



**REQUEST FOR PROPOSALS (RFP)  
RFP # S17-15989**

**FOR**

**Social Sciences and Humanities Research Council of Canada  
(SSHRC)**

**English Editing and Proofreading and Translation Services for  
the Canada Research Chairs' Profiles**

**You are invited to submit a proposal to the location specified below for the services  
detailed herein as follows:**

<b>Proposal Closing Date and Time:</b>	<b>Monday August 29, 2016 at 2:00PM</b>
<b>Submit Proposals to:</b>	Theresa Degn Social Sciences and Humanities Research Council of Canada Mailroom, 16 <sup>th</sup> Floor, 350 Albert Street, Ottawa, ON K1A 1H5
<b>Submit questions related to this RFP to:</b>	Tenders@nserc-crsng.gc.ca

**To be considered, proposals must be received by the Closing Date and Time.**



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement associated with this Request for Proposals (RFP).

### **1.2 Statement of Work**

Any contract resulting from this RFP must be performed in accordance with the Statement of Work (SOW) in Annex A.

### **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>) 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** (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **2.2 Submission of Bids**

Bids must be submitted only to SSHRC by the date and time specified in the covering e-mail.

**Due to the nature of the bid solicitation, bids transmitted by facsimile 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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the 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 FPSs in receipt of a pension, as applicable:

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

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

#### ***Work Force 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;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

#### **2.4 Enquiries - Bid Solicitation**

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

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

#### **2.5 Applicable Laws**

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



**Attachment 1 to Part 2  
Bidder Information and Authorization**

Bidder's Legal Name and Address:

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Legal Status (incorporated, registered, etc.):

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GST/HST Registration Number and/or Business Identification Number (Canada Revenue Agency):

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Name and Title of Person authorized to sign on behalf of Bidder:

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Central Point of Contact

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

Name and Title: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Each proposal must include a copy of this page properly completed and signed. The Bidder's signature indicates offer and acceptance of the terms and conditions set out herein.**



## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

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

- Section I: Technical Bid (4 hard copies and 1 soft copy on USB)
- Section II: Financial Bid (one hard copy)
- Section III: Certifications (one hard copy)

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (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-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

**Bids are to be delivered to The Social Sciences and Humanities Research Council mail room, 16<sup>th</sup> Floor, 350 Albert, Ottawa, ON K1A 0H5 Attn: Theresa Degn Solicitation #S17-15989 by the time and date specified in the covering e-mail.**

#### **Section I: Technical Bid**

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

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.





## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Attachment 1 to Part 4 Mandatory Technical Criteria and Point Rated Criteria

##### **4.1.1.2 Point Rated Technical Criteria**

Attachment 1 to Part 4 Mandatory Technical Criteria and Point Rated Criteria

### **4.2 Basis of Selection – Highest Combined Rating of Technical Merit and Price**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory technical evaluation criteria;
  - c. and obtain the required minimum of 84 points (70%) overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 120 points
2. Bids not meeting (a) (b) and (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted.



The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

<b>Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)</b>				
		<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	<b>Pricing Score</b>	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30.00$
<b>Combined Rating</b>		84.18	73.15	77.70
<b>Overall Rating</b>		1st	3rd	2nd



**ATTACHMENT 1 TO PART 4  
Mandatory Technical Criteria and Point Rated Criteria**

**Mandatory Technical Evaluation Criteria (M1-M5)**

The bid must meet the mandatory technical criteria specified below. The Bidder **MUST** provide the necessary documentation to support compliance with the requirements. Bids which fail to meet the mandatory technical criterion will be declared non-responsive and given no further consideration. Each Mandatory Technical Criterion should be addressed separately.

ID#	Mandatory Criteria	Submission Requirements	Met/Not Met
<b>M1</b>	The bidder's technical proposal must include curriculum vitae for each of the proposed resources, demonstrating a minimum of 3 years of experience writing and editing for a wide variety of audiences, including academics, the not-for-profit and/or private sector, and the general public.	The bidder must provide a summary of each proposed resource's experience in writing and editing, including the nature of the work and audiences for which the work was intended. The bidder must provide sufficient detail to substantiate the information contained in the bidder's proposal regarding each proposed resource. Failure to provide sufficient detail will result in said resource being given no further consideration.	
<b>M2</b>	Each proposed editor/proofreader must demonstrate both attention to quality and the ability to meet deadlines.	The bidder must provide one letter of reference from a client for each proposed resource that confirms the resource has these required abilities. If one client cannot confirm both abilities for one resource, the bidder may submit a second referral to ensure both abilities are verified for each proposed resource.  The letter of reference must be on the client's letterhead and be signed by the person giving the referral. The bidder cannot be the reference for its proposed resource.  Failure to provide confirmation of both abilities for a specific resource will result in that resource being given no further consideration.	



