



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

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

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Linguistic Services Division / Division des services
linguistiques

PSBID, PWGSC / DIASP,TPSGC

11 Laurier St. / 11, rue Laurier

10C1/Place du Portage, Phase III

Gatineau

Québec

K1A 0S5

Title - Sujet translation contract	
Solicitation No. - N° de l'invitation 24062-150079/A	Date 2015-11-10
Client Reference No. - N° de référence du client 24062-150079	
GETS Reference No. - N° de référence de SEAG PW-\$\$ZF-511-29600	
File No. - N° de dossier 511zf.24062-150079	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-12-07	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Cousineau, Natalie	Buyer Id - Id de l'acheteur 511zf
Telephone No. - N° de téléphone (819) 956-0151 ()	FAX No. - N° de FAX (819) 956-2675
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: TREASURY BOARD OF CANADA, SECRETARIAT 6TH FLOOR 300 LAURIER AVE OTTAWA Ontario K1A0R5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation
24062-150079
Client Ref. No. - N° de réf. du client
24062-150079

Amd. No. - N° de la modif.
File No. - N° du dossier
511zf-24062-150079

Buyer ID - Id de l'acheteur
511zf
CCC No./N° CCC - FMS No./N° VME

PART 1 – GENERAL INFORMATION	3
1.1 INTRODUCTION	3
1.2 SUMMARY	3
1.3 DEBRIEFINGS	4
PART 2 – BIDDER INSTRUCTIONS	5
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	5
2.2 SUBMISSION OF BIDS	5
2.3 FORMER PUBLIC SERVANT	5
2.4 INQUIRIES - BID SOLICITATION	7
2.5 APPLICABLE LAWS	7
2.6 BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY	7
PART 3 – BID PREPARATION INSTRUCTIONS	8
3.1 BID PREPARATION INSTRUCTIONS	8
SECTION I: TECHNICAL BID	8
SECTION II: FINANCIAL BID	9
SECTION III: CERTIFICATIONS	9
SECTION IV: ADDITIONAL INFORMATION	9
ATTACHMENT 1 TO PART 3, PRICING SCHEDULE	10
PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION	14
4.1 EVALUATION PROCEDURES	14
4.1.1 <i>Technical Evaluation</i>	14
4.1.1.1 Mandatory Technical Criteria	15
4.1.1.2 Point Rated Technical Criteria	15
4.1.2 <i>Financial Evaluation</i>	15
4.2 BASIS OF SELECTION	15
4.2.1. <i>Lowest Evaluated Price per Point</i>	15
ATTACHMENT 1 TO PART 4, TECHNICAL AND FINANCIAL CRITERIA	17
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	25
ATTACHMENT 1 TO PART 5	26
PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS	27
6.1 SECURITY REQUIREMENT	27
6.2 FINANCIAL CAPABILITY	27
PART 7 – RESULTING CONTRACT CLAUSES	28
7.1 STATEMENT OF WORK	28
7.1.1 <i>Task Authorization</i>	28
7.2 STANDARD CLAUSES AND CONDITIONS	31
7.2.1 <i>General Conditions</i>	31
7.2.2 <i>Inspection and Acceptance</i>	32
7.2.3 <i>Specific Person(s)</i>	32
7.3 SECURITY REQUIREMENT	32
7.4 TERM OF CONTRACT	33

Solicitation No. - N° de l'invitation
24062-150079
Client Ref. No. - N° de réf. du client
24062-150079

Amd. No. - N° de la modif.
File No. - N° du dossier
511zf-24062-150079

Buyer ID - Id de l'acheteur
511zf
CCC No./N° CCC - FMS No./N° VME

7.4.1	<i>Period of the Contract</i>	33
7.4.2	<i>Option to Extend the Contract</i>	33
7.5	AUTHORITIES	33
7.5.1	<i>Contracting Authority</i>	33
7.5.2	<i>Project Authority</i>	33
7.5.3	<i>Contractor's Representative</i>	34
7.6	PAYMENT	34
7.6.1	<i>Basis of Payment</i>	34
7.6.2	<i>Method of Payment</i>	34
7.6.3	<i>Discretionary Audit</i>	34
7.6.4	<i>Time Verification</i>	34
7.7	INVOICING INSTRUCTIONS	35
7.8	CERTIFICATIONS	35
7.8.1	<i>Compliance</i>	35
7.8.2	<i>Federal Contractors Program for Employment Equity - Default by the Contractor</i>	35
7.8.3	<i>Canadian Content Certification</i>	35
7.9	APPLICABLE LAWS	35
7.10	PRIORITY OF DOCUMENTS	35
7.11	INSURANCE	36
7.12	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	36
7.13	ADDITIONAL CLAUSES	ERROR! BOOKMARK NOT DEFINED.
ANNEX A, STATEMENT OF WORK		37
ANNEX B, QUALITY STANDARDS		46
ANNEX C, BASIS OF PAYMENT		49
ANNEX D, SECURITY REQUIREMENTS CHECK LIST		50
ANNEX E, TASK AUTHORIZATION (TA) FORM		51

PART 1 – GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, Quality Standards, Basis of Payment, Security Requirements Check List and Task Authorization Form.

1.2 Summary

1.2.1

The Treasury Board of Canada Secretariat (TBS) wishes to avail itself of translation services on an "as and when" requested basis. Translation services are required for texts to be translated from English to French and from French to English.

The documents to be translated are comprised of précis, decision letters, meeting agendas, memoranda to Cabinet, news releases, questions and answers, presentations, reports, correspondence and other texts.

Up to two contracts could be awarded for this requirement.

Only the Contractor who holds the Contract A will translate précis, decision letters, agendas and memoranda to Cabinet.

The Contractor who holds the Contract A and the Contractor who holds the Contract B may translate other documents.

The estimated annual translation volume is approximately 8,000,000 words of which approximately 95 percent is from English to French and 5 percent is from French to English.

Solicitation No. - N° de l'invitation
24062-150079
Client Ref. No. - N° de réf. du client
24062-150079

Amd. No. - N° de la modif.
File No. - N° du dossier
511zf-24062-150079

Buyer ID - Id de l'acheteur
511zf
CCC No./N° CCC - FMS No./N° VME

The Treasury Board plans to ask the Contractor who holds the Capability A contract to translate a total of 6,000,000 words per 12-month period (300,000 words from French to English and 5,700,000 words from English to French), and ask the Contractor who holds the Capability B contract to translate a total of 2,000,000 words per 12-month period (100,000 words from French to English and 1,900,000 words from English to French).

This requirement is limited to Canadian goods and/or services.

Services must be provided for two (2) years as of the award date of the contract, and the contract will include an option allowing it to be extended for three (3) additional periods of one (1) year each under the same terms and conditions.

The insertion of volumetric data in this document does not represent an engagement on behalf of Canada

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

1.3 Debriefings

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

PART 2 – BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2015-07-03), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days

Insert: 180 calendar days.

2.2 Submission of Bids

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

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

2.3 Former Public Servant

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

If the Contracting Authority has not received the answer to the question and, as applicable, the information required by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the answer and, as applicable, the information required. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes () No ()

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes () No ()

If so, the Bidder must provide the following information:

- a) name of former public servant;
- b) conditions of the lump sum payment incentive;
- c) date of termination of employment;
- d) amount of lump sum payment;

-
- e) rate of pay on which lump sum payment is based;
 - f) period of lump sum payment including start date, end date and number of weeks; and
 - 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.

2.4 Inquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

2.6 Basis for Canada's Ownership of Intellectual Property

Them TBS 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: Where the Foreground IP consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

PART 3 – BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper; and
- (b) use a numbering system that corresponds to the bid solicitation.

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

To assist Canada in reaching its objectives, bidders should:

1. use paper containing fiber 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 color printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs or binders.

