



---

REQUEST FOR PROPOSAL

RFP # N18-16521

**Natural Sciences and Engineering Research Council of Canada (NSERC)**

**For**

**English to French Translation Services**

THIS DOCUMENT DOES NOT CONTAIN A SECURITY REQUIREMENT

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

Proposal Closing Date and Time:	January 3, 2018 @2:00p.m. (Eastern Standard Time)
Submit Proposals to:	Mark Beriault Senior Contracting Advisor Natural Sciences and Engineering Research Council of Canada Mailroom, 16 <sup>th</sup> Floor, 350 Albert Street, Ottawa, ON K1A 1H5
<b>Enquiries regarding this RFP must be directed to:</b>	<b>Tenders@NSERC-CRSNG.GC.CA</b>

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

There are currently contractors providing similar services who are eligible to bid on this requirement.

## Table of Contents

TABLE OF CONTENTS.....	2
PART 1 – GENERAL INFORMATION.....	4
1.1 SECURITY REQUIREMENTS .....	4
1.2 STATEMENT OF WORK.....	4
1.3 SUMMARY OF REQUIREMENTS .....	4
1.4 DEBRIEFINGS.....	4
1.5 COMMUNICATIONS NOTIFICATION.....	4
1.6 FEDERAL CONTRACTING FRAUD TIP LINE .....	4
1.7 CONFLICT OF INTEREST.....	5
1.8 TRADE AGREEMENTS .....	6
PART 2 - BIDDER INSTRUCTIONS.....	7
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	7
2.2 SUBMISSION OF BIDS.....	7
2.3 ENQUIRIES - BID SOLICITATION.....	7
2.4 APPLICABLE LAWS.....	8
2.5 EVALUATION OF PRICE .....	8
2.6 VALIDITY OF PROPOSAL .....	8
2.7 RIGHTS OF CANADA (2007-11-30).....	8
2.8 INTELLECTUAL PROPERTY.....	8
ATTACHMENT 1 TO PART 2- BIDDER INFORMATION.....	9
PART 3 – BID PREPARATION INSTRUCTIONS.....	10
SECTION I: TECHNICAL BID.....	10
SECTION II: FINANCIAL BID .....	11
SECTION III: CERTIFICATIONS .....	11
SECTION IV: TRANSLATION DOCUMENT (FRENCH).....	11
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....	12
ATTACHMENT 1 TO PART 4 - EVALUATION CRITERIA.....	16
ATTACHMENT 2 TO PART 4 - PRICING SCHEDULE .....	24
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....	26
ATTACHMENT 1 TO PART 5 - CERTIFICATION.....	27
PART 6- SECURITY REQUIREMENTS .....	30
PART 7 - RESULTING CONTRACT CLAUSES .....	31
7.1 STATEMENT OF WORK.....	31
7.2 STANDARD CLAUSES AND CONDITIONS.....	31
7.3 GENERAL CONDITIONS.....	31
7.4 TERM OF CONTRACT .....	31
7.5 AUTHORITIES .....	32



---

7.6	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	32
7.7	PAYMENT .....	33
7.8	INVOICING INSTRUCTIONS .....	34
7.9	TIME VERIFICATION .....	35
7.10	CERTIFICATIONS AND ADDITIONAL INFORMATION .....	35
7.11	REQUIREMENT FOR TRAINING AND FAMILIARIZATION .....	35
7.12	REPLACEMENT OF SPECIFIC PERSONNEL .....	35
7.13	COMPLIANCE .....	36
7.14	APPLICABLE LAWS .....	36
7.15	DISPUTE RESOLUTION SERVICES .....	36
7.16	CONTRACT ADMINISTRATION .....	36
7.17	PRIORITY OF DOCUMENTS .....	36
7.18	INSPECTION .....	37
7.19	INSURANCE REQUIREMENTS .....	37
7.20	REPRESENTATIONS AND WARRANTIES .....	37
	ANNEX "A" STATEMENT OF WORK .....	38
	ANNEX "B" BASIS OF PAYMENT .....	45
	ANNEX "C" DEFINITIONS .....	47
	ANNEX "D" TEXT TO BE TRANSLATED (FRENCH) .....	48



## **PART 1 – GENERAL INFORMATION**

### **1.1 Security Requirements**

There are no security requirements associated with the provision of services as described in Annex A Statement of Work.

### **1.2 Statement of Work**

The Work to be performed is detailed under Annex “A” of the resulting contract clauses.

### **1.3 Summary of Requirements**

The Natural Sciences and Engineering Research Council of Canada (NSERC) is seeking to establish **1 contract** for English to French Translation services, on an “as-and-when-required” basis, as defined in Annex A, Statement of Work, for a period of two (2) years from the date of contract award plus three one-year options to be exercised at the discretion of Canada.

The technical proposal must provide a complete description of the Bidders and all three (3) proposed resource(s) experience and ability to deliver English to French translation services similar to those requested in this RFP.

### **1.4 Debriefings**

After contract award, 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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **1.5 Communications Notification**

As a courtesy, NSERC requests that successful bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a contract

### **1.6 Federal Contracting Fraud Tip Line**

The Competition Bureau, the Royal Canadian Mounted Police and Public Services and Procurement Canada are partnering to introduce an anonymous and toll-free Federal Contracting Fraud Tip Line to improve our ability to detect and prevent fraud, collusion and corruption in contracts and real property agreements awarded by the Government of Canada. Fraudulent activities undermine fair competition, threaten the integrity of the markets, are a



---

barrier to economic growth, increase the cost and risk of doing business, and undermine public confidence in government institutions.

By introducing this Tip Line, the partnering organizations seek to receive information, mostly from suppliers, their competitors, and their employees, on suspected unethical business practices including, but not limited to, collusion, bid-rigging, kickbacks, bribes, and false invoicing.

Individuals with information on suspected wrongdoing in a Government of Canada contract or real property agreement are encouraged to come forward anonymously by calling the toll-free line at 1-844-365-1616 or by completing a form online <http://www.ic.gc.ca/eic/site/094.nsf/frm-eng/MBED-AJL22H>. Calls to the toll-free line will be answered between 8:30 am and 5:00 pm Eastern Standard Time. An answering service is available after hours.

This information will be used to conduct investigations and introduce due diligence measures where warranted to protect the integrity of its contracts and real property agreements. In collaborating together it will increase the visibility and credibility of the initiative and potentially improve the ability to identify trends specific to a particular supplier, industry and/or activities within a geographic location over time.

## 1.7 Conflict of Interest

1. In order to protect the integrity of the procurement process, bidders are advised that Canada may reject a bid in the following circumstances:
  - a. if the Bidder, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation or in any situation of conflict of interest or appearance of conflict of interest;
  - b. if the Bidder, any of its subcontractors, any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other bidders and that would, in Canada's opinion, give or appear to give the Bidder an unfair advantage.
2. The experience acquired by a bidder who is providing or has provided the goods and services described in the bid solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This bidder remains, however, subject to the criteria established above.
3. Where Canada intends to reject a bid under this section, the Contracting Authority will inform the Bidder and provide the Bidder an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Contracting Authority before bid closing. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.



