



**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 SERVICES TRADUCTION	
Solicitation No. - N° de l'invitation 45045-150044/A	Date 2016-04-12
Client Reference No. - N° de référence du client 000007409	
GETS Reference No. - N° de référence de SEAG PW-\$\$ZF-519-30114	
File No. - N° de dossier 519zf.45045-150044	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-05-02	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
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: Souleiman, Mohamed	Buyer Id - Id de l'acheteur 519zf
Telephone No. - N° de téléphone (819) 956-8348 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: STATISTICS CANADA TRANSLATION - COST RECOVERY 150 TUNNEYS PASTURE ROOM 2703 OTTAWA Ontario K1A0T6 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

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BID SOLICITATION NO. 45045-150044/A - PROVISIONS OF TRANSLATION SERVICES

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 and additional information 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 Attachments include: Pricing Schedule, Technical Criteria and Additional Certifications Precedent to Contract Award.

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

1.2 Summary

1.2.1 Statistics Canada Agency is seeking to acquire translation services, from English into French and from French into English, and on an as-required basis. The work will be carried out at the Contractor's premises and delivered to Statistics Canada.

Statistics Canada is seeking translation services in the fields related to its activities, particularly in the following: statistical surveys; descriptive statistics; Agriculture; Justice; Health; Environmental sciences, geography and geomatics; Social sciences and demography; Theoretical statistics, econometrics, applied statistics and mathematics; Transportation; Federal administration; Finance; Management; Informatics and technology

The total annual translation requirement from English into French is estimated at **7,500,000** words and has been divided into two classes: Class A and Class B.

The total annual translation requirement from French into English is estimated at **1,000,000** words and correspond to Class C.

The contracts initial period will be from the date of award to March 31st, 2018, with the irrevocable option to extend the period of the contracts by up to three (3) additional periods of one year (1) each, under the same terms and conditions.

Up to four (4) contracts will be awarded per class: Up to four (4) contracts for Class A, up to four (4) contracts for Class B and up to four (4) contracts for Class C.

Should less than four (4) contracts are awarded per class, the number of words translated per year per class will therefore be increased and / or distributed equally between the winning bidders for each class.

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

1.2.3 The resulting Contracts are not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

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: one hundred and eighty (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 five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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

Statistics Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#): the Intellectual Property in Foreground Information 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: four (4) hard copies;
Section II: Financial Bid: one (1) hard copy; and
Section III: Certifications: one (1) hard copy.

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

The Bidder can bid on more than one class of work specified in the Statement of Work, in Annex A, but must submit one separate bid for each specified class of work. Canada requests that the Bidder clearly identifies in the first pages of its bid which class of work it is bidding on.

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](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-fra.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-fra.html>).

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:
 - a) for each individual who will require access to classified or protected information, assets or sensitive work sites:
 - 1) the name of the individual;
 - 2) the date of birth of the individual; and
 - 3) if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses;and
 - b) 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

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below, its quoted all inclusive fixed daily rate (in Can \$) for each of the class of services identified in Annex A.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

The rates included in this pricing schedule include the total estimated cost of any travel and living expenses that may need to be incurred for the Work described in Part 7 of the bid solicitation.

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

Rate Schedule (Class A)*				
Period	Category of service	Class A		
		A Estimated volume	B Rate	C Estimated price (AxB)
Initial period	Translation, business days	1,500,000 words	\$ (firm per-word rate)	\$
	Hourly work, business days	50 hours	\$ (firm hourly rate)	\$
1 st option period	Translation, business days	1,500,000 words	\$ (firm per-word rate)	\$
	Hourly work, business days	50 hours	\$ (firm hourly rate)	\$
2 nd option period	Translation, business days	1,500,000 words	\$ (firm per-word rate)	\$
	Hourly work, business days	50 hours	\$ (firm hourly rate)	\$
3 rd option period	Translation, business days	1,500,000 words	\$ (firm per-word rate)	\$
	Hourly work, business days	50 hours	\$ (firm hourly rate)	\$
Total price evaluated				\$

Solicitation No. - N° de l'invitation
45045-150044/A
 Client Ref. No. - N° de réf. du client
00000-7409

Amd. No. - N° de la modif.
 File No. - N° du dossier
519zf.45045-150044

Buyer ID - Id de l'acheteur
519
 CCC No./N° CCC - FMS No./N° VME

Rate Schedule (Class B)*				
Period	Category of service	Class B		
		A Estimated volume	B Rate	C Estimated price (AxB)
Initial period	Translation, business days	375,000 words	\$ (firm per-word rate)	\$
	Hourly work, business days	20 hours	\$ (firm hourly rate)	\$
1 st option period	Translation, business days	375,000 words	\$ (firm per-word rate)	\$
	Hourly work, business days	20 hours	\$ (firm hourly rate)	\$
2 nd option period	Translation, business days	375,000 words	\$ (firm per-word rate)	\$
	Hourly work, business days	20 hours	\$ (firm hourly rate)	\$
3 rd option period	Translation, business days	375,000 words	\$ (firm per-word rate)	\$
	Hourly work, business days	20 hours	\$ (firm hourly rate)	\$
Total price evaluated				\$

Rate Schedule (Class C)*				
Period	Category of service	Class C		
		A Estimated volume	B Rate	C Estimated price (AxB)
Initial period	Translation, business days	250,000 words	\$ (firm per-word rate)	\$
	Hourly work, business days	20 hours	\$ (firm hourly rate)	\$
1 st option period	Translation, business days	250,000 words	\$ (firm per-word rate)	\$
	Hourly work, business days	20 hours	\$ (firm hourly rate)	\$
2 nd option period	Translation, business days	250,000 words	\$ (firm per-word rate)	\$

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File No. - N° du dossier
519zf.45045-150044

Buyer ID - Id de l'acheteur
519
CCC No./N° CCC - FMS No./N° VME

	Hourly work, business days	20 hours	\$ (firm hourly rate)	\$
3 rd option period	Translation, business days	250,000 words	\$ (firm per-word rate)	\$
	Hourly work, business days	20 hours	\$ (firm hourly rate)	\$
Total price evaluated				\$

For classes A, B and C: *If the translation request includes pretranslated text to be edited, the rate for editing such text will be 65% of the firm per-word rate (regardless of the degree of similarity of the matches).

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

4.1.1.1 Joint Venture Experience

- 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.

4.1.1.2 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

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

4.2.1.4 The responsive bids will be ranked in ascending order of evaluated prices per point; the responsive bid with the lowest evaluated price per point being ranked first. Of the highest ranked responsive bids in ascending order of evaluated prices per point, **up to four (4) for each class** will be recommended for award of a contract. In the event two or more responsive bids have the same lowest evaluated price per point, these bids will be ranked in descending order of the overall scores obtained for all the technical evaluation criteria subject to point rating detailed in Attachment 1 to Part 4; the responsive bid obtaining the highest overall score being ranked the highest.

ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA

Mandatory Technical Criteria

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

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

Ref. No.	Mandatory technical criterion (MTC) for all three classes
MTC 1	<p><u>Bidder's overall experience</u></p> <p>The Bidder must demonstrate that they have acquired at least five (5) years of experience, since January 1, 2010, in providing translation services. It is strongly recommended to complete the "MTC 1 Criterion – Bidder's overall experience" form in Attachment 2 to Part 4.</p> <p>To demonstrate this experience, the Bidder must provide, as a minimum, the following information for all translation projects completed:</p> <ol style="list-style-type: none">The name of the client(s) to whom the translation services were provided, as well as the name, telephone number and/or email address of the resource person who could confirm the information provided by the Bidder;The translation services that were provided. The Bidder must clearly indicate the following:<ol style="list-style-type: none">the period that the translation services were provided (i.e., from (month/year) to (month/year));

Ref. No.	Mandatory technical criteria for Class A
MTC 2	<p><u>Number of words translated by the Bidder</u></p> <p>The Bidder must demonstrate that they have translated a minimum of 5,000,000 words from English into French over the five (5) year period ending on the request for proposals closing date. It is strongly recommended to complete the "MTC 2 Criterion – Number of words translated by the Bidder" form in Attachment 2 to Part 4.</p> <p>To demonstrate this experience, the Bidder must provide, as a minimum, the following information for all translation projects completed over the five (5) year period ending on the request for proposals closing date:</p> <ol style="list-style-type: none">The name of the client(s) to whom the translation services were provided, as well as the name, telephone number and/or email address of the resource person who could confirm the information provided by the Bidder;The translation services that were provided. The Bidder must clearly indicate the following:<ol style="list-style-type: none">the period that the translation services were provided (i.e., from (month/year) to (month/year));the number of words translated from English into French during the period indicated in (i).