Section I: Technical Bid

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

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

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

Section II: Financial Bid

- A.** Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- B.** Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- C.** When preparing their financial bid, Bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.6, Payment, of Part 7 of the bid solicitation.

Section III: Certifications

In Section III of their bid, bidders should provide the certifications required under Part 5 and, as applicable, any associated additional information.

Section IV: Additional Information

In Section IV of their bid, bidders should provide:

- 1. their legal name;
- 2. their Procurement Business Number (PBN);
- 3. the name of the contact person (provide also 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 their bid, and any contract that may result from their bid;
- 4. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;
- 5. for Part 6, article 6.1, Security Requirement, of the bid solicitation:

for each proposed location of work performance or document safeguarding, the address containing the information below.

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

ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

1. The Bidder must complete this pricing schedule for the Capability A contract or the Capability B contract and include it in its financial bid.

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

- a. Work described in Part 7, Resulting Contract Clauses, of this bid solicitation required to be performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. *The National Capital Act* is available on the Justice Website: <http://laws.justice.gc.ca/en/N-4/>;
 - b. travel between the successful bidder's place of business and the NCR; and
 - c. the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.
2. The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.
3. For each responsive bid, the total estimated cost of the bid (TECB) will be calculated on the basis of the following grid for the Capability A contract and/or the Capability B contract:

Capability A contract.

Note: FAIR = firm all-inclusive rate, EV = Estimated volume, EC = Estimated cost, REC = Regular estimated cost, UEC = Urgent estimated cost, TEC = Total estimated cost, SOW = Statement of Work.

Two (2) year term of the contract as of the contract AWARD date

A	B	C
Firm all-inclusive rates, as per Annex "B" (FAIR)	Estimated volume as per SOW (EV)	Estimated cost EC = (FAIR X EV)
Proposed rate for a regular request: \$	9,600,000 words	REC = \$ (A x B)
Proposed rate for an urgent request: \$	2,400,000 words	UEC (A x B) = \$
Total estimated cost - Term of the contract		TEC = (REC+UEC) \$

First year option

A	B	C
Firm all-inclusive rates, as per Annex B (FAIR)	Estimated volume as per SOW (EV)	Estimated cost EC = (FAIR X EV)
Proposed rate for a regular request: \$	4,944,000 words	REC = \$ (A x B)
Proposed rate for an urgent request: \$	1,236,000 words	UEC = \$ (A x B)

Solicitation No. - N° de l'invitation
24062-150079
Client Ref. No. - N° de réf. du client
24062-150079

Amd. No. - N° de la modif.
File No. - N° du dossier
511zf-24062-150079

Buyer ID - Id de l'acheteur
511zf
CCC No./N° CCC - FMS No./N° VME

Total estimated cost - First year option	TEC1= (REC+UEC) \$
---	------------------------------

Second year option

	B	C
Firm all-inclusive rates, as per Annex B (FAIR)	Estimated volume as per SOW (EV)	Estimated cost EC = (FAIR X EV)
Proposed rate for a regular request: \$	5,092,320 words	REC = \$ (A x B)
Proposed rate for an urgent request: \$	1,273,080 words	UEC = \$ (A x B)
Total estimated cost - Second year option		TEC2= (REC+UEC) \$

Third year option

	B	C
Firm all-inclusive rates, as per Annex B (FAIR)	Estimated volume as per SOW (EV)	Estimated cost EC = (FAIR X EV)
Proposed rate for a regular request: \$	5,092,320 words	REC = \$ (A x B)
Proposed rate for an urgent request: \$	1,273,080 words	UEC = \$ (A x B)
Total estimated cost - Third year option		TEC3= (REC+UEC) \$

Determination of the total estimated cost of the bid for the Capability A contrat

Total estimated cost - Term of contract	TEC = \$
Total estimated cost - First year option	TEC1 = \$
Total estimated cost - Second year option	TEC2 = \$
Total estimated cost - Third year option	TEC3 = \$
Total estimated cost of the bid (TEC)	TEC+TEC1+TEC2 + TEC3 = \$

Capability B contract

Note: FAIR = firm all-inclusive rate, EV = Estimated volume, EC = Estimated cost, REC = Regular estimated cost, UEC = Urgent estimated cost, TEC = Total estimated cost, SOW = Statement of Work

Two (2) year term of the contract as of the contract inception date

A	B	C
----------	----------	----------

Firm all-inclusive rates, as per Annex "B" (FAIR)	Estimated volume as per SOW (EV)	Estimated cost EC = (FAIR X EV)
Proposed rate for a regular request: \$	3,200,000 words	REC = \$ (A x B)
Proposed rate for an urgent request: \$	800,000 words	UEC (A x B) = \$
Total estimated cost - Term of the contract		TEC = (REC+UEC) \$

First year option

A	B	C
Firm all-inclusive rates, as per Annex B (FAIR)	Estimated volume as per SOW (EV)	Estimated cost EC = (FAIR X EV)
Proposed rate for a regular request: \$	1,648,000 words	REC = \$ (A x B)
Proposed rate for an urgent request: \$	412,000 words	UEC = \$ (A x B)
Total estimated cost - First year option		TEC1= (REC+UEC) \$

Second year option

A	B	C
Firm all-inclusive rates, as per Annex B (FAIR)	Estimated volume as per SOW (EV)	Estimated cost EC = (FAIR X EV)
Proposed rate for a regular request: \$	1,697,440 words	REC = \$ (A x B)
Proposed rate for an urgent request: \$	424,360 words	UEC = \$ (A x B)
Total estimated cost - Second year option		TEC2= (REC+UEC) \$

Third year option

	B	C
Firm all-inclusive rates, as per Annex B (FAIR)	Estimated volume as per SOW (EV)	Estimated cost EC = (FAIR X EV)
Proposed rate for a regular request: \$	5,092,320 words	REC = \$ (A x B)
Proposed rate for an urgent request: \$	1,273,080 words	UEC = \$ (A x B)
Total estimated cost - Third year option		TEC3= (REC+UEC) \$

Determination of the total estimated cost of the bid for the Capability B contract

Total estimated cost - Term of contract	TEC = _\$
--	------------------

Solicitation No. - N° de l'invitation
24062-150079
Client Ref. No. - N° de réf. du client
24062-150079

Amd. No. - N° de la modif.
File No. - N° du dossier
511zf-24062-150079

Buyer ID - Id de l'acheteur
511zf
CCC No./N° CCC - FMS No./N° VME

Total estimated cost - First year option	TEC1 = \$
Total estimated cost - Second year option	TEC2 = \$
Total estimated cost - Second year option	TEC3 = \$
Total estimated cost of the bid (TEC)	TEC+TEC1+TEC2+TEC3 = \$

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the bids

4.1.1 Technical Evaluation

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

that show in total 100 billable days.

- d) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

4.1.1.1 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

4.1.1.2 Point Rated Technical Criteria

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

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

4.2.1. Lowest Evaluated Price per Point

4.2.1.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory evaluation criteria; and
- (c) obtain the required minimum number of points specified in Attachment 1 to Part 4 for the point rated technical criteria

4.2.1.2 Bids not meeting 4.2.1.1 (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

4.2.1.3 The responsive bid for Capability A that has the lowest evaluated price per point will be recommended for award of a contract to translate texts consisting of précis, decision letters, meeting agendas, memoranda to Cabinet, as defined in paragraph A.4, Nature of Texts in Annex A and for an approximate volume of 75% more or less 5% of the translation volume of other texts as defined in paragraph A.4, Nature of Texts in Annex A. In the event two or more responsive bids have the same lowest evaluated price per point, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in Attachment 1 to Part 4 will be recommended for award of the contract.

The responsive bid for Capability B that has the lowest evaluated price per point will be recommended for award of a contract for an approximate volume of 25% more or less 5% of the translation volume of other texts as defined in paragraph A.4, Nature of Texts in Annex A. In the event two or more responsive bids have the same lowest evaluated price per point, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in Attachment 1 to Part 4 will be recommended for award of the contract.