## 1.8 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and Canadian Free Trade Agreement (CFTA).



---

## 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 (2017-04-27) 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 Natural Sciences and Engineering Research Council of Canada (NSERC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

The Bidder must ensure that the Bidder's name, return address, solicitation number, and closing date appear legibly on the outside of the envelope containing the Bidder's proposal.

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **December 20, 2017**. 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 all Bidders' enquiries can be answered. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.



## 2.4 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.

## 2.5 Evaluation of Price

The price of bids will be evaluated in Canadian dollars, the Harmonized Sales Tax (HST) excluded, FOB destination.

## 2.6 Validity of Proposal

Any proposal must remain open for acceptance for a period of not less than one hundred twenty (120) days after the closing date of the RFP. After the RFP closing date, no amendments to the proposal will be accepted. However, during the evaluation, the Contracting Authority may require clarification from or conduct interviews with Bidders or their proposed personnel.

## 2.7 Rights of Canada (2007-11-30)

Canada reserves the right to:

- a. reject any or all bids received in response to the bid solicitation;
- b. enter into negotiations with bidders on any or all aspects of their bids;
- c. accept any bid in whole or in part without negotiations;
- d. cancel the bid solicitation at any time;
- e. reissue the bid solicitation;
- f. if no responsive bids are received and the requirement is not substantially modified, reissue the bid solicitation by inviting only the bidders who bid to resubmit bids within a period designated by Canada; and,
- g. negotiate with the sole responsive Bidder to ensure best value to Canada.

## 2.8 Intellectual Property

There is no intellectual Property for this requirement.



**Attachment 1 to Part 2- Bidder Information**

Bidder Information and Authorization

Bidder Legal Name and Address:

---

---

---

Legal Status (incorporated, registered, etc.):

---

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

---

---

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:

---

Email:

---

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

Bidders shall prepare a proposal to address all the requirements of this RFP. The Bidder's signatures in Part 5 – Certifications and Additional Information indicate acceptance of the terms and conditions set out herein. Bidders are to ensure that the signatory has authority to commit the organization by making such a proposal. The proposal must be structured in the following four (4) parts, and bound separately:

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

Section I: Technical Bid – 4 hard copies and 1 soft copy by USB

Section II: Financial Bid – 1 hard copy and 1 soft copy by USB

Section III: Certifications – 1 hard copy and 1 soft copy by USB

Section IV: Document translated into French: 1 hard copy and 1 soft copy by USB

**Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid. Bids with financial information other than the financial proposal will be disqualified.**

Bids are to be delivered to NSERC mail room, 16 <sup>th</sup> Floor, 350 Albert, Ottawa, ON K1A 0H5 Attn: Mark Beriault Solicitation #N18-16521 by the time and date specified in the covering email.
---

### Section I: Technical Bid

Bidders must submit the Technical Evaluation required under **Attachment 1 to Part 4 - Evaluation Criteria**.

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. It is suggested that the Bidder address these criteria in sufficient depth in the submitted proposal. Items not addressed will be given a score of zero and the proposal will not be evaluated further. 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, and 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 Canadian funds and in accordance with the Pricing Schedule detailed in **Attachment 2 to Part 4 - Pricing Schedule**.

- (a) Bidders must submit their price(s) and (or) rate(s), Canadian customs duties and excise taxes included, as applicable, FOB Destination and HST excluded.
- (b) Proposed unit and hourly rates must be in Canadian dollars;
- (c) The Bidder's unit and hourly rates in response to this RFP and resulting contract(s) will apply to where the Work is to be performed in Canada as may be specified in the RFP and the resulting contract(s).
- (d) The Bidder's unit and hourly rates in response to this RFP and resulting contract(s) must include all overhead, general & administrative costs and profit. Included are the following costs that may be incurred in providing the required services; office space, computer hardware and software, word processing, preparation of reports, photocopying, courier services, facsimile services, telephone services, local travel expenses, courier services and administration related to non-local travel expenses. "Local" as used here is defined as where the Work is to be performed in Canada as may be specified in the RFP and the resulting Contract(s).

## Section III: Certifications

Bidders must submit the certifications required under **Attachment 1 to Part 5- Certification**.

## Section IV: Translation Document (French)

Bidders must submit the translation document required under **Annex D – Text to be translated (French)**. This document must be free of any identifying marks including company letterhead, and must be signed by the proposed resources.



---

## 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 NSERC will evaluate the bids.
- c) The Bid Evaluation Team may subject each responsive Bidder to a verification process to validate the accuracy and reliability of the Bidder's written responses to the Mandatory and Point Rated Requirements of this RFP.
- d) Following completion of the verification process and resulting scoring adjustment (if required) the Evaluation Team will again verify whether the Bidders meet the Mandatory and Point Rated Requirements of this RFP. The adjusted technical scores must meet the minimum threshold specified in **Attachment 1 to Part 4** Evaluation Criteria of this RFP. Bidder proposals with adjusted scores failing to meet the minimum thresholds and Bidder proposals whose responses to any mandatory requirement is considered non-compliant following the Reference Checking process, will receive no further consideration.

### 4.2 Technical Evaluation

- a) The Bidder must submit résumés of the personnel proposed in sufficient detail to clearly demonstrate that they meet or exceed all of the mandatory requirements identified in this RFP.
- b) If an individual is proposed with a university or college degree, they must possess, at a minimum, a certificate or degree from a recognized Canadian university or college, or the equivalent as established by a recognized Canadian academic credentials assessment service, if obtained outside of Canada. The list of recognized organizations can be found under the Canadian Information Centre for International credentials website, at the following internet link: [www.cicic.ca/indexe.stm](http://www.cicic.ca/indexe.stm). The university or college must be identified in the résumé of the proposed resource.
- c) Unless otherwise indicated in the RFP, it is not acceptable to combine the experience of two (2) or more individuals in order to meet the requirements of a mandatory or point rated criteria unless stated otherwise in this RFP document. Each individual proposed must meet all the qualifications identified in this RFP.
- d) Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirements, or reusing the same wording as the RFP, will not be considered "demonstrated" for



---

the purposes of this evaluation. The Bidder must provide complete details as to where, when, month and year, and how, through which activities / responsibilities, the stated qualifications / experience were obtained. Experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

- e) Bidders are advised that the month(s) of experience listed for a project in which the time frame overlaps that of another referenced project will only be counted once. For example: Project #1 time frame is July 2001 to December 2001; Project #2 time frame is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
- f) Demonstrated experience is as of the closing date of the Request for Proposal. For example, if a given requirement states "The proposed resource must have a minimum of three (3) years' experience, within the last six (6) years, working with Java", then the six (6) years are accounted for as of the closing date of the RFP.

#### 4.2.1 Mandatory Technical Criteria

See Attachment 1 to Part 4 – Evaluation Criteria

#### 4.2.2 Point Rated Technical Criteria

See Attachment 1 to Part 4 – Evaluation Criteria

#### 4.2.3 Financial Evaluation

- a. The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.
- b. For bid evaluation and contractor selection purposes only, the evaluated price (P) will be calculated using the word and hourly rates quoted by a Bidder in response to **Attachment 2 to Part 4 Pricing Schedule**.
  - i. For the English to French Translations, an average word rate will be calculated by adding word rates for each category and each contract period and dividing the total by 5.
  - ii. For the Changes, an average hourly rate will be calculated by adding hourly rates for each category and each contract period and dividing the total by 5.