ID#	Mandatory Criteria	Submission Requirements	Met/Not Met
M3	<p>The bidder must have experience managing relationships with senior stakeholders.</p>	<p>The bidder must provide a letter of reference from a client organization for which the bidder is, or has been in the 2 years previous to the date of issue of this RFP, responsible for the management of one or more projects that require the bidder to interact directly with senior stakeholders.</p> <p>The letter of reference must be on the client letterhead and signed by the person giving the referral. The person giving the referral must hold a senior position (director or higher) within the client organization.</p>	
M4	<p>The bidder must have a permanent place of business, with a postal and physical address for mail and courier deliveries.</p>	<p>The bidder must provide its physical address for mailing and courier deliveries.</p>	
M5	<p>The text included herein as Appendix A to Attachment 1 to Part 4 must be edited by each resource proposed under M1 and be included with the technical proposal.</p> <p><b>Note to bidder</b> <i>The edited document provided will be further evaluated under rated criterion R1.</i></p>	<p>In order to demonstrate that the text has been edited by the proposed resource, the bidder must provide a copy of the edited document, signed and dated by the proposed resource, to certify that the editing was solely the product of his/her efforts.</p> <p>Failure to provide a signed edited document for a proposed resource will result in that resource being given no further consideration.</p>	



**Rated Technical Evaluation Criteria (R1-R3)**

Bids which meet all the mandatory requirements will be evaluated and scored as specified in the tables inserted below. Proposals **must** achieve an overall score of at least 70% of the Rated Requirements to be assessed as responsive under the Rated Requirements Section; proposals not meeting the minimum overall percentage will be deemed non-responsive and given no further consideration.

Details should be provided regarding the qualifications, relevant experience and expertise of the bidder and the proposed resource. Failure to provide sufficient information may result in 0 points being awarded for a criterion.

ID#	Rated Criteria	Submission Requirements	Scoring Methodology
R1	<p>The document edited (Appendix A to Attachment 1 to Part 4) by each proposed resource in response to mandatory criterion M5 will be evaluated against the following criteria:</p> <ul style="list-style-type: none"> <li>a) Organization and structure of content and text;</li> <li>b) Clarity (clarity of meaning, elimination of jargon, etc.);</li> <li>c) Style, tone and language (appropriateness, consistency, plain language, etc.);</li> <li>d) Grammar;</li> <li>e) Spelling and adherence to style rules;</li> <li>f) Typography and punctuation; and</li> <li>g) Accuracy (of content, technical terminology, etc.)</li> </ul>	Nothing Additional	<p><b>Maximum 100 points</b></p> <p>The maximum points available for each criterion are as follows:  Criteria a), b), and c): 25 points  Criterion d): 10 points  Criteria e), f) and g): 5 points</p> <p>For each error identified by evaluators the following deductions will be made from the maximum points available:</p> <p>Criteria a), b) and c): 5 points per error to a maximum of 25 points each  Criterion d): 2 points per error to a maximum of 10 points  Criteria e), f) and g): 1 point per error to a maximum of 5 points each</p> <p>Each English editorial resource proposed by the bidder must obtain a score of at least 75 %.</p> <p>Any proposed resource not meeting the minimum passing score will be given no further consideration.</p> <p>When bidders propose more than one English editorial resource, the total points awarded to each qualified resource (i.e., resources who have received the minimum passing score of 75%) will be added together and divided by the number of qualified resources proposed, to arrive at an average overall score for technical evaluation purposes.</p>



ID#	Rated Criteria	Submission Requirements	Scoring Methodology
R2	<p>The bidder should have experience overseeing the production process for communications materials from concept to final delivery for a minimum of 2 projects within the 5 years previous to the date of issue of this RFP.</p>	<p>For each project cited, the bidder should provide the following information:</p> <ul style="list-style-type: none"> <li>• the organization for which the work was performed;</li> <li>• a brief description of the project;</li> <li>• the start date and end date of the project;</li> <li>• the role and responsibilities of the proposed resource; and</li> <li>• client contact information (including name, current title, telephone number and email address) of a person within the client organization who can verify the information provided.</li> </ul>	<p><b>Maximum 10 Points</b> Points will be allocated as follows:</p> <p><b>(i) Meets the Requirement</b> The bidder has demonstrated experience overseeing the production process for communications materials from concept to final delivery for 2 projects within the 5 years previous to the date of issue of the RFP. <b>(10 Points)</b></p> <p><b>(ii) Partially Meets the Requirement</b> The bidder has demonstrated experience overseeing the production process for communications materials from concept to final delivery for 1 project within the 5 years previous to the date of issue of the RFP. <b>(5 Points)</b></p> <p><b>(iii) Fails to Meet the Requirement</b> The bidder has not demonstrated experience overseeing the production process for communications materials from concept to final delivery within the 5 years previous to the date of issue of the RFP. <b>(0 Points)</b></p>