Solicitation No. - N° de l'invitation
24062-150079
Client Ref. No. - N° de réf. du client
24062-150079

Amd. No. - N° de la modif.
File No. - N° du dossier
511zf-24062-150079

Buyer ID - Id de l'acheteur
511zf
CCC No./N° CCC - FMS No./N° VME

4.2.1.4 The evaluated price per point of a responsive bid will be determined by dividing its evaluated price by the overall score it obtained for all the point rated technical criteria detailed in Attachment 1 to Part 4.

ATTACHMENT 1 TO PART 4, TECHNICAL AND FINANCIAL CRITERIA

MANDATORY CRITERIA – CONTRACT A

Any proposal which fails to meet the following mandatory criteria will be deemed non-responsive and will be given no further consideration. Each criterion should be addressed separately.

#	Mandatory criteria – Contract A	Instructions	Bidder's response
MA1	<p>For the period between September 21st 2012 and August 31st 2015, the Bidder must have translated:</p> <p>a) a minimum total of 5,700,000 words from English to French : and</p> <p>b) a minimum total of 300,000 words from French to English.</p> <p>To meet this mandatory criteria:</p> <p>i. the Bidder must have translated a minimum of 1,900,000 words per period* from English to French; and</p> <p>ii. the Bidder must have translated a minimum of 100,000 words per period* from French to English; and</p> <p>iii. the texts translated must deal with at least two of the following subject matters :</p> <ol style="list-style-type: none"> 1 - Communications (such as media lines, press releases, Qs&As and speeches); 2 - Administration and management (such as human resources management, budgetary and financial management, accounting and auditing, information management, and management operations); 3 - Biology (such as ecology); 4 - Informatics (such as software applications and office technology). <p>*Period: a maximum of 12 consecutive months.</p>	<p>To demonstrate its experience, the Bidder must provide the following information:</p> <p>a) The name of the client organization to whom the translation services were provided; and</p> <p>b) the name of a point of contact in the client's organization who can corroborate the information along with its current telephone number and email address; and</p> <p>c) A description of the texts translated clearly indicating the following:</p> <ol style="list-style-type: none"> i. the period during which the translation services were provided, specifying from (month/year) to (month/year); ii. the nature of the work and subject matter; and iii. The source and target languages (English to French and French to English); and iv. the total number of words translated; and v. the total number of words translated for each period* 	

#	Mandatory criteria – Contract A	Instructions	Bidder's response
MA2	<p>The Bidder must propose the services of two Coordinators.</p> <p>To meet this mandatory criteria:</p> <ul style="list-style-type: none"> a) Each proposed Coordinator must have a minimum of 2 years experience in the coordination of translation services; and b) Each proposed Coordinator must have completed a minimum of three tasks described in section A.5.2 - Coordinators in Annex A - Statement of Work. 	<p>To demonstrate the experience, the Bidder must provide for each proposed Coordinator the following information:</p> <ul style="list-style-type: none"> a) the name of the client organization to whom the services of the proposed Coordinator were provided; and b) the name of a point of contact in the client's organization who can corroborate the information along with its current telephone number and email address; and c) the period during which the services of the proposed Coordinator were provided, specifying from (month/year) to (month/year); and d) a description of the tasks completed by the proposed Coordinator. 	

2.2 POINT-RATED CRITERIA – CONTRACT A

Technical proposals that meet all of the mandatory criteria specified above will be evaluated and scored in accordance with the following point-rated criteria

#	Point-rated criteria – Contract A	Instructions	Points allocation	Max. points	Bidder's response
RA1	<p>The Bidder should demonstrate having 2 years or more of experience in providing translation services to Government of Canada departments, agencies or corporations as listed in the <i>Financial Administration Act</i>, Schedules I (Section 2), I.1 (Sections 2–3), II (Section 2) and III (Section 3) therein, which can be found at http://laws.justice.gc.ca</p>	<p>To demonstrate its experience, the Bidder should provide the following information:</p> <ul style="list-style-type: none"> a) the name of the client organization to whom the translation services were provided; and b) the name of a point of contact in the client's organization who can corroborate the information along with its 	<p>Points will be awarded as follows:</p> <p>2 years up to 3 years = 3 points</p> <p>More than 3 years up to 4 years = 6 points</p> <p>More than 4 years up to 5 years = 9 points</p>	15 points	

#	Point-rated criteria – Contract A	Instructions	Points allocation	Max. points	Bidder's response
	/en/F-11/index.html	<p>current telephone number and email address; and</p> <p>c) the period during which the translation services were provided, specifying from (month/year) to (month/year).</p>	<p>More than 5 years up to 6 years = 12 points</p> <p>More than 6 years = 15 points</p>		
RA2	The Bidder should provide a business plan*.	<p>To demonstrate its experience, the Bidder should provide a business plan that contains the following elements:</p> <p>a) a detailed description of procedures to ensure quality control of translated texts.</p> <p>b) a detailed description of procedures dealing with the following issues:</p> <p>i. excessive volume of work; and</p> <p>ii. urgent demands*; and</p> <p>iii. service outside regular hours*; and</p> <p>iv. technical or mechanical problems* such as power outage, computer breakdown etc.</p>	<p>Points will be awarded as follows:</p> <p>description of procedures to ensure quality control of translated texts = 2 points</p> <p>description of procedures dealing with excessive volume of work = 2 points</p> <p>description of procedures dealing with emergencies = 2 points</p> <p>description of procedures dealing with service outside business hours = 2 points</p>	10 points	

Solicitation No. - N° de l'invitation
24062-150079
Client Ref. No. - N° de réf. du client
24062-150079

Amd. No. - N° de la modif.
File No. - N° du dossier
511zf-24062-150079

Buyer ID - Id de l'acheteur
511zf
CCC No./N° CCC - FMS No./N° VME

#	Point-rated criteria – Contract A	Instructions	Points allocation	Max. points	Bidder's response
		*A definition of these terms can be found in the section A2 – of Annex A - Statement of Work.	description of procedures dealing with technical or mechanical problem = 2 points		
Maximum available points				25 points	
Minimum points required				18 points	

MANDATORY CRITERIA – CONTRACT B

Any proposal which fails to meet the following mandatory criteria will be deemed non-responsive and will be given no further consideration. Each criterion should be addressed separately.

#	Mandatory criteria – Contract B	Instructions	Bidder's response
MB 1	<p>For the period September 2012 and September 2015, the Bidder must have translated:</p> <ul style="list-style-type: none"> a) a minimum total of 1,900,000 words from English to French : and b) a minimum total of 100,000 words from French to English. <p>To meet this mandatory criteria:</p> <ul style="list-style-type: none"> i. the Bidder must have translated a minimum of 600,000 words or more per period* from English to French; and ii. the Bidder must have translated a minimum of 33,000 words or more per period* from French to English; and iii. the texts translated must deal with at least two of the following subject matters : <ul style="list-style-type: none"> 1 - Communications (such as media lines, press releases, Qs&As and speeches); 2 - Administration and management (such as human resources management, budgetary and financial management, accounting and auditing, information management, and management operations); 3 - Biology (such as ecology); 4 - Informatics (such as software applications and office technology). <p>*Period: a maximum of 12 consecutive months.</p>	<p>To demonstrate its experience, the Bidder must provide the following information:</p> <ul style="list-style-type: none"> a) The name of the client organization to whom the translation services were provided; and b) the name of a point of contact in the client's organization who can corroborate the information along with its current telephone number and email address; and c) A description of the texts translated clearly indicating the following: <ul style="list-style-type: none"> i. the period during which the translation services were provided, specifying from (month/year) to (month/year); ii. the nature of the work and subject matter; and iii. The source and target languages (English to French and French to English); and iv. the total number of words translated; and v. the total number of words translated for each period*. 	
MB2	<p>The Bidder must propose the services of one Coordinator.</p> <p>To meet this mandatory criteria:</p>	<p>To demonstrate the experience of the proposed Coordinator, the Bidder must provide the following information:</p>	

#	Mandatory criteria – Contract B	Instructions	Bidder's response
	a) the proposed Coordinator must have a minimum of 2 years experience in the coordination of translation services; and b) the proposed Coordinator must have completed a minimum of three tasks described in section A.5.2 - Coordinators in Annex A - Statement of Work.	a) the name of the client organization to whom the services of the proposed Coordinator were provided; and b) the name of a point of contact in the client's organization who can corroborate the information along with its current telephone number and email address; and c) the period during which the services of the proposed Coordinator were provided, specifying from (month/year) to (month/year); and d) a description of the tasks completed by the proposed Coordinator.	

