



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

Public Health Agency of Canada / Agence de la santé publique du Canada

**Attn: Erin Massey**  
**Email:** erin.massey@canada.ca

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

**Instructions : See Herein**  
**Instructions: Voir aux présentes**

**Issuing Office – Bureau de distribution**  
Public Health Agency of Canada / Agence de la santé publique du Canada  
200, Eglantine Driveway  
Tunney's Pasture  
Ottawa Ontario K1A 0K9

<b>Title – Sujet</b> French Copyeditor for Scientific Journal (HPCDP)	
<b>Solicitation No. – N° de l'invitation</b> 100205957	<b>Date</b> 2018-11-02
<b>Solicitation Closes at – 2 :00PM</b> <b>L'invitation prend fin à 14 :00</b> <b>on / le – 2018-12-12</b>	<b>Time Zone</b> <b>Fuseau horaire</b> EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à :</b> Name: Erin Massey Email: erin.massey@canada.ca Telephone – téléphone : 613-941-2094	
<b>Destination – of Goods, Services, and Construction:</b> <b>Destination – des biens, services et construction :</b> See Herein – Voir ici	
<b>Delivery required - Livraison exigée</b> See Herein – Voir ici	
<b>Vendor/firm Name and address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Facsimile No. – N° de télécopieur :</b> <b>Telephone No. – N° de téléphone :</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur</b>	
<hr/> <b>(type or print)/ (taper ou écrire en caractères d'imprimerie)</b>	
<hr/> <b>Signature</b>	<hr/> <b>Date</b>

**High Complexity Bid Solicitation and Resulting Contract Template (HC)**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work and the Basis of Payment.

### **1.2 Summary**

- 1.2.1 The Public Health Agency of Canada (PHAC) requires the services of a copyeditor to provide comparative editing (translated French compared to original English), including stylistic editing, copyediting and proofreading services on scientific manuscripts submitted to Health Promotion and Chronic Disease Prevention in Canada on a monthly basis and as requested.

The contract period is from January 2, 2019 to June 30, 2020 with three (3) additional 18-month option periods.

- 1.2.2 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), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

### **1.3 Debriefings**

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

### 2.2 Submission of Bids

Bids must be submitted only to the Public Health Agency of Canada (PHAC) Contracting Authority by email, by the date, time and place indicated in the bid solicitation.

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

### 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### Definitions

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

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

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

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

Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

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

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

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

### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

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

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

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

The Public Health Agency of Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the *Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts*: Where the main purpose of the Crown Procurement Contract, or the deliverables contracted for, is to generate knowledge and information for public dissemination.

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

### **3.1 Bid Preparation Instructions**

Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission.

The bid must be gathered per section and separated as follows:

- Section I: Technical Bid: One electronic (PDF) copy by email;
- Section II: Financial Bid: One electronic (PDF) copy by email;
- Section III: Certifications: One electronic (PDF) copy by email;

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

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

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

- (a) use a numbering system that corresponds to the bid solicitation.

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

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

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

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

Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B.

#### **Section III: Certifications**

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

## 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 evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory criteria set out below. The Bidder must provide the necessary documentation to support compliance. Bids which fail to meet the mandatory criteria will be declared non-responsive. Mandatory criteria are evaluated on a simple pass or fail basis. This will be evaluated as either a "Yes" or a "No."

<b>Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.</b>				
<b>Criteria</b>		<b>Page #</b>	<b>Met Yes /No</b>	<b>Comments</b>
M1	The bidder must demonstrate, by providing detailed project descriptions and a CV, that the proposed resource has a minimum of 500 hours/year experience editing health sciences and statistical material for a scientific peer-reviewed journal within the last three years.  The total number of hours must be clearly identified and substantiated for each project referenced.			
M2	The bidder must provide 2 references supporting health- and science- related copyediting work experience for the proposed resource within the last 3 years.  References must include the following: Organization: Contact Name: Contact Phone number: Contact email: Description of the work performed:  PHAC may or may not contact references for validation			
M3	The bidder must demonstrate that the proposed resource has a valid Master's Degree (or higher) in a language-, statistical-, or science-related field from a recognized educational institution. The bidder must provide a copy of the valid degree at time of bid closing.			



#### 4.1.1.2 Point Rated Technical Criteria

In addition to meeting the Mandatory Criteria, the Bidder must also address the Point-Rated Criteria identified below.