A total of 25 % is available based on the evaluated price of each bid.



---

## 4.3 Basis of Selection

### 4.3.1 Basis of Selection - Highest Combined Rating of Technical Merit 75% and Price 25%

4.3.1.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation; and
- (b) meet all the mandatory evaluation criteria;
- (c) All three proposed resources must obtain 25/35 points in R2 to be considered compliant.

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

4.3.1.3 The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i) :  $PS_i = LP / P_i \times 25$ .  $P_i$  is the evaluated price (P) of each responsive bid (i).

4.3.1.4 A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i):  
 $TMS_i = OS_i \times 75$ .  $OS_i$  is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical criteria specified in **Attachment 1 to Part 4 –Evaluation Criteria**, determined as follows: total number of points obtained / maximum number of points available.

4.3.1.5 The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows:  
 $CR_i = PS_i + TMS_i$ .

4.3.1.6 The table below illustrates an example where the selection of the contractor is determined by a 75/25 ratio of the technical merit and price, respectively.



Basis of Selection - Highest Combined Rating of Technical Merit (75%) and Price (25%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Score for All the Point Rated Technical Criteria	OS1: 250/300	OS2: 230/300	OS3: 200/300
Bid Average Word Rate plus Average Hourly Rate	P1: Average Word Rate: \$0.60 <u>plus</u> Average Hourly Rate: \$21.00 = \$21.60	P2: Average Word Rate: \$0.70 plus Average Hourly Rate: \$24.00 = \$24.70	LP and P3: Average Word Rate: \$0.50 plus Average Hourly Rate: \$20.00 = \$20.50
Calculations	Technical Merit Score (OSi x 75)	Pricing Score ( LP/Pi x 25 )	Combined Rating
Bidder 1	250/300 x 75 = 62.49	20.50/21.60x 25 = 23.73	86.22
Bidder 2	230/300 x 75 = 57.49	20.50/24.70x 25 = 20.75	78.24
Bidder 3	200/300 x 75 = 49.99	20.50/20.50 x 25 = 25.00	74.99

**Attachment 1 to Part 4 - Evaluation Criteria**

**1. Mandatory Evaluation Criteria:**

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders are advised to address each requirement in sufficient depth to permit a complete requisite analysis and assessment by the evaluation team. The Bidder must provide the necessary documentation to support compliance with this requirement.

Proposals failing to adequately respond to the mandatory evaluation criteria will be excluded from further consideration. Only proposals found to meet the mandatory evaluation criteria will be given further consideration.

	Requirements	Met? (Yes/No)	Cross Reference to Proposal
M1	<p>The technical proposal must provide a complete description of the Bidders and all three (3) proposed resource(s) experience and ability to deliver English to French translation services similar to those requested in this RFP.</p> <p>(Maximum three pages)</p>		
M2	<p>All three (3) of the resources proposed by the Bidder must have:</p> <ul style="list-style-type: none"> <li>• at least seven (7) years' experience, in the last fifteen (15) years from the date of bid closing, in providing: English to French translation services;</li> <li>• At least five (5) years' experience, in the last ten (10) years from the date of bid closing, in translating documents pertaining to the natural, basic or applied sciences, as defined in Annex C – Definitions.</li> </ul> <p>For all claimed experience, the Bidder must include the subject and specialty of the translations.</p>		



	Requirements	Met? (Yes/No)	Cross Reference to Proposal
M3	<p>All three (3) resources proposed by the Bidder must have a university degree in translation or in a related area such as journalism, linguistics or French.</p> <p>The Bidder's technical proposal must include, for all three (3) proposed resources, a copy of a degree from a recognized Canadian university or college, or the equivalent as established by a recognized Canadian academic credentials assessment service, if obtained outside of Canada.</p>		
M4	<p>For all three (3) proposed resources, the Bidder must include with its technical proposal a copy of the English to French translation of the text provided as Annex D of the RFP. At the end of the translated text the proposed resource must sign and date the document to certify that the translation was solely the product of his/her efforts.</p> <p>The signed page of this document will be removed from the evaluation package and will only be seen by the Contracting Authority.</p>		



## 2. Point Rated Evaluation Criteria:

Proposals will be evaluated and scored in accordance with specific evaluation criteria as detailed in this section.

**All three (3) proposed resources must obtain 25/35 points in R2 to be considered compliant.**

**If one of the Bidder's proposed resources fails to score at least 25 points the Bidder's proposal will be declared non-compliant and will be given no further consideration.**

In this section, details should be provided regarding the qualifications, relevant experience and expertise of the proposed personnel. The experience of each proposed resource must be clearly identified by providing a summary/description of the previous projects worked on, the role and responsibilities of the resource(s) in each referenced project, the start/end dates, the dollar value and the name and location of the organization along with the name and contact information of a reference within the organization.



### Point Rated Technical Criteria - Scores

No.	Description	Maximum No. of Point Available	Cross Reference to Proposal
R1	<p>All three (3) proposed resources should demonstrate experience beyond the requirements detailed in mandatory evaluation criteria M2.</p> <ul style="list-style-type: none"><li>For each complete year of experience in providing English to French translation services in excess of the required seven (7) years, within the last fifteen (15) years from the date of bid closing:<p>10 points for each complete year up to a <b><u>maximum of 30 points</u></b></p></li><li>For each complete year of experience in translating documents pertaining to natural, basic or applied sciences in excess of the required five (5) years, within the last ten (10) years from the date of bid closing:<p>5 points for each complete year up to a <b><u>maximum of 25 points.</u></b></p><p><b>(Maximum 55 points per resource)</b></p></li></ul>	165	



No.	Description	Maximum No. of Point Available	Cross Reference to Proposal
R2	<p>The document translated (Annex D) from English to French by each resource in response to mandatory evaluation criteria M4 will be evaluated against the following criteria:</p> <p><u>Spelling</u>: 5 errors = 5 point deduction (1 point per error)</p> <p><u>Grammar</u>: 5 errors = 5 point deduction (1 point per error)</p> <p><u>Terminology and official titles</u>: 5 errors = 5 point deduction (1 point per error)</p> <p><u>Translation errors (Anglicism's, shift of meaning, omissions, additions, redundancy)</u>: 5 errors = 10 point deduction (2 points per error).</p> <p><u>Sentence structure</u>: 5 errors = 5 point deduction (1 point per error)</p> <p><u>Presentation</u>: Unacceptable = 5 point deduction; acceptable = 2 point deduction; Excellent = no deduction</p> <p><b>Each proposed resource must score a minimum 25 points to be considered responsive. If one of the Bidder's proposed resources fails to score at least 25 points the Bidder's proposal will be declared non-compliant and will be given no further consideration.</b></p> <p>Bidders are requested to submit the translated text as a separate document, without the use of letterhead or any other identifying mark.</p> <p>Bidders are reminded of the requirement to have the document signed by the proposed resource. This signature page will only be seen by the Contracting Authority as stated in M4.</p> <p><b>(maximum 35 points per resource)</b></p>	105	