2.4 POINT-RATED CRITERIA – CONTRACT B

Technical proposals that meet all of the mandatory criteria specified above will be evaluated and scored in accordance with the following point-rated criteria.

#	Point-rated criteria – Contract B	Instructions	Points allocation	Max. points	Bidder's response
RB1	The Bidder should demonstrate having 2 years or more of experience in providing translation services to Government of Canada departments, agencies or corporations as listed in the <i>Financial Administration Act</i> , Schedules I (Section 2), I.1 (Sections 2–3), II (Section 2) and III (Section 3) therein, which can be found at http://laws.justice.gc.ca/en/F-11/index.html	To demonstrate its experience, the Bidder should provide the following information: a) the name of the client organization to whom the translation services were provided; and b) the name of a point of contact in the client's organization along with a current telephone number and email address; and c) the period during which the translation services were	Points will be awarded as follows: 2 years up to 3 years = 3 points More than 3 years up to 4 years = 6 points More than 4 years up to 5 years = 9 points More than 5 years up to 6 years = 12 points	15 points	

#	Point-rated criteria – Contract B	Instructions	Points allocation	Max. points	Bidder's response
		provided, specifying from (month/year) to (month/year).	More than 6 years = 15 points		
RB2	The Bidder should provide a business plan*.	<p>To demonstrate its experience, the Bidder should provide a business plan that contains the following elements:</p> <p>a) a detailed description of procedures to ensure quality control of translated texts.</p> <p>b) a detailed description of procedures dealing with the following issues:</p> <p>i. excessive volume of work; and</p> <p>ii. urgent demands*; and</p> <p>iii. service outside regular hours*; and</p> <p>iv. technical or mechanical problems* such as power outage, computer breakdown etc.</p> <p>*A definition of these terms can be found in the section A2 - Definitions included in Annex A - Statement of Work.</p>	<p>Points will be awarded as follows:</p> <p>description of procedures to ensure quality control of translated texts = 2 points</p> <p>description of procedures dealing with excessive volume of work = 2 points</p> <p>description of procedures dealing with emergencies = 2 points</p> <p>description of procedures dealing with service outside business hours = 2 points</p> <p>description of procedures dealing with technical or mechanical problem = 2 points</p>	10 points	

Solicitation No. - N° de l'invitation
24062-150079
Client Ref. No. - N° de réf. du client
24062-150079

Amd. No. - N° de la modif.
File No. - N° du dossier
511zf-24062-150079

Buyer ID - Id de l'acheteur
511zf
CCC No./N° CCC - FMS No./N° VME

#	Point-rated criteria – Contract B	Instructions	Points allocation	Max. points	Bidder's response
Maximum available points				25 points	
Minimum points required				18 points	

Solicitation No. - N° de l'invitation
24062-150079
Client Ref. No. - N° de réf. du client
24062-150079

Amd. No. - N° de la modif.
File No. - N° du dossier
511zf-24062-150079

Buyer ID - Id de l'acheteur
511zf
CCC No./N° CCC - FMS No./N° VME

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information 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 made knowingly or unknowingly, 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 and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

Bidders must complete their certifications required under Part 5 by using the Attachment 1 to Part 5.

Solicitation No. - N° de l'invitation
24062-150079
Client Ref. No. - N° de réf. du client
24062-150079

Amd. No. - N° de la modif.
File No. - N° du dossier
511zf-24062-150079

Buyer ID - Id de l'acheteur
511zf
CCC No./N° CCC - FMS No./N° VME

ATTACHMENT 1 TO PART 5

Certifications and Additional Information

See attached PDF fillable form – Attachment 1 to part 5 – certifications.pdf

PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

6.1.1 Before award of a contract, the following conditions must be met:

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

Address:

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

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

6.1.2 Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

6.1.3 For additional information on security requirements, Bidders 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 Financial Capability

SACC Manual clause A9033T (2012-07-16) Financial Capability

PART 7 – RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Task Authorization

- A.** Work described at Annex A, Statement of Work will be performed under the Contract on an “as and when requested basis”.
- B.** With respect to the Work mentioned under paragraph A of this clause,
1. an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;
 2. the TA Authority and limit will be determined in accordance with paragraph C of this clause;
 3. the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;
 4. the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and
 5. the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex F Task Authorization Form. An authorized TA is a completed Annex F signed by the TA Authority.
- C.** TA Authority and Limit
- The Administrative Representative may authorize individual TAs inclusive of any revisions up to a limit of \$40,000, Applicable Taxes extra. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor.
- D.** The authority specified under paragraph C of this clause is granted subject to the sum specified in the Contract under clause 7.6.2 Canada's Total Liability, Cumulative Total of all authorized TAs not being exceeded.
- E.** Multiple Contracts The tasks will be allocated as follows:
- i. For tasks consisting of précis, decision letters, meeting agendas, memoranda to Cabinet, as defined in paragraph A.2 of Annex A of the contract, these tasks are allocated solely to the Contractor who holds the Capability A contract.

ii. For tasks consisting of other texts as defined in paragraph A.2 of Annex A of the contract, these tasks will be allocated as follows. The Contractor who holds the Capability A contract will be allocated approximately 75% plus or minus 5% of the translation volume and the Contractor who holds the Capability B contract will be allocated 25% plus or minus 5% of the translation volume. The percentages represent the number that corresponds with the volume of translation and not the number of tasks.

iii. In order to ensure a distribution of the translation volume of 75% for the Contractor who holds the Capability A contract and 25% for the Contractor who holds the Capability B contract for texts consisting of other texts as defined in paragraph A.2 of Annex A of the contract, the TA will first be provided to the Contractor who holds the Capability A contract.. If the TA is refused by the Contractor who holds the Capability A contract, it will then be forwarded to the Contractor who holds the Capability B contract.

However, the TA Approval Authority can forward Task Authorisations directly to the Contractor who holds the Capability B contract within the outlined 25% limit in order to counterbalance the translation volumes for texts consisting of other texts as defined in paragraph ?? Annex A of the contract

F. TA Process

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

- the task or revised task description of the Work required, including:
 - the details of the activities or revised activities to be performed;
 - a description of the deliverables or revised deliverables to be submitted; and
 - a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;
- the Contract security requirements applicable to the task or revised task;
- the Contract basis (bases) of payment applicable to the task or revised task; and
- the Contract method(s) of payment applicable to the task or revised.

Within 24 hours of its receipt of the request, the Contractor must provide the Project Authority with a signed and dated response prepared and submitted using the TA form received from the Project Authority, containing as a minimum:

1. the total estimated cost proposed for performing the task or, as applicable, revised task;
2. a breakdown of that cost in accordance with Annex C;
3. and; for each resource proposed by the Contractor for the performance of the Work required:
 - the name of the proposed resource;
 - the resume of the proposed resource; and
 - a demonstration that the proposed resource meets :
 - the Contract security requirements;

G. TA Authorization

1. The TA Authority will authorize the TA based on:
 - the request submitted to the Contractor pursuant to paragraph F of this clause;
 - the Contractor's response received, submitted pursuant to paragraph G of this clause; and
 - the agreed total estimated cost for performing the task or, as applicable, revised task; and the breakdown of that cost per milestone contained in the Schedule of Milestone; and, as applicable.
2. The authorized TA will be issued to the Contractor by e-mail, fax, courier or delivered by hand, depending on the sensitivity of the document being sent.