ID#	Rated Criteria	Submission Requirements	Scoring Methodology
R3	<p>Each proposed English editorial resource must have experience in writing, editing and proofreading a variety of communications materials in a clear, well-organized and concise fashion, for dissemination in print and electronic media.</p>	<p>For each proposed resource the bidder should provide a summary of the proposed resource's experience in writing, editing and proofreading communications materials for dissemination in print and electronic media.</p> <p>The information provided must be verifiable in the proposed resource's CV provided in response to mandatory criterion M1.</p> <p>For each proposed resource the bidder should provide 2 examples of materials produced by the proposed resource for print and/or electronic media dissemination.</p>	<p><b>Maximum 10 Points</b></p> <p>Points will be awarded as follows for each proposed resource. When the bidder proposes more than one English editorial resource, the total points awarded to each resource will be added together and divided by the number of resources proposed, to arrive at an average overall score for technical evaluation purposes:</p> <p><b>(i) Meets the Requirement</b> The bidder has demonstrated that the proposed resource has experience writing, editing and proofreading a variety of communications materials in a clear, well-organized and concise fashion for dissemination in print and electronic media. <b>(10 Points)</b></p> <p><b>(ii) Partially Meets the Requirement</b> The bidder has partially demonstrated that the proposed resource has experience writing, editing and proofreading a variety of communications materials in a clear, well-organized and concise fashion for dissemination in print and electronic media. <b>(5 Points)</b></p> <p><b>(iii) Fails to Meet the Requirement</b> The bidder has not demonstrated that the proposed resource has experience writing, editing and proofreading a variety of communications materials in a clear, well-organized and concise fashion for dissemination in print and electronic media. <b>(0 Points)</b></p>



## Appendix A to Attachment 1 to Part 4

### Text to be edited by Proposed Resource

Below you will find an English profile to be posted on the Canada Research Chairs website. Please revise the profile using a combination of copy, stylistic and substantive editing as needed in order to ensure adherence to plain language and web text rules, as well as to SSHRC (Canadian Press) style. The profile should be presented in a readable, proper news article structure, ending with a focus on impact. Where indicated, please also provide a reader-friendly, engaging profile title that describes the essence of the research.

## Neal Scott

Canada Research Chair in Canada Research Chair in Greenhouse Gas Dynamics and  
Ecosystem Management

Tier 1 - 2002-10-01

University of British Columbia

Natural Sciences and Engineering

418-555-5555 ext 2738

[scott@university.ca](mailto:scott@university.ca)

**Web site:** [http://www.scott\\_research.ca/](http://www.scott_research.ca/)

### RESEARCH INVOLVES

Quantifying how land-use change influences carbon and nitrogen cycling processes as well as emissions of greenhouse gasses in northern ecosystems.

### RESEARCH RELEVANCE

This research is improving the way people manage the Earth's ecosystems, both regionally and nationally, so they can continue to provide key services to society.

**PROVIDE TITLE HERE:** We rely on land based ecosystems for food, recreation, clean air, and clean water. And as our population increases, so do the stresses on these ecosystems. If the stresses become too onerous, Canada's ecosystems may lose their ability to provide their critical services, with far-reaching economic and environmental consequences.

Canada Research Chair in Greenhouse Gas and Ecosystem Management Dr Neal Scott studies how human activities affect the integrity of earth's ecosystems. He's interested in how carbon and nitrogen flow within ecosystems and between land and the atmosphere and he wants to understand how land-use change and human additions of nitrogen affects the flow.

His research is helping to identify the critical thresholds human activity beyond which ecosystems collapse. Scott is keen to see his research used to address key environmental problems.

In the past, he contributed to the development of methods to quantify land-use change effects on national greenhouse gas emissions in New Zealand, with a special focus on understanding what controls the storage of carbon in the Earth's eco-systems.

Scott's research is helping us understand how ecosystems respond to rising pressures, and how they can be managed wisely for all our futures.

His current research is helping us understand how the management of our ecosystems can help mitigate future greenhouse gas emissions. We did, after all, ratify the Kyoto Protocol and have responsibilities to live up to. Human populations are likely to continue increasing, bringing new pressures to the Earth's ecosystems.