MTC 3	<p><u>Bidder's proposed translators</u></p> <p>The Bidder must propose five (5) English-to-French translators. Each translator must have translated a minimum of 500,000 words, from English into French, during the five (5) year period ending on the request for proposals closing date, in at least seven (7) of the general and specialized fields listed in sections A2.1 and A2.2 of the Statement of Work, Appendix A, and in the two mandatory fields, statistical surveys and descriptive statistics (see definitions in Section A2 of the Statement of Work, Appendix A).</p> <p>It is strongly recommended to complete the "MTC 3 Criterion – Bidder's proposed translators and MTC 4 Criterion – Documents to be provided" form in Attachment 2 to Part 4.</p> <p>To demonstrate the proposed translators' experience, the Bidder must provide a detailed, up-to-date résumé (no longer than five [5] pages) for each of the five (5) proposed translators. The résumé must include, as a minimum, the following information for all translation projects completed:</p> <ol style="list-style-type: none"> The name of the client(s) to whom the translation services were provided, as well as the name, telephone number and/or email address of the resource person who could confirm the information provided by the Bidder; The translation services that were provided. The Bidder must clearly indicate the following: <ol style="list-style-type: none"> the period that the translation services were provided (i.e., from (month/year) to (month/year); the field of the documents translated; the number of words translated from English into French during the period indicated in (i). <p>Note:</p> <ol style="list-style-type: none"> Only the translators proposed in MTC 3 will be evaluated for the point-rated technical criteria PRTC4, PRTC5 and PRTC6. If a Bidder proposes more than five (5) translators, only the first five (5) translators, based on the order in which they are proposed, will be evaluated.
MTC 4	<p><u>Education and certification</u></p> <p>Each proposed translator must either</p> <ul style="list-style-type: none"> hold a bachelor's degree in translation OR be a certified member of a Canadian provincial association of translators and interpreters. <p>The Bidder must provide a copy of the official document for each proposed translator.</p> <p>It is strongly recommended to complete the "MTC 3 Criterion – Bidder's proposed translators and MTC 4 Criterion – Documents to be provided" form in Attachment 2 to Part 4.</p>

Ref. No.	Mandatory technical criteria for Class B
MTC 2	<p><u>Number of words translated by the Bidder</u></p> <p>The Bidder must demonstrate that they have translated a minimum of 1,500,000 words from English into French over the five (5) year period ending on the request for proposals closing</p>

	<p>date. It is strongly recommended to complete the “MTC 2 Criterion – Number of words translated by the Bidder” form in Attachment 2 to Part 4.</p> <p>To demonstrate this experience, the Bidder must provide, as a minimum, the following information for all translation projects completed over the five (5) year period ending on the request for proposals closing date:</p> <ul style="list-style-type: none"> a. The name of the client(s) to whom the translation services were provided, as well as the name, telephone number and/or email address of the resource person who could confirm the information provided by the Bidder; b. The translation services that were provided. The Bidder must clearly indicate the following: <ul style="list-style-type: none"> i. the period that the translation services were provided (i.e., from (month/year) to (month/year); ii. the number of words translated from English into French during the period indicated in (i).
MTC 3	<p><u>Bidder's proposed translator</u></p> <p>The Bidder must propose one (1) English-to-French translator. This translator must have translated a minimum of 300,000 words, from English into French, over three (3) years during the five (5) year period ending on the request for proposals closing date, in at least seven (7) of the general and specialized fields listed in sections A2.1 and A2.2 of the Statement of Work, Appendix A, and in one of the two mandatory fields, statistical surveys or descriptive statistics (see definitions in Section A2 of the Statement of Work, Appendix A).</p> <p>It is strongly recommended to complete the “MTC 3 Criterion – Bidder's proposed translators and MTC 4 Criterion – Documents to be provided” form in Attachment 2 to Part 4.</p> <p>To demonstrate the proposed translator's experience, the Bidder must provide a detailed, up-to-date résumé (no longer than five [5] pages) for the proposed translator. The résumé must include, as a minimum, the following information for all translation projects completed:</p> <ul style="list-style-type: none"> a. The name of the client(s) to whom the translation services were provided, as well as the name, telephone number and/or email address of the resource person who could confirm the information provided by the Bidder; b. The translation services that were provided. The Bidder must clearly indicate the following: <ul style="list-style-type: none"> i. the period that the translation services were provided (i.e., from (month/year) to (month/year); ii. the field of the documents translated; iii. the number of words translated from English into French during the period indicated in (i). <p>Note:</p> <ul style="list-style-type: none"> 1. Only the translator proposed in MTC 3 will be evaluated for the point-rated technical criteria PRTC4, PRTC5 and PRTC6. 2. If a Bidder proposes more than one (1) translator, only the first translator, based on the order in which they are proposed, will be evaluated.
MTC 4	<p><u>Education and certification</u></p> <p>The proposed translator must either</p>

	<ul style="list-style-type: none"> • hold a bachelor's degree in translation OR • be a certified member of a Canadian provincial association of translators and interpreters. <p>The Bidder must provide a copy of the official document for the proposed translator.</p> <p>It is strongly recommended to complete the "MTC 3 Criterion – Bidder's proposed translators and MTC 4 Criterion – Documents to be provided" form in Attachment 2 to Part 4.</p>
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Ref. No.	Mandatory technical criteria for Class C
MTC 2	<p><u>Number of words translated by the Bidder</u></p> <p>The Bidder must demonstrate that they have translated a minimum of 1,500,000 words from French into English over the five (5) year period ending on the request for proposals closing date. It is strongly recommended to complete the "MTC 2 Criterion – Number of words translated by the Bidder" form in Attachment 2 to Part 4.</p> <p>To demonstrate this experience, the Bidder must provide, as a minimum, the following information for all translation projects completed over the five (5) year period ending on the request for proposals closing date:</p> <ol style="list-style-type: none"> The name of the client(s) to whom the translation services were provided, as well as the name, telephone number and/or email address of the resource person who could confirm the information provided by the Bidder; The translation services that were provided. The Bidder must clearly indicate the following: <ol style="list-style-type: none"> the period that the translation services were provided (i.e., from (month/year) to (month/year)); the number of words translated from French into English during the period indicated in (i).
MTC 3	<p><u>Bidder's proposed translator</u></p> <p>The Bidder must propose one (1) French-to-English translator. This translator must have translated a minimum of 300,000 words, from French into English, over three (3) years during the five (5) year period ending on the request for proposals closing date, in at least eight (8) of the fields listed in section A2 of the Statement of Work, Appendix A.</p> <p>It is strongly recommended to complete the "MTC 3 Criterion – Bidder's proposed translators and MTC 4 Criterion – Documents to be provided" form in Attachment 2 to Part 4.</p> <p>To demonstrate the proposed translator's experience, the Bidder must provide a detailed, up-to-date résumé (no longer than five [5] pages) for the proposed translator. The résumé must include, as a minimum, the following information for all translation projects completed:</p> <ol style="list-style-type: none"> The name of the client(s) to whom the translation services were provided, as well as the name, telephone number and/or email address of the resource person who could confirm the information provided by the Bidder; The translation services that were provided. The Bidder must clearly indicate the following:

	<p>i. the period that the translation services were provided (i.e., from (month/year) to (month/year);</p> <p>ii. the field of the documents translated;</p> <p>iii. the number of words translated from French into English during the period indicated in (i).</p> <p>Note:</p> <ol style="list-style-type: none"> Only the translator proposed in MTC 3 will be evaluated for the point-rated technical criteria PRTC4, PRTC5 and PRTC6. If a Bidder proposes more than one (1) translator, only the first translator, based on the order in which they are proposed, will be evaluated.
MTC 4	<p><u>Education and certification</u></p> <p>The proposed translator must either</p> <ul style="list-style-type: none"> hold a bachelor's degree in translation OR be a certified member of a Canadian provincial association of translators and interpreters. <p>The Bidder must provide a copy of the official document for the proposed translator.</p> <p>It is strongly recommended to complete the "MTC 3 Criterion – Bidder's proposed translators and MTC 4 Criterion – Documents to be provided" form in Attachment 2 to Part 4.</p>

Point Rated Technical Criteria

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

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

Ref. No.	Point-rated Technical Criteria (PRTC) for Classes A, B and C
PRTC 1	<p>Bidder's overall experience</p> <p>Number of years of experience the Bidder has in providing translation services.</p> <p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> ➤ More than 5 years to 6 years of experience = 3 points ➤ More than 6 years to 8 years of experience = 5 points ➤ More than 8 years to 10 years of experience = 7 points ➤ More than 10 years of experience = 10 points <p>To demonstrate this experience, the Bidder must provide, as a minimum, the following information for all translation projects completed:</p> <ol style="list-style-type: none"> The name of the client(s) to whom the translation services were provided, as well as the name, telephone number and/or email address of the resource person who could confirm the information provided by the Bidder; and The translation services that were provided. The Bidder must clearly indicate the following: <ol style="list-style-type: none"> the period that the translation services were provided (i.e., from (month/year) to (month/year);