I. Minimum Work Guarantee - All the Work - Authorized TAs

1. "Maximum Contract Value" means the sum specified in Contract clause 7.6.2 (Canada's Total Liability, Cumulative Total of all authorized TAs; and "Minimum Contract Value" means 5% of the Maximum Contract Value
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph I.3 of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request Work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

J. Periodic Usage Reports - Contracts with TAs

1. The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.
2. No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority and Project Authority a periodic usage report containing, in an electronic spreadsheet (such as MSOffice Excel), the data elements specified in paragraphs J.3 and J.4 of this clause in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period, the Contractor must submit a "NIL" report to the Contracting Authority and Project Authority.

The reporting periods are defined as follows:

Solicitation No. - N° de l'invitation
24062-150079
Client Ref. No. - N° de réf. du client
24062-150079

Amd. No. - N° de la modif.
File No. - N° du dossier
511zf-24062-150079

Buyer ID - Id de l'acheteur
511zf
CCC No./N° CCC - FMS No./N° VME

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

Electronic reports must be completed and forwarded to the Contracting Authority no later than 15 calendar days after the end of the quarterly period. If no Work is provided during a given period, the Contractor must provide a "NIL" report.

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

3. For all TAs authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the sum (Applicable Taxes extra) specified in clause 7.6.2, Canada's Total Liability, Cumulative Total of all Authorized TAs, as last amended;
- the total cost incurred for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total cost incurred and invoiced for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total amount of Applicable Taxes invoiced for all authorized tasks inclusive of any revisions; and
- the total amount paid for all authorized tasks inclusive of any revisions, Applicable Taxes extra.

7.2 Standard Clauses and Conditions

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

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 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

7.2.3 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: _____ (to be inserted at Contract Award) .

7.3 Security Requirement

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, with approved Document Safeguarding at the level of SECRET, Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by the CISC, PWGSC.
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store any sensitive PROTECTED/CLASSIFIED information until CISC/PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of SECRET.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISC/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 D;
 - (b) *Industrial Security Manual* (Latest Edition).

7.3.1 Contractor's Site or Premises Requiring Safeguard Measures

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

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

Solicitation No. - N° de l'invitation
24062-150079
Client Ref. No. - N° de réf. du client
24062-150079

Amd. No. - N° de la modif.
File No. - N° du dossier
511zf-24062-150079

Buyer ID - Id de l'acheteur
511zf
CCC No./N° CCC - FMS No./N° VME

City, Province, Territory / State
Postal Code / Zip Code
Country

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is two (2) years from date of Contract.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional option year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Natalie Cousineau
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: STAMS
Address: 11 Laurier Street, PDP III, 10C1, Gatineau, QC K1A 0S5
Telephone: 819-956-0151
Facsimile: 819-956-2675
E-mail address: natalie.cousineau@pwgsc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Contract is:

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

Solicitation No. - N° de l'invitation
24062-150079
Client Ref. No. - N° de réf. du client
24062-150079

Amd. No. - N° de la modif.
File No. - N° du dossier
511zf-24062-150079

Buyer ID - Id de l'acheteur
511zf
CCC No./N° CCC - FMS No./N° VME

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

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for 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.

7.5.3 Contractor's Representative

(Fill in at time of contract award.)

7.6 Payment

7.6.1 Basis of Payment

Limitation of Expenditure - Task Authorization

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex C, to the limitation of expenditure specified in the authorized TA.

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

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.6.2 Method of Payment

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

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

7.6.3 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

7.6.4 Time Verification

C0711C (2008-05-12), Time Verification

7.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.
2. Invoices cannot be submitted until all work identified in the invoice is completed.

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

3. Additional Invoicing Instructions:

Each invoice must refer to the Task Authorization (TA) number or the Task Authorization Amendment

7.8 Certifications

7.8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, 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.

7.8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the ["FCP Limited Eligibility to Bid"](#) list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.8.3 Canadian Content Certification

SACC Manual clause A3060C (2008-05-12) Canadian Content Certification

7.9 Applicable Laws

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

7.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the General Conditions 2035 (2015-07-03) General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Quality Standards;
- (e) Annex C, Basis of Payment;
- (f) Annex D, Security Requirements Check List;;
- (g) Annex E, Task Authorization Form

7.11 Insurance.

SACC Manual clause G1005C (2008-05-12)

7.12 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.

7.13 Liquidated Damages

1. If the Contractor fails to perform the services within the time specified in the Contract, the Contractor agrees to pay to Canada liquidated damages in the amount of \$ 680 for each calendar day of delay. The total amount of the liquidated damages must not exceed 100 percent of the contract price.
2. Canada and the Contractor agree that the amount stated above is their best pre-estimate of the loss to Canada in the event of such a failure, and that it is not intended to be, nor is it to be interpreted as, a penalty.
3. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any liquidated damages owing and unpaid under this section.
4. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.

ANNEX A, STATEMENT OF WORK

A.1 SCOPE OF WORK

A.1.1 Purpose

The Treasury Board of Canada Secretariat (the Secretariat) has a requirement for translation services on an "as and when requested" basis. Translation services are required for texts to be translated from English to French and from French to English.

A.1.2 Background

As the administrative arm of the Treasury Board, the Secretariat has a dual mandate: to support the Treasury Board as a committee of ministers and to fulfill the statutory responsibilities of a central government agency. The Secretariat is tasked with providing advice and support to Treasury Board ministers in their role of ensuring value for money as well as providing oversight of the financial management functions in departments and agencies. The Secretariat also plays a key role in supporting the activities of the Expenditure Review Committee of Cabinet.

The Secretariat makes recommendations and provides advice to the Treasury Board on policies, directives, regulations and program expenditure proposals with respect to the management of the government's resources. Its responsibilities for the general management of the government affect initiatives, issues and activities that cut across all policy sectors managed by federal departments and organizational entities. The Secretariat is also responsible for the comptrollership function of government.

Under the broad authority of sections 5 to 13 of the *Financial Administration Act*, the Secretariat supports the Treasury Board in its role as the general manager and employer of the core public administration.

A.1.3 Additional Information

Additional information about the Secretariat is available at <http://www.tbs-sct.gc.ca>.

A.2. DEFINITIONS

The following list contains terms commonly used in Annex A - Statement of Work and Contract:

Calendar day: refers to any day of the week, month or year.

Modification: where changes are brought to a source text by the Treasury Board Secretariat and where the Contractor is tasked with bringing the same changes to the initial target text regardless of the fact that the Contractor did or did not perform the initial translation.

Outside Regular Hours: work to be performed outside the Regular Hours, namely from 5:00 p.m. to 8:00 a.m. (Ottawa time) from Monday to Friday, on weekends and on statutory holidays.

Quality Control: an in-depth comparison of the translation with the source text, evaluation of the accuracy and linguistic quality and correction of the form and the substance of the translation in accordance with the quality standards as specified in Annex B – Quality Standards.

Regular Hours: work to be performed during normal business hours from 8:00 a.m. to 5:00 p.m. (Ottawa time), Monday to Friday, excluding weekends and federal statutory holidays.

Statutory Holiday: New Year's Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving; Remembrance Day; Christmas Day; Boxing Day.

Translation: language activity that consists in transferring the content of a document into another language, for example, from English to French or from French to English, without losing the message in the source text. Source text may be general, institutional or specialized in nature and relate to the programs and operations of Government of Canada departments and agencies. A quality translation reflects the tone, style and terminology used by the author.