No.	Description	Maximum No. of Point Available	Cross Reference to Proposal
R3	<p>The Bidder should describe their approach for: a) dealing with urgent requirements; b) providing service outside regular business hours; c) ensuring that work is delivered according to established timelines; and d) addressing situations where translations are judged unacceptable.</p> <p>Bidders are advised to describe their approach in sufficient detail for evaluators.</p> <p><u>Rating Scale:</u></p> <p>Excellent – 20 points The response is complete, clearly addresses the Criterion factors and provides exceptionally relevant supporting detail.</p> <p>Very Good – 15 points The response is complete in that it clearly addresses the Criterion factors and provides some relevant supporting detail.</p> <p>Good – 10 points The response is fairly complete in that it somewhat addresses the Criterion factors while providing some supporting detail.</p> <p>Fair – 5 points The response is not complete in that it fails to fully address some of the Criterion factors; it is not clear or is incomplete.</p> <p>Poor/Unsatisfactory – 0 points The response is not complete in that it fails to address all the Criterion factors and does not provide relevant supporting details.</p>	20	



No.	Description	Maximum No. of Point Available	Cross Reference to Proposal
R4	<p>The Bidder should describe the methodology used to ensure uniformity of the terminology used in all documents in the same field.</p> <p><u>Rating Scale:</u></p> <p>Excellent – 10 points: Information very complete, very relevant and very clear.            Very Good – 8 points: Information relatively complete, relatively relevant and relatively clear.            Good – 6 points: Information somewhat complete, somewhat relevant and somewhat clear.            Fair – 4 points: Information unsatisfactory because of very little detail, not relevant, not clear.            Poor – 0 points: No response provided.</p>	10	
Total Awarded Points		300	

**Blind Evaluation of Translated Text:** The translated text will be evaluated by one or more subject matter experts, who are members of the evaluation team. In order to ensure the fairness and transparency of the procurement process, the subject matter experts will not be privy to the name of the bidding company when evaluating the text.



---

### 3. Financial Evaluation

For the purposes of bid evaluation, **Attachment 2 to Part 4 – Pricing Schedule** of the RFP will be used; the total evaluated cost will be calculated as follows:

- a) For the English to French Translations Table A, an average word rate will be calculated by adding the word rates for each category and for the initial Contract and three optional contract periods and dividing the total by 5.
- b) For the Changes Table B, an average hourly rate will be calculated by adding the hourly rates for each category and for the initial Contract and three optional contract periods and dividing the total by 5.
- c) For financial evaluation of bid only, the Cost Average of both Table A & Table B will apply.

**Attachment 2 to Part 4 - Pricing Schedule**

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below, its quoted firm all inclusive unit (per word) and hourly rate (for changes) (in Cdn \$) for each category of English to French translation and Changes identified below.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included, and GST/HST extra, where applicable.

The firm all inclusive word and hourly rates specified below are inclusive of overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing, other operating costs. Accordingly, separate billing of any items related to the routine cost of doing business or time spent travelling will not be permitted under the terms of any resulting contract.

**TABLE A: English to French Translation**

	Column A	Column B	Column C	Column D	Column E
Firm All-Inclusive Word Rates for English to French translation	Initial Contract Year 1	Initial Contract Year 2	Option Year 1	Option Year 2	Option year 3
Regular	\$_____/word	\$_____/word	\$_____/word	\$_____/word	\$_____/word
Rush	\$_____/word	\$_____/word	\$_____/word	\$_____/word	\$_____/word
Specialized	\$_____/word	\$_____/word	\$_____/word	\$_____/word	\$_____/word
Total					
Sum of A+B+C+D+E					\$
Sum divided by 5 (Cost Averaging)					\$



**TABLE B: Changes**

	Column A	Column B	Column C	Column D	Column E
Firm All-Inclusive Hourly Rates for changes	Initial Contract Year 1	Initial Contract Year 2	Option Year 1	Option Year 2	Option year 3
Regular	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour
Rush	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour
Specialized	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour
Total					
Sum of Total A+B+C+D+E					\$
Sum divided by 5 (Cost Averaging)					\$

<b>Cost Averaging of Table A + Cost Averaging of Table B = Financial Price</b>	<b>\$</b>
--	-----------



## **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.

Bidders must submit as part of their bid the certifications included in **Attachment 1 to Part 5 – Certification** of this RFP duly completed and signed by their authorized representative. Failure to do so will result in a bid being declared non-responsive.



---

## Attachment 1 to Part 5 - Certification

### A. 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.

#### 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.

### B. 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.

**C. 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.

**D. Education and Experience**

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or 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.

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.

---

Name

---

Signature

---

Date



## **Part 6- SECURITY REQUIREMENTS**

There are no security requirements associated with the provision of services as described in Annex A Statement of Work.



## PART 7 - RESULTING CONTRACT CLAUSES

### 7.1 Statement of Work

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

### 7.2 Standard Clauses and Conditions

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

### 7.3 General Conditions

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

### 7.4 Term of Contract

#### 7.4.1 Period of the Contract

Contract period of (2) two years from the date of contract award.

#### 7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **three (3) additional 1 year period(s)** under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 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.



## 7.5. Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Mark Beriault

Title: Senior Contracting Advisor

Address: 350 Albert Street, Ottawa, ON, K1A 1H5

Telephone: 613-947-3737

Email address: [Tenders@nserc-crsng.gc.ca](mailto:Tenders@nserc-crsng.gc.ca)

Attention: Mark Beriault

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

### 7.5.2 Project Authority

The Project Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Email address: \_\_\_\_\_

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

### 7.5.3 Contractor's Representative

Fill in at contract award

## 7.6 Proactive Disclosure of Contracts with Former Public Servants (if applicable).

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive



disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

## 7.7 Payment

### 7.7.1 Basis of Payment

The Contractor will be paid its costs reasonably and properly incurred in the performance of the Work, of the Statement of Work, Annex A, determined in accordance with the Basis of Payment in Annex B. Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

### 7.7.2 Limitation of Expenditure

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

### 7.7.3 Method of Payment

#### Monthly Payments

#### SACC Manual clause H1008C (2008-05-12) 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.

## 7.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the monthly progress report.

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
- Destination (Client's address);
- Date;
- Contract No;
- Period in which services were rendered;
- The following certification signed by the Contractor or an authorized officer:
  - "I certify that I 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  
NSERC  
350 Albert, 18th floor  
Ottawa, Ontario K1A 1H5  
[Payables@nserc-crsng.gc.ca](mailto:Payables@nserc-crsng.gc.ca)

### 7.8.1 Direct Deposit Initiatives

The Government of Canada is transitioning from cheques to electronic payments, including the use of direct deposit. A direct deposit is a stable, fast, convenient, secure and reliable payment method used by the Receiver General for Canada to make deposits (one-time only payments or regularly occurring payments) directly into a specified bank account on a payment date.

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.



---

## 7.9 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

## 7.10 Certifications and Additional Information

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the entire contract period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 7.11 Requirement for Training and Familiarization

7.11.1 Any training and/or familiarization required by Contractor personnel to perform specific assignments will be on the Contractor's time and expense, unless otherwise specifically indicated in the contract.

7.11.2 Canada will not provide technology training, unless otherwise specifically indicated in the contract.

## 7.12 Replacement of Specific Personnel

1. Since specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience within **forty-eight (48) hours**. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide the name, qualifications and experience of the proposed replacement.
3. If it is necessary to replace personnel, the Contractor must give at least ten working days' notice in writing to the Project Authority. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.



---

### 7.13 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 co-operation 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.

