



**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

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|--|--|
| Title – Sujet English Copyeditor for Scientific Journal | |
| Solicitation No. – N° de l’invitation 1000207429 | Date 2019-02-19 |
| Solicitation Closes at – 2 :00PM L’invitation prend fin à on / le – 2019-04-02 | Time Zone Fuseau horaire EDT |
| F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/> | |
| Address Enquiries to: - Adresser toutes questions à : Name: Erin Massey Email: erin.massey@canada.ca Telephone – téléphone : 613-941-2094 | |
| Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein – Voir ici | |
| Delivery required - Livraison exigée See Herein – Voir ici | |
| Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l’entrepreneur | |
| Facsimile No. – N° de télécopieur : Telephone No. – N° de téléphone : | |
| Name and title of person authorized to sign on behalf of Vendor/firm Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur | |
| <hr/> (type or print)/ (taper ou écrire en caractères d’imprimerie) | |
| _____ Signature | _____ Date |

TABLE OF CONTENTS

| | |
|---|-----------|
| PART 1 - GENERAL INFORMATION | 3 |
| 1.1 INTRODUCTION..... | 3 |
| 1.2 SUMMARY | 3 |
| 1.3 TRADE AGREEMENTS | 3 |
| 1.4 DEBRIEFINGS | 4 |
| PART 2 - BIDDER INSTRUCTIONS | 4 |
| 2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS..... | 4 |
| 2.2 SUBMISSION OF BIDS..... | 4 |
| 2.3 FORMER PUBLIC SERVANT..... | 4 |
| 2.4 ENQUIRIES - BID SOLICITATION..... | 5 |
| 2.5 APPLICABLE LAWS..... | 6 |
| 2.6 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD | 6 |
| 2.7 BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY | 6 |
| PART 3 - BID PREPARATION INSTRUCTIONS..... | 6 |
| 3.1 BID PREPARATION INSTRUCTIONS | 6 |
| PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION | 8 |
| 4.1 EVALUATION PROCEDURES..... | 8 |
| 4.2 BASIS OF SELECTION..... | 12 |
| PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION | 14 |
| 5.1 CERTIFICATIONS REQUIRED WITH THE BID | 14 |
| 5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION | 14 |
| PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS..... | 15 |
| 6.1 SECURITY REQUIREMENTS | 15 |
| PART 7 - RESULTING CONTRACT CLAUSES | 16 |
| 7.1 SECURITY REQUIREMENTS | 16 |
| 7.2 STATEMENT OF WORK..... | 16 |
| 7.3 STANDARD CLAUSES AND CONDITIONS..... | 17 |
| 7.4 TERM OF CONTRACT | 17 |
| 7.5 AUTHORITIES | 17 |
| 7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS | 18 |
| 7.7 PAYMENT | 18 |
| 7.8 INVOICING INSTRUCTIONS | 20 |
| 7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION..... | 20 |
| 7.10 APPLICABLE LAWS..... | 20 |
| 7.11 PRIORITY OF DOCUMENTS | 20 |
| 7.12 INSURANCE | 20 |
| ANNEX A - STATEMENT OF WORK | 21 |
| ANNEX B – BASIS OF PAYMENT..... | 24 |
| ANNEX C – TASK AUTHORIZATION (TA) FORM | 27 |

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 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, the Basis of Payment and the Task Authorization (TA) Form.

1.2 Summary

- 1.2.1 The Public Health Agency of Canada (PHAC) requires the services of copyeditors to provide 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. Should additional services be required, they will be done via a Task Authorization document.
- 1.2.2 This bid solicitation is to establish two contracts for the delivery of the requirement detailed in the bid solicitation to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside the resulting contract.

1.3 Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement, the Canada-Colombia Free Trade Agreement, the Canada-Honduras Free Trade Agreement, the Canada Korea Free Trade Agreement, the Canada-Panama Free Trade Agreement and the Canadian Free Trade Agreement (CFTA).

1.4 Debriefings

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

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.

2.2 Submission of Bids

Bids must be submitted only to Contracting Authority by the date, time and place indicated in the bid solicitation.