Translation services: refers to Translation and Modification.

Technical or mechanical problems: such as power outage, computer breakdown etc.

Urgent: consists of high-priority translation work to be performed at the request of Canada in its entirety or partly outside of Normal Business Hours, on weekends, and during statutory holidays.

A.3 NATURE OF TEXTS

The texts to be translated will be précis, decision letters, meeting agendas, memoranda to Cabinet, news releases, Qs & As, presentations, reports, correspondence and other texts.

Only the Contractor who holds the Contract A will translate précis, decision letters, agendas and memoranda to Cabinet.

The Contractor who holds the Contract A and the Contractor who holds the Contract B may translate other documents.

Précis and decision letters: are documents prepared from Treasury Board submissions, namely:

- a) summaries (précis) of Treasury Board submissions which are submitted to the Treasury Board ministers at their weekly meetings; and
- b) decision letters to inform departments and agencies of the decisions made by the Treasury Board ministers at their weekly meetings with respect to the submissions brought before them.

Agendas: are documents prepared for Treasury Board meetings. These documents are accessible on the Secretariat's computer network and are often amended by authorized persons.

Memoranda to Cabinet: are documents for members of Cabinet which are subject to frequent last-minute modifications. These documents are normally classified as "Secret".

Other texts: may include policies, procedures, reports, labour relations documents, procedure manuals and a variety of sensitive and strategic communications prepared for or tabled in Parliament by the President of the Treasury Board.

In general, the texts for translation have to do with the following subjects:

-
- Communications (media lines, press releases, questions & answers and speeches);
 - Administration and management (general information, human resources management, budgetary and financial management, government accounting and auditing, information management, and management operations);
 - Biology (ecology);
 - Informatics (general information, software applications and office technology); and Federal programs.

A.4 REQUIRED CAPACITY

Contract A

The Contractor who holds Contract A must provide French to English and English to French translation services for up to 365 calendar days per year, on an "as and when requested basis" at a production rate of up to 16,500 words per day, including pickup of the text to be translated, quality control and delivery of the work completed.

Contract B

The Contractor who holds Contract B must provide French to English and English to French translation services for up to 365 calendar days per year, on an "as and when requested basis" at a production rate of up to 5500 words per day, including pickup of the text to be translated, quality control and delivery of the work completed.

A.5 CONTRACTOR WORK TEAM

A.5.1 Contractor

The required services include, but are not limited to the following:

- Provide the services of two coordinators (for Contract A).
- Provide the services of one coordinator (for Contract B).
- Provide the services of a sufficient number of translators to produce the volume of work as specified in section A4 - Required Capacity.
- Establish adequate procedures to receive and respond to task authorizations during regular hours and outside regular hours and to meet urgent demands.
- Develop, implement and maintain measures to ensure the service during the contract period. These measures must be integrated into a business plan which must include the following:
 - a detailed description of procedures to ensure quality control of translated texts.
 - a detailed description of procedures dealing with the following issues:
 - excessive volume of work; and
 - urgent demands; and
 - service outside regular hours; and
 - technical or mechanical problems.

A.5.2 Coordinators

The required services include, but are not limited to the following:

-
- a) Manage the task authorizations submitted by the Project Authority. This involves timely delivery of the work in the requested format and all communications concerning the work.
 - b) Manage the documentation supplied by the Project Authority.
 - c) Receive and resolve complaints.
 - d) Ensure that the quality control of the translated texts was conducted before they are delivered to the Project Authority.

A.5.3 Translators

The required services include, but are not limited to the following:

- a) Translate documents and make modifications in accordance with the quality standards as specified in Annex B – Quality standards.

A.6 QUALITY CONTROL

- a) The Contractor must conduct a quality-control for all translations prior to delivery to the Project Authority in accordance with the quality standards as specified in Annex B – Quality Standards.
- b) For each job, the Contractor must return the approved Task Authorization form to the Project Authority, indicating in the relevant section the names of the coordinator and the translator who performed the quality control. All work must be dated and certified by the translator who performed the quality control prior to delivery to the Project Authority. The translator who did the translation can not be the same that performs the quality control.

A.7 WORD COUNT - TRANSLATION

The Secretariat has acquired a translation tool (LogitermWeb) used as a translation memory. This software avoids translating segments already translated and ensures greater consistency in client terminology. In addition to the source text, the Contractor will now receive one or more .tmx files (universal files containing data useful for the translation of a text and compatible with all translation memory software) and the analysis report on which the source text word count is based.

A.7.1 Definitions

The following definitions apply to the word count sections

- (a) **Word:** an unbroken series of characters, including figures.
- (b) **Segment:** a string of words beginning with a capital letter and ending with a period or return
- (c) **Match:** a segment already translated in full or in large part (75% or more) found in a translation memory.
- (d) **Repetition:** the recurrence of identical segments within a given text or set of texts. The first occurrence of each segment that repeats is counted as a new segment requiring translation.

A.7.2 Word Count Process

- (a) The word count process is used to establish the pricing basis.

- (b) The supplier is paid on the basis of the number of weighted words
- (c) The weighting is done by the Secretariat's translation memory
- (d) The Secretariat's translation memory calculates the match and repetition rates.
- (e) The match and repetition rates are calculated as follows:
- i. Total number of words in segments with a match rate of 100% (exact matches), including repetitions x 0.25
 - ii. Total number of words in segments with a match rate of between 75% and 99% (fuzzy matches) x 0.50
 - iii. Total number of words in new segments (0% to 74% match) remains as is.

CALCULATION EXAMPLE: 10,553-WORD TEXT			
	Word Count	Conversion Factor	Weighted Word Count
Exact matches (segments with a match rate of 100%), including repetitions	4,646	0.25	1,162
Fuzzy matches (segments with a match rate of between 75% and 99%)	4,749	0.50	2,375
New segments	1,158	None	1,158
TOTAL	10,553		4,695
The pricing basis is 4,695 weighted words.			

- (f) The Contractor must translate new segments and revise exact and fuzzy matches to ensure that the translation proposed by the translation memory is accurate and that the style and level of language are appropriate.
- (g) If the calculation cannot be performed using the word count process above, a separate process, to be identified in the resulting contract, will be used.

A.7.3 Elements Included in the Word Count

The following table shows which elements are included in the word count generated by the Secretariat's Analyzer and which are not.

Elements	Included*
Bullets and automatic numbering	No
Comments	Yes
Content of all Excel and Visio tabs	Yes
Headers and footers	Yes
Hidden text (Word)	No
Hyperlink tooltips	No

Images	No
Integrated org charts made with publishing software	No
Nested Excel tables	No
Notes pages (PowerPoint)	Yes
PDFs (image format)	No
PDFs (text format—editable content)	Yes
“Personalized” sections in dynamic forms	Yes
Smart Art sections (PowerPoint 2007) e.g. Vertical chevron list or horizontal bulleted list	Yes, if the images have been ungrouped and the word count recalculated
Tables	Yes
Text boxes	Yes
Text boxes integrated into image data	Yes
Tracked changes (automatically accepted by the Analyzer)	Yes
*If the content of excluded elements requires translation, it will be manually added to the weighted word count.	