#### Minimum overall score

The overall minimum cumulative score is 21/30 points for the sum of technical criteria R1, R2, R3 and R4. Bids that fail to meet the minimum score of 21/30 points will be declared non-responsive and no further consideration will be given to the bid.

	Criteria	Points	Comments
R1	<p><b>EXPERIENCE:</b></p> <p>The Bidder should demonstrate, by referencing the proposed resource's CV, that the proposed resource has more than four (4) years (48 months) of professional experience working as a translator or copyeditor:</p> <p><b>POINTS ALLOCATION:</b></p> <p>4-5 years(48-60 months): 1 point            5-7 years(61-84 months): 3 points            Over 7 years (84+ months): 5 points</p>	/5	
R2	<p><b>SKILLS: Sample of work for <u>Government clients</u>:</b></p> <p>The Bidder should provide one (1) sample of work that the proposed resource completed for a government client using the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals".</p> <p>The sample <b>MUST</b> include the original and the final edited copy for comparison.</p> <p><b>POINTS ALLOCATION:</b></p> <p>Poor / weak demonstration of copyediting skills / poor quality: 1 point</p> <p>Satisfactory demonstration of copyediting skills / satisfactory quality: 3 points</p> <p>Excellent demonstration of copyediting skills / professional quality: 3 points 5</p>	/5	
R3	<p>The Bidder should provide three (3) additional samples of work that the proposed resource completed for any client (i.e. government or non-government) demonstrating copyediting skills.</p> <p>The samples <b>MUST</b> include the originals and the final edited copies for comparison.</p>	/5	

	<p>POINTS ALLOCATION:</p> <p>No/ poor/ weak demonstration of skills / poor quality: 1 point</p> <p>Satisfactory demonstration of skills / satisfactory quality: 3 points</p> <p>Excellent demonstration of skills / professional quality: 5 points</p>		
R4	<p>WORK PLAN:</p> <p>The Bidder should provide, with their bid, a proposed Work Plan incorporating the following elements:</p> <p><b>Information to be submitted:</b></p> <p>i. description of the overall approach and strategy to delivering editing services;</p> <p>ii. a description of the methodologies and techniques to be used;</p> <p>iii. a breakdown of the work by phases including tasks, planned start/completion dates and estimated level of effort (i.e. person days) needed to complete each phase.</p> <p>iv. a description of how the performance of the work will be monitored, including information on quality control methods and reporting mechanisms.</p> <p>POINTS ALLOCATION:</p> <p>No/ poor/ weak work plan (does not sufficiently address the 4 requirements above): 5 points</p> <p>Satisfactory work plan (adequately addresses the requirements): 10 points</p> <p>Excellent work plan: (fully addresses / exceeds the requirements ) 15 points</p>	/15	
Final Score (minimum 21/30 required)		/30	

## 4.2 Basis of Selection

### 4.2.1 Highest Combined Rating of Technical Merit (70%) and Price (30%)

1. To be declared responsive, a bid must:
  - a) comply with all the requirements of the bid solicitation; and
  - b) meet all mandatory criteria; and
  - c) obtain the required minimum of 21 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 30 points.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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

<b>Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)</b>				
		<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	<b>Pricing Score</b>	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
<b>Combined Rating</b>		84.18	73.15	77.70
<b>Overall Rating</b>		1st	3rd	2nd

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

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

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<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.

#### **5.2.2 Additional Certifications Precedent to Contract Award**

##### **5.2.2.1 Status and Availability of Resources**

**5.2.2.1.1** *SACC Manual* clause [A3005T](#) (2010-08-16), Status and Availability of Resources

##### **5.2.2.2 Education and Experience**

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

## **PART 6 - OTHER REQUIREMENTS**

### **6.1 Insurance Requirements**

*SACC Manual* clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirement.

## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### **7.2.1 General Conditions**

2035 (2018-06-21) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### **7.3 Security Requirements**

**7.3.1** Unscreened contractors must be escorted by an employee or Commissionaire at all times when visiting Government of Canada facilities.

Information which is to be used in the development of the contracted product, as reference material or otherwise made available to the contractor must be unclassified material and considered to be releasable to the public by Health Canada/Public Health Agency of Canada and/or The Government of Canada.