## Attachment 2 to Part 4

### Financial Evaluation Criteria

#### 1.0 General Information

- 1.1 The bidder must submit prices by completing Tables A, B, C and D of Appendix A to Attachment 1 to Part 4 – Pricing Schedule:
  - a) Table A – Administration Fee
  - b) Table B – New Profiles
  - c) Table C – Revised/Updated Profiles
  - d) Table D – Summary of Proposal Price
- 1.2 Pricing Tables A, B and C must include all direct and indirect costs to provide the services outlined in the Statement of Work.
- 1.3 All prices indicated in the Pricing Schedule must be in Canadian Dollars; include amounts representing Canadian custom duties and excise taxes, where applicable; and exclude the Goods and Services Tax (GST) and Harmonized Sales Tax (HST).
- 1.4 The firm unit prices specified are inclusive of overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing, and other operating costs.
- 1.5 The estimated utilization indicated in tables A, B and C are estimates only to be used for evaluation purposes and must not be construed by the bidder to be any guarantee of work should the bidder receive a contract as a result of this RFP.

#### 2.0 Table A – Administration Fee

- 2.1 The bidder must provide a firm all-inclusive monthly rate for all administrative tasks set out in Article 6.3 and Article 11 of the SOW, Annex A to Part 6 of this RFP, by completing and submitting Table A.
- 2.2 For the purpose of the financial evaluation of proposals of those bidders with proposals considered responsive in accordance with the requirements specified in Part 4 of the RFP, the total estimated cost calculated by completing Table A will be carried over to Table D – Summary of Proposal Price.

#### 3.0 Table B – New Profiles

- 3.1 The bidder must provide a firm all-inclusive unit price to provide final edited and proofread products for new profiles, developed to the standards outlined in the SOW, in both official languages by prescribed deadlines, by completing and submitting Table B.
- 3.2 For the purpose of the financial evaluation of proposals of those bidders with proposals considered responsive in accordance with the requirements specified in Part 4 of the RFP, the total estimated cost calculated by completing Table B will be carried over to Table D – Summary of Proposal Price.



#### **4.0 Table C – Revised/Updated Profiles**

- 4.1 The bidder must provide a firm all-inclusive unit price to provide final edited and proofread products for revised or updated profiles, developed to the standards outlined in the SOW, in both official languages by prescribed deadlines, by completing and submitting Table C.
- 4.2 For the purpose of the financial evaluation of proposals of those bidders with proposals considered responsive in accordance with the requirements specified in Part 4 of the RFP, the total estimated cost calculated by completing Table C will be carried over to Table D – Summary of Proposal Price.

#### **5.0 Table D – Summary of Proposed Price**

- 5.1 The amounts carried over to Table D will be used to calculate the “Proposal Price” for the purposes of determining the highest ranked proposal in accordance with the Basis of Selection set out in Subsection 2 of Part 4 of the RFP.



**Appendix A to Attachment 2 to Part 4**

**PRICING SCHEDULE**

**Table A – Administration Fee**

<b>Requirement</b>	<b>Firm Monthly Rate</b>	<b>Estimated Utilization</b>	<b>Total Estimated Cost</b>
For all administrative tasks set out in Articles 6.3 and 11 of the SOW	\$ _____	<u>12 months</u>	\$ _____

**Table B – New Profiles**

<b>Requirement</b>	<b>Firm Unit Price</b>	<b>Estimated Utilization</b>	<b>Total Estimated Cost</b>
For final edited and proofread products for new profiles, developed to the standards outlined in the SOW, in both official languages by prescribed deadlines	\$ _____	200 profiles	\$ _____

**Table C – Revised/Updated Profiles**

<b>Requirement</b>	<b>Firm Unit Price</b>	<b>Estimated Utilization</b>	<b>Total Estimated Cost</b>
For final edited and proofread products for revised or updated profiles, developed to the standards outlined in the SOW, in both official languages by prescribed deadlines	\$ _____	75 Profiles	\$ _____

**Table D – Summary of Proposed Price**

<b>Table</b>	<b>Total</b>
<b>A – Administration Fee</b>	\$ _____
<b>B – New Profiles</b>	\$ _____
<b>C – Revised/Updated Profiles</b>	\$ _____
<b>Proposal Price</b>	\$ _____



## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated 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 in carrying out any of its obligations under the Contract, 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 may 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 Integrity Provisions - Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

#### 5.1.2 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_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

### 5.2 Additional Certifications Required Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

#### 5.2.1 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. Failure to comply with the request may result in the bid being declared non-responsive.

### **5.2.2 Education and Experience**

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



## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement associated with this contract.

### 2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and their proposal dated \_\_\_\_\_.

### 3. 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.

#### 3.1 General Conditions

2010B (2016-04-04), General Conditions – Professional Services (Medium Complexity), apply to and form part of the Contract.

### 4. Term of Contract

#### 4.1 Period of the Contract

The period of the Contract is from date of Contract award for a period of one (1) year. *(date to be inserted at contract award)*

#### 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 two (2) additional one-year periods under the same terms and 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 10 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.