A.7.4 Specific Rules for Word Counts

Spaces serve as word separators;	Except between figures.
	Except before a non-alphanumeric character.
Commas do <u>not</u> serve as word separators;	Except where immediately followed by a space.
	Except where immediately followed by a new line character.
Periods do <u>not</u> serve as word separators;	Except where immediately followed by a space.
	Except where immediately followed by a new line character.
Non-alphanumeric characters do <u>not</u> serve as word separators;	Except where they are immediately preceded AND followed by a string of exclusively alphanumeric characters (which may be preceded or followed by a space).
Hyphens do <u>not</u> serve as word separators;	Not applicable.
Apostrophes serve as word separators;	Not applicable.
Note	Two or more spaces count as a single space

	for the processing in question.
--	---------------------------------

A.7.5 Word Count for Figures

Figure Format	Example	Word Count if Stand-Alone	Word Count if Included in a Sentence
Figure without spaces	1000000	0	1
Figure with hard space(s)	1 000 000	0	3
Figure with soft space(s)	1 000 000	0	3
Figure with comma(s) (to separate triads)	1,000,000	0	1
Figure without spaces followed by a symbol (e.g. \$, %, °C), with an intervening hard or soft space	1000000 \$	0	2
Figure with hard space(s) followed by a symbol (e.g. \$, %, °C), with an intervening hard or soft space	1 000 000 \$	0	3
Figure with soft space(s) followed by a symbol (e.g. \$, %, °C), with an intervening hard or soft space	1 000 000 \$	0	4
Figure without spaces followed by a symbol (e.g. \$, %, °C), with no intervening space	1000000\$	0	1
Figure with hard space(s) followed by a symbol (e.g. \$, %, °C), with no intervening space	1 000 000\$	0	3
Figure with soft space(s) followed by a symbol (e.g. \$, %, °C), with no intervening space	1 000 000\$	0	3
Figure with comma(s) preceded by a symbol (e.g. \$, %, °C), with no intervening space	\$1,000,000	0	1
Figure accompanied by a word	1 million	2	2

A.8 EQUIPMENT AND SUPPLIES

- The Contractor must have the required equipment for receiving and transmitting documents whether by facsimile and electronic mail, by means of certain electronic devices (zip disk, CD, memory stick or others) or by using a courier service (except for classified documents), at no additional cost to Canada.
- The Contractor must be equipped with an approved dispatch case for carrying classified documents. The list of approved dispatch cases can be found at the following link : http://www.rcmp-grc.gc.ca/physec-secmat/res-lim/pubs/seg/html/list_0003_e.htm
- All encrypted USB keys will be provided by the Secretariat.
- The Contractor must be responsible for acquiring all new and upgraded versions of software required to perform the Work, at no additional cost to Canada.

A.9 DOCUMENTATION AND TERMINOLOGY

- a) The Project Authority will provide the Contractor with the names of resource personnel, as well as documentation and terminology sources related to the Secretariat, when available, by electronic mail or facsimile.
- b) In addition, the Project Authority will provide the Contractor with appropriate templates to produce the translated documents in the same format as the source document.
- c) The Contractor must augment the Secretariat's terminology translation database by submitting, with the translated text, a list of terms and expressions contained in the text that are not found in common reference works and terminology banks, at no additional cost to Canada. This list must be presented using a format and software compatible with that used by the Project Authority.
- d) The Contractor must acquire all other relevant materials and documentation such as dictionaries, specialized glossaries, and copies of legislation and to use the terminology accepted throughout the government, at no additional cost to Canada.

A.10 RESOURCE PERSONNEL FOR TERMINOLOGY

The contractor must contact the person named in the approved Task Authorization if he wishes to obtain clarification about difficult passages in a text or to translate terms and expressions not found in the cited reference documents.

The Contractor is encouraged to promptly submit its requests to the person named in the approved Task Authorization.

A.11 LOCATION OF WORK

The work must be performed at the Contractor's site.

A.12 RECEIPT AND DELIVERY OF TEXTS

Receipt and delivery of texts must be done during Normal Business Hours, unless otherwise requested by the Project Authority in the Task Authorization.

For Unclassified Documents

The documents to be translated will be sent to the Contractor electronically from the Project Authority's office, accompanied by the approved Task Authorization form.

The Contractor is responsible for the receipt and delivery of documents from and to the Project Authority's office and must receive and transmit documents by electronic mail or the Internet. If receipt or delivery problems occur, the Contractor must deliver an electronic version of the documents by courier service, at no additional cost to Canada.

For Classified Documents (Confidential and Secret

The Task Authorization form will be sent to the Contractor electronically from the Project Authority's office.

Solicitation No. - N° de l'invitation
24062-150079
Client Ref. No. - N° de réf. du client
24062-150079

Amd. No. - N° de la modif.
File No. - N° du dossier
511zf-24062-150079

Buyer ID - Id de l'acheteur
511zf
CCC No./N° CCC - FMS No./N° VME

The documents to be translated must be picked up from the Project Authority's office at the address specified in the Task Authorization, at no additional cost to Canada.

The Contractor is responsible for the receipt and delivery of the documents from and to the Project Authority's office and must receive and transmit documents by hand, at no additional cost to Canada.

All Work pick-up and delivery methods must adhere to the Security Requirement provisions of the Contract.

A.13 ADDRESS FOR TEXT PICKUP AND DELIVERY

To be provided AT Contract award.

ANNEX B, QUALITY STANDARDS

1. Definitions

In these quality standards, the following terms have the following meanings:

1.1 Translation

Language activity that consists in transferring the content of a document into another language, for example, from English to French or from French to English, without losing the message in the source text. Source text may be general, institutional or specialized in nature and relate to the programs and operations of Government of Canada departments and agencies. A quality translation reflects the tone, style and terminology used by the author.

1.2 Transcription

The act of converting the spoken content of audio files or tape recordings into an electronic text document. The files for transcription include dictated translations and recordings of conference calls or webinars and are in English, French or, occasionally, Aboriginal or foreign languages.

1.3 Desktop Publishing

Act of laying out and formatting electronic documents. The main software applications used are the MS Office suite, the WordPerfect suite, Lotus Word Pro and Visio.

1.4 Official Government of Canada Titles

Official title of an organization, program or administrative body of the Government of Canada, often accompanied by an initialism or acronym. The English and French equivalents of official federal government titles (including any abbreviations, initialisms or acronyms) can be found in *TERMIUM Plus*®, the Government of Canada's terminology and linguistic data bank. Official parliamentary titles can be found on the Parliament of Canada website.

1.5 Government of Canada Terminology

Terminology relating to an activity, initiative, program or concept associated with a Government of Canada department or agency. The English and French terminology applicable to federal programs can be found in *TERMIUM Plus*® or in the glossaries, packages or reference works supplied under this Contract.

1.6 Guidelines With Respect to Preferential Use

All instructions provided to the supplier under the Contract or in any document provided under the Contract. This may include a list of reference works on language, grammar and style. To ensure consistency across translations, these guidelines specify the order in which these references are to be consulted.

2. QUALITY STANDARDS FOR OFFICIAL LANGUAGES TRANSLATION

The quality standards below apply to all translation work and serve as the basis for evaluating contractors' work.

The quality standards cover two areas:

- a) Timeliness;
- b) Translation quality.

The Contractor must:

- a) meet deadlines;
- b) ensure that the translation accurately reflects the meaning of the source text;
- c) ensure that the translation is consistent with spelling, grammar and syntax rules, with usage and with writing conventions:

The Contractor must be guided by the following references:

- i. the reference package supplied by the client, which contains the client's official titles, terminology and usage preferences;
- ii. the latest edition of the *Guide du rédacteur* for translation from English to French and the latest edition of *The Canadian Style* for translation from French to English, available on the Bureau's website;
- iii. *TERMIUM Plus*[®];
- iv. The terminology bulletins (Translation Bureau) found on the Bureau's website, where applicable;

Note: If the guidelines in the above reference works should happen to disagree, the reference works higher in the list take precedence over all those further down the list.