### 7.14 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.

### 7.15 Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the Department of Public Works and Government Services Act will, on request, 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 email at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

### 7.16 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 supplier 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 email at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

### 7.17 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) General Conditions - 2010B (2016-04-04), Professional Services (Medium Complexity)
  - (c) Annex A, Statement of Work;
  - (d) Annex B, Basis of Payment;
  - (e) the Contractor's bid dated \_\_\_\_\_.

### **7.18 Inspection**

All reports, deliverables, documentation and all services rendered under this Contract shall be subject to inspection by the Project Authority or a designated representative, prior to acceptance. Should the work or any portion thereof not be in accordance with the requirements of the Contract, the Project Authority shall have the right to reject it or require its correction at the sole expense of the Contractor. Any communication with the Contractor regarding the quality of work performed on this Contract shall be undertaken by official correspondence through the Project Authority and the Contracting Authority.

### **7.19 Insurance Requirements**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

### **7.20 Representations and Warranties**

The Contractor made statements regarding its and its proposed resources experience and expertise in its bid that resulted in the award of the Contract. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.



---

## ANNEX “A” STATEMENT OF WORK

### Title

English to French translation services for the Natural Sciences and Engineering Research Council of Canada (NSERC)

### Background

The Communications Division provides translation, editing and proofreading services to various NSERC divisions, the Minister’s office, regional offices and the Networks of Centres of Excellence.

The Communications Division’s employees perform most English language editing and proofreading, and sometimes use subcontractors. French language editing and proofreading is performed mainly by the employees of the Communications Division.

English to French translation is performed mainly by external contractors, with some of the work done internally. The Communications Division team is responsible for quality control of all texts.

Non-technical documents to be translated and revised deal with the following subject areas: administration of grants and scholarships; administration of human resources; and official documents relating to NSERC Communications to a broad or target audience.

The technical documents to be translated and revised deal mainly with the following subject areas: profiles of researchers, popular science articles; and research proposals pertaining to the natural, basic and applied sciences.

### Services Required

The Communications Division is seeking to establish **1 contract** for English to French translation services. NSERC requires a Contractor that provides the flexibility and ability required to deliver these services within tight deadlines, on an as-and-when-required basis.

### Scope of work

The Contractor shall, on an as-and-when-required basis and to the satisfaction of NSERC, provide English to French translation.

### Tasks/Activities

1. With the Project Authority or his/her delegated representative, evaluate the volume of work required for each project and negotiating a time frame.



2. Provide an estimate of the cost and time frame for the project when the volume cannot be expressed as a word count, e.g. translation of updates to documents or specialized translation that requires extensive research.
3. Provide English to French translation of new documents or changes to documents already translated by the Contractor or a third party (all translation work includes proofreading);
4. The Contractor shall e-mail acknowledgement of receipt of any work sent during regular business hours within 30 minutes of receiving the work.
5. The Contractor must provide a time and cost estimate based on the work request and level of response required. The information must be sent to the Project Authority or his/her delegated representative via email before the work commences.
6. The Contractor must advise the Project Authority or his/her delegated representative promptly when a deadline date and time for a translation cannot be met.
7. The Contractor shall not extend a deadline without the written approval of the Project Authority or his/her delegated representative.
8. The Contractor shall use virus detection and elimination systems. The Contractor is responsible for delivering translated texts using virus-free electronic media or methods.
9. Texts are to be delivered electronically, without errors, in the format specified by the Project Authority or his/her delegated representative, and where the format is not specified, in the format in which the documents are submitted for translation or editing. Electronic formats used are 2010 Microsoft Office Suite programs.
10. The Contractor shall assume responsibility for all equipment, hardware, supplies, services, software and any work tools and instruments that are necessary to perform the Work.
11. The Contractor shall have internet access for receiving and sending texts.
12. The Contractor shall be responsible for acquiring all new and/or upgrade versions of software required to do the work at no additional cost to Canada.
13. If required, the Contractor is responsible for picking up and delivering the Work, at the NSERC location in Ottawa, at its expense.
14. The Contractor may be required to deliver work after regular business hours, on a day of rest or on statutory holiday if written notice in this regard is sent by email to the Contractor on the previous working day. The Contractor will be provided with delivery instructions specifying where, when and to which location in the National Capital Region the Work is to be delivered.
15. The Contractor must ensure that all resources deployed in the provision of services are properly trained and qualified to fulfill their responsibilities.



---

### Linguistic Quality and Terminology Uniformity

The quality of the Work delivered by the Contractor must meet the following criteria and be to the satisfaction of the Project Authority. The Contractor must:

1. Translate the texts in a style that exactly matches the nature and end use of the message to be translated and in a language appropriate to the target audience.
2. Ensure that the Work contains standardized and consistent terminology when using the services of more than one translator, while respecting any prescribed deadlines.
3. Use the following spelling, style and terminology guides:
  - a) Le guide du rédacteur;
  - b) Termium and Termium Plus; and
  - c) The Canadian Style.
4. Use all terminology provided by the Project Authority or his/her delegated representative, including terminology retrieved from the MultiTrans language support and management system.
5. Deliver the translated texts in the application, format, style and layout of the original text in a consistent and adequate style with consistent and accurate terminology. Documents cannot be converted from one type of system to another i.e. from a Macintosh to an IBM-compatible computer or to save texts in an earlier or later version of the source document application.
6. Provide, for each text translated, a list of the translator(s) and reviser(s) who translated and revised that text.

### Restrictions

1. The Contractor must not, at any time, communicate directly with the client without authorization from the Project Authority or his/her delegated representative
2. The Contractor must have mechanisms in place to respond to requests for translations or revisions outside regular business hours, on weekends and statutory holidays.
3. The Contractor must only accept translations or revision requests from the Project Authority or his/her delegated representative.
4. Each translation request will be assigned a control number. The Contractor must provide the control number each time they request documentation and information and/or when submitting an invoice.



---

### Quality Assurance

1. The Contractor must verify the quality of translated or revised texts prior to delivery. Verification shall include:
  - a) Comparing the target text to the source text;
  - b) Verifying that the layout matches that of the source text;
  - c) Ensuring that the text has been translated or revised according to the Project Authority's instructions; and
  - d) Verifying that the terminology is the same as that used by NSERC.
2. Where the Project Authority indicates that the completed work does not meet NSERC's quality requirements, the Contractor must make the necessary corrections at no additional cost to NSERC. Corrections will be completed within a mutually agreed upon time frame.
3. The Contractor shall make no more than three (3) minor errors per 500-word chunk of translated text and no major errors. Definitions of minor and major errors are contained in Annex C Definitions. Translations not meeting these standards must be corrected at no cost to NSERC.
4. In the event that three translated texts are returned to the Contractor under the provisions of paragraph 3 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.
5. The Contractor shall advise the Project Authority in writing providing details on the corrective measures being applied.
6. If following the implementation of corrective measures, translated texts are once again rejected under the provisions of paragraph 3 or the Contractor fails to meet established deadlines, the Project Authority reserves the right to terminate the contract at no additional cost to Canada.