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Theressa Degn  
A/Senior Contracting Advisor  
Social Sciences and Humanities Research Council of Canada (SSHRC)  
350 Albert Street, Ottawa, ON K1P 6G4  
Telephone: 613-992-4518  
E-mail: [theressa.degn@sshrc-crsh.gc.ca](mailto:theressa.degn@sshrc-crsh.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.

## 5.2 Project Authority

The Project Authority for the Contract is:

### TBA at contract award

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

## 5.3 Contractor's Representative

The Contractor's Representative is:

### TBA at contract award

## 6. Proactive Disclosure of Contracts with Former Public Servants

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

## 7. Payment

### 7.1 Basis of Payment

#### 1. Initial Contract Period (Date of Contract Award to one year thereafter).

The Contractor will be paid for the actual number of months during which administration tasks were satisfactorily completed and the actual number of new or revised/updated profiles completed and accepted in accordance with the Basis of Payment - Pricing Schedule attached as Annex B.

#### 2. Option Periods

**For Option Period 1 and 2**, the firm monthly rate and firm unit prices set out in Annex B, in effect at the time of the option being exercised will be adjusted, as of April 1st of each relevant year, based on the percentage increase (or decrease) of the average of the monthly Consumer Price Index (CPI) for Canada, All-Items (Not Seasonally Adjusted), published in Statistics Canada Catalogue no.62-001-x, Table .The applicable rate increase can be found at: <http://www.statcan.gc.ca/tables-tableaux/sum-som/l01/cst01/cpis01a-eng.htm>.



The revised rates will be incorporated into the Contract through an amendment issued by the Contracting Authority.

The Contractor must advise the Contracting Authority by e-mail of the applicable annual inflation adjustment factor and the proposed updated prices and rates no later than 30 calendar days prior to the April 1<sup>st</sup> adjustment date. The Contracting Authority will verify the information provided, and if correct, will provide the Contractor with an update to Annex B incorporating the new rates. If the inflation factor and or prices and rates are incorrect, the Contracting Authority will advise the Contractor and request corrections.

Any delays as a result of the Contractor not providing the requested information by the specified deadline or due to errors in the calculations may in turn cause delays in providing the Contract amendment prior to the start of the option period adjustment date. The effective date of the revised prices and rates will be the option period exercise due date, or the issue date of the contract amendment whichever is later. Where the Contractor has met its obligations with respect to this clause, and there is a delay in issuing the Contract amendment, the effective date of the revised prices and rates will be the option period exercise due date.

## 7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed **\$amount to be inserted at contract award**; Customs duties are included where applicable and applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

## 7.3 Method of Payment

### Monthly Payment

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

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





## 8. Invoicing Instructions

Payment will only be made upon submission of an invoice to the satisfaction and acceptance of the Project Authority specified herein.

Invoices must be submitted on the Contractor's own invoice form and must be prepared to show:

- Company name, address, etc.;
- Business Number (For Incorporated Contractors);
- GST Number or HST Number
- Social Insurance Number (For Unincorporated/Individual Contractors);
- Destination (Client's address);
- Date;
- Contract No;
- Period in which services were rendered;
- The Profile Identification Numbers for completed profiles;
- The following certification signed by the Contractor or an authorized officer:

*o "I certify that / have examined the information provided above, including the legal name, address, and Canada Revenue Agency identifier, and that it is correct and complete, and fully discloses the identification of this Contractor."*

The Contractor will forward the invoice to the following address:

**Accounts Payable  
SSHRC  
350 Albert, 18th floor  
Ottawa, Ontario  
K1A 1H5**

### **Direct Deposit Initiatives**

Effective January 1<sup>st</sup>, 2015, all cheques issued by the Government of Canada will be printed using a different format that will not allow for stub details.

This initiative is in line with the Government of Canada's efforts to increase the use of direct deposit by phasing out federal government cheques. Starting April 1<sup>st</sup>, 2016, all cheques will be eliminated.

Currently, for each direct deposit payment, an email is automatically sent to the beneficiary indicating the payment details (invoice number, account/customer number etc). Stub details will no longer be provided, due to the elimination of the stub. To register to the direct deposit option, contact the contracting authority named herein.



## 9. Certifications

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated 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 associated 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.

### **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.

## 10. Applicable Laws

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

## 11. Dispute Resolution

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

## 12. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the Department of Public Works and Government Services Act will review a complaint filed by the Contractor respecting administration of this contract if the requirements of Subsection 22.2(1) of the Department of Public Works and Government Services Act and Sections 15 and 16 of the Procurement Ombudsman Regulations have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).