- d) ensure that the translation is clear, concise, consistent and tailored to the audience, and that constructions are idiomatic and natural;
- e) ensure that the translator uses the client's official titles and terminology and respects the client's usage preferences:
 - i. the Contractor must do the research necessary to familiarize itself with client-specific terminology and concepts;
 - ii. the Contractor must use current, official titles as well as correct technical terminology and the terminology applicable to government programs;
 - iii. the Contractor must use any reference package or other documentation made available to it containing terminology requirements, reference documents and related lexicons and glossaries;
- f) ensure that the names and addresses of websites and Web pages and hyperlinks are correct in the target language, unless the client has instructed the Contractor not to change them;
- g) exercise discretion in using reference documents:
 - i. the Contractor may consult previous translations, government websites and other reference material, but must exercise discretion, as these are not always reliable sources;
- (h) deliver translations that are ready for use:
translations should not include any notes, questions, highlighted passages or options for the client to choose from; if a translation needs to be delivered before all the issues have been resolved, the translator's notes are to be submitted in a separate file;
- (i) produce the translations using the agreed-upon software in the agreed-upon format:

Solicitation No. - N° de l'invitation
24062-150079
Client Ref. No. - N° de réf. du client
24062-150079

Amd. No. - N° de la modif.
File No. - N° du dossier
511zf-24062-150079

Buyer ID - Id de l'acheteur
511zf
CCC No./N° CCC - FMS No./N° VME

the Contractor must follow the specific instructions given by the client with respect to software and format; absent any direction from the client, the translation is to be produced using the same software (and the same version of that software) and the same format as were used for the source text;

- (j) adhere to the following guidelines regarding initialisms and acronyms:
if the source text contains an initialism or acronym, the supplier shall observe the following rule in the target language, even if the source text does not: the first instance of the expression is to be written out in full, followed by the initialism or acronym in parentheses; thereafter, the initialism or acronym may be used alone, where necessary.

Solicitation No. - N° de l'invitation
24062-150079
Client Ref. No. - N° de réf. du client
24062-150079

Amd. No. - N° de la modif.
File No. - N° du dossier
511zf-24062-150079

Buyer ID - Id de l'acheteur
511zf
CCC No./N° CCC - FMS No./N° VME

ANNEX C, BASIS OF PAYMENT

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

B.1 FIRM ALL-INCLUSIVE RATES (FAIRs)

The Contractor will be paid on the basis of firm all-inclusive rates (FAIRs) per word, in accordance with the FAIRs shown in the table below for the periods specified in this document.

- a) The firm all-inclusive rates per word specified below must include all expenses associated with the work in accordance with the conditions set out in Annex A of the SOW. These expenses could include word processing, reports, photocopies, courier services, software expenses, telephone calls, and the sending and receiving and/or delivery of documents and any other related expenses; GST/HST is extra.
- b) For regular translations, the Contractor shall be paid the FAIRs identified below only for Work that was identified as a regular translation request and/or a modified regular translation request.
- c) For urgent translations, the Contractor shall be paid the FAIRs identified below only for Work that was identified as an urgent translation request and/or an urgent translation service request amendment.
- d) All deliverables are F.O.B. Destination, and Canadian Customs Duty included, where applicable.
- e) For billing purposes, the FAIRs in effect on the work due date specified in the approved Task Authorization form are to be used.
- f) Billing will be based on the word count of the source document.
- g) The Contractor cannot invoice other rates other than the firm all-inclusive rates set out below.

<u>Type of translation service request</u>	<u>Term of Contract</u> Two (2) years from the Contract award date	<u>Period 1 option</u> 12 months	<u>Period 2 option</u> 12 months
Regular request	Per word \$	Per word \$	Per word \$
Urgent request	Per word \$	Per word \$	Per word \$

Solicitation No. - N° de l'invitation
24062-150079
Client Ref. No. - N° de réf. du client
24062-150079

Amd. No. - N° de la modif.
File No. - N° du dossier
511zf-24062-150079

Buyer ID - Id de l'acheteur
511zf
CCC No./N° CCC - FMS No./N° VME

ANNEX D, SECURITY REQUIREMENTS CHECK LIST

see attached

Solicitation No. - N° de l'invitation
24062-150079
Client Ref. No. - N° de réf. du client
24062-150079

Amd. No. - N° de la modif.
File No. - N° du dossier
511zf-24062-150079

Buyer ID - Id de l'acheteur
511zf
CCC No./N° CCC - FMS No./N° VME

ANNEX E, TASK AUTHORIZATION (TA) FORM

Task Authorization Form

Contract number: Task authorization number: Amendment number (if applicable):	Date: Hour:
---	----------------

Contractor name: Email: Telephone number: Fax number:	Task Authorization Approval Authority name: Email: Telephone number: Fax number: Address:
--	---

Contact(s) other than the Task Authorization Approval Authority		
Name	Document number	Telephone / Email
1.		
2.		
3.		

Document number and title	English to French	French to English	Number of words	Deadline date and time	Regular	Urgent	Security classification				
							Protected A	Protected B	Protected C	Confidential	Secret
1.											
2.											
3.											

Reference documents:

Instructions:

	Total number of words		Rate				GST/HST
Regular	(insert total number of words for regular translation)	X	(insert regular rate)	=	\$	+	= \$
Urgent	(insert total number of words for urgent translation)	X	(insert urgent rate)	=	\$	+	= \$
Total estimated cost							\$

TASK AUTHORIZATION APPROVALS		
Contractor contact name By signing the TA form, the contractor certifies its acceptance of the authorized tasks.	Signature	Date et hour

Solicitation No. - N° de l'invitation
24062-150079
Client Ref. No. - N° de réf. du client
24062-150079

Amd. No. - N° de la modif.
File No. - N° du dossier
511zf-24062-150079

Buyer ID - Id de l'acheteur
511zf
CCC No./N° CCC - FMS No./N° VME

	<input type="checkbox"/> See TA amendments	
Task Authorization Approval Authority name By signing the TA form, the TA Approval Authority certifies its acceptance of the TA, including all amendments.	Signature	Date
Contracting Authority name For any task authorization whose financial limit (including changes) exceeds \$40,000 (GST/HST included).	Signature	Date

AMENDMENTS TO THE TASK AUTHORIZATION FORM			
Number and title of documents	Amendment of number of words	Regular	Urgent
1.			
2.			
3.			

<i>Total number of words</i>		Rate	GST/HST	
Regular	(insert total number of words for regular translation)	X (insert regular rate)	= _____ \$	+ _____ \$
Urgent	(insert total number of words for urgent translation)	X (insert urgent rate)	= _____ \$	+ _____ \$
Amendment to total estimated cost				_____ \$

Comments:

Receipt of translated documents		
Number and title of documents	Date	Hour
1.		
2.		
3.		

Solicitation No. - N° de l'invitation
24062-150079
Client Ref. No. - N° de réf. du client
24062-150079

Amd. No. - N° de la modif.
File No. - N° du dossier
511zf-24062-150079

Buyer ID - Id de l'acheteur
511zf
CCC No./N° CCC - FMS No./N° VME

Comments:

RECEIVED

AOUT
AUG 25 2014



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

24062-15-0079

Security Classification / Classification de sécurité

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

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
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 Le Secrétariat du Conseil du Trésor du Canada (SCT) doit faire appel à des services de traduction sur demande. Il s'agit notamment de traduire des textes de l'anglais au français et du français à l'anglais. C'est un contrat de 2 ans pouvant être prolongé de 2 années supplémentaires. Le volume total annuel pour l'ensemble des travaux est estimé à 5 000 000 mots par année.			
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? Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input checked="" type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>	
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>	
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>	
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 359-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

24062-15-0079

Security Classification / Classification de sécurité

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:		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> 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:		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis			
<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			
Special comments: Commentaires spéciaux:			
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?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
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?		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> 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?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> 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?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT MILITAIRE 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?		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Existera-t-il un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui

TBS/SOT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

24062-15-0079

Security Classification / Classification de sécurité

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 saisis dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO					OTHER				
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO PROTECTED NATO PROTÉGÉ	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	OTHER TOP SECRET AUTRE TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Informations / Actifs					✓											
IT Assets / Système(s) d'Info					✓											
IT Link / Lien / Réseau																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERB 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 zone 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 LVERB 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 all-inclusive (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la zone 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).