



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

**REQUEST FOR PROPOSAL  
DEMAND DE PROPOSITION  
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

<b>Title/Titre</b> Maritime Editor and Writer in support of the Royal Canadian Navy	<b>Solicitation No – N° de l'invitation</b> W8482-181871/A
<b>Date of Solicitation – Date de l'invitation</b> 8 September 2017	
<b>Address Enquiries to – Adresser toutes questions à</b> <a href="mailto:MAT.DMarP3BidReceiving-DOMar3ReceptiondesSoumissions@forces.gc.ca">MAT.DMarP3BidReceiving-DOMar3ReceptiondesSoumissions@forces.gc.ca</a>	
<b>Telephone No. – N° de téléphone</b>	<b>FAX No – N° de fax</b> N/A
<b>Destination</b> NDHQ- National Defence Headquarters 101 Colonel By Dr, Ottawa ON K1A 0K2	

**Proposal To: National Defence 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 and services listed herein and on any attached sheets at the price(s) set out therefore.

**Proposition à : Défense nationale 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 et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqués.

**Instructions:**

**Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.**

**Instructions: Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.**

**Solicitation Closes –  
L'invitation prend fin**

At – à : 2 :00 pm EDT

On - le : 25 September 2017

Delivery required - Livraison exigée	Delivery offered - Livraison proposée
See Herein	
Vendor Name and Address - Raison sociale et adresse du fournisseur	
Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie)	
Name/Nom _____	Title/Titre _____
Signature _____	Date _____

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT / CE DOCUMENT CONTIENT  
DES EXIGENCES RELATIVES À LA SÉCURITÉ**



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Summary**

The purpose of this Request for Proposal (RFP) is to seek an experienced writer/editor to research, write and disseminate a number of communications products to showcase the Royal Canadian Navy (RCN)'s role and capabilities, both to internal and external audiences for the Department of National Defense.

The resulting contract will be in effect from the date of contract award to the 21 November 2020 and will include three (3) additional one (1) year option periods.

### **1.2 Security Requirements**

**1.2.1** At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
- (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.

The Contracting Authority will provide the Bidder with a time frame to provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites. Failure to comply with the requests of the contracting Authority and meet the requirement within that time period will render the bid non-responsive.

**1.2.2** 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.

### **1.3 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work (SOW) detailed at Annex A.

### **1.4 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.

## **1.5 Trade Agreements**

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

## **1.6 Canadian Content**

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](#).

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## **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](#) (2017-04-27) 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: 120 Days

#### **2.1.1 Basis for Canada's Ownership of Intellectual Property**

Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract(s) will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#): where the material developed or produced consists of material subject to copyright, the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination; with exception of computer software and all documentation pertaining to the software.

### **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.

11 Laurier St./ 11,rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau  
Quebec  
K1A 0S5

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 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.

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## **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 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.



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## **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 and one (1) soft copy on USB key)

Section II: Financial Bid (one (1) hard copies and one (1) soft copy on USB key)

Section III: Certifications (one (1) hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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:

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

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

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

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

Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately, if applicable.

### **3.1.1 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “D” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “D” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### **Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5.

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## **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 and certifications.
- b) An evaluation team composed of representatives of Canada from the Public Affairs field will evaluate the bids.

Bidders will have the number of days specified by the Contracting Authority to comply with any request related to any of the above items. Failure to comply with the request may result in the bid being declared non-responsive.

#### **4.1.1 Technical Evaluation**

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

The mandatory technical evaluation criteria are fully described in Attachment 1.

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

The point rated technical criteria are fully described in Attachment 2.

#### **4.1.2 Financial Evaluation**

SACC *Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price

The total price for evaluation purposes only, will be established in accordance with the Annex B Basis of Payment.

### **4.2 Basis of Selection**

#### **4.2.1 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 criteria; and
  - c. obtain the required minimum points specified for each criterion for the technical evaluation  
The rating is performed on a scale of 40 points, and
  - d. obtain the required minimum of 30 points overall for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) and (d) 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 responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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

		<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 x70=59.63	89/335 x70=46.14	92/135 x70 =47.70
	<b>Pricing Score</b>	45/55 x 30 = 24.54	45/50 x 30 = 27	45/45 x 30 = 30
<b>Combined Rating</b>		84.17	73.14	77.70
<b>Overall Rating</b>		1 <sup>st</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>