### Word Count

1. In cases where the text to be translated includes charts and statistics, and NSERC cannot provide the electronic version of the document, the words counted shall include all numbers to be transposed or modified. However, if numbers are not required in the final document, these shall not be counted.
2. In cases where the text to be translated includes charts and statistics, and NSERC does provide an electronic version, numbers shall be counted unless otherwise specified. In cases where text to be translated will consist of changes made in certain sentences which have already been translated, NSERC will count the total number of words in said sentence and the Contractor shall provide the complete translated text.



- 
3. Should the number of words be questioned, a further count will be made by NSERC and this count shall be accepted as final.
  4. The word count will be provided to the Contractor using the 2010 Microsoft Suite (word) tool.

#### Receipt and Delivery of Texts

1. Receipt and delivery of texts must be completed during regular business hours, unless otherwise requested by the Project Authority or his/her delegated representative.
2. The documents to be translated will be sent by the Project Authority or his/her designated representative either via email or fax, or via other means such as USB key or CD-ROM.
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, or via other means such as USB key or CD-ROM.
4. The Contractor must deliver all translations and revisions in the form, style and format of the original text, unless otherwise indicated by the Project Authority or his/her delegated representative.
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 Canada.

#### Deliverables

1. All completed translations and revisions are subject to inspection and acceptance by the Project Authority.
2. Translations and revisions 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 time frame prescribed by the Project Authority.

#### Contractor Responsibilities

The Contractor shall:

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. Provide Quality Assurance monitoring on all deliverables; and



4. 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 as defined in Annex C Definitions;

#### NSERC's Responsibilities

1. Provide points of contact:
  - a) For issuing Task Authorizations under the resulting contract;
  - b) To act as Project Authority;
  - c) To act as Contracting Authority;
2. Provide access, if possible, to authors of documents included within any translation requested;
3. Provide access to NSERC's facilities (if required), the Project Authority and/or other NSERC 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;
5. Review of translated texts and revisions and the provision of 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.

#### Work Volume

The frequency and volume of requests will vary depending on NSERC activities and priorities. The estimated volume of words is as follows:

Initial Contract Period: For a period not exceeding 24 months from the date of contract award: estimated at 850,000 words per year or 1,700,000 words for the initial contract period.

Contract Option Year 1: estimated at 850,000 words.

Contract Option Year 2: estimated at 850,000 words.

Contract Option Year 3: estimated at 850,000 words.



Location of Work

All work is to be performed at the Contractor's facilities. Work is to be transmitted and/or delivered to NSERC facilities which are located in Ottawa, Ontario, Canada.

Travel and Living Expenses

Travel and living expenses are not payable under the terms and conditions of any resultant contract.

Physical and Email Addresses for Text Pick-Up and Delivery

Will be provided at the time of contract award.



**ANNEX "B" BASIS OF PAYMENT**

1.0 The Contractor will be paid in accordance with the following Basis of Payment for Work performed as described in Annex A Statement of Work.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included, and GST/HST extra, where applicable.

The firm all inclusive word and hourly rates specified below are inclusive of overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing, other operating costs. Accordingly, separate billing of any items related to the routine cost of doing business or time spent travelling will not be permitted under the terms of any resulting contract.

**Table A: English to French Translation**

Firm All-Inclusive Word Rates for English to French translation	Initial Contract Year 1	Initial Contract Year 2	Option Year 1	Option Year 2	Option Year 3
Regular	\$_____/word	\$_____/word	\$_____/word	\$_____/word	\$_____/word
Rush	\$_____/word	\$_____/word	\$_____/word	\$_____/word	\$_____/word
Specialized	\$_____/word	\$_____/word	\$_____/word	\$_____/word	\$_____/word



**Table B: Changes**

Firm All-Inclusive Hourly Rates for changes	Initial Contract Year 1	Initial Contract Year 2	Option Year 1	Option Year 2	Option Year 3
Regular	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour
Rush	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour
Specialized	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour

**2.0 TRAVEL AND LIVING EXPENSES**

Canada will not accept any travel and living expenses incurred by the Contractor as a consequence performing any of the work specified in this Contract.

**3.0 OVERTIME WORK**

All proposed personnel must be available to work outside of “regular business hours” during the duration of the Contract.



## ANNEX “C” DEFINITIONS

**Applied Sciences:** means a science that is conducted in the perspective of a practical objective. Examples are engineering and health care fields.

**Basic Sciences:** means a science that seeks to produce new and abstract knowledge. For example, cosmology is a field of basic science.

**Comparative Editing:** includes comparing the source text and target text rendered by a translator to correct any errors in spelling, typos, grammar, typography, formatting, omissions, discrepancies in meaning, consistency, accuracy, style, terminology, etc.

**Day of Rest:** means Saturday or Sunday

**Major Errors:** include, but are not limited to, factual errors introduced by the Contractor (including mistakes in tables and charts), critical omissions, gibberish and/or errors in formatting such that the intent or message of the original document is altered or strays from the original message. An error is considered major when it would have caused a complaint from a client or the public.

**Minor Errors:** include errors in grammar, style, punctuation, spelling and/or minor omissions

**Natural Sciences:** means a science such as biology, chemistry, or physics that deals with the objects, phenomena or laws of nature and the physical world.

**Regular Business Hours:** means the period from 8:00 a.m. to 5:00 p.m. Ottawa time, Eastern Standard Time or Eastern Daylight Time, as the case may be, Monday through Friday, except for federal statutory holidays.

**Rush Work:** means translations that must be done over during one or more days of rest, during a Statutory Holiday(s) or outside of regular business hours, or translations that have to be turned around in less than 24 hours.

**Specialized Translations:** means documents identified by the Project authority as requiring more research time and specialized terminology.

**Statutory Holiday:** means the following federally recognized days: January 1, Good Friday, Easter Monday, Victoria Day, July 1, Provincial 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 either of those days falls on a day of rest, the statutory holiday is carried over to the next working day).

**Stylistic Editing:** includes clarifying meaning, eliminating jargon, and ensuring an accurate and consistent terminology and the right level of language.

**Word:** means an uninterrupted series of characters. Numbers or figures appearing in text are counted as words.



---

## ANNEX “D”TEXT TO BE TRANSLATED (FRENCH)

Natural Sciences and Engineering Research Council  
Site Visit Report  
Strategic Network Grants Program (NETGP) Grant  
New Proposal

### Executive Summary

Canada has demonstrated expertise in vaccine manufacturing. This expertise is recognized by industry and provides an excellent base for high-value-added biomanufacturing facilities. Recently, for example, WWV announced a major investment in vaccine development facilities in Laval, Quebec, citing the “intention to give Canada, and specifically Quebec, a pivotal role in its world-leading vaccine business.”

The ABC proposal fits very well within this framework of strategic investments for Canada, and the Site Visit Committee strongly encourages NSERC to continue to support biomanufacturing and bioprocessing expertise in order to attract further high-value-added investments by global companies.

The stated aim of ABC is to “undertake research on the characterization, the design, the development, the optimization and the scale-up of cell culture-based influenza vaccine production processes.” During the site visit, it became evident that ABC proposes to develop a set of systems that would be broadly applicable to most vaccine production systems. The underlying technologies are very exciting, important and badly needed by industry. These technologies are not relevant to pandemic outbreaks on the timescale of the proposal, but rather are the building blocks of future developments in basic vaccine production, using influenza as a model. However, this vision was neither well-articulated nor well-recognized by network leaders.