### 13. Priority of Documents

If there is a discrepancy between the wordings 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 2010B (2016-04-04), Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment; and
- (e) the Contractor's bid dated \_\_\_\_\_



## ANNEX "A" STATEMENT OF WORK

### Title

Editing, administration services, proofreading (English), and translation services for the Canada Research Chairs profiles

### 1. Background

The Social Sciences and Humanities Research Council (SSHRC) is the federal agency that promotes and supports postsecondary research and training in the humanities and social sciences. Through its programs and policies, SSHRC enables the highest levels of research excellence in Canada, and facilitates knowledge-sharing and collaboration across research disciplines, universities and all sectors of society. Created by an act of Canada's Parliament in 1977, SSHRC is governed by a council that reports to Parliament through the Minister of Industry.

SSHRC's Communications Division publishes various texts, including reports, advertising material, letters, speeches, press releases, research stories, researcher profiles, job descriptions and documentation on programs. Approximately 85% of the texts published by SSHRC's Communications Division are written in English and translated into French. The other 15% of the texts is written in French and translated into English. The Division has editors on staff, but given the amount of work it receives, it must also enter into agreements with external editors.

### 2. Requirements

The Social Sciences and Humanities Research Council (SSHRC) is seeking to establish a contract for the editing, proofreading, translation, quality assurance and delivery of Canada Research Chairs (CRC) profiles as and when required.

This includes: delivery of edited, plain language profiles in English for use on the CRC website and possibly in other materials and events. All profiles must be edited in a plain language style and in language appropriate to engage a broad audience, including media and the general public. The Contractor will also be responsible for the maintenance and administration of records related to the project.

SSHRC requires Contractors that provide the flexibility and ability required to deliver these services within tight deadlines, on an "as and when requested" basis.

### 3. Key Definitions

#### 3.1 Editing

Editing is the revising of existing text. Editing required for the profiles includes:

- **substantive and structural editing**, clarifying and/or reorganizing text for content and structure;
- **fact-checking**, especially of organization, document and position titles, and ensuring content is logically presented and accurate;
- **stylistic editing**, clarifying meaning, ensuring content is appropriate and professional, editing for plain language (including eliminating jargon and ensuring the research is explained in a way that is easily understandable to the majority of Canadians), smoothing language and other non-mechanical, line-by-line editing;
- **text enhancement**; and



- **copy editing**, editing for grammar, spelling, punctuation and other mechanics of style; checking for consistency of mechanics and internal consistency of facts; marking heading levels; providing or changing citation systems; etc.

### **3.2 Proofreading**

Proofreading is the final read-over of laid-out text before it is printed or posted electronically. Proofreading required for the profiles includes ensuring that all elements (including spelling, capitalization, punctuation, grammar and style) adhere to the standards set out in the Statement of Work and SSHRC's editorial style guides; checking layout (paragraph and line breaks, spacing, etc).

### **3.3 Minor errors**

Minor errors are errors in grammar, style, punctuation, spelling and/or minor omissions.

### **3.4 Major errors**

Major errors include but are not limited to: factual errors introduced by the Contractor; critical omissions; use of non-plain language; errors in formatting such that the template has not been followed and/or that the message is unclear.

### **3.5 Regular Business Hours**

Regular business hours are from 8 a.m. to 5 p.m. eastern, Monday through Friday, except for federal statutory holidays.

### **3.6 Urgent Work**

Urgent work refers to work that must be done over one or more days of rest, during a statutory holiday or outside of regular business hours, or work that has to be turned around in less than 24 hours.

### **3.7 Statutory Holiday**

Statutory holiday refers to the following federally recognized days: January 1, Good Friday, Easter Monday, Victoria Day, July 1, civic holiday (first Monday in August), Labour Day (first Monday in September), Thanksgiving (second Monday of October), Remembrance Day (November 11) and December 25 and 26 (in cases where any of those days falls on a day of rest, the statutory holiday is carried over to the next working day).

### **3.8 Days of Rest**

Days of rest refers to Saturday and Sunday.

## **4. Specific Requirements**

The Contractor must:

1. adhere to the spelling, typographical and linguistic conventions adopted by SSHRC, and have the capacity to develop text that contains no spelling, grammar or typographical errors;
2. have the capacity to produce thorough editing of the structure, organization, content, clarity, meaning and style of a text;