	A maximum of 10 points will be awarded for this criterion.
PRTC 2	<p>Bidder's capacity</p> <p>1. Quality management – The Bidder must provide a document in which they clearly describe how they ensure the quality of the work, including the quality control procedure for translations. (10 points)</p> <p>2. Respecting deadlines / back-up plan – The Bidder must describe: (i) how they manage an excessive volume of work and/or urgent jobs, and; (ii) their back-up plan in the event of technical or mechanical problems. (10 points)</p> <p>Quality management</p> <ul style="list-style-type: none"> • No procedure = 0 points • Incomplete procedure: Some processes are not interconnected; the quality control procedure is incomplete, unclear or inconsistent. = 2.5 points • Good procedure: All processes are interconnected; the quality control procedure is complete and clear and considers most situations that may arise. = 5 points • Excellent procedure: All processes and decisions are interconnected; the procedure is very clear and considers all situations that may arise. A diagram or organizational chart is also provided. = 10 points <p>Respecting deadlines / back-up plan</p> <ul style="list-style-type: none"> • No procedure = 0 points • Incomplete procedure: Some processes are not interconnected; the procedure for respecting deadlines and the back-up plan are incomplete, unclear or inconsistent. = 2.5 points • Good procedure: All processes are interconnected; the procedure for respecting deadlines and the back-up plan are complete and clear and consider most situations that may arise. = 5 points • Excellent procedure: All processes and decisions are interconnected; the procedure for respecting deadlines and the back-up plan consider all situations that may arise. A diagram or organizational chart is also provided. = 10 points <p>A maximum of 20 points will be awarded for this criterion.</p>
Total maximum score for criteria PRTC 1 and PRTC 2 = 30 points	

FOR CLASS A

PRTC 3	<p><u>Number of words translated by the Bidder</u></p> <p>Number of words translated by the Bidder, from English into French, over the five (5) year period ending on the request for proposals closing date.</p> <p>Points will be awarded as follows:</p> <ul style="list-style-type: none">➤ More than 5 million up to 6 million words = 3 points➤ More than 6 million up to 8 million words = 5 points➤ More than 8 million up to 10 million words = 7 points➤ More than 10 million words = 10 points <p>To demonstrate this experience, the Bidder must provide, as a minimum, the following information for all translation projects completed:</p> <ol style="list-style-type: none">a. The name of the client(s) to whom the translation services were provided, as well as the name, telephone number and/or email address of the resource person who could confirm the information provided by the Bidder; andb. The translation services that were provided. The Bidder must clearly indicate the following:<ol style="list-style-type: none">i. the period that the translation services were provided (i.e., from (month/year) to (month/year);ii. the number of words translated from English into French during the period indicated in (i). <p>A maximum of 10 points will be awarded for this criterion.</p>
PRTC 4	<p><u>Number of words translated by the proposed translators – Mandatory fields</u></p> <p>Number of words translated, from English into French, by each of the five (5) translators proposed in MTC 3 over the five (5) year period ending on the request for proposals closing date in the following two (2) mandatory fields:</p> <ul style="list-style-type: none">• statistical surveys• descriptive statistics <p>The information must be provided in each translator's résumé, as specified in MTC 3. Points will be awarded per translator, per field, as follows:</p> <ul style="list-style-type: none">➤ 25,000 words translated or less = 10 points➤ 25,001 to 34,999 words translated = 15 points➤ 35,000 to 44,999 words translated = 20 points➤ 45,000 or more words translated = 25 points <p>To demonstrate the proposed translators' experience, the Bidder must provide a detailed, up-to-date résumé (no longer than five [5] pages) for each of the five (5) proposed translators. The résumé must include, as a minimum, the following information for all translation projects completed:</p>

	<p>a. The name of the client(s) to whom the translation services were provided, as well as the name, telephone number and/or email address of the resource person who could confirm the information provided by the Bidder;</p> <p>b. The translation services that were provided. The Bidder must clearly indicate the following:</p> <ul style="list-style-type: none"> i. the period that the translation services were provided (i.e., from (month/year) to (month/year); ii. the field of the documents translated; iii. the number of words translated from English into French during the period indicated in (i). <p>A maximum of 50 points will be awarded per translator.</p> <p>Note :</p> <ul style="list-style-type: none"> 1. Only the translators proposed in MTC 3 will be evaluated for this criterion. 2. If the Bidder proposes more than five (5) translators in MTC 3, only the first five (5) translators evaluated in MTC 3 (based on the order in which they are proposed) will be evaluated for this criterion. 3. An initial score will be calculated for each translator for each relevant field indicated using the information provided in each résumé. The total score of the five (5) translators will be divided by five (5) to determine the Bidder's average score for this criterion. <p>A maximum of 50 points will be awarded for this criterion.</p>
<p>PRTC 5</p>	<p><u>Number of words translated by the proposed translators – Specialized fields</u></p> <p>Number of words translated, from English into French, by each of the five (5) translators proposed in MTC 3 over the five (5) year period ending on the request for proposals closing date in at least five (5) of the following eight (8) fields:</p> <ul style="list-style-type: none"> 1. agriculture 2. economics 3. justice 4. health 5. environmental sciences, geography and geomatics 6. social sciences and demography 7. theoretical statistics, econometrics, applied statistics and mathematics 8. transportation <p>The information must be provided in each translator's résumé, as specified in MTC 3.</p> <p>Points will be awarded per translator, per relevant field, as follows:</p> <ul style="list-style-type: none"> ➤ 25,000 words translated or less = 10 points ➤ 25,001 to 34,999 words translated = 15 points ➤ 35,000 to 44,999 words translated = 20 points ➤ 45,000 or more words translated = 25 points <p>To demonstrate the proposed translators' experience, the Bidder must provide a detailed, up-to-date résumé (no longer than five [5] pages) for each of the five (5) proposed translators. The résumé must include, as a minimum, the following information for all translation projects completed:</p>

	<p>a. The name of the client(s) to whom the translation services were provided, as well as the name, telephone number and/or email address of the resource person who could confirm the information provided by the Bidder;</p> <p>b. The translation services that were provided. The Bidder must clearly indicate the following:</p> <ul style="list-style-type: none"> i. the period that the translation services were provided (i.e., from (month/year) to (month/year); ii. the field of the documents translated; iii. the number of words translated from English into French during the period indicated in (i). <p>A maximum of 200 points will be awarded per translator.</p> <p>Note:</p> <ul style="list-style-type: none"> 1. Only the translators proposed in MTC 3 will be evaluated for this criterion. 2. If the Bidder proposes more than five (5) translators in MTC 3, only the first five (5) translators evaluated in MTC 3 (based on the order in which they are proposed) will be evaluated for this criterion. 3. An initial score will be calculated for each translator for each relevant field indicated using the information provided in each résumé. The total score of the five (5) translators will be divided by five (5) to determine the Bidder's average score for this criterion. <p>A maximum of 200 points will be awarded for this criterion.</p>
<p>PRTC 6</p>	<p><u>Number of words translated by the proposed translators – General fields</u></p> <p>Number of words translated, from English into French, by each of the five (5) translators proposed in MTC 3 over the five (5) year period ending on the request for proposals closing date in at least two (2) of the following four (4) fields:</p> <ul style="list-style-type: none"> 1. federal administration 2. finance 3. management 4. informatics and technology <p>The information must be provided in each translator's résumé, as specified in MTC 3.</p> <p>Points will be awarded per translator, per relevant field, as follows:</p> <ul style="list-style-type: none"> ➤ 25,000 words translated or less = 5 points ➤ 25,001 to 34,999 words translated = 8 points ➤ 35,000 to 44,999 words translated = 11 points ➤ 45,000 or more words translated = 15 points <p>To demonstrate the proposed translators' experience, the Bidder must provide a detailed, up-to-date résumé (no longer than five [5] pages) for each of the five (5) proposed translators. The résumé must include, as a minimum, the following information for all translation projects completed:</p>

	<p>a. The name of the client(s) to whom the translation services were provided, as well as the name, telephone number and/or email address of the resource person who could confirm the information provided by the Bidder;</p> <p>b. The translation services that were provided. The Bidder must clearly indicate the following:</p> <ul style="list-style-type: none"> i. the period that the translation services were provided (i.e., from (month/year) to (month/year); ii. the field of the documents translated; iii. the number of words translated from English into French during the period indicated in (i). <p>A maximum of 60 points will be awarded per translator.</p> <p>Note:</p> <ul style="list-style-type: none"> 1. Only the translators proposed in MTC 3 will be evaluated for this criterion. 2. If the Bidder proposes more than five (5) translators in MTC 3, only the first five (5) translators evaluated in MTC 3 (based on the order in which they are proposed) will be evaluated for this criterion. 3. An initial score will be calculated for each translator for each relevant field indicated using the information provided in each résumé. The total score of the five (5) translators will be divided by five (5) to determine the Bidder's average score for this criterion. <p>A maximum of 60 points will be awarded for this criterion.</p>
Total maximum score for criteria PRTC 3 to PRTC 6 = 320 points	