It can be difficult to grow an influenza virus in cell culture on a large scale. Established expertise in retroviral and adenoviral culture does not necessarily translate to the manipulation of influenza virus. This potential difficulty was not recognized by the network leadership. The proponents must strengthen their expertise in areas of biology to clearly assess the potential success of the network. Fundamental biology/virology expertise in influenza is needed to accurately recognize potential opportunities and challenges. The addition of such expertise will likely help recruit potential partners who would have a direct interest in the results of the proposed research.

There are 10 co-applicants in the network, affiliated with 5 different academic institutions located across Canada. Integration and coordination of the 15 different projects and sub-projects was minimal. There was little sensitivity to the need to integrate the results from one project into the beginning of another and no critical mass of students to contribute to the training environment.

The ABC proposal, as presented, has both strengths and weaknesses. The strengths lie mainly in its strategic importance for Canada, while the weaknesses lie mainly in the highly distributed nature of the proposed network, the lack of overall vision, weakness in



understanding some aspects of vaccine manufacturing requirements and basic influenza virology, and an absence of strong commitments from appropriate industry partners.

The proposal was evaluated by four external experts and a Site Visit Committee. While such an initiative has the potential to be a significant strategic investment for Canada, on balance of strengths and weaknesses, the Site Visit Committee cannot recommend funding.

## I. Introduction

The ABC Network brings together 20 researchers from 5 academic institutions and two federal agencies, at locations across Canada. The proponents expect to apply a wide range of state-of-the-art technologies to vaccine amplification in cell culture and to design the most appropriate process to scale-up that production. The network has the potential to contribute to the Canadian bioprocessing and biomanufacturing sectors over the long term (20 plus years), and to provide highly qualified trainees in the short term. Five private sector partners will provide in-kind support to the network.

The proposal was reviewed by four external reviewers during June-July 2010 and subsequently by a Site Visit Committee (SVC) in September 2010.

## II. Assessment by Criterion

### 1. Merit of the Proposal

#### A. Overall Network

Collectively, the group has an impressive record in various areas related to the production of pharmaceuticals by cell culture. Some participants, particularly those from NRC, have extensive knowledge and experience in manufacturing of various pharmaceuticals. However, the proposal suffers from a general lack of insight into the general mechanics of vaccine development and a lack of input from influenza biologists. The proposed research is overly ambitious, with three “substrates” feeding into three main research themes. The lack of expertise in influenza biology compounds this complexity, as there are a dozen different potential influenza subtypes to study within each “substrate.” At the site visit, the proponents did not demonstrate the ability to grasp this potential complexity, nor identify possible ways to reduce it.

Theme leaders do not have a strong track record in VLP (Virus-like particles) production, nor enough experience with vaccinology. Furthermore, the proponents did not demonstrate an understanding of the underlying need to validate the immunogenicity of their potential products. In other words they proposed to generate quantities of protein without confirming whether there is any protective effect. Therefore, the research results have a low probability of being industrially relevant for vaccine manufacturers for the specific production of a pandemic flu vaccine. However, the Site Visit Committee was excited by the concept of developing a set of empirical rules to inform future process design and scale-up based on the results of the scientific investigation of small scale



---

work to identify which factors affect yield and scale-up. Such results would be very important for Canada's biomanufacturing industry in the long term.

#### Strengths

- Excellent expertise in bioprocess engineering
- Good access to infrastructure
- Well connected to the international bioprocess engineering community
- Group has a track record of delivering tangible results in bioprocess engineering
- Overall, proponents have the expertise required to do the proposed activities
- Have identified and established working relationships with several relevant partners
- At least a modest amount of industrial support has been pledged to the project from several companies with direct interest in industrial process engineering and, at least one vaccine manufacturer. This type of "in-kind" support will help to bridge some areas of weakness in the ABC team and provide useful industrial opportunities/exposures for trainees.
- Several aspects of the proposal (especially in Themes 2 and 3) are highly novel and exciting for both academic and industrial research
- Theme 3 was particularly well presented and cohesive
- Potential long term impact on biomanufacturing scale-up is high

#### Weaknesses

- Overly complex
- Overarching vision of network is not evident
- No clarity in selection of "influenza virus" to study
- Not evident how each element contributes to the overall vision of the network and its outcomes
- Choice of target in Theme 1 is critical to the success of the network, and has not been thought through
- Highly dispersed network, cohesion is not evident
- Single trainees in individual labs may not be optimal
- Consideration should be given to increasing supervision for graduate students, for example PDFs or Research Associates
- Inclusion of PDFs and RAs would contribute to improving workflow, networking and training
- Regulatory requirements should be considered in the planning of the network
- Insufficient attention has been given to target choice, most particularly influenza biology
- No recognition of the need for vaccine products to retain their full biologic activity during the scale-up process
- Lack of expertise in virology/vaccinology
- Expertise in protein glycosylation was lacking



- All projects start at the same time. It is not evident that milestones and deliverables have been clearly thought through. Progress of downstream groups may be limited by success of upstream groups
- Budget was highly diluted because of large number of investigators; consideration needs to be given to a more focused and coherent effort, and to group composition
- Written document did not reflect proposed work

## 2. Need for a Network Approach

The stated goal of the application is to develop at least one candidate vaccine for pandemic influenza produced in an egg-free culture system that is feasible and scaleable. Because the proposal targets three different strategies for review and optimization (split-virus, VLP and adenovirus) and because this effort requires a wide range of expertise, a network approach is absolutely critical. Each of these approaches is supported by the literature, so the approaches themselves are not speculative. The applicants are proposing to optimize the real-time characterization and manufacturing processes for several cell-based influenza vaccines. They intend, in essence, to create a virtual company to manufacture one or more 'generic' pandemic influenza vaccines. The range of expertise required for this effort can only be achieved within a company or through the creation of a local or extended network similar to that proposed.

While the written proposal emphasizes a multidisciplinary approach, this was not evident at the site visit. Difficulties of the proposed research, e.g., RAV (recombinant adenovirus) and VLPs, were underestimated. The network leaders did not appear to fully appreciate the potential difficulties in working with genetically labile viruses such as influenza.

### Strengths

- National/international level of expertise in a wide range of cell-culture and related technologies including scale-up, scale-down and bioreactor manipulation
- National/international level of expertise in separation/purification, process optimization, assay development and target characterization
- Inclusion of investigators with innovative approaches to high-throughput, scaled-down process evaluation
- Inclusion of investigators with innovative ideas for high-throughput characterization and evaluation of vaccine production
- Broad expertise in molecular biology
- International-class expertise in adenovirus biology
- Development of an industrial approach of a "pipeline" of candidate products
- Letters of general support were provided

### Weaknesses

- Absence of expertise in influenza biology



- Absence of expertise in influenza split virus vaccine production
- Absence of expertise in generation of VLPs
- Absence of expertise in vaccine evaluation
- Requires better expertise in vaccine development
- It is not clear how well XYZ actually functioned as a network or what innovations/outputs were achieved (e.g., patents, publications, spin-off companies, new corporate partners)
- No clearly-articulated plan to interact with other major influenza or pandemic influenza vaccine groups working to optimize pandemic preparedness nationally and internationally (e.g., vaccine manufacturers, other groups working on targeted vaccine types).
- No clearly articulated strategy to involve influenza pandemic preparedness entities in ABC decision-making

### 3. Interactions and Partnerships

There are both declared and undeclared partners. The overall impression is that declared partners are supportive and will provide industry priorities for the network and training locales for students. The level of material support depends on each company's individual interests. Declared partners include a range of companies, ranging from biotechnology consulting firms and engineering firms to SMEs and large pharmaceutical companies.