3. have the capacity to edit a text, checking for clarity, style, language, tone, punctuation, grammar, consistency, meaning, capitalization, italics, etc.;
4. have the capacity to adhere to SSHRC's style references;
5. ensure that all resources deployed in the provision of services are properly trained and qualified to fulfill their responsibilities;
6. comply with the deadlines set by SSHRC;
7. advise the Project Authority promptly when a deadline date and time for project completion cannot be met;
8. receive written approval of the Project Authority before extending a deadline. When the Project Authority determines that a deadline cannot be extended and the Contractor is unable to meet it, the Project Authority reserves the right to transfer the work to a different Contractor;
9. use virus detection and elimination systems. The Contractor is responsible for delivering texts using virus-free electronic media or methods;
10. deliver texts electronically, without errors, in the format specified by the Project Authority, and where the format is not specified, in the format in which the documents are submitted for editing and proofreading. Electronic formats used are 2010 Microsoft Office Suite programs;
11. assume responsibility for all equipment, hardware, supplies, services, software and any work tools and instruments necessary to perform the work, at no additional costs to Canada;
12. have a facsimile machine and Internet access for receiving and sending texts;
13. be responsible for acquiring all new and/or upgrade versions of software required to do the work at no additional cost to SSHRC;
14. if required, pick up and deliver the work at the SSHRC location, in Ottawa, at the Contractor's expense; and
15. if required, deliver work after regular business hours, on a day of rest or on a statutory holiday if written notice in this regard is sent by email or fax to the Contractor on the previous working day. The Contractor will be provided with delivery instructions specifying when and to which location the work is to be delivered.

## 5. Scope

The edited and proofread profiles need to be produced and delivered in both official languages on an as-needed basis, and especially in alignment with the semi-annual CRC announcements.

**Note: Editing and proofreading will be of English documents only. The contractor will be responsible to have these documents translated prior to delivering to SSHRC.**

Some already existing profiles will need to be updated.

Original drafts of approximately 250-300 words each, in English, will be provided to the contractor. These original drafts are written by different individuals, and the subject matters and styles vary greatly, from very complex or technical to easily understandable and in plain language. Therefore, it is important that the contractor create and ensure consistency of style and



tone, and produce final profiles across the subject matters that are clear, accessible and accurate.

The final profile length must be no more than 250 words in English, with French versions being up to 20 per cent longer (300 words).

The contractor is also responsible for editing all other content in the profile template fields, including, but not limited to, the “research relevance” and “research involves” fields.

## **6. Tasks**

### **6.1 New Profiles**

All of the profiles will be received in English, and the following process applies:

1. Review, assess, research, edit (in plain language), and occasionally rewrite profile drafts, based on the Chairs style for profiles (to be provided by SSHRC).
2. Proofread the resulting version to ensure it is error-free and adheres to all designated style guides.
3. Submit to SSHRC for approval if so requested.
4. Submit to approving authority (i.e. the researcher or university contact) for approval and, if necessary, provision of any missing information or clarification of any jargon or complex concepts.
5. Make revisions based on feedback from the approving authority and any feedback from SSHRC.
6. Translate into French.
7. Proofread the translated version to ensure it is error-free and accurately reflects the content in the source-language document.
8. Submit to the approving authority, in cases where the approving authority has requested review of second-language version. Submit to SSHRC for approval if so requested.
9. Make revisions based on any SSHRC and/or approving authority feedback received.
10. Submit final versions in both languages to SSHRC for posting.

### **6.2 Updating Profiles**

At the request of the contracting authority, existing profiles will need to be updated occasionally. The changes will vary from minor to significant. The contractor will be sent the profile updates and will follow the same developmental process for the profiles as listed for New Profiles above.

### **6.3 Administration**

1. The Contractor will produce the products in the Word document format provided by SSHRC.
2. The Contractor will maintain and keep up to date the project tracking sheet and deliver it to the Project Authority every two weeks.
3. The Contractor will carry out the work at the contractor's facilities.



4. The Contractor agrees to communicate about the project as needed with SSHRC (phone, email, occasionally in person).
5. The Contractor will maintain and update a detailed project-tracking sheet (SSHRC will provide) to administer the project and allow for regular and ad hoc summaries or profile-specific progress reporting.
6. The Contractor will store, and provide to SSHRC on request, any researcher approvals or requests for revisions.
7. The translation portion of the work can be subcontracted. However, the translator must be approved by SSHRC. If the translations provided do not meet SSHRC's standards for quality, SSHRC may recommend the contractor use an alternate translator.

## **7. Restrictions**

1. The Contractor must not, at any time, communicate directly with the approving authority (i.e. the researcher or university contact) without authorization from the Project Authority.
2. The Contractor must have mechanisms in place to respond to urgent requests for services that may be required outside regular business hours, on weekends and statutory holidays.
3. The Contractor must only accept requests from the Project Authority or his/her delegated representative.

## **8. Quality Assurance**

The Contractor must verify the quality of edited and proofread texts prior to delivery. Verification shall include ensuring that the text has been edited and proofread according to the Project Authority's instructions.

Where the Project Authority indicates that the completed work does not meet SSHRC's quality requirements, the Contractor must make the necessary corrections at no additional cost to SSHRC. Corrections will be completed within a mutually agreed upon time frame.