No Protected or Classified information is to be made available to the contractor, used in the production of the contracted product, or produced as a result of this contract.

### **7.4 Term of Contract**

#### **7.4.1 Period of the Contract**

The period of the Contract is from January 2, 2019 to June 30, 2020 inclusive.

#### **7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional 18-month 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 thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### **7.5 Authorities**

#### **7.5.1 Contracting Authority**

Name: Erin Massey  
Title: Senior Procurement and Contracting Officer  
Health Canada | Public Health Agency of Canada

Directorate: Materiel and Assets Management  
Address: 200 Eglantine Driveway, Ottawa, ON K1A 0K9  
Telephone: 613-941-2094  
E-mail address: [erin.massey@canada.ca](mailto:erin.massey@canada.ca)

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

#### **7.5.2 Project Authority (to be identified at contract award)**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

#### **7.5.3 Production Editor (to be identified at contract award)**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

#### **7.5.4 Contractor's Representative (to be identified at contract award)**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

#### **7.6 Proactive Disclosure of Contracts with Former Public Servants**

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

## **7.7 Payment**

### **7.7.1 Basis of Payment**

The Contractor will be paid firm hourly rates for work performed in accordance with the Basis of Payment at Annex B. Customs duties are included and Applicable Taxes are extra.

### **7.7.2 Limitation of Price**

*SACC Manual* clause [C6000C](#) (2017-08-17) Limitation of Price

### **7.7.3 Method of Payment – Monthly Payment**

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

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

### **7.7.4 Time Verification**

*SACC Manual* clause [C0711C](#) (2008-05-12) Time Verification

## **7.8 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.  
Each invoice must be supported by:
  - a) a copy of time sheets to support the time claimed;
  - b) a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
  - a. The original must be forwarded to [hc.p2p.east.invoices-factures.est.sc@canada.ca](mailto:hc.p2p.east.invoices-factures.est.sc@canada.ca) for certification and payment.

## **7.9 Certifications and Additional Information**

### **7.9.1 Compliance**

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

### **7.10 Applicable Laws**

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

### **7.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#), General Conditions – Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_.

### **7.12 Insurance**

SACC *Manual* clause [G1005C](#) (2016-01-28) Insurance



## ANNEX “A” STATEMENT OF WORK

### 1. Title

French Copyeditor for Scientific Journal

### 2. Scope

#### 2.1. Introduction

The Public Health Agency of Canada (PHAC) requires the services of a copyeditor to provide comparative editing (translated French compared to original English), including stylistic editing, copyediting and proofreading services on scientific manuscripts submitted to *Health Promotion and Chronic Disease Prevention in Canada* on a monthly basis and as requested.

#### 2.2. Objectives of the Requirement

*Health Promotion and Chronic Disease Prevention in Canada* is a bilingual, peer-reviewed, scientific journal published by PHAC and relies on the services of qualified copyeditors to ensure that its manuscripts are of the highest quality from a linguistic point of view. The copyeditor is therefore an integral part in the manuscript review process of ensuring consistency, quality, correctness and conciseness.

#### 2.3. Background and Specific Scope of the Requirement

Health Promotion and Chronic Disease Prevention in Canada (the Journal) is a bilingual, monthly, online scientific journal of the Public Health Agency of Canada. The Journal publishes articles on disease prevention, health promotion and health equity in the areas of chronic diseases, injuries and life course health. Content includes research from fields such as public/community health, epidemiology, biostatistics, the behavioural and social sciences, and health services or economics.

The monthly publication schedule requires tight and regular turnarounds on deliverables.

### 3. Requirements

#### 3.1. Tasks, Activities, Deliverables and/or Milestones

The resource must:

Provide comparative editing (translated French compared to original English), including stylistic editing, copyediting and proofreading services on scientific manuscripts translated into French submitted to Health Promotion and Chronic Disease Prevention in Canada as requested. The requirement will be to edit and proofread 16-18 issues. Each French issue is between 16,000 to 24,000 words.

The editor will use the Uniform Requirements for Manuscripts Submitted to Biomedical Journals as a guide, as well as the specific style guide developed for the Journal. The editor will continue to develop and refine the French style guide for Health Promotion and Chronic Disease Prevention in Canada.

#### 3.2. Specifications and Standards

Articles will be edited in MS Word, MS Excel (Tables) or MS PowerPoint (Figures) and delivered to the Production Editor electronically. Comments or questions for the Production Editor or authors should be inserted directly into the document using the “track changes” mode in the case of Word documents. For Excel and PowerPoint documents, comments can be inserted into the file, or listed in a separate document.

Changes to article proofs will be done in Adobe Acrobat Pro. Comments or questions for the Production Editor or authors should be inserted directly into the document using the “Tools” and “Comment” functions.

### **3.3. Technical, Operational and Organizational Environment**

The editor will need to have use of MS Word, MS Excel, MS PowerPoint and Adobe Acrobat Pro.

### **3.4. Method and Source of Acceptance**

The work will be measured against the Uniform Requirements for Manuscripts Submitted to Biomedical Journals and against the Journal’s own style guide.

### **3.5. Reporting Requirements**

The contractor shall submit two (2) reports per month via email to the Production Editor, outlining progress and any questions.

### **3.6. Project Management Control Procedures**

The final work must be submitted to the Production Editor at the end of the specified copyediting and/or proofreading phase for each monthly issue.

## **4. Additional Information**

### **4.1. Canada’s Obligations**

Canada will provide access to the time and advice of the Production Editor as required. The Production Editor will supply the Editors with regular scheduling updates, as required.

### **4.2. Contractor’s Obligations**

Unless otherwise specified, the Contractor must use its own equipment and software for the performance of this Statement of Work.

### **4.3. Location of Work, Work site and Delivery Point**

Work to be performed offsite. Delivery is electronic.

### **4.4. Language of Work**

French and English. The work to be performed is copy editing French language manuscripts.

## **5. Project Schedule**

### **5.1. Schedule and Estimated Level of Effort (Work Breakdown Structure)**

The requirement will be for the editor to edit and proofread 16-18 issues. Each French issue is between 16,000 to 24,000 words. Due to the Journal’s monthly production schedule, editing and proofing timelines are very tight. The editor will have one week to complete the initial editing and one week to complete the proofing of the PDF files.

## **6.0 APPLICABLE DOCUMENTS**

### **6.1 Applicable Documents**

The editor will use the [Uniform Requirements for Manuscripts Submitted to Biomedical Journals](#) (updated and renamed in 2017 as “Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals”) as a guide; Health Promotion and Chronic Disease Prevention in Canada Style Sheet for Copyeditors; and Information for authors: Health Promotion and Chronic Disease Prevention in Canada.

## ANNEX “B” BASIS OF PAYMENT

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

### Initial Contract period (January 2, 2019 – June 30, 2020)

<u>Resource</u>	<u>Estimated level of Effort (A)</u>	<u>Firm all-inclusive hourly rate (B)</u>	<u>Estimated total (C) = (A)x(B)</u>
Copyeditor	Up to 1300 hours	\$	\$
Estimated applicable taxes (D):			\$
Estimated Grand Total (C+D):			\$

### Option to Extend the Contract

During the extended period of the Contract, the Contractor will be paid the following firm hourly rates to perform all the Work in relation to the contract extension.

### Option Period 1 (July 2, 2020 – December 31, 2021)

<u>Resource</u>	<u>Estimated level of Effort (A)</u>	<u>Firm all-inclusive hourly rate (B)</u>	<u>Estimated total (C) = (A)x(B)</u>
Copyeditor	Up to 1300 hours	\$	\$
Estimated applicable taxes (D):			\$
Estimated Grand Total (C+D):			\$

### Option Period 2 (January 4, 2022 – June 30, 2023)

<u>Resource</u>	<u>Estimated level of Effort (A)</u>	<u>Firm all-inclusive hourly rate (B)</u>	<u>Estimated total (C) = (A)x(B)</u>
Copyeditor	Up to 1300 hours	\$	\$
Estimated applicable taxes (D):			\$
Estimated Grand Total (C+D):			\$

### Option Period 3 (July 4, 2023 – December 31, 2024)

<u>Resource</u>	<u>Estimated level of Effort (A)</u>	<u>Firm all-inclusive hourly rate (B)</u>	<u>Estimated total (C) = (A)x(B)</u>
Copyeditor	Up to 1300 hours	\$	\$
Estimated applicable taxes (D):			\$
Estimated Grand Total (C+D):			\$