FOR CLASS B

PRTC 3	<p><u>Number of words translated by the Bidder</u></p> <p>Number of words translated by the Bidder, from English into French, over the five (5) year period ending on the request for proposals closing date.</p> <p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> ➤ More than 1.5 million up to 2 million words = 3 points ➤ More than 2 million up to 2.5 million words = 5 points ➤ More than 2.5 million up to 3 million words = 7 points ➤ More than 3 million words = 10 points <p>To demonstrate this experience, the Bidder must provide, as a minimum, the following information for all translation projects completed:</p> <ul style="list-style-type: none"> a. The name of the client(s) to whom the translation services were provided, as well as the name, telephone number and/or email address of the resource person who could confirm the information provided by the Bidder; and b. The translation services that were provided. The Bidder must clearly indicate the following: <ul style="list-style-type: none"> i. the period that the translation services were provided (i.e., from (month/year) to (month/year); ii. the number of words translated from English into French during the period indicated in (i).
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	<p>A maximum of 10 points will be awarded for this criterion.</p>
PRTC 4	<p><u>Number of words translated by the proposed translator – Mandatory field</u></p> <p>Number of words translated, from English into French, by the proposed translator over three (3) years of the five (5) year period ending on the request for proposals closing date in one of the following two mandatory fields (or both):</p> <ol style="list-style-type: none"> 1. statistical surveys 2. descriptive statistics <p>Points will be awarded per field, as follows:</p> <ul style="list-style-type: none"> ➤ 15,000 words translated or less = 10 points ➤ 15,001 to 24,999 words translated = 15 points ➤ 25,000 to 34,999 words translated = 20 points ➤ 35,000 or more words translated = 25 points <p>To demonstrate the proposed translator's experience, the Bidder must provide a detailed, up-to-date résumé (no longer than five [5] pages) for the proposed translator. The résumé must include, as a minimum, the following information for all translation projects completed:</p> <ol style="list-style-type: none"> a. The name of the client(s) to whom the translation services were provided, as well as the name, telephone number and/or email address of the resource person who could confirm the information provided by the Bidder; b. The translation services that were provided. The Bidder must clearly indicate the following: <ol style="list-style-type: none"> i. the period that the translation services were provided (i.e., from (month/year) to (month/year); ii. the field of the documents translated; iii. the number of words translated from English into French during the period indicated in (i). <p>Note:</p> <ol style="list-style-type: none"> 1. Only the translator proposed in MTC 3 will be evaluated for this criterion. 2. If the Bidder proposes more than one (1) translator in MTC 3, only the translator evaluated in MTC 3 will be evaluated for this criterion. <p>A maximum of 50 points will be awarded for this criterion.</p>
PRTC 5	<p><u>Number of words translated by the proposed translator – Specialized fields</u></p> <p>Number of words translated, from English into French, by the proposed translator over three (3) years of the five (5) year period ending on the request for proposals closing date in at least five (5) of the following eight (8) fields:</p> <ol style="list-style-type: none"> 1. agriculture 2. economics 3. justice 4. health 5. environmental sciences, geography and geomatics 6. social sciences and demography 7. theoretical statistics, econometrics, applied statistics and mathematics

	<p>8. transportation</p> <p>Points will be awarded per field, as follows:</p> <ul style="list-style-type: none"> ➤ 15,000 words translated or less = 10 points ➤ 15,001 to 24,999 words translated = 15 points ➤ 25,000 to 34,999 words translated = 20 points ➤ 35,000 or more words translated = 25 points <p>To demonstrate the proposed translator's experience, the Bidder must provide a detailed, up-to-date résumé (no longer than five [5] pages) for the proposed translator. The résumé must include, as a minimum, the following information for all translation projects completed:</p> <ol style="list-style-type: none"> a. The name of the client(s) to whom the translation services were provided, as well as the name, telephone number and/or email address of the resource person who could confirm the information provided by the Bidder; b. The translation services that were provided. The Bidder must clearly indicate the following: <ol style="list-style-type: none"> i. the period that the translation services were provided (i.e., from (month/year) to (month/year); ii. the field of the documents translated; iii. the number of words translated from English into French during the period indicated in (i). <p>Note:</p> <ol style="list-style-type: none"> 1. Only the translator proposed in MTC 3 will be evaluated for this criterion. 2. If the Bidder proposes more than one (1) translator in MTC 3, only the translator evaluated in MTC 3 will be evaluated for this criterion. <p>A maximum of 200 points will be awarded for this criterion.</p>
<p>PRTC 6</p>	<p><u>Number of words translated by the proposed translator – General fields</u></p> <p>Number of words translated, from English into French, by the proposed translator over three (3) years of the five (5) year period ending on the request for proposals closing date in at least two (2) of the following four (4) fields:</p> <ol style="list-style-type: none"> 1. federal administration 2. finance 3. management 4. informatics and technology <p>Points will be awarded per field, as follows:</p> <ul style="list-style-type: none"> ➤ 15,000 words translated or less = 5 points ➤ 15,001 to 24,999 words translated = 8 points ➤ 25,000 to 34,999 words translated = 11 points ➤ 35,000 or more words translated = 15 points <p>To demonstrate the proposed translator's experience, the Bidder must provide a detailed, up-to-date résumé (no longer than five [5] pages) for the proposed translator. The résumé must include, as a minimum, the following information for all translation projects completed:</p>

	<p>a. The name of the client(s) to whom the translation services were provided, as well as the name, telephone number and/or email address of the resource person who could confirm the information provided by the Bidder;</p> <p>b. The translation services that were provided. The Bidder must clearly indicate the following:</p> <ul style="list-style-type: none"> i. the period that the translation services were provided (i.e., from (month/year) to (month/year); ii. the field of the documents translated; iii. the number of words translated from English into French during the period indicated in (i). <p>Note:</p> <ul style="list-style-type: none"> 1. Only the translator proposed in MTC 3 will be evaluated for this criterion. 2. If the Bidder proposes more than one (1) translator in MTC 3, only the translator evaluated in MTC 3 will be evaluated for this criterion. <p>A maximum of 60 points will be awarded for this criterion.</p>
Total maximum score for criteria PRTC 3 to PRTC 6 = 320 points	

FOR CLASS C

PRTC 3	<p><u>Number of words translated by the Bidder</u></p> <p>Number of words translated by the Bidder, from French into English, over the five (5) year period ending on the request for proposals closing date.</p> <p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> ➤ More than 1.5 million up to 2 million words = 3 points ➤ More than 2 million up to 2.5 million words = 5 points ➤ More than 2.5 million up to 3 million words = 7 points ➤ More than 3 million words = 10 points <p>To demonstrate this experience, the Bidder must provide, as a minimum, the following information for all translation projects completed:</p> <ul style="list-style-type: none"> a. The name of the client(s) to whom the translation services were provided, as well as the name, telephone number and/or email address of the resource person who could confirm the information provided by the Bidder; and b. The translation services that were provided. The Bidder must clearly indicate the following: <ul style="list-style-type: none"> i. the period that the translation services were provided (i.e., from (month/year) to (month/year); ii. the number of words translated from French into English during the period indicated in (i). <p>A maximum of 10 points will be awarded for this criterion.</p>
PRTC 4	<p><u>Number of words translated by the proposed translator</u></p> <p>Number of words translated, from French into English, by the proposed translator over three (3) years of the five (5) year period ending on the request for proposals closing date in at least five (5) of the following eight (8) fields:</p>