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

2.3 Former Public Servant

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

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 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least twenty (20) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 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 bidders provide their bid in separately bound sections 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;

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment at 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 and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

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."

| Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria. | | | | |
|--|---|---------------|--------------------|-----------------|
| Criteria | | Page # | Met Yes /No | Comments |
| M1 | <p>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.</p> <p>The total number of hours must be clearly identified and substantiated for each project referenced.</p> | | | |
| M2 | <p>The bidder must provide two (2) references supporting health- and science-related copyediting work experience for the proposed resource within the last three (3) years.</p> <p>References should include the following: Organization: Contact Name: Contact Phone number: Contact email: Description of the work performed:</p> <p>PHAC may or may not contact references for validation</p> | | | |
| M3 | <p>The bidder must demonstrate that the proposed resource has a valid Bachelor's Degree (or higher) in a language-, statistical-, or science-related field from a recognized educational institution. The bidder must</p> | | | |

| | | | | |
|--|--|--|--|--|
| | 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>EXPERIENCE:</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 an English language copyeditor.</p> <p>POINTS ALLOCATION: 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>SKILLS: Sample of work for <u>Government clients</u>:</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", now renamed as, <i>Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals</i>", (http://www.icmje.org/recommendations/) and one (1) sample of work that the proposed resource completed which demonstrates development and/or refinement of a journal style guide.</p> <p>The sample MUST include the original and the final edited copy for comparison.</p> <p>POINTS ALLOCATION: Poor / weak demonstration of copyediting skills / poor quality: 1 point Satisfactory demonstration of copyediting skills / satisfactory quality: 3 points Excellent demonstration of copyediting skills / professional quality: 5 points</p> | /5 | |

| | | | |
|----|---|-----|--|
| R3 | <p>The Bidder should provide three (3) additional samples (i.e. different from the sample in R2) of work that the proposed resource completed for any client (i.e. government or non-government) demonstrating copyediting skills for a health sciences publication.</p> <p>The samples MUST include the originals and the final edited copies for comparison.</p> <p>POINTS ALLOCATION: 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> | /5 | |
| R4 | <p>WORK PLAN:</p> <p>The Bidder should provide, with their bid, a proposed Work Plan incorporating the following elements:</p> <p>The work plan must include:</p> <ul style="list-style-type: none"> i. a description of the overall approach and strategy to delivering editing services; ii. a description of the methodologies and techniques to be used; 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; iv. a description of how the performance of the work will be monitored, including information on quality control methods and reporting mechanisms; and v. a description or statement of how the Bidder will deal with urgent requests, higher than normal assigned volume of work, or varying timelines and volume. <p>POINTS ALLOCATION: No/ poor/ weak work plan (does not sufficiently address the 5 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 21/30 overall for the technical evaluation criteria which are subject to point rating.
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).

EXAMPLE

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

Only the Offerors who have met the mandatory criteria and have received the minimum score or better shall be considered for award.

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 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 provided 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

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

5.2.2.2 Education and Experience

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Security Requirements

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.

7.2 Statement of Work

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

7.2.1 Task Authorization

A portion of the Work to be performed is on an "as and when requested basis" under the Contract. These services will be requested using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.2.2 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form" specified in Annex C.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.2.2.1 Task Authorization – Rotational

Two (2) contracts were awarded as a result of the Public Health Agency of Canada bid solicitation number: 1000207429. The task authorizations shall be issued on rotation between the two (2) resulting contractors.

7.2.2.2 Canada's Obligation – Portion of the Work - Task Authorizations

SACC Manual clause [B9031C](#) (2011-05-16), Canada's Obligation – Portion of the Work – Task Authorizations

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

[2010B](#) (2018-06-21) General Conditions – Professional Services (medium complexity) apply to and form part of the Contract.

7.3.2 Supplemental General Conditions

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

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 13, 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 four (4) additional one (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 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 and the Public Health Agency of Canada
Chief Financial Officer Branch
Directorate: Materiel and Assets Management
Address: 200 Eglantine Driveway, Ottawa, ON K1A 0K9
Telephone: 613-941-2094
E-mail address: 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 Contractor's Representative (to be identified at contract award)

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
E-mail address: _____

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 Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being

exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a) a. when it is 75% committed, or
 - b) b. four months before the contract expiry date, or
 - c) 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 – Bimonthly Payment

Canada will pay the Contractor on a two (2) month basis for work performed during the period 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 Basis of Payment - Individual task authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of Payment at Annex B.