The Contractor will be given feedback from SSHRC via the process below:

- a) Where the Project Authority indicates that the completed work does not meet SSHRC's quality requirements, the Contractor must make the necessary corrections at no additional cost to SSHRC. Corrections will be completed within a mutually agreed upon time frame.
- b) The Contractor shall make no more than three minor errors per 500-word chunk of edited text and no major errors. Definitions of minor and major errors are contained in Key Definitions above. Edited text not meeting these standards must be corrected at no cost to SSHRC.
- c) In the event that three edited texts are returned to the Contractor under the provisions of paragraph b) above or where the Contractor has failed to meet established deadlines on three occasions during any contract period (including the contract option periods), an initial warning will be sent to the Contractor requesting that corrective measures be implemented to resolve the situation.
- d) The Contractor shall advise the Project Authority in writing providing details on the corrective measures being applied.





- e) If following implementation of corrective measures, edited texts are once again rejected under the provisions of paragraph c) above or the Contractor fails to meet established deadlines, the Project Authority reserves the right to terminate the contract at no additional cost to Canada.

## 9. Receipt and Delivery of the Work

1. Receipt and delivery of texts must be completed during regular business hours, unless otherwise requested by the Project Authority.
2. The documents to be edited and proofread will be sent by the Project Authority or his/her designated representative either via email or fax.
3. The Contractor is responsible for the receipt and delivery of documents from and to the Project Authority, and will receive and transmit documents by email or fax.
4. The Contractor must deliver all texts in the form, style and format indicated by the Project Authority.
5. If receipt or delivery problems occur where texts cannot be sent or received, the Contractor shall be responsible for delivery and/or pick-up of the documents by courier service, at no additional cost to SSHRC.
6. All completed deliverables are subject to inspection and acceptance by the Project Authority or his/her designated representative.
7. Deliverables deemed to be unacceptable by the Project Authority and thus not meeting the Quality Assurance requirements described in this Statement of Work will be corrected by the Contractor within the timeframe prescribed by the Project Authority.

## 10. Deliverables

1. Final edited and proofread products, developed to the standards outlined above, received in both official languages by prescribed deadlines.
2. Feedback from SSHRC and the researcher incorporated in the profiles as mutually agreed, in a timely fashion.
3. Project tracking sheet maintained and kept up to date and delivered to the Project Authority every two weeks.

## 11. Contractor's Responsibilities

The Contractor must:

1. provide a Point of Contact who must be responsible for all activities undertaken by the Contractor;
2. complete assigned work according to pre-defined schedules and standards;
3. assign named resources to SSHRC's requests;
4. provide quality assurance monitoring on all deliverables;
5. have access to *Canadian Press Caps and Spelling*, *The Canadian Press Stylebook*, and the *Canadian Oxford Dictionary*;



6. deliver all texts electronically and without errors, including by applying adequate style as outlined in this Statement of Work;
7. liaise with the Project Authority and any stakeholders identified by the Project Authority for discussions, project reviews and other related project management activities during regular business hours; and

## **12. SSHRC's Responsibilities**

SSHRC shall:

1. provide points of contact:
  - a. for issuing work under the resulting contract;
2. identify authors of documents included within any editing or proofreading requested (if required);
3. provide access to its facilities (if required), and to the Project Authority and/or other SSHRC personnel as required for discussions, consultations and information;
4. provide access to relevant documentation and reference materials to which the Contractor would not otherwise have access, such as SSHRC's editorial style guide;
5. provide review of edited or proofread texts, and provide comments/suggested revisions, in a timely manner; and
6. provide any other assistance and support as appropriate for the Contractor to complete its work within the deadlines established.

Note: The frequency and volume of work may vary, depending on SSHRC's activities and priorities.

## **13. Language Requirements**

The Contractor's resources must have the ability to communicate effectively in English, both verbally and in writing.

## **14. Location of Work**

All work is to be performed at the Contractor's facilities. Work is to be transmitted electronically and/or delivered to or picked up from SSHRC facilities, which are located in Ottawa, Ontario, Canada, at the Contractor's sole expenses.

## **15. Travel**

There are no requirements for travel associated with the work set out in this SOW.



**ANNEX “B”**

**Basis of Payment - Pricing Schedule**

(TBD based on the selected bidder’s response to Appendix A to Attachment 2 to Part 4)

**Table A – Administration Fee**

<b>Requirement</b>	<b>Firm Monthly Rate</b>
For all administrative tasks set out in Articles 6.3 and 11 of the SOW	\$ _____

**Table B – New Profiles**

<b>Requirement</b>	<b>Firm Unit Price</b>
For final edited and proofread products for new profiles, developed to the standards outlined in the SOW, in both official languages by prescribed deadlines	\$ _____

**Table C – Revised/Updated Profiles**

<b>Requirement</b>	<b>Firm Unit Price</b>
For final edited and proofread products for revised or updated profiles, developed to the standards outlined in the SOW, in both official languages by prescribed deadlines	\$ _____