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**Attachment 1 to Part 4**

**Mandatory Technical Evaluation Criteria**

**1.1 TECHNICAL EVALUATION**

**1.1.1 MANDATORY REQUIREMENTS**

	<b>Evaluation Criteria</b>
<b>M.1.</b>	A university degree in journalism, mass communications or English, or a college diploma in journalism or creative writing. Academic Certification (Degree, etc.) must be obtained from a recognized* Canadian university, college or high school, or the equivalent as established by a recognized* Canadian academic credentials assessment service, if obtained outside of Canada. Proof required with Bid.
<b>M.2</b>	The Contractor must hold, at minimum, a valid RELIABILITY STATUS security clearance at the time of bid closing. Reference Security Requirement Check List (SRCL) W8482-181871 Rev. 001. Proof required with Bid.
<b>M.3</b>	Minimum of five (5) years' of demonstrated experience in the past ten (10) years writing and editing and working with written materials for the Department of National Defence and/or the Canadian Armed Forces, with particular emphasis on the Royal Canadian Navy preferred, or for the RCMP, or for specialty publications focusing on Canadian defence issues. Proof required with Bid.
<b>M.4</b>	Demonstrated five (5) years of experience within the past ten (10) in working with translators in preparation of translated text, to be specifically indicated within the Bidder's resume.
<b>M.5</b>	Demonstrated five (5) years of experience within the past ten (10) years in conducting interviews and research in the preparation of articles, to be specifically indicated within the Bidder's resume.
<b>M.6</b>	A thorough knowledge of the Department of National Defence, the Canadian Armed Forces and the Royal Canadian Navy.

\*The list of recognized organizations can be found under the Canadian Information Center for International Credentials web site (<http://www.cicic.ca/2/home.canada>).

**BIDS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS WILL BE GIVEN NO FURTHER CONSIDERATION.**

**Attachment 2 to Part 4**

**Rated Technical Evaluation Criteria**

**1.1.2 RATED TECHNICAL CRITERIA**

Proposals will be evaluated and scored in accordance with specific evaluation criteria as detailed in this section. The rating is performed on a scale of 40 points.

A minimum of 7 points must be achieved in each sample and obtain the required minimum of 30 points overall for the technical evaluation in order for the Bidder to be considered.

If an individual sample and/or the aggregate score falls beneath the minimum required point rating, the Bidder will be given no further consideration.

Point Rated Technical Criteria	Bidders instructions	Point Allocation	
R.1	Quality of samples of defence and military-related writing and editing projects prepared by the candidate		
	<p>The Bidder must provide <b>Two (2) samples of completed writing and editing projects</b> focusing on defence issues.</p> <p>These samples may include news and feature articles for print and/or online publications, speeches, news releases, backgrounders, Q&amp;A documents relating to an issue, social media content, brochures, promotional materials, and audiovisual scripts. Technical writing projects such as manuals will NOT be considered a publication project, and will NOT be counted for the purposes of this evaluation.</p>	<p>Two samples will be evaluated.</p> <p>Each sample is worth: maximum of 10 points and a minimum of 7 points.</p> <p>The following points will be applied for Writing/Editing:                      Clarity (max. 3 points)                      Grammar/Vocabulary (max. 3 points)                      Brevity/Conciseness (max. 2 points)                      Logical Flow (max. 2 points)</p> <p>For a project to score 10 points, it must be readable (for clarity, conciseness, grammar and vocabulary), flow logically, be informative and engage the reader.</p>	
		<b>Sample 1</b>	<b>Sample 2</b>
Points awarded for clarity:			
Points awarded for grammar/vocabulary:			
Points awarded for brevity/ conciseness:			
Points awarded for logical flow:			
Total Points:			

Point Rated Technical Criteria	Bidders instructions	Point Allocation	
R.2	Quality of samples of other non-defence and military-related writing and editing projects prepared by the candidate		
	<p>The Bidder must also provide <b>two (2) additional samples of written materials.</b></p> <p>These samples may have been written for public or private organizations. These samples may include:</p> <ul style="list-style-type: none"> <li>a) news and feature articles for print and/or online publications</li> <li>b) Speeches</li> <li>c) news releases</li> <li>d) Backgrounders</li> <li>e) Q&amp;A documents relating to an issue</li> <li>f) social media content</li> <li>g) brochures</li> <li>h) promotional materials</li> <li>i) audiovisual scripts.</li> </ul> <p>Technical writing products such as manuals will NOT be counted for the purposes of this evaluation.</p>	<p>Two samples will be evaluated. Each sample is worth 10 points.</p> <p>Each sample is worth: maximum of 10 points and a minimum of 7 points.</p> <p>The following points will be applied for Writing/Editing:</p> <p>Clarity (max. 3 points) Grammar/Vocabulary (max. 3 points) Brevity/Conciseness (max. 2 points) Logical Flow (max. 2 points)</p> <p>For a project to score 10 points, it must be readable (for clarity, conciseness, grammar and vocabulary), flow logically, be informative and engage the reader.</p>	
		<b>Sample 1</b>	<b>Sample 2</b>
Points awarded for clarity:			
Points awarded for grammar/vocabulary:			
Points awarded for brevity/ conciseness:			
Points awarded for logical flow:			
<b>Total Points:</b>			