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are excluded and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.4.1 Method of Payment – Individual task authorizations - Single Payment

The following method of payment will form part of the authorized TA: Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

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

7.7.5 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 and one (1) copy must be forwarded to 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 supplemental general conditions [4007](#) (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information ;
- (c) the general conditions [2010B](#) (2018-06-21) General Conditions – Professional Services (medium complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) the signed Task Authorizations (including all of its annexes, if any);
- (g) the Contractor's bid dated _____,

7.12 Insurance

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

ANNEX A - STATEMENT OF WORK

1. TITLE

English Copyeditor for Scientific Journal

2. SCOPE

2.1. Introduction

The Public Health Agency of Canada (PHAC) requires the services of a copyeditor to provide 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. Copyeditors are therefore an integral part of ensuring consistency, quality, correctness and conciseness in the manuscript review and publication production processes.

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 Contractor will:

Provide stylistic editing, copyediting and proofreading services on scientific manuscripts submitted to *Health Promotion and Chronic Disease Prevention in Canada* as requested. The requirement will be to edit and proofread 5-6 issues per year. Each English issue is between 16,000 to 24,000 words.

1. The Contractor will use the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (updated and renamed "*Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals*") <http://www.icmje.org/recommendations/> as a guide, as well as the specific style guide developed for the Journal. The Contractor will continue to develop and refine the English 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 for the 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.

After the initial two week manuscript editing phase, the Contractor is expected to send the authors the copyedited manuscript, containing any questions for clarification.

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

3.4. Reporting Requirements

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

3.5. 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

Access to the time and advice of the Production Editor as required. The Production Editor will supply the Contractor with regular scheduling updates, as required.

4.2. Contractor’s Obligations

Unless otherwise specified, the Contractor must use their 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

The Work shall be delivered in English.

5. PROJECT SCHEDULE

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

Due to the Journal’s monthly production schedule, editing and proofing timelines are very tight.

The Contractor will have two weeks to complete the initial editing and one week to complete the proofing of the PDF files. After the initial two week manuscript editing phase, the Contractor is expected to send the authors the copyedited manuscript, containing any questions for clarification.

Example of a monthly production schedule (excerpt):

| | |
|----------------|--|
| Semaine | Volume 39 : 1 (Janvier 2019) |
| 27-Aug | Aug 31 - Production Start Date for Vol 39:1 |
| 03-Sep | English copyediting (two weeks: Sep 3-17) |
| 10-Sep | English copyediting |

| | |
|--------|--|
| 17-Sep | English copyeditor: correspondence with author and integration of author changes (one week: Sep 17-24) |
| 24-Sep | |
| 01-Oct | |
| 08-Oct | Translation |
| 15-Oct | Translation |
| 22-Oct | |
| 29-Oct | |
| 05-Nov | Layout/Design |
| 12-Nov | Layout/Design |
| 19-Nov | English copyeditor: PDF proofing/author alterations (one week: Nov 19-26) |
| 26-Nov | Production editor: PDF polishing (finalizing) |
| 03-Dec | Production editor: PDF polishing (finalizing) |
| 10-Dec | HTML CODING |
| 17-Dec | HTML CODING |
| 31-Dec | HTML CODING |
| 07-Jan | HTML CODING |
| 14-Jan | Launch of HPCDP Journal |

6. APPLICABLE DOCUMENTS AND GLOSSARY

6.1. Applicable Documents

- Uniform Requirements for Manuscripts Submitted to Biomedical Journals (updated and renamed "Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals") <http://www.icmje.org/recommendations/>; and
- [Information for authors](#): Health Promotion and Chronic Disease Prevention in Canada.

ANNEX B – BASIS OF PAYMENT

1. BASIS OF PAYMENT

- 1.1. Canada will pay the Contractor for the satisfactory performance of the agreed to services an amount not to exceed \$ _____ CAD. Customs duties are excluded and applicable taxes are extra.
- 1.2. All prices and amounts of money in the Contract are exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable, unless otherwise indicated. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims for goods supplied or work performed and will be paid by Canada. The Contractor agrees to remit to Canada Revenue Agency any GST or HST paid or due.
- 1.3. No increase in the total liability of Canada or in the price of Work resulting from any design changes, modifications or interpretations of specifications made by the Contractor will be authorized or paid to the Contractor unless such changes, modifications or interpretations have been approved in writing by the Contracting Authority prior to their incorporation into the Work. The Contractor is not obliged to perform any Work or provide any service that would cause the total liability of Canada to be exceeded without the prior written approval of the Contracting Authority. The Contractor will notify the Project Authority in writing as to the adequacy of this sum:
- a. when it is seventy five percent (75%) committed, or
 - b. four (4) months prior to the Contract expiry date, or
 - c. if the Contractor considers the funds provided to be inadequate for the completion of the Work, whichever comes first.

