maximum 100 words).</li></ul></li></ul> <p>For each text written, the maximum score is 80 points. An average will be determined from the five scores obtained.</p> <p><b>1. Logic, clarity, topic coverage and accuracy</b></p> <ul style="list-style-type: none"><li>○ Very low: 0 points</li><li>○ Low: 10 points</li><li>○ Satisfactory: 20 points</li><li>○ Excellent: 30 points</li></ul> <p><b>2. Structure, flow of ideas, paragraph organization</b></p> <ul style="list-style-type: none"><li>○ Very low: 0 points</li><li>○ Low: 5 points</li><li>○ Satisfactory: 10 points</li><li>○ Excellent: 15 points</li></ul> <p><b>3. Style, originality, conciseness and tone</b></p> <ul style="list-style-type: none"><li>○ Very low: 0 points</li><li>○ Low: 2 points</li><li>○ Satisfactory: 3 points</li><li>○ Excellent: 5 points</li></ul> <p><b>4. Grammar, syntax, spelling and vocabulary</b></p> <ul style="list-style-type: none"><li>○ Very low: 0 points</li><li>○ Low: 10 points</li><li>○ Satisfactory: 15 points</li><li>○ Excellent: 25 points</li></ul> <p><b>5. Formatting and layout</b></p>	<p>30 points</p> <p>15 points</p> <p>5 points</p> <p>25 points</p> <p>5 points</p>	



	<ul style="list-style-type: none"><li>○ Very low: 0 points</li><li>○ Low: 2 points</li><li>○ Satisfactory: 3 points</li><li>○ Excellent: 5 points</li></ul> <p>These documents must necessarily deal with a topic connected with regional economic development. The bidder must provide the attestations and documents requested.</p>		
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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 Développement Économique Canada		2. Branch or Directorate / Direction générale ou Direction Direction des communications	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work - Brève description du travail Service de rédaction française			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required - Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>		Specify country(ies): / Préciser le(s) pays:	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of Information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <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"/>	





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 ☐ Yes  
Non 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?

☒ No ☐ Yes  
Non Oui

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

Document Number / Numéro du document :

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

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

☒ RELIABILITY STATUS  
COTE DE FIABILITÉ

☐ CONFIDENTIAL  
CONFIDENTIEL

☐ SECRET  
SECRET

☐ TOP SECRET  
TRÈS SECRET

☐ TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☐ NATO SECRET  
NATO SECRET

☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

☐ SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:  
Commentaires spéciaux :

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted:  
Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☐ Yes  
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☐ No ☒ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes  
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes  
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☐ No ☒ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes  
Non Oui





**PART C (continued) / PARTIE C (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC						
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential NATO Confidentiel	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret	
											A	B	C				
Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
IT Media Support TI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
IT Link Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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.

12. b) Will the document 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).