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## **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. Unless specified otherwise, 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 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 Additional Certifications Required with the Bid**

##### **5.1.2.1 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](#).

**5.1.2.1.1** SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition

### **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 provided will render the bid non-responsive.

#### **5.2.1 Integrity Provisions – Required Documentation**

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



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## 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" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's website](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

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.

## 5.2.3 Additional Certifications Precedent to Contract Award

### 5.2.3.1 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.

### 5.2.3.2 Education and Experience

5.2.3.2.1 *SACC Manual* clause [A3010T](#) (2010-08-16) Education and Experience

### 5.2.3.3 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

As indicated in Part 1 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals sites or premises for which safeguarding measures are required for Work Performance:

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

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## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

6.1.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract, hold a valid *Designated Organization Screening* (DOS), with *Document Safeguarding Capability* (DSC) at the level of PROTECTED B issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CISD at PWGSC.
3. Processing of PROTECTED materiel electronically at the Contractor/Offeror's site is NOT permitted under this Contract/Standing Offer.
4. Subcontracts, which contain security requirements, are NOT to be awarded without the prior written permission of CISD at PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - a) *Security Requirements Check List* and Security Guide, attached at Annex C;
  - b) *Industrial Security Manual* (Latest Edition).

### 6.2 Statement of Work

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

### 6.3 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.

#### 6.3.1 General Conditions

The 2010B (2016-04-04), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract, with the following modifications:

a. Definition of Minister is modified as follows:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defense and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defense has

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delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

### **6.3.2 Supplemental General Conditions**

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information apply to and form part of the Contract.

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from Contract award date to 21 November 2020 inclusive.

#### **6.4.2 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) one (1) years period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ \_\_\_\_ \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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.

#### **6.5.2 Technical Authority**

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ \_\_\_\_ \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Technical Authority named above 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 Technical Authority, however the Technical 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.

### **6.5.3 Contractor's Representative**

*The name and contact information is to be provided in the resulting contract.*

### **6.6 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.

### **6.7 Payment**

#### **6.7.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a *firm diem*, as specified in Annex B. Customs duties are excluded and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

#### **6.7.2 There will be no travel requirement**

#### **6.7.3 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_.  
Customs duties are excluded 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.

#### **6.7.4 Monthly Payments**

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.

SACC Manual Clause H1008C (2008-05-12)- Monthly Payment

#### **6.7.5 Discretionary Audit**

SACC Manual Clause C0705C (2010-01-11) – Discretionary Audit

#### **6.7.6 Electronic Payment of Invoices – Contract**

The following Electronic Payment Instrument(s) are accepted, in reference to Annex E:  
The Bidder is not obligated to accept payment by Electronic Payment Instruments.

Canada requests that Bidders complete option 1 or 2 below:

- 1)  Electronic Payment Instruments will be accepted for payment of invoices.
- 2)  Electronic Payment Instruments will not be accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

#### **6.8 Invoicing Instructions**

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

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 and vouchers for all direct expenses
  - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:

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

## **6.9 Certifications and Additional Information**

### **6.9.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

### **6.9.2 Canadian Content Certification**

1. The Contractor warrants that the certification of Canadian Content submitted by the Contractor is accurate and complete, and that the goods, services or both to be provided under the Contract are in accordance with the definition contained in clause [A3050T](#).
2. The Contractor must keep proper records and documentation relating to the origin of the goods, services or both provided to Canada. The Contractor must not, without obtaining before the written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of six (6) years after final payment under the Contract, or until settlement of all outstanding claims and disputes under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.
3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract

### **6.10 Applicable Laws**

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

### **6.11 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 supplemental general conditions [4007](#) (2010-08-16) Canada to Own Intellectual Property Rights;
- (c) the general conditions [2010B](#) (2016-04-04) General Conditions - Services (Medium Complexity) apply to and form part of the Contract;
- (d) Annex A, Statement of Work;

- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, "Loan Agreement"
- (h) the Contractor's bid dated \_\_\_\_\_

## **6.12 Defence Contract**

SACC *Manual* clause [A9006C](#) (2012-07-16) Defence Contract

## **6.13 Basis for Canada's Ownership of Intellectual Property**

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](#): where the material developed or produced consists of material subject to copyright, the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination; with exception of computer software and all documentation pertaining to the software.