#### Strengths

- Industry partners involved in training
- Intellectual input from the industry partners is included in ABC
- Research topics are relevant to the advancement of the field
- Input from a good range of partners including government research institutes, biotechnology companies, vaccine companies
- Industry representatives are highly enthusiastic and realistic about potential outcomes
- Industry partners are well informed and involved in dialogue about research directions
- Proponents have worked very hard to develop collaborations
- At least modest interest from several biotechnology companies in Canada

#### Weaknesses

- Only in-kind support provided
- No significant interest from any vaccine manufacturer and no involvement of Canada's only indigenous influenza vaccine producer
- "Extranet" of undeclared partners has been overstated and has not been successfully implemented
- Individual company contributions vary from strong to very modest relative to the size of the partner or the relevance to its core businesses

### 4. Training



Training is a major focus of this proposal. Industry partners view HQP (Highly Qualified Personnel) as a major product of ABC and are particularly interested in developing and accessing HQP. There is a strong emphasis on student training, with 20 PhD students per year, representing 40 percent of the total requested budget. Each network researcher will supervise one student. Students will be exposed to training opportunities in industry and will organize workshops.

#### Strengths

- Most of the proponents are well established, with good training records
- Proponents are well connected and internationally recognized
- Track record of good mentoring and guidance
- Students will be actively involved in organizing and participating in conferences
- Students will have opportunities to develop networking and organizational skills
- Interactions with non-academic partners provide students with relevant training
- Training is clearly an important priority for investigators
- Strong opportunities for cross-fertilization between groups of students

#### Weaknesses

- Written proposal did not clearly lay out levels of supervision for students
- The written proposal would have been stronger if specific cross-training opportunities had been emphasized (e.g., lab-to-lab visits)
- Single student per lab may have unintended negative consequences
- Students will only be intermittently connected
- Presentation described current training levels of about 8 students per lab, but supervision wasn't well described. The potential impact of additional network students was not clear.

#### 5. Management and Budget

ABC proposes one part-time network manager, while the Scientific Director expects to spend approximately 50 hours per month on Network activities. The SVC considers that without a full time Network Manager, dedicated administrative support and a significant time commitment from the Network Leader, such a broad network would be virtually impossible to control.

Each participating network researcher has been allocated approximately \$20,000 per year, sufficient to cover the cost of one student plus some materials. The SVC questioned the appropriateness of this approach, as it does not give the overall impression of clearly planned projects with strong integration. It was not clear that proponents had thoroughly considered how to terminate unsuccessful projects.

#### Strengths

- The inclusion of management scientists/operations research was a strength of the proposal that demonstrated foresight



- Proponents have experience in network management and have a solid understanding of the difficulties of working in networks
- Prior experience in network interactions for a large core of the proposed ABC investigators
- Significant networking efforts were evident in the set-up of the proposal
- Proponents have seriously considered intellectual property issues and are developing appropriate and potentially innovative ways of managing arising IP

#### Weaknesses

- The potential impact and consequences of project trimming/direction changes was not made clear
- Budget is very thinly spread
- Budget requirements may be significantly underestimated
- Inadequate budget for animal work
- Success of previous network has not been confirmed
- Does not have a full time network manager
- Written proposal does not reflect the strengths of the group, does it reflect a clear vision of the research and is not well organized

#### 6. Benefits to Canada and the Partners

Four industrial partners and one government partner were present at the meeting. There was a general consensus among the industrial partners that ABC would not result in the development of a candidate vaccine but that this was not relevant to their support. From the partners' point of view, the major outcomes from ABC would be HQP and an opportunity to interact closely with academics working on relevant technology development issues. These relatively modest expectations for ABC were reflected in their relatively modest levels of pledged support.

#### Strengths:

- The 20-40 students who will be trained within this network will be a valuable addition to the HQP "pool" in Canada in the area of industrial-scale process engineering and will contribute to a critical mass of such professionals
- In the long term (less than 10 years), the support of ABC could potentially contribute to Canadian bioterror and pandemic preparedness
- Canada has limited capacity and expertise in the areas of process chemistry, high-throughput process analyses and cell-culture for manufacturing. ABC therefore addresses a clear need for the country
- There is increasing interest from universities to take candidate "products" further through development before partnering. The launching of several university-based drug discovery programs are clear indications of this trend. Support for the transition period from discovery to candidate product is a therefore a growth area in Canada's universities and is (generally) welcomed by both Canadian and international industrial partners
- Based on comments from the industrial partners, it is very likely that the students from this cohort who choose to pursue their careers in industry will have little difficulty finding jobs



- Those who choose to remain within academia will also likely find positions to build up faculties in process engineering, chemistry and related fields

#### Weaknesses

- This program will not contribute to Canadian pandemic preparedness as “advertised”
- The absence of declared interest from Canada’s only indigenous influenza vaccine manufacturer is troubling for the specific target proposed by ABC

### III. Conclusions and Recommendation

This is an extremely important opportunity for long-term benefit to the Canadian economy, but could only be recommended for funding if significantly revised. The network participants have significant strengths in bioprocess development, biomanufacturing and supporting technologies. The SVC notes that there is insufficient expertise in bioprocess engineering at the international level, and that training initiatives to strengthen Canada’s pool of talent would provide a significant competitive advantage for the Canadian economy by attracting international investment from biopharmaceutical companies. If this area is not developed, it will become a bottleneck for vaccine development in the future. The SVC strongly supports NSERC investment in the bioprocess/biomanufacturing area.

The proponents are woefully unaware of current research initiatives in vaccinology in Canada. The proposed research is precisely what is needed to advance these other initiatives, but the proponents lack important expertise and connections to ensure a successful outcome. The emphasis on influenza vaccine production detracted from the quality of the proposal, due in large part to the striking lack of experience with influenza vaccine production/evaluation. Whatever viruses will be targeted, the proponents need to include biologists/virologists with appropriate expertise to provide guidance on which target to choose, and expertise on pharmaceutical product characterization to test/validate products and processes that are developed.

The proponents need to expand their awareness and sensitivity to regulatory affairs to ensure industrial relevance. Such an effort would increase the probability of serious interest from vaccine manufacturers. Which cell lines to use should be carefully considered, taking regulatory restrictions into consideration.

The SVC cannot recommend funding of the proposal as presented, however, the committee strongly encourages NSERC to invest in such an initiative. With appropriate expertise, more clarity of focus (ideally on VLPs, which offers an excellent niche opportunity for such a network), a greater emphasis on industrially relevant outcomes such as immunogenicity and protection, and stronger management and integration of network activities, a Strategic Network on Vaccine Biomanufacturing would offer a significant opportunity for Canada to be a global leader in advanced manufacturing.



Resource Name:

Signature:

Date:

Note to Bidders: **All three (3) proposed resources must obtain 25/35 points to be considered compliant. If one of the Bidder's proposed resources fails to score at least 25 points the Bidder's proposal will be declared non-compliant and will be given no further consideration.**