	<ol style="list-style-type: none"> 1. federal administration 2. management 3. social sciences and demography 4. statistical surveys 5. descriptive statistics 6. economics 7. justice 8. theoretical statistics, econometrics, applied statistics and mathematics <p>Points will be awarded per relevant field, as follows:</p> <ul style="list-style-type: none"> ➤ 15,000 words translated or less = 10 points ➤ 15,001 to 24,999 words translated = 15 points ➤ 25,000 to 34,999 words translated = 20 points ➤ 35,000 or more words translated = 25 points <p>To demonstrate the proposed translator's experience, the Bidder must provide a detailed, up-to-date résumé (no longer than five [5] pages) for the proposed translator. The résumé must include, as a minimum, the following information for all translation projects completed:</p> <ol style="list-style-type: none"> a. The name of the client(s) to whom the translation services were provided, as well as the name, telephone number and/or email address of the resource person who could confirm the information provided by the Bidder; b. The translation services that were provided. The Bidder must clearly indicate the following: <ol style="list-style-type: none"> i. the period that the translation services were provided (i.e., from (month/year) to (month/year)); ii. the field of the documents translated; iii. the number of words translated from French into English during the period indicated in (i). <p>Note:</p> <ol style="list-style-type: none"> 1. Only the translator proposed in MTC 3 will be evaluated for this criterion. 2. If the Bidder proposes more than one (1) translator in MTC 3, only the translator evaluated in MTC 3 will be evaluated for this criterion. <p>A maximum of 200 points will be awarded for this criterion.</p>
PRTC 5	<p><u>Number of words translated by the proposed translator</u></p> <p>Number of words translated, from French into English, by the proposed translator over three (3) years of the five (5) year period ending on the request for proposals closing date in at least three (3) of the following six (6) fields:</p> <p>Points will be awarded per relevant field, as follows:</p> <ol style="list-style-type: none"> 1. agriculture 2. environmental sciences, geography and geomatics 3. finance 4. health 5. informatics and technology 6. transportation

	<p>➤ 15,000 words translated or less = 5 points ➤ 15,001 to 24,999 words translated = 8 points ➤ 25,000 to 34,999 words translated = 11 points ➤ 35,000 or more words translated = 15 points</p> <p>To demonstrate the proposed translator's experience, the Bidder must provide a detailed, up-to-date résumé (no longer than five [5] pages) for the proposed translator. The résumé must include, as a minimum, the following information for all translation projects completed:</p> <p>a. The name of the client(s) to whom the translation services were provided, as well as the name, telephone number and/or email address of the resource person who could confirm the information provided by the Bidder;</p> <p>b. The translation services that were provided. The Bidder must clearly indicate the following:</p> <p>i. the period that the translation services were provided (i.e., from (month/year) to (month/year);</p> <p>ii. the field of the documents translated;</p> <p>iii. the number of words translated from French into English during the period indicated in (i).</p> <p>Note:</p> <p>1. Only the translator proposed in MTC 3 will be evaluated for this criterion.</p> <p>2. If the Bidder proposes more than one (1) translator in MTC 3, only the translator evaluated in MTC 3 will be evaluated for this criterion.</p> <p>A maximum of 90 points will be awarded for this criterion.</p>
Total maximum score for criteria PRTC 3 to PRTC 5 = 300 points	

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00000-7409

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File No. - N° du dossier
519zf.45045-150044

Buyer ID - Id de l'acheteur
519
CCC No./N° CCC - FMS No./N° VME

ATTACHMENT 2 TO PART 4 – RECOMMENDED TEMPLATES FOR TECHNICAL CRITERIA

MTC 1 – BIDDER'S OVERALL EXPERIENCE - CLASSES A, B AND C

Experience in providing translation services (without the use of machine translation)			
A	B	C	
Name of client	Name, telephone number and email address of the client's representative	Period that the translation services were provided	
		From (month/year)	To (month/year)

MTC2 – NUMBER OF WORDS TRANSLATED BY THE BIDDER – CLASSES A AND B

Number of words translated by the Bidder (without the use of machine translation)				
A	B	C		D
Name of client	Name, telephone number and email address of the client's representative	Period that the translation services were provided		Number of words translated, from English to French, during the period indicated in Column C
		From (month/year)	To (month/year)	

MTC2 – NUMBER OF WORDS TRANSLATED BY THE BIDDER – CLASS C

Number of words translated by the Bidder (without the use of machine translation)				
A	B	C		D
Name of client	Name, telephone number and email address of the client's representative	Period that the translation services were provided		Number of words translated, from French to English, during the period indicated in Column C
		From	To	

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519
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		(month/year)	(month/year)	

**MTC 3 – BIDDER'S PROPOSED TRANSLATORS
 AND
 MTC 4 – EDUCATION AND/OR ACCREDITATION (DOCUMENTS TO BE PROVIDED)**

CLASS A

First and last name of proposed translator	Employee (E) or subcontractor (S)		Official document provided
	E	S	
1)			
2)			
3)			
4)			
5)			

**MTC 3 – BIDDER'S PROPOSED TRANSLATOR
 AND
 MTC 4 – EDUCATION AND/OR ACCREDITATION (DOCUMENTS TO BE PROVIDED)**

CLASSES B AND C

First and last name of proposed translator	Employee (E) or subcontractor (S)		Official document provided
	E	S	
1)			

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.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

5.2.1 Integrity Provisions - List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

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File No. - N° du dossier
519zf.45045-150044

Buyer ID - Id de l'acheteur
519
CCC No./N° CCC - FMS No./N° VME

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[*FCP Limited Eligibility to Bid*](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity certification before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority before contract award with a completed Federal Contractors Program for Employment Equity certification for each member of the Joint Venture. Attachment 1 to Part 5, Additional Certifications Precedent to Contract Award, includes a copy of the certification.

5.2.3 Additional Certifications Precedent to Contract Award

Refer to Attachment 1 to Part 5, Additional Certifications Precedent to Contract Award .

ATTACHMENT 1 TO PART 5, ADDITIONAL CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

1. Federal Contractors Program For Employment Equity - Certification

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: _____ Instructions to the Bidder: (YYYY/MM/DD) If left blank, the date will be deemed to be the bid solicitation closing date.

Instructions to the Bidder: Complete both A and B.

A. Instructions to the Bidder: Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and / or permanent part-time employees.
- ☐ A5. The Bidder certifies having a combined workforce in Canada of 100 or more permanent full-time and / or permanent part-time employees.
- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.
or
- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Instructions to the Bidder: Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.
or
- ☐ B2. The Bidder is a Joint venture. Instructions to the Bidder: Refer to the Joint Venture section of the Standard Instructions. If the Bidder is a Joint Venture, it must provide the Contracting

Authority before contract award with a completed Federal Contractors Program for
Employment Equity certification for each member of the Joint Venture.

2. Canadian Content

1.1 Canadian Content Definition

SACC Manual clause A3050T (2014 -11-27), Canadian Content Definition

2.2 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that: () the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

3. Status and Availability of Resources

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

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

4. Education and Experience

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

PART 6 – SECURITY REQUIREMENTS

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.

PART 7 – RESULTING CONTRACT CLAUSES

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

The Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Annex A, and the Contractor's technical bid entitled _____, dated _____.

7.1.1 Optional Goods or Services, or both

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

7.1.2 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 D Task Authorization Form. An authorized TA is a completed Annex D signed by the TA Authority.

C. TA Authority and Limit

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

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

As more than one contract has been awarded for each class of Work specified in the Statement of Work, in Annex A, a request to perform a task will be sent in accordance with paragraph F of this clause to the first ranked contractor in the Contractors' order of ranking below. If that contractor confirms in writing that it is unable to perform the task as a result of previous commitments under one or more than one authorized TA, the request to perform a task will be forwarded to the next highest ranked contractor in the Contractors'

order of ranking until another contractor in the ranking can perform the task. If no contractor in the ranking can perform the task, Canada reserves the right to acquire the required Work by other means. A contractor in the ranking may advise the Project Authority and the Contracting Authority in writing that it is unable to carry out additional tasks as a result of previous commitments under one or more than one authorized TA and no request to perform a task will be sent to that contractor until that contractor has given notice in writing to the Project Authority and the Contracting Authority that it is available to perform additional tasks.

____ contracts were awarded as a result of PWGSC bid solicitation number: **45045-130077/A** for class of Work A, B and C specified in the Statement of Work, in Annex A. The Contractors' order of ranking is as follows:

For class A:

Ranked first: _____
Ranked second: _____
Ranked third: _____
Ranked fourth: _____

For class B:

Ranked first: _____
Ranked second: _____
Ranked third: _____
Ranked fourth: _____

For class C:

Ranked first: _____
Ranked second: _____
Ranked third: _____
Ranked fourth: _____

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 D, 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 of payment applicable to the task or revised task; and
- the Contract method of payment applicable to the task or revised task.

G. Within two (2) 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 B, Base of payment; and

3. for each resource proposed by the Contractor for the performance of the Work required who is not identified under the Specific Person (s) clause of the Contract :

- i. the name of the proposed resource;
- ii. the resume of the proposed resource; and
- iii. a demonstration that the proposed resource meets the Contract security requirements.

H. 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
2. The TA Authority will authorize the TA provided each resource proposed by the Contractor for the performance of the Work required meets all the requirements specified under paragraph G.3 of this clause.
3. The authorized TA will be issued to the Contractor either by email as an email attachment in PDF format, by mail and/or by facsimile. The original version will follow either by email as an email attachment in PDF format, by mail and/or by facsimile.

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
2. **"Minimum Contract Value"** means **5 %** of the Maximum Contract Value.
3. 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.
4. 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.
5. 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:

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.

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

- the TA number appearing on the TA form;
- the date the task was authorized appearing on the TA form;
- the total estimated cost of the task (Applicable Taxes extra) before any revisions appearing on the TA form;
- the following information appearing on the TA form must be included for each authorized revision, starting with revision 1, than 2, etc:
- the TA revision number;
- the date the revision to the task was authorized;
- the authorized increase or decrease (Applicable Taxes extra);
- the total estimated cost of the task (Applicable Taxes extra) after authorization of the revision;
- the total cost incurred for the task (as last revised, as applicable), Applicable Taxes extra;
- the total cost incurred and invoiced for the task (as last revised, as applicable), Applicable Taxes extra;
- the total amount of Applicable Taxes invoiced;
- the total amount paid, Applicable Taxes included;
- the start and completion date of the task (as last revised, as applicable); and
- the active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).

4. 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 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: _____.

7.3 Security Requirement

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

7.3.2 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
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 from date of Contract to March 31st, 2018 inclusive.

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 periods of one (1) year each, 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 five (5) 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.

7.4.3 Option to Extend - Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of up to one (1) year, under the same conditions, to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least five (5) calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

7.4.4 Termination on Thirty Days Notice

Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Mohamed Souleiman

Professional Services Procurement Directorate
Public Works and Government Services Canada
11, Laurier, Gatineau, Québec, Canada, K1A 0S5
Telephone: 819-956-8348 / Facsimile: 819-956-2675
mohamed.souleiman@pwgsc-tpsgc.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: *(will be identified in the resulting contracts)*

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

The Contractor's Representative is: *(will be identified in the resulting contracts)*.

Notice to the Bidder: *If the selected Bidder provided (in accordance with the article 3 of Part 2) information on its status with respect to being a Former Public Servant in receipt of a Public Service Superannuation Act (PSSA) pension, the full text of SACC Manual clause A3025C (2013-03-21), Proactive Disclosure of Contracts with Former Public Servants, will form part of the Contract as article 6, and the articles below will be renumbered accordingly.*

7.6 Payment

7.6.1 Basis of Payment

7.6.1.1 TA subject to a Limitation of Expenditure

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

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

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work specified in the authorized TA will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the TA Authority before their incorporation into the Work specified in the authorized TA. The Contractor must not perform any work or provide any service that would result in

Canada's total liability being exceeded before obtaining the written authorization of the TA Authority. The Contractor must notify the TA Authority in writing as to the adequacy of this sum:

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

whichever comes first.

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

7.6.2 Canada's Total Liability

7.6.2.1 Limitation of Expenditure - Cumulative Total of all authorized TAs

- A. Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of \$ _____. Customs duties are included and the Applicable Taxes are extra.
- B. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- C. The Contractor must notify the Contracting Authority, in writing, as to the adequacy of this sum:
 - 1. when it is 75 percent committed, or
 - 2. four (4) months before the Contract expiry date, or
 - 3. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required and requested in all authorized TAs, inclusive of any revisions, the applicable basis of payment of which is limitation of expenditure [contract clause 7.6.1.1, TA subject to a Limitation of Expenditure],

whichever comes first.

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

7.6.3 Method of Payment

For the Work described in the Statement of Work in Annex A :

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

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

7.6.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
C0305C (2008-05-12), Cost Submission
A9116C (2007-11-30), T1204 Information Reporting by Contractor

7.6.5 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

7.7 Invoicing Instructions

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

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d. a copy of the monthly progress report.

Invoices must be distributed as follows:

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

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 _____.

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, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the signed Task Authorizations (including all of its annexes, if any); and
- (g) the Contractor's bid dated as dated on _____.

7.11 Proactive Disclosure of Contracts with Former Public Servants

Instructions to Bidders: If the selected Bidder provided in accordance with the article 2.3, Former Public Servant, information on its status with respect to being a Former Public Servant in receipt of a Public Service Superannuation Act (PSSA) pension, the full text of SACC Manual clause A3025C, Proactive Disclosure of Contracts with Former Public Servants will be inserted herein at contract award.

7.12 Additional Clauses

A9068C (2010-01-11), Government Site Regulations
B4078C (2008-05-12), Performance of the Work
C2603C (2008-05-12), Customs Duties - Exemption
C2604C (2008-05-12), Customs Duties, Excise Taxes and GST/HST - Non-resident

ANNEX A , STATEMENT OF WORK

A1. PURPOSE

Statistics Canada is seeking translation services from English into French and from French into English on an as-needed basis. The work must be carried out at the Contractor's premises and delivered to Statistics Canada.

A2. BACKGROUND

Pursuant to the [Statistics Act](#), Statistics Canada must collect, compile, analyse, abstract and publish statistical information relating to the commercial, industrial, financial, social, economic and general activities of Canadians. In addition to the Census, which takes place every five years, Statistics Canada conducts about 350 active surveys on virtually all aspects of life in Canada.

Statistics Canada is seeking translation services in the fields related to its activities, particularly the following:

- **statistical surveys** (texts that describe surveys and survey operations in general);
- **descriptive statistics** (texts that present statistical results through analyses, tables and charts).

A2.1 Specialized fields

1. **Agriculture**
(crops, breeding, agricultural management, farm equipment and buildings, agricultural techniques)
2. **Economics**
(trade, accounting, prices indexes, labour and employment)
3. **Justice**
(procedural law, private law, public law)
4. **Health**
(diagnostic and therapeutic methods, medical and hospital organization, physiopathology)
5. **Environmental sciences, geography and geomatics**
(biology, environment, physical science, urbanism, surveying, mapping, hydrography, remote sensing)
6. **Social sciences and demography**
(education, psychology, sociology, population composition and density, census)
7. **Theoretical statistics, econometrics, applied statistics and mathematics**
(sampling, probabilities, forecasts and statistical methods)
8. **Transportation**
(air, road, water and rail transport, handling and storage)

A2.2 General fields

9. **Federal administration**
10. **Finance**
11. **Management**
12. **Informatics and technology**

A3. PROJECT REQUIREMENTS

A3.1 Tasks

The Contractor shall translate texts from English into French (Class A or Class B) and/or from French into English (Class C).

The Contractor may be required to edit pretranslated passages, which will be billed at a per-word rate. The following types of work are billed at an hourly rate: translation of bibliographies or updates to previously translated texts, conversion of numbers or formulas in tables, and handling certain Excel files.

A3.2 Production capacity

A3.2.1 Production capacity for Class A

The annual requirement for Class A is estimated at 6,000,000 words of translation from English into French and 50 hours of work. This corresponds to an average production of approximately 24,000 words per business day. This production capacity will be divided equally among the contracts awarded for this class.

A3.2.2 Production capacity for Class B

The annual requirement for Class B is estimated at 1,500,000 words of translation from English into French and 20 hours of work. This corresponds to an average production of approximately 6,000 words per business day. This production capacity will be divided equally among the contracts awarded for this class.

A3.2.3 Production capacity for Class C

The annual requirement for Class C is estimated at 1,000,000 words of translation from French into English and 20 hours of work. This corresponds to an average production of approximately 4,000 words per business day. This production capacity will be divided equally among the contracts awarded for this class.

The production capacity for Classes A, B and C must be attained without the use of machine translation, such as Google Translate. Texts that have obviously been translated using machine translation software will fail quality control, shall be deemed unsatisfactory and counted as such (see Clause A12).

The use of computer-assisted translation tools is permitted, and Statistics Canada will sometimes send texts pretranslated with the software application LogiTrans.

Given that the services required are on an as-needed basis, it is impossible to precisely predict the actual demand for services or the volume of work, since the workload varies based on the needs of internal clients. The length of texts can also vary considerably.

There is a wide variety of texts to translate, including publications, survey questionnaires, analytical studies, statistical studies, meeting minutes and conference proceedings, subject-matter presentations, briefing notes, glossaries, house cards, job descriptions, letters, memoranda, reports, administrative and financial documents, and other documents related to Statistics Canada's activities and mandate.

A4. REQUIREMENTS

The Contractor must follow the accepted principles and rules in the translation and writing industry, and comply with any requirements specified by Statistics Canada with respect to deadlines, the software to be used, the format, style and layout of texts, text receipt and transmission, file compression and encryption, security, administrative procedures, etc.

A5. DEFINITIONS

A5.1 Business day

For the purposes of this contract, business day is defined as any day from Monday to Friday, between 8:00 a.m. and 5:00 p.m., Eastern standard time or Eastern daylight time, as applicable, with the exception of statutory holidays defined by the federal administration calendar.

A5.2 Rest day

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

A5.3 Statutory holiday

For the purposes of this contract, the following days recognized by the federal government are designated to be statutory holidays: New Year's Day (January 1), Good Friday, Easter Monday, Victoria Day, June 24 (only for services provided in the province of Quebec), Canada Day (July 1), provincial Civic Holiday (first Monday in August in Ontario, Saskatchewan, Manitoba, Nunavut, Northwest Territories, Newfoundland and Labrador, Prince Edward Island, Nova Scotia, New Brunswick, Alberta and British Columbia; third Monday in August in Yukon), Labour Day (first Monday in September), Thanksgiving (second Monday in October), Remembrance Day (November 11), Christmas Day (December 25) and Boxing Day (December 26).

The Contractor is therefore not required to perform work on statutory holidays.

A5.4 Urgent job

For the purposes of this contract, an urgent job refers to translation work to be delivered within a few hours the same day or the next morning at the latest.

A6. WORKLOAD MANAGEMENT

The Contractor is required to translate texts with various deadlines based on the rate established in Annex B (Basis of Payment). The Project Authority can at any time ask the Contractor to set aside the request they are currently working on to take on a new request. In such cases, the deadline of the first request will be extended, if necessary, and take into account the Contractor's required production capacity. (see clause A3.2)

For hourly work, Statistics Canada is responsible for estimating the number of hours. If the Contractor believes that they will go over the number of hours estimated by Statistics Canada, they must have a revised estimate of the number of hours **pre-approved** by the Project Authority. Otherwise, the Contractor may only bill the number of hours indicated on the task authorization. The Project Authority reserves the right to take all the necessary measures to determine the accuracy of the number of hours billed.

The Contractor may receive work (one or more documents) to deliver the same day (i.e., between 8:00 a.m. and 5:00 p.m., Eastern standard time or Eastern daylight time).

In the event of a disagreement related to workload management, determining the priority and deadline (date and time) of a task authorization assigned to the Contractor will be at the sole discretion of the Project Authority. Rearranging priorities and deadlines (date and time) will also be at the sole discretion of the senior coordinator.

A7. TEMPORARY INCREASE IN ESTIMATED DAILY PRODUCTION CAPACITY

Subject to an agreement between the Contractor and Statistics Canada, the daily production capacity may be increased by a maximum of 20% over a given period, provided that at the end of the contract, its maximum value has not been exceeded. Such an agreement does not imply an increase in the rates established in the contract.

A8. SPECIFICATIONS AND STANDARDS

A8.1 Receipt and delivery of texts

The Contractor shall, at their own expense, receive and deliver texts on the Internet using the Electronic File Transfer (EFT) Service or any other method specified by Statistics Canada. If the EFT or any other method specified by Statistics Canada is temporarily unavailable due to a software malfunction and/or network outage, the Contractor shall receive and deliver texts by email and/or by courier.

When delivering a text, the Contractor must send an email confirmation and provide the following information: request number, filename, whether there is translator's note, the name of the translator, the final word count and/or number of hours, as well as any other information indicated by Statistics Canada. When necessary, Statistics Canada may ask the Contractor to confirm delivery and provide the required information via other means (e.g., by fax).

If required, Statistics Canada and the Contractor can transmit texts by fax, courier or mail, to their respective addresses, subject to prior verbal or written agreement and, as applicable, in accordance with any security rules imposed by Statistics Canada, regardless of the text and the transmission mode.

Each text sent to the Contractor shall be accompanied by a translation request form and/or a transmission slip, which will be submitted electronically or on paper.

The Contractor must compress files using software compatible with the Windows operating system compression tool or any other tool specified by Statistics Canada.

Statistics Canada uses encryption software to send and receive protected information. Statistics Canada will supply this software to the Contractor at no cost, but the Contractor will be responsible for its installation, which must be done at their own expense. The Contractor must follow the appropriate security procedures in accordance with the security rating of the text to be translated. Any breach of these security procedures will result in the immediate termination of the contract.

Statistics Canada can change the transmission procedures during the contract period. If applicable, the Contractor will be responsible for any new installation, which must be done at their own expense.

A8.2 Acceptance of translations by Statistics Canada

All translations delivered will be subject to inspection by the Project Authority. If the Project Authority deems the delivered translations to be unsatisfactory, they will be rejected and the Project Authority can request that they be corrected before authorizing payment. (see clause A12).

A8.3 Request Refusal

In the event that the Contractor is unable to accept a translation request, the Contractor shall inform the Project Authority or its authorized representative. If the Contractor accepts the translation request and is subsequently unable to meet the deadline, the Contractor must immediately inform the Project Authority or its authorized representative, and together they will find a solution to translate the text and determine a new deadline, if applicable. Damages may apply if the text is delivered late (see "Damages and Interest" below).

In the event that the Contractor is unavailable, due to an absence for example, the Contractor shall inform the Project Authority reasonably in advance so that Statistics Canada can make other arrangements.

A9. WORD COUNT OF SOURCE TEXTS

Statistics Canada will generate an automated word count of source texts and, as a general rule, only this word count may be used to bill the work to the agency. For the purposes of this document, a word is defined as a series of contiguous characters. Numbers appearing in texts are counted as words. Conversion of numbers in tables, if applicable, can justify an hourly rate.

In the event of disagreement, Statistics Canada will redo the word count and reach an agreement with the Contractor on the number of words to be billed. Any change that the Contractor may wish to make shall be discussed in advance with the Project Authority or its authorized representative.

A10. DOCUMENTATION AND TERMINOLOGY

Statistics Canada will give the Contractor access to internal terminology resources, in particular its term bank *term@stat*, as well as supply documentation and the names of resource persons. The Contractor shall submit any information requests to the Translation and Terminology Services administration. These requests could be, for example, to seek clarification on hard-to-understand text or the equivalents of terms or expressions not found in any resource.

A11. REQUIRED SOFTWARE AND LAYOUT

The Contractor shall translate and deliver the texts in the format, style and layout of the source texts, using the software that the client requested for the target texts, usually a specific version of Word, Excel or PowerPoint. If the source text is in HTML or PDF format, the Contractor shall translate the text with a software program chosen in conjunction with Statistics Canada, respecting the original layout as much as possible. Texts may be provided in updatable PDF format.

The Contractor shall also use a virus detection and elimination system. The Contractor agrees not to insert any unauthorized codes into texts, tables, etc., and to take all the necessary measures to deliver the texts on media or by electronic means that are free of viruses.

A12. LANGUAGE QUALITY AND CONSISTENCY OF TERMINOLOGY

The Contractor shall translate the texts and/or edit the pretranslated passages in a style that is consistent, appropriate and suited to the target reader, using consistent, accurate terminology, so as to render the message of the source text precisely. For this purpose, the Contractor shall refer to any internal resources provided by Statistics Canada, including the term bank *term@stat*, the *Statistics Canada Style Guide* or *Guide de rédaction de Statistique Canada*, as applicable, and any reference documents provided with the texts to be translated, as well as the Government of Canada's terminology and linguistic data bank, *TERMIUM Plus®*, the Translation Bureau's (PWGSC) *The Canadian Style* or *Le guide du rédacteur*, and other authoritative works used in the translation and writing industry. **The Contractor is free to use translation tools, but texts that have obviously been translated with machine translation software will fail quality control.**

If the Contractor receives more than one request under the same project, they must have the work done by the same translator, if time allows. If more than one translator must be assigned to translate the requests in the same project due to a short deadline, the Contractor must obtain prior written consent from the Project Authority and ensure that the terminology in the texts is consistent. The same applies to texts that are too long for one person to translate.

A text is deemed unsatisfactory if

- the quality does not meet requirements, i.e., a sample of 400 words includes one (1) major error (mistranslation, gibberish, number error, serious misinterpretation, omission leading to a serious misinterpretation, etc.) OR more than five (5) minor errors caused by a lack of knowledge of the subject or of translation principles, by insufficient terminology research or by inadequate proofreading. Minor errors also include language errors (false friends, usage, grammar/syntax/punctuation/style errors, typos, etc.). Unjustified terminology errors may be deemed to be major in cases where the terminology was contained in an internal resource provided by Statistics Canada.
- the layout does not meet requirements (the translation must have the same layout as the source text and be in the same file format requested by the client [unless otherwise specified]).

A13. LIQUIDATED DAMAGES

Should the Contractor deliver work after the delivery date indicated on the translation request form, or any other negotiated date, the amount payable for this work may be reduced by 2% per day of delay, up to 10%.

Where a text is deemed unsatisfactory, Statistics Canada may exercise its rights, particularly by

- having the Contractor redo the work, if time allows, at no additional cost to Statistics Canada;
- having the work redone by another Contractor, if time allows, at the Contractor's expense; or
- editing or reworking the text and imposing a financial penalty on the Contractor, the amount of which shall be calculated by multiplying the rate of \$75 per hour by the number of hours spent reworking, editing, retranslating or manipulating the text. The said amount must be deducted from the Contractor's next invoice to Statistics Canada.