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## ANNEX "A" STATEMENT OF WORK

### 1. INTRODUCTION

- 1.1 The Royal Canadian Navy (RCN) has a requirement for an experienced writer/editor to research, write and disseminate a number of communications products to showcase the RCN role and capabilities, both to internal and external audiences.

### 2. BACKGROUND

- 2.1 The Royal Canadian Navy communicates its news and information to the Canadian public and to members and civilians via number of platforms. The writer/editor will identify news and feature story ideas within the RCN, draft original articles, edit and revise articles from other sources, draft content for other media, including social media, and compile images for the RCN's national website.
- 2.2 The Contractor will be required to meet on an as-and-when-requested basis with the Technical Authority (TA) in order to discuss content of the deliverables, to provide a schedule of work, and to provide and receive feedback on deliverables and processes. Likewise, the Technical Authority is available to the Contractor to discuss any matter that may arise in the performance of this work. The language of work is English and the deliverables are to be prepared in English. The Contractor will not be responsible for the actual translation from English to French but will be responsible for sending all drafted materials to RCN translators. It is considered an asset if the Contractor has a working knowledge of French and is capable of reviewing French translations to check for general accuracy.

### 3. TASKS

#### 3.1 Website Content Generation (Writing and Editing)

- 3.1.1.1 The RCN operates a national website ([www.navy-marine.forces.gc.ca](http://www.navy-marine.forces.gc.ca)) for information and educational purposes. All content will be published to the RCN website, as well to as other venues, to be determined on a story-by-story basis. These other venues may include *Trident*, *Lookout* and *The Link* (RCN Formation publications), *The Maple Leaf* (Canadian Armed Forces [CAF] news ), *Guard of Honour* (National Capital Region newspaper), and other internal communications tools including social media outlets such as Twitter, Facebook and Instagram. In addition to liaising with the Technical Authority, tasks include, but are not limited to the following:
- a. Soliciting and gathering copy from internal sources;
  - b. Developing story ideas;
  - c. Editing stories and writing original copy;
  - d. Conducting interviews with sources;
  - e. Liaising with RCN public affairs staff in Ottawa and across Canada to stay abreast of current topics, communications objectives and themes;
  - f. Liaising with staff of other RCN and CAF publications for sharing and dissemination of content;
  - g. Coordinating translation with RCN translators as needed;
  - h. Liaising with image technicians for quality photographs;
  - i. Liaising with the RCN webmaster to ensure quality control; and,
  - j. Other tasks deemed appropriate by the TA.



#### **4. WORK SITE**

- 4.1 Work will take place at the Contractor's own place of business using the Department of National Defence's equipment, although working at DND offices located in the National Capital Region will be necessary on occasion for meetings, interviews, etc. Office space may be allocated by the Technical Authority for this purpose.
- 4.2 The Contractor must sign the "Loan Agreement" in Annex "D" to loan any IT asset.

#### **5. DELIVERABLES**

- 5.1 Original English articles produced for inclusion on the RCN website and other outlets, divided as follows:
- Up to 28 long-form feature articles (more than 1,000 words) per year;
  - Up to 100 short- to medium-length news or feature articles (0 to 1,000 words) per year, which may include rewrites of news releases (French text provided by Translation Services.)
- 5.2 Up to 100 revised or edited articles from other sources/writers per year.
- 5.3 Other writing assignments as required, to be determined in consultation with the Technical Authority and based upon reasonable workload, which may include speeches, news releases, backgrounders, Q&A documents relating to an issue, social media content, brochures, promotional materials, and audiovisual scripts.
- 5.4 Preparation of a regular news alert to be sent via email to subscribers and stakeholders, alerting audiences to news, with embedded links to available content. Contractor will liaise with the RCN Public Affairs webmaster who will be the authority on technical aspects of the embedded links.

**NB:** All deliverables are to be formatted in accordance with "The Canadian Style: A Guide to Writing and Editing" by Dundurn Press Limited. No other guide is to be used to format written material.

#### **6. ACCEPTANCE**

All of the work delivered in response to this SOW will be submitted to the DND Technical Authority for evaluation as acceptable or not. The evaluation will be based on the quality and adherence to the agreed-upon schedule, and standards as specified in this SOW.

A schedule of designated working days is to be submitted in advance to the Technical Authority to ensure the number of working days matches the Contract. Articles are to be tracked by the Contractor with an accounting submitted monthly to the Technical Authority, outlining the number of days worked and articles prepared within that timeframe.