In the event that the notification refers to inadequate funds, the Contractor will provide to the Project Authority, in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional fund does not increase the liability of Canada.

2. PRICE BREAKDOWN

2.1. PROFESSIONAL SERVICES

For professional services, the Contractor will be paid at the following firm, all-inclusive rates. These rates include overhead and profit but do not include GST and HST.

PROFESSIONAL SERVICES – INITIAL CONTRACT PERIOD (2019/20)

| <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 550 hours | \$ | \$ |
| | Urgent hourly rate: | \$ | |
| | Estimated applicable taxes (D): | | \$ |
| | Estimated Grand Total (C+D) | | \$ |

PROFESSIONAL SERVICES – OPTION PERIOD 1 (2020/21)

| <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 550 hours | \$ | \$ |
| Urgent hourly rate: | | \$ | |
| Estimated applicable taxes (D): | | | \$ |
| Estimated Grand Total (C+D) | | | \$ |

PROFESSIONAL SERVICES – OPTION PERIOD 2 (2021/22)

| <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 550 hours | \$ | \$ |
| Urgent hourly rate: | | \$ | |
| Estimated applicable taxes (D): | | | \$ |
| Estimated Grand Total (C+D) | | | \$ |

PROFESSIONAL SERVICES – OPTION PERIOD 3 (2022/23)

| <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 550 hours | \$ | \$ |
| Urgent hourly rate: | | \$ | |
| Estimated applicable taxes (D): | | | \$ |
| Estimated Grand Total (C+D) | | | \$ |

PROFESSIONAL SERVICES – OPTION PERIOD 4 (2023/24)

| <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 550 hours | \$ | \$ |
| Urgent hourly rate: | | \$ | |
| Estimated applicable taxes (D): | | | \$ |
| Estimated Grand Total (C+D) | | | \$ |

| | |
|--|--|
| | |
|--|--|

ESTIMATED TOTAL CONTRACT VALUE:\$ _____

ANNEX C – TASK AUTHORIZATION (TA) FORM

| | |
|--|--|
| Contract Number | |
| Task Authorization (TA) No. | |
| Financial Coding: | |
| Purchase Order Number: | |
| Contractor's Name and Address | |
| . | |
| Original Authorization | |
| Total Estimated Cost of Task (GST/HST extra) before any revisions: | |
| TA Revisions Previously Authorized (as applicable) | |
| | |
| TA Revision No. | Authorized Increase or Decrease (GST/HST extra): \$ |
| TA Revision No. | Authorized Increase or Decrease (GST/HST extra): \$ |
| TA Revision No. | Authorized Increase or Decrease (GST/HST extra): \$ |
| New TA Revision (as applicable) | |
| | |
| TA Revision No. | Authorized Increase or Decrease (GST/HST extra): |
| Total Estimated Cost of Task (GST/HST extra) after this revision: | |
| Contract Security Requirements (as applicable) | |
| This task includes security requirements. | |
| <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. Refer to the Security Requirements Checklist (SRCL) annex of the Contract. | |

| |
|--|
| |
| Required Work |
| SECTION A - Task Description of the Work required |
| |
| SECTION B - Applicable Basis of Payment |
| |
| SECTION C - Cost Breakdown of Task |
| |
| SECTION D - Applicable Method of Payment |
| |

| |
|--|
| Authorization |
| <p>By signing this TA, the Project Authority certifies that the content of this TA is in accordance with the Contract.</p> <p>Name of Project Authority</p> <p>_____</p> <p>Signature _____ Date: _____</p> |
| Contractor's Signature |
| <p>Name and title of individual authorized to sign for the Contractor</p> <p>_____</p> <p>Signature _____ Date _____</p> |