A14. DISCLOSURE OF INFORMATION

The Contractor must, during and after the contract period, treat as confidential and not disclose any information obtained in the course of the work done under the terms of the contract, unless given written authorization by the Project Authority. The Contractor also agrees not to use or disclose any personal information for any purpose other than completing the work under the contract. Upon the completion or termination of the contract or at such earlier time as Statistics Canada may require, the Contractor shall destroy, under the appropriate security conditions, all personal information, together with every copy, draft, working paper and note that contain such personal information.

A15. WORK AUTHORIZATION

The Contractor shall not accept any direct requests for service from a Statistics Canada branch, division, section or regional office, without the verbal or written consent of the Project Authority or its authorized representative.

A16. LANGUAGE OF WORK

The Contractor can use either of Canada's official languages when communicating with the Project Authority. The translation services will be provided mainly from English into French and from French into English.

A17. STATISTICS CANADA TECHNICAL AUTHORITY

A17.1 The Contractor and its resources must address their requests for terminology to the Technical Authority specified on the task authorization. The Contractor must not, under any circumstances, contact persons other than the Technical Authority identified by the senior coordinator.

Solicitation No. - N° de l'invitation
45045-150044/A
Client Ref. No. - N° de réf. du client
00000-7409

Amd. No. - N° de la modif.
File No. - N° du dossier
519zf.45045-150044

Buyer ID - Id de l'acheteur
519
CCC No./N° CCC - FMS No./N° VME

A17.2 The Contractor and its resources should address only short requests to the Technical Authority, such as seeking clarification on hard-to-understand text or the equivalents of terms or expressions not found in any resource.

A18. CONTRACTOR'S LIAISON OFFICER

The Contractor must designate a liaison officer, who will be responsible for communications relating to the work and for managing all translation requests sent by the Technical Authority. The liaison officer must also deliver the texts by the deadlines indicated, ensuring that they are in the required format, and transmit requests for information for a given document to the Technical Authority.

A19. TRANSMISSION OF TEXTS

Texts will be transmitted between Statistics Canada and the Contractor through the Electronic File Transfer (EFT) Service (<http://www.statcan.gc.ca/ec-ce/eft-tef>) or any other method specified by Statistics Canada. If the EFT or any other method specified by Statistics Canada is temporarily unavailable due to a software malfunction and/or network outage, the Contractor shall receive and deliver texts by email (from/to the address translation/traduction@canada.ca) and/or by courier.

In the event that the Contractor must receive and deliver texts by courier, the delivery addresses will be indicated on the task authorization that the Contractor will receive to carry out the work.

ANNEX B, 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.

1. Firm All-inclusive Rate

The Contractor will be paid a firm all-inclusive rates, per word and/or per hour, for the requested translation services, based on the firm all-inclusive rates indicated in the table below, during the periods indicated in this Contract.

- The firm all-inclusive rates indicated below must include all charges related to the Work described in Appendix A, Statement of Work.
- These charges include (but are not limited to) words processing, reports, photocopying, courier services, software costs, telephone calls, receipt and transmission or delivery of documents, and all related expenditures, GST excluded.
- All expected outcomes are FOB consignee, Canadian customs duties included, where applicable.
- For billing purposes, the firm all-inclusive rates that must be used are those in effect on the delivery date indicated on the translation service request.
- Billing will be based on the word count of the source document.
- The firm all-inclusive rates indicated in the table below, for optional years, will apply only if Canada exercises the option to extend the Contract.

Firm All-inclusive Rate for Class A*

Period	Category of service	Estimated volume	Rate
Initial period	Translation, business days	1,500,000 words	\$ (firm per-word rate)
	Hourly work, business days	50 hours	\$ (firm hourly rate)
1 st option period	Translation, business days	1,500,000 words	\$ (firm per-word rate)
	Hourly work, business days	50 hours	\$ (firm hourly rate)
2 nd option period	Translation, business days	1,500,000 words	\$ (firm per-word rate)
	Hourly work, business days	50 hours	\$ (firm hourly rate)
3 rd option period	Translation, business days	1,500,000 words	\$ (firm per-word rate)

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	Hourly work, business days	50 hours	\$ (firm hourly rate)
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Firm All-inclusive Rate for Class B*

Period	Category of service	Estimated volume	Rate
Initial period	Translation, business days	375,000 words	\$ (firm per-word rate)
	Hourly work, business days	20 hours	\$ (firm hourly rate)
1 st option period	Translation, business days	375,000 words	\$ (firm per-word rate)
	Hourly work, business days	20 hours	\$ (firm hourly rate)
2 nd option period	Translation, business days	375,000 words	\$ (firm per-word rate)
	Hourly work, business days	20 hours	\$ (firm hourly rate)
3 rd option period	Translation, business days	375,000 words	\$ (firm per-word rate)
	Hourly work, business days	20 hours	\$ (firm hourly rate)

Firm All-inclusive Rate for Class C*

Period	Category of service	Estimated volume	Rate
Initial period	Translation, business days	250,000 words	\$ (firm per-word rate)
	Hourly work, business days	20 hours	\$ (firm hourly rate)
1 st option period	Translation, business days	250,000 words	\$ (firm per-word rate)
	Hourly work, business days	20 hours	\$ (firm hourly rate)

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2 nd option period	Translation, business days	250,000 words	\$ (firm per-word rate)
	Hourly work, business days	20 hours	\$ (firm hourly rate)
3 rd option period	Translation, business days	250,000 words	\$ (firm per-word rate)
	Hourly work, business days	20 hours	\$ (firm hourly rate)



For classes A, B and C: *If the translation request includes pretranslated text to be edited, the rate for editing such text will be 65% of the firm per-word rate (regardless of the degree of similarity of the matches).

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ANNEX C, SECURITY REQUIREMENTS CHECK LIST

 Government of Canada / Gouvernement du Canada		 10 2016		Contract Number / Numéro du contrat 45045-150044	
				Security Classification / Classification de sécurité UNCLASSIFIED	
SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)					
PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE					
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine			2. Branch or Directorate / Direction générale ou Direction Communications		
3. a) Subcontract Number / Numéro du contrat de sous-traitance			3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant		
4. Brief Description of Work / Brève description du travail Translation services from English to French and from French to English, with various translation capacity.					
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui					
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui					
6. Indicate the type of access required / Indiquer le type d'accès requis					
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui					
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui					
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui					
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès					
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion					
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information					
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>				TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET- SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |
- Special comments:
Commentaires spéciaux: _____
- NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.
10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non Oui

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

- INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☐ No ☒ Yes
Non Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui
- PRODUCTION**
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui
- INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☐ No ☒ Yes
Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO					COMSEC				
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production		✓														
IT Media / Support TI IT Link / Lien Electronique		✓														

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? ☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? ☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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ANNEX D, TASK AUTHORIZATION FORM

Communications Division/ Division des communications		Statistics Canada/Statistique Canada				
Translation/Traduction		Word count / Nombre de mots				
Translation and Terminology Services/ Services de traduction et de terminologie		Files/ Fichiers	Normal	Rates/Tarifs Hourly/ Horaire	LogiTrans	Total
E-mail/Courriel translation/traduction@statcan.gc.ca fe-translationold@statcan.gc.ca traduction@statcan.gc.ca		A				
Tel./Tél. 613-951-5737		B				
EFT/STEF www.statcan.gc.ca/ec-ce/eft-tef		C				
Fax/Télécopieur 613-951-2072		D				
Translator/Traducteur		G				
Request No. / No de la demande		H				
Division		I				
FRC/ORF		J				
Project/Projet		K				
Title of document / Titre du document		L				
Bilingual reference documents included / Documents de référence bilingues inclus		M				
Planned/Planifiée		N				
Security/Sécurité		O				
Originator or Author / Demandeur ou auteur		P				
Notes and instructions/Notes et instructions		Q				
Fax transmittal / Transmission par télécopieur		R				
Filename / Nom du fichier :		S				
Translator's note / Note du traducteur : <input type="checkbox"/> yes/oui <input type="checkbox"/> no/non		T				
Translator's name / Nom du traducteur :		U				
Final word count (translation) / Nombre de mots définitif (traduction) :		V				
Number of hours (revision) / Nombre d'heures (révision) :		W				
		X				
		Y				
		Z				
		AA				
		AB				
		AC				
		AD				
		AG				
		AH				
		AI				
		AJ				
		AK				
		AL				
		AM				
		AN				
		AO				
		AP				
		AQ				
		AR				
		AS				
		AT				
		AU				
		AV				
		AW				
		AX				
		AY				
		AZ				
		TOTAL				