The Technical Authority is responsible to certify technical acceptance of the deliverables and will review the submitted tracking sheets to ensure the level of effort expended is reasonable in accordance with the quantity of work produced. This certification will serve as a basis for recommendation of payment of the monthly invoices. The Technical Authority reserves the right to require corrective action before authorizing payment and the right to reject the work should it fail to meet standards. Any revisions to deliverables that are not acceptable to DND will be at the Contractor's expense. Revisions must be prepared and resubmitted to the Technical Authority for review and acceptance.

**ANNEX "B"**

**BASIS OF PAYMENT**

**Professional Fees**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price (*per diem*) of \$\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

Period	All-inclusive <i>per diem</i> (excluding taxes)
Initial Period Year One (1) (200 days)	\$
Initial period Year Two (2) (200 days)	\$
Initial Period Year Three (3) (200 days)	\$
Optional Period Year One (1) (200 days)	\$
Optional Period Year Two (2) (200 days)	\$
Optional Period Year Three (3) (200 days)	\$

**(a) Definition of a Day**

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\frac{\text{Hours worked} \times \text{applicable firm per diem rate}}{7.5 \text{ Hours}}$$

- (i) All propose personnel must be available to work outside normal office hours during the duration of the Contract
- (ii) No overtime charges will be authorized under the Contract. All time worked will be compensated according to the paragraph above.

**(b) Total Estimated Cost to a Limitation of Expenditure: \$ \_\_\_\_\_**

With the exception of the fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority, and provided that the total estimated cost of the Contract does not exceed the aforementioned Limitation of Expenditure.

ANNEX "C"

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ

*Rec'd JUN 14 2017 CFSO*

*001-MAR*

*25 June 2017*

 Government of Canada / Gouvernement du Canada	Contract Number / Numéro du contrat W8482-181871 Amendment #1
Security Classification / Classification de sécurité UNCLASSIFIED	

**SECURITY REQUIREMENTS CHECK LIST (SRCL)**  
**LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)** *(Rev 001)*

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>DND</b>	2. Branch or Directorate / Direction générale ou Direction <b>C NAVY</b>
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 The Department of National Defense (DND) has a requirement for an experienced writer/editor to research, write and disseminate a number of communications products to showcase the Royal Canadian Navy's role and capabilities, both to internal and external audiences.	
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui <small>(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.)</small>	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>
Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Restricted to: / Limité à: <input type="checkbox"/>	Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>
7. c) Level of information / Niveau d'information	
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>
SECRET <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>
TRÉS SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>
TRÉS SECRET (SIGINT) <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>
	COSMIC TRÉS SECRET <input type="checkbox"/>

T85/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED





Contract Number / Numéro du contrat W8482-181871 - 001 - MAR (REV 00)
Security Classification / Classification de sécurité UNCLASSIFIED

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity; Dans l'affirmative, indiquer le niveau de sensibilité:  No / Non  Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / 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 / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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Contract Number / Numéro du contrat W8482-181871 - 001-MAR (REV 001)
Security Classification / Classification de sécurité UNCLASSIFIED

**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	COMSEC TOP SECRET / COMSEC 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 électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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**ANNEX "D"**

**EQUIPMENT LOAN AGREEMENT**

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_ 2017 BETWEEN:

HER MAJESTY THE QUEEN in right of Canada (hereinafter called "the Lender")

OF THE FIRST PART:

AND:

\_\_\_\_\_  
(hereinafter called "The Borrower")

OF THE SECOND PART:

1. The lender agrees to loan and the Borrower agrees to borrow the furniture, chattels, and effects below listed for the period of three (3) years from the Contract award date (hereinafter called "the said term").
2. The said effects shall be transported by the Lender at his own expense from the Borrower's premises to the place of use.
3. The Borrower shall pay to the Lender a rent of zero dollars, for the said term, during which he has possession of the said effects.
4. The Borrower shall, during the said term, keep and maintain the said effects in a good state of repair and condition (reasonable wear and tear excepted) and shall, at the termination of the said term, replace such of the said effects as may be broken, damaged, or lost by others of a similar nature and of equal value, or at the option of the Lender, shall pay the Lender compensation in respect of such loss, breakage, or damage.
5. Upon or before the expiry of the term hereof, the Borrower shall return the goods to the Lender's premises at his own expense.

\_\_\_\_\_  
Name (Print):  
Title:  
Department of National Defence  
(Lender)

\_\_\_\_\_  
(Borrower)

**ANNEX "E"**  
**ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI)