



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving / Réception des soumissions

Canada School of Public Service / École de la fonction publique du Canada

Entrance P4 - Shipping and Receiving (door beside garage door) with the commissionaire from 9h00 AM to 3h00 PM / Entrée P4 - Expédition et Réception (porte à côté de la porte de garage) avec le commissionaire de 9h00 à 15h00

Asticou Centre / Centre Asticou

241 Cité-des-jeunes Blvd. /

241, boul. Cité-des-jeunes

Gatineau, Quebec

J8Y 6L2

**REQUEST FOR STANDING OFFERS
DEMANDE D'OFFRES A
COMMANDES**

Proposal To: Canada School of Public Service

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.

Proposition à: L'École de la fonction 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-annexée au(x) prix indiqué(s).

Comments - Commentaires

Issuing Office – Bureau de distribution

Canada School of Public Service / École de la fonction publique du Canada

Contracting and Procurement Unit / Unité des Contrats et approvisionnement

Corporate Services Branch / Direction générale des services intégrés

241 Cité des jeunes Blvd. / 241, boulevard Cité des jeunes

Gatineau, Quebec

J8Y 6L2

Title-Sujet Copy Editing; Comparative Editing (including Copy Editing), and Proofreading Services in English and French for the Canada School of Public Service	
Solicitation No. – No. de l'invitation CSPS-RFSO-18-NL-0684	Date April 30, 2019
Client Reference No. – N° référence du client 2018-0684	
Solicitation Closes - L'invitation prend fin June 10, 2019 14:00 PM	Time Zone Fuseau horaire Eastern Daylight Time (EDT)
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to: - Adresser toute question à: Nathalie Lafortune	Email – Courriel : nathalie.lafortune@canada.ca
Telephone No. – N° de téléphone : 873-354-1776	FAX No. – N° de FAX
Destination of Goods and Services: / Destinations des biens et services: CANADA SCHOOL OF PUBLIC SERVICE ÉCOLE DE LA FONCTION PUBLIQUE DU CANADA	
Security – sécurité This request for Standing Offers (RFSO) includes provisions for security. / Cette demande d'offre à commandes (DOC) comporte des dispositions en matière de sécurité	
See attached SRCL / Voir LVERS ci-joint	

Instructions : See Herein

Instructions: Voir aux présentes

Delivery required - Livraison exigée See Herein	Delivered Offered – Livraison proposée
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 (type or print)- Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



REQUEST FOR STANDING OFFERS

**FOR ENGLISH COPY EDITING, ENGLISH COMPARATIVE EDITING (INCLUDING COPY EDITING),
FRENCH COPY EDITING, FRENCH COMPARATIVE EDITING (INCLUDING COPY EDITING),
ENGLISH PROOFREADING, AND FRENCH PROOFREADING SERVICES**

**FOR THE
CANADA SCHOOL OF PUBLIC SERVICE**



TABLE OF CONTENTS

PART 1 – GENERAL INFORMATION

- 1.1 Introduction
- 1.2 Summary
- 1.3 Security Requirements
- 1.4 Debriefings

PART 2 – OFFEROR INSTRUCTIONS

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Offers
- 2.3 Former Public Servant
- 2.4 Enquiries – Request for Standing Offers
- 2.5 Applicable Laws

PART 3 – OFFER PREPARATION INSTRUCTIONS

- 3.1 Offer Preparation Instructions

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1 Evaluation Procedures
- 4.2 Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

- 5.1 Certifications Required with the Offer
- 5.2 Certifications Precedent to Issuance of a Standing Offer and Additional Information

PART 6 – SECURITY REQUIREMENTS

- 6.1 Security Requirements

ATTACHMENTS:

- Attachment 1 to Part 3: Pricing Schedule
- Attachment 1 to Part 4: Evaluation Criteria



PART 7 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

- 7.1 Offer
- 7.2 Security Requirements
- 7.3 Standard Clauses and Conditions
- 7.4 Term of Standing Offer
- 7.5 Authorities
- 7.6 Proactive Disclosure of Contracts with Former Public Servants
- 7.7 Call-up Procedures in Excess of \$5,000.00 (including applicable taxes)
- 7.8 Work Allocation
- 7.9 Individual Service Request Procedures up to \$5,000.00 or less (including applicable taxes)
- 7.10 Priority of Documents
- 7.11 Certifications and Additional Information
- 7.12 Applicable Laws
- 7.13 Disclosure of Pricing

B. RESULTING CONTRACT CLAUSES

- 7.1 Statement of Work
- 7.2 Standard Clauses and Conditions
- 7.3 Term of Contract
- 7.4 Proactive Disclosure of Contracts with Former Public Servants
- 7.5 Payment
- 7.6 Invoicing Instructions
- 7.7 Insurance

ANNEXES:

- Annex A: Statement of Work
- Annex B: Basis of Payment
- Annex C: Security Requirements Check List (SRCL)
- Annex D: Quarterly Standing Offer Usage Reports



PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications to be provided;
- Part 6 Security Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 Standing Offer (7A) and Resulting Contract Clauses (7B):
 - 7A includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B includes the clauses and conditions which will apply to any contract resulting from a call-up or individual service request made pursuant to the Standing Offer.

The Attachments include the Pricing Schedule and the Evaluation Criteria.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Check List (SRCL) and the Quarterly Standing Offer Usage Reports.

1.2 Summary

- 1.2.1 The Canada School of Public Service requires the services of Contractors who can provide excellent copy editing, comparative editing (including copy editing) and/or proofreading services, in both English and French, on an “as and when requested basis” for specific publications and its communications and learning products.

CSPS intends to establish Departmental Individual Standing Offers (DISOs) to support its Linguistic Services Unit in the Communications and Engagement Directorate, which is located in the National Capital Region. The DISOs will support the Unit in handling requests for copy editing, comparative editing (including copy editing) and/or proofreading services during peak periods, given the surge in requests for these services.



The School intends to award up to two (2) DISOs as a result of this solicitation. Each successful Offeror will be issued one (1) DISO, for which it has qualified, for the provision of copy editing, comparative editing (including copy editing) and/or proofreading services, in both English and French.

The proposed period of the DISO will be for a one (1) year period commencing from the date of issuance of the DISO. The DISO may be authorized for use beyond the initial period, for four (4) additional one (1) year periods.

For each established Standing Offer (SO), the services required will be in six (6) working streams as identified below:

- Stream 1 – English Copy Editing
- Stream 2 – English Comparative Editing (including Copy Editing)
- Stream 3 – French Copy Editing
- Stream 4 – French Comparative Editing (including Copy Editing)
- Stream 5 – English Proofreading
- Stream 6 – French Proofreading

Offerors must submit their proposal covering all six (6) working streams: English Copy Editing; English Comparative Editing (including Copy Editing); French Copy Editing; French Comparative Editing (including Copy Editing); English Proofreading; and French Proofreading.

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

1.2.3 The request for Standing Offers (RFSO) is to establish Departmental Individual Standing Offers (DISO) for the requirements detailed in the RFSO, to the Identified Users, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec and Labrador that are subject to Comprehensive Land Claim Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offers.

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors 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.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within fifteen (15) working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.



PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2018-05-22) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO with the following changes:

- a) Wherever Public Works and Government Services Canada (PWGSC) revise to read "Canada School of Public Service (the School)".
- b) At Article 05, Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:
Delete: 60 days
Insert: 200 days."
- c) At Article 08, Transmission by Facsimile is deleted in its entirety.
- d) At Article 20, Further Information, delete the second paragraph in its entirety.

2.1.1 SACC Manual Clauses

M0019T (2007-05-25) Firm Price and/or Rates

2.2 Submission of Offers

Offers must be submitted only to the Canada School of Public Service (CSPS or the School) by the date, time and place indicated on page 1 of the bid solicitation.

Offerors must indicate the RFSO number (**RFSO-CSPS-18NL-0684**) and the name of the Contracting Officer (Nathalie Lafortune) on the package(s) containing their offer.

Offerors who use the services of a courier company (i.e. Purolator, UPS, FedEx, etc.) to submit their offer must ensure that the above information is clearly stated on their package(s).

Due to the nature of the Request for Standing Offers, offers transmitted by facsimile or electronic mail to the School 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 FPS, Offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension?

Yes () No ()

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes () No ()

If so, the Offeror 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 - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors 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 Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 Offerors.



PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Due to the nature of the RFSO, offers transmitted by facsimile or email will not be accepted.

Canada requests that Offerors provide their offer in separately bound sections as follows:

- Section I: Technical Offer (5 hard copies)
- Section II: Financial Offer (1 hard copy)
- Section III: Certifications (1 hard copy)
- Section IV: Additional Information (1 hard copy)

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

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the RFSO.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Offerors should:

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

Section I: Technical Offer

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

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

Part 4, Evaluation Procedures and Attachment 1 to Part 4, Evaluation Criteria, contain additional instructions that Offerors should consider when preparing their technical offer.



Section II: Financial Offer

Offerors must submit their financial offer in Canadian funds in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.

Offerors must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

When preparing their financial offer, Offerors should review the Basis of Payment in Annex B and clause 4.1.2, Financial Evaluation, of Part 4.

Section III: Certifications

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

Section IV: Additional Information

In Section IV of their offer, Offerors should provide:

1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (including this person's mailing address, phone number and email address) authorized by the Offeror to enter into communications with Canada with regards to their offer, and any standing offer that may result from their offer;
4. for Part 2, article 2.3, Former Public Servant, of the RFSO: the required answer to each question; and, if the answer is yes, the required information; and
5. for Part 6, article 6.1, Security Requirement, of the RFSO: for each individual who will require access to classified or protected information, assets or sensitive work sites:
 - a) the name of the individual;
 - b) the date of birth of the individual; and
 - c) if available, information confirming the individual meets the security requirement as indicated in Part 7 – Standing Offer and Resulting Contract Clauses.



ATTACHMENT 1 TO PART 3 PRICING SCHEDULE

The Offeror must complete this pricing schedule and include it in its financial offer, as a separate package to the technical proposal. As a minimum, the Offeror must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted firm all-inclusive rate (in CDN \$) in its financial offer for each of the periods specified below.

The rates specified below, when quoted by the Offeror, must be firm rates, all-inclusive rates (in CDN \$), and must also include all related expenses to complete the tasks as identified in Annex A – Statement of Work.

Offerors must provide firm rates for the initial period as well as each of the four (4) potential Standing Offer option periods. Failure to provide the rates for the option periods will be considered the same as for the first period. (No percentages or cost of living index will be accepted.)

Although most requests will be for regular service, three (3) levels of services will be applicable: Regular Service, Urgent Service Level 1, and Urgent Service Level 2:

- Regular Service is described as work performed within normal working hours, defined as between 8:00 am and 4:00 pm (ET), Monday to Friday;
Urgent Service Level 1 is described as work performed within normal working hours that is requested for a deadline that would exceed the service standard for regular service (detailed in the table below); and
Urgent Service Level 2 is described as work performed at all other times outside normal working hours, during weekends and on statutory holidays.

Regular service is based on the following service standard as a minimum:

REGULAR SERVICE STANDARD

Table with 2 columns: Type of Service, Regular Service. Rows include Copy editing, Comparative editing (including copy editing), and Proofreading with corresponding word counts and time per 7.5 hours.

1. INITIAL PERIOD OF THE DEPARTMENTAL STANDING OFFER

1.1 ENGLISH COPY EDITING

Table with 2 columns: SERVICE TYPE, COLUMN A FIRM ALL-INCLUSIVE RATE (IN CDN \$). Rows include Regular Service, Urgent Service Level 1, and Urgent Service Level 2 with firm rate of \$/word.



1.2 ENGLISH COMPARATIVE EDITING (INCLUDING COPY EDITING)

SERVICE TYPE	COLUMN A FIRM ALL-INCLUSIVE RATE (IN CDN \$)
Regular Service	Firm rate of \$ _____/word
Urgent Service Level 1	Firm rate of \$ _____/word
Urgent Service Level 2	Firm rate of \$ _____/word

1.3 FRENCH COPY EDITING

SERVICE TYPE	COLUMN A FIRM ALL-INCLUSIVE RATE (IN CDN \$)
Regular Service	Firm rate of \$ _____/word
Urgent Service Level 1	Firm rate of \$ _____/word
Urgent Service Level 2	Firm rate of \$ _____/word

1.4 FRENCH COMPARATIVE EDITING (INCLUDING COPY EDITING)

SERVICE TYPE	COLUMN A FIRM ALL-INCLUSIVE RATE (IN CDN \$)
Regular Service	Firm rate of \$ _____/word
Urgent Service Level 1	Firm rate of \$ _____/word
Urgent Service Level 2	Firm rate of \$ _____/word

1.5 ENGLISH PROOFREADING

SERVICE TYPE	COLUMN A FIRM ALL-INCLUSIVE RATE (IN CDN \$)
Regular Service	Firm rate of \$ _____/word
Urgent Service Level 1	Firm rate of \$ _____/word
Urgent Service Level 2	Firm rate of \$ _____/word

1.6 FRENCH PROOFREADING

SERVICE TYPE	COLUMN A FIRM ALL-INCLUSIVE RATE (IN CDN \$)
Regular Service	Firm rate of \$ _____/word
Urgent Service Level 1	Firm rate of \$ _____/word
Urgent Service Level 2	Firm rate of \$ _____/word



2. OPTIONAL PERIOD(S) BEYOND THE INITIAL PERIOD OF THE STANDING OFFER

2.1 ENGLISH COPY EDITING

SERVICE TYPE	COLUMN B FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 1	COLUMN C FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 2	COLUMN D FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 3	COLUMN E FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 4
Regular Service	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word
Urgent Service Level 1	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word
Urgent Service Level 2	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word

2.2 ENGLISH COMPARATIVE EDITING (INCLUDING COPY EDITING)

SERVICE TYPE	COLUMN B FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 1	COLUMN C FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 2	COLUMN D FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 3	COLUMN E FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 4
Regular Service	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word
Urgent Service Level 1	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word
Urgent Service Level 2	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word

2.3 FRENCH COPY EDITING

SERVICE TYPE	COLUMN B FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 1	COLUMN C FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 2	COLUMN D FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 3	COLUMN E FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 4
Regular Service	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word
Urgent Service Level 1	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word
Urgent Service Level 2	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word



2.4 FRENCH COMPARATIVE EDITING (INCLUDING COPY EDITING)

SERVICE TYPE	COLUMN B FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 1	COLUMN C FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 2	COLUMN D FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 3	COLUMN E FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 4
Regular Service	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word
Urgent Service Level 1	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word
Urgent Service Level 2	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word

2.5 ENGLISH PROOFREADING

SERVICE TYPE	COLUMN B FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 1	COLUMN C FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 2	COLUMN D FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 3	COLUMN E FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 4
Regular Service	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word
Urgent Service Level 1	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word
Urgent Service Level 2	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word

2.6 FRENCH PROOFREADING

SERVICE TYPE	COLUMN B FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 1	COLUMN C FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 2	COLUMN D FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 3	COLUMN E FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 4
Regular Service	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word
Urgent Service Level 1	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word
Urgent Service Level 2	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word



Evaluated Price (excluding applicable taxes): \$ _____
(Sum of columns A + B + C + D + E / 5)

The firm all-inclusive rates will be added together and divided by five (5) to arrive at the total average all-inclusive rate.

The total estimated amount of Applicable Taxes is to be shown separately, as applicable.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- b) An evaluation team composed of representatives of Canada will evaluate the offers.
- c) Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.
- d) Offerors must submit their proposal for all six (6) working streams: English Copy Editing; English Comparative Editing (including Copy Editing); French Copy Editing; French Comparative Editing (including Copy Editing); English Proofreading; and French Proofreading.
- e) The evaluation procedures include two (2) phases: **Phase I – Mandatory Technical Criteria**; and **Phase II: Point-Rated Technical Criteria**. Offers that meet all the mandatory technical criteria will be provided the samples of work via email and will be assessed and scored as specified in the point-rated technical criteria.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

4.1.1.2 Point-Rated Technical Criteria

Refer to Attachment 1 to Part 4.

4.1.2 Financial Evaluation

Refer to Attachment 1 to Part 3.

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

1. To be declared responsive, an offer must:
 - a. comply with all the requirements of the Request for Standing Offers (RFSO); and
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum **39** points specified for criterion number RT1 for the technical evaluation.
2. Offers not meeting (a) or (b) or (c) above 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 60% for the technical merit and 40% 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 60%.



5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
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 Offeror is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating of Technical Merit (60%) and Price (40%)				
		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 Points	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Price Points	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1 st	3 rd	2 nd

Note: for evaluation purposes the Bidder's financial proposal will be the total of the five (5) years averaged out.

8. Work allocation will be assigned to responsive Offerors as stated in Part 7A, clause 7.8.



ATTACHMENT 1 TO PART 4 EVALUATION CRITERIA

In order to qualify, offers **MUST** respond to each mandatory technical criteria specified below **IN THE ORDER SHOWN** and **MUST** include the referenced section/page in the Offeror's proposal. The Offeror must provide the necessary documentation to support compliance with this requirement.

Mandatory Technical Criteria

The offer must meet all the mandatory technical criteria specified below. The offer must provide the necessary documentation to support compliance with this requirement.

Offers that fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

The Canada School of Public Service (CSPS) may choose to terminate the evaluation of an offer upon the first finding of non-compliance with a mandatory requirement.

Point-Rated Technical Criteria

Offers that meet all the mandatory technical criteria will be evaluated and scored as specified in Section 2.

Offers that fail to obtain the required minimum number of 39 points specified for criterion RT1 will be declared non-responsive.



1.0 MANDATORY TECHNICAL CRITERIA

Mandatory Technical Criteria (MT)				
Number	Mandatory Technical Criterion	MET	NOT MET	Cross Reference to Offeror's Proposal
Offeror's Corporate Experience				
MT1	<p>The Offeror must have a minimum of five (5) years' demonstrated experience in delivering the services under each of the working streams as indicated in Annex A, Statement of Work. This experience must be within ten (10) years of the closing date of the RFSO.</p> <p>To demonstrate compliance, the Offeror must provide a summary in the form of a résumé outlining project summaries for professional copy editing, comparative editing (including copy editing), and proofreading services in English and in French.</p> <p>Each project summary must include:</p> <ul style="list-style-type: none"> a. the name of the client organization; b. a list of services relevant to the Request for Standing Offer; c. contact information for the client organization; and d. the start and end date of the referenced contract. <p>CSPS reserves the right to contact the client reference named in the bid for the purpose of validating the information provided by the Offeror.</p>			
MT2	<p>The Offeror must have a minimum of three (3) years' demonstrated experience in delivering the services under each of the working streams as indicated in Annex A, Statement of Work, to Government of Canada clients. This experience must be within five (5) years of the closing date of the RFSO.</p> <p>To demonstrate compliance, the Offeror must provide a summary in the form of a résumé outlining project summaries for professional copy editing, comparative editing (including copy editing), and/or proofreading services for federal government clients in English and in French.</p>			



	<p>Each project summary must include:</p> <ol style="list-style-type: none"> a. the name of the federal government client organization; b. a list of services relevant to the Request for Standing Offer; c. contact information for the federal government client organization; and d. the start and end date of the referenced contract. <p>CSPS reserves the right to contact the client reference named in the bid for the purpose of validating the information provided by the Offeror.</p>			
Offeror's Proposed Team				
<p>MT3</p>	<p>The Offeror must demonstrate how it meets the qualifications for the Editor Role:</p> <p>Editor Role</p> <p>To demonstrate how it meets the qualifications for the Editor Role, the Offeror must provide a minimum of one English editor and one French editor to cover the six (6) working streams identified in Annex A, Section 4.1.</p> <p>As a minimum qualification, each proposed editor must have:</p> <ol style="list-style-type: none"> a) a university diploma from a recognized Canadian educational institution or a recognized institution outside of Canada with specialization in translation, linguistics, communications and/or French/English studies; <p>AND</p> <ol style="list-style-type: none"> b) at least two (2) years of experience in providing copy editing, comparative editing and proofreading services for the Government of Canada. This experience must be within five (5) years of the closing date of the RFSO. <p>To demonstrate compliance for a), the Offeror must provide with the bid submission a copy of all of the diplomas and/or degrees for each of the editors proposed.</p> <p>If a proposed editor has a diploma from an institution outside of Canada, the Offeror must provide proof of the Canadian equivalency of this diploma evaluated by a recognized third party.</p>			



	<p>A list of recognized organizations can be found on the Canadian Information Centre for International Credentials website at: https://www.cicic.ca/.</p> <p>To demonstrate compliance for b), the Offeror must provide, for each proposed editor, a summary in the form of a résumé outlining project summaries for copy editing, comparative editing and proofreading services for federal government clients.</p> <p>Each project summary must include:</p> <ol style="list-style-type: none"> a. the name of the federal government client organization; b. a list of services relevant to the Request for Standing Offer; c. contact information for the federal government client organization; and d. the start and end date of the referenced contract. <p>CSPS reserves the right to contact the client reference named in the bid for the purpose of validating the information provided by the Offeror.</p>			
Offeror's Financial Proposal				
MT4	<p>The financial proposal must be submitted as a separate document to the technical proposal. NO INFORMATION FROM THE FINANCIAL PROPOSAL MAY APPEAR IN THE TECHNICAL PROPOSAL.</p>			



2. POINT-RATED TECHNICAL CRITERIA

Point-Rated Technical Criteria (RT)			
Number	Point-Rated Technical Criterion	Minimum Points	Maximum Points
RT1	<p>In order to assess the Offeror's experience for each work stream, CSPS's Contracting Authority will provide via email four (4) samples of work to the Offeror. Each sample of work is to be completed by an editor proposed in MT3.</p> <p>The instructions preceding the samples of work specify that a number of errors have been planted for the editors to find and that one point will be awarded for each error that is identified and properly addressed.</p> <p>Points for each sample of work will be awarded as follows:</p> <ul style="list-style-type: none"> a) English copy editing (maximum 20 points); b) English comparative editing of a translation (including copy editing) (maximum 10 points); c) French copy editing (maximum 20 points) ; d) French comparative editing of a translation (including copy editing) (maximum 10 points). <p>The Offeror is required to submit the completed samples of work to CSPS' Contracting Authority by email within 24 hours of receiving the samples of work.</p> <p>The scores for the four (4) samples of work will be combined to arrive at a total score out of 60. Any offer that fails to achieve the required minimum of 39 points for RT1 will be declared non-responsive.</p>	39	60
Total of Point-Rated Technical Criteria		39	60
Overall Minimum required score to obtain is: 39			



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all Offerors must provide with their offer, **if applicable**, the declaration form available on the Forms for the Integrity Regime 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 Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer 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>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity – Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada-Labour's website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.



5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Status of Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offers, every individual proposed in its offer will be available to perform the Work resulting from a call-up or individual service request against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer 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 Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror 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 Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability.

5.2.3.2 Education and Experience

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up or individual service request against the Standing Offer.

5.2.3.3 Integrity Provisions – List of Names

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.



Integrity Provisions - List of Names

Complete the on-screen form: [List of names for integrity verification form \(http://www.tpsgc-pwgc.gc.ca/ci-if-ln-form-eng.html\)](http://www.tpsgc-pwgc.gc.ca/ci-if-ln-form-eng.html)

Or complete the PDF form below:

Supplier Information / Renseignements sur le fournisseur	
* Supplier's Legal Name (required) / * Dénomination sociale du fournisseur (obligatoire)	
* Supplier's Address (required) / * Adresse du fournisseur (obligatoire)	
Supplier's Procurement Business No. (PBN) (optional) / N° d'entreprise-appvisionnement (NEA) du fournisseur (optionnel)	
* Solicitation No. (required) / * N° de l'invitation à soumissionner (obligatoire)	
* Date of Bid, or Closing Date of Invitation to Offer (yyyy/mm/dd) (required) / * Date de la soumission, ou de la date de clôture de l'invitation à soumissionner (aaaa/mm/jj) (obligatoire)	
List of Names / Liste de noms	
* Name 1 (required) / * Nom 1 (obligatoire)	* Title 1 (required) / * Titre 1 (obligatoire)
* Name 2 (required) / * Nom 2 (obligatoire)	* Title 2 (required) / * Titre 2 (obligatoire)
* Name 3 (required) / * Nom 3 (obligatoire)	* Title 3 (required) / * Titre 3 (obligatoire)
* Name 4 (required) / * Nom 4 (obligatoire)	* Title 4 (required) / * Titre 4 (obligatoire)
* Name 5 (required) / * Nom 5 (obligatoire)	* Title 5 (required) / * Titre 5 (obligatoire)
* Name 6 (required) / * Nom 6 (obligatoire)	* Title 6 (required) / * Titre 6 (obligatoire)
* Name 7 (required) / * Nom 7 (obligatoire)	* Title 7 (required) / * Titre 7 (obligatoire)
Declaration / Déclaration	
* I, (name) (required) / Je, * (nom) (obligatoire) :	
* (position) (required) / * (poste) (obligatoire) :	
* of (supplier's name) (required) / * à (nom de la société de l'entrepreneur) (obligatoire) :	
<p>declare that the information provided in this form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted. /</p> <p>déclare que les renseignements inscrits dans ce formulaire sont, au meilleur de mes connaissances, véridiques, exactes et complètes. Je suis conscient que le défaut de fournir la liste des noms dans le délai prescrit rendra ma soumission ou mon offre irrecevable, ou autrement entraînera mon exclusion du processus d'attribution de l'accord immobilier ou du contrat. Je suis conscient que pendant l'évaluation des soumissions ou des offres, je dois, dans les 10 jours ouvrables, informer par écrit l'autorité contractante de toute modification de la liste des noms. Je suis également conscient qu'après l'attribution du contrat, je dois informer le Registraire d'inadmissibilité et de suspension dans les 10 jours ouvrables suivant tout changement à la liste de noms présentée.</p>	
Signature / signature	Date (yyyy/mm/dd) / date (aaaa/mm/jj)



PART 6 - SECURITY REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a Standing Offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, Offerors should refer to the [Contracts Security Program](http://www.tpgsc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpgsc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.



PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

7.2.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Standing Offer.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

1. The Offeror must, at all times during the performance of the Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Offeror must comply with the provisions of the:
 - a) Security Requirements Check List (SRCL) and security guide (if applicable), attached at Annex C;
 - b) Industrial Security Manual (Latest Edition).

7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

7.3.1 General Conditions

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer with the following changes:

- Wherever Public Works and Government Services Canada (PWGSC) revise to read "Canada School of Public Service (the School)" with the exception of article 11 Integrity Provisions – Standing Offer where any reference to PWGSC remains.

7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.



The Offeror must provide this data in accordance with the reporting requirements detailed in Annex D. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups or Individual Service Requests against the Standing Offer is from date of issuance of the Standing Offer for a period of one (1) year.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for up to four (4) additional periods of one (1) year each, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO 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 to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the standing offer.

7.4.4 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Standing Offer.



7.5. Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

(To be determined at Standing Offer award)

Name:

Title:

Organization:

Telephone:

Email address:

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he/she is responsible for any contractual issues relating to individual call-ups or individual services requests made against the Standing Offer by any Identified User.

7.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

(To be determined at Standing Offer award)

Name:

Title:

Organization:

Telephone:

Email address:

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up or individual services request against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative

(To be determined at Standing Offer award)

Name:

Title:

Organization:

Telephone:

Email 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 Offeror 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 Call-up Procedures in Excess of \$5,000.00 (including applicable taxes)

7.7.1 Call-ups in Excess of \$5,000.00 (including applicable taxes)

For call-ups with a value in excess of \$5,000.00, including applicable taxes, the following provisions apply.

7.7.2 Identified Users

The Identified User(s) authorized to make call-ups against the Standing Offer is the Standing Offer Authority for the Canada School of Public Service.

7.7.3 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed "Call-up against a Standing Offer" form.

7.7.4 Call-up Procedures

The Identified User(s) authorized to make call-ups will provide the Offeror with a description of the Work to be performed in sufficient detail to enable the Offeror to submit a price for the completion of the work, prior to commencement of the Work.

The Call-up will contain as a minimum:

- the Stream of service(s) required;
 - the details of the work activities to be performed within the scope of the standing offer;
 - a schedule indicating start and end dates for service(s) required;
 - a proposed basis of payment using either a firm price, or a ceiling price not to exceed a financial limitation in accordance with the firm all-inclusive rates established in the Basis of Payment, Annex B of the Standing Offer.
1. The Offeror will provide its price proposal in accordance with the basis of payment indicated in the Work Request and provide a delivery schedule with a final completion date for the Work with supporting details within the specified number of working days and/or hours requested by the Authorized User(s), otherwise the Offeror will be by-passed and another Offeror will be contacted.
 2. If the Offeror cannot fulfill the Work Request, the Offeror representative must send a written confirmation and state the reason(s) of non-acceptance. The written confirmation must be forwarded via electronic mail to the requesting Authorized User(s) within the specified number of working hours indicated in the Work Request.
 3. If a response is not received within the number of working hours requested by the Authorized User(s), or if the Offeror has confirmed that he cannot fulfill the Work Request, the Work Request will then be forwarded to another Offeror. This process will continue until the requirement can be fully addressed by an Offeror.
 4. The Offeror will be authorized by the Authorized User(s) to proceed with the Work by the issuance of a Call-up against a Standing Offer (Call-up) form. A description of the Work to be performed will be attached to or included in the Call-up form.

The Offeror must not commence work until a signed call-up form has been received. The Offeror acknowledges that any and all work performed in the absence of the aforementioned approved Call-up will be done at the Offeror's own risk, and Canada will not be liable for payment thereof, unless or until an approved call-up is provided by the Authorized User(s).



7.8 Work Allocation

The work will be allocated to the Offeror by first considering the following criteria:

When issuing an authorized Call-up against a Standing Offer, the Identified User(s) authorized to make call-ups will select the Offeror based on the following basis: **Right of First Refusal**.

Right of First Refusal basis:

The Call-up procedures require that when a requirement is identified, the identified user will contact the highest-ranked Offeror to determine if the requirement can be satisfied by that Offeror. If the highest-ranked Offeror is able to meet the requirement, a Call-up is made against its standing offer. If that Offeror is unable to meet the requirement, the identified user will contact the next ranked Offeror. The identified user will continue to proceed as above until one Offeror indicates that it can meet the requirement of the Call-up.

7.9 Individual Service Requests Procedures up to \$5,000.00 or less (including applicable taxes)

7.9.1 Individual Service Requests up to \$5,000.00 or less (including applicable taxes)

For Individual Service Requests with a value of \$5,000.00 or less, including applicable taxes, the following provisions apply.

7.9.2 Identified Users

The Identified User(s) authorized to make Individual Service Requests against the Standing Offer are the School's authorized users of the Department's Linguistic Services Unit in the Communications and Engagement Directorate.

7.9.3 Individual Service Request Instrument

The Work will be authorized or confirmed by the Identified User(s) to the Offeror through Individual Service Requests sent by email. The Offeror shall not commence the work until it receives an Individual service request issued by an Identified User(s). In accepting the Individual service request, the Offeror agrees to conduct the work outlined within the time period stipulated in the Individual service request email.

7.9.4 Limitation of Individual Service Requests

Individual Service Requests against the Standing Offer must not exceed \$5,000.00 (including applicable taxes).

7.9.5 Work Allocation of Individual Service Request

Individual Service Requests will be called up by the Identified User(s), on the right of first refusal, as follows:

- a. For each Individual service request, the Identified User(s) will select the highest ranked Offeror.
- b. If the highest ranked Offeror is not available, the Identified User(s) will select the second highest ranked Offeror.



7.9.6 Individual Service Request Process

The Identified User(s) will provide a detailed description of the services required by email that will contain the following information:

- a. the Stream of service(s) required;
- b. the details of the work activities to be performed within the scope of the standing offer;
- c. a schedule indicating start and end dates for service(s) required;
- d. the Reference number of the Individual service request;
- e. the name and contact information of the Technical Authority for the work.

The Identified User(s) will send an Individual service request to the Offeror by email.

The Offeror shall provide the Identified User(s) with an email confirming that it is accepting to carry out the work in accordance with the Individual service request. The email address to be used is the one of the School's Linguistic Services unit.

7.10 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2035 (2018-06-21), General Conditions - Higher Complexity - Services
- e) Annex A, Statement of Work
- f) Annex B, Basis of Payment
- g) Annex C, Security Requirements Check List;
- h) Annex D, Quarterly Standing Offer Usage Report;
- i) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable*).

7.11 Certifications and Additional Information

7.11.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.11.2 SACC Manual Clauses

M3020C (2016-01-28), Status of Availability of Resources – Standing Offer



7.12 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory as specified by the Offeror in its offer, if applicable*).

7.13 Disclosure of Pricing

The Offeror agrees to the disclosure of its prices provided under the Standing Offer by Canada, and further agrees that it will have no right to claim against Canada, the client, their employees, agents or servants in relation to such disclosure.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a Call-up or Individual Service Request against the Standing Offer.

7.1 Statement of Work

The Offeror must perform the Work described in the authorized Call-up or Individual Service Request against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2035 (2018-06-21), General Conditions – Higher Complexity – Services, apply to and form part of the Contract with the following changes:

- Wherever Public Works and Government Services Canada (PWGSC) revise to read “Canada School of Public Service (the School)” with the exception of article 41 Integrity Provisions – Contract where any reference to PWGSC remains.

7.3 Term of Contract

7.3.1 Period of the Contract

The Work must be completed in accordance with the Call-up or Individual Service Request against the Standing Offer.

7.3.2 Delivery Date

Delivery must be completed in accordance with the Call-up or Individual Service Request against the Standing Offer.



7.4 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.

7.5 Payment

7.5.1 Basis of Payment

One of the following Basis of Payment will form part of any resulting Call-up or Individual Service Request:

A. Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B, for a cost of \$_____ (*insert the amount at contract award*). Customs duty are included and Applicable Taxes are extra.

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

OR

B. Ceiling Price

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B to a ceiling price of \$_____ (*insert the amount at contract award*). Customs duty are included and Applicable Taxes are extra.

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment.

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

7.5.2 Limitation of Expenditure

1. The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duty 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 the 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.

7.5.3 Method of Payment

One of the following methods of payment will form part of any resulting Call-up or Individual Service Request:

A Single Payment (for all Basis of Payment options)

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; and
- c. the Work delivered has been accepted by Canada.

B Monthly Payment (for Ceiling Price or Limitation of Expenditure)

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; and
- c. the Work performed has been accepted by Canada.

C Milestone Payments (for Firm Price)

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and 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; and
- c. all the Work associated with the milestone has been completed and accepted by Canada.



7.5.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 – Direct Request by Customer Department
C0705C (2010-01-11), Discretionary Audit

7.5.5 Electronic Payment of Invoices – Call-up or Individual Service Request

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International).

7.6 Invoicing Instructions

1. The Contractor must submit invoices by email, 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.
2. Invoices must be distributed as follows:
 - a. The invoice must be emailed to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.
 - b. A copy of the invoice must be emailed to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.7 Insurance

SACC Manual Clause G1005C (2016-01-28), Insurance – No Specific Requirement



ANNEX A STATEMENT OF WORK

1. Title

Copy editing, comparative editing (including copy editing) and/or proofreading services, in both English and French, for the Canada School of Public Service.

2. Background

The Canada School of Public Service (CSPS or the School) is the common learning service provider for the Public Service of Canada. It was created to bring a unified approach to serving the common learning and development needs of public servants and to help ensure that all public service employees across Canada have the knowledge and skills they need to meet the challenges of the public sector in the 21st century.

Following an audit by the Office of the Commissioner of Official Languages, the School committed to strengthening the linguistic quality of its products in both French and English. To this end, it created the function of Chief Editor, who manages the School's Linguistic Services team and ensures that the editorial review of documents meets the highest linguistic standards.

Given the surge in requests for editing services, the School is looking at ways to handle the overflow during peak periods.

3. Objective

The Canada School of Public Service requires the services of Contractors who can provide excellent copy editing, comparative editing (including copy editing) and/or proofreading services, in both English and French, on an "as and when requested basis" for specific publications and its communications and learning products.

CSPS intends to establish Departmental Individual Standing Offers (DISOs) to support its Linguistic Services Unit in the Communications and Engagement Directorate, which is located in the National Capital Region. The DISOs will support the Unit in handling requests for copy editing, comparative editing (including copy editing) and/or proofreading services during peak periods, given the surge in requests for these services.

The School intends to award up to two (2) DISOs as a result of this solicitation. Each successful Offeror will be issued one (1) DISO, for which it has qualified, for the provision of copy editing, comparative editing (including copy editing) and/or proofreading services, in both English and French.

The proposed period of the DISO will be for a one (1) year period commencing from the date of issuance of the DISO. The DISO may be authorized for use beyond the initial period, for four (4) additional one (1) year periods.



4. Service Definitions

4.1. Definitions of work

Services required will be in six (6) working streams as identified below:

- Stream 1 – English Copy Editing
- Stream 2 – English Comparative Editing (including Copy Editing)
- Stream 3 – French Copy Editing
- Stream 4 – French Comparative Editing (including Copy Editing)
- Stream 5 – English Proofreading
- Stream 6 – French Proofreading

All references to French and English are to be understood as Canadian French and Canadian English, unless otherwise stated.

- a) Copy editing:** The editor reworks the text to improve the readability and flow, clarity, tone and organization of the information and verifies the accuracy of content referenced, such as citations from legislation and policies. The editor also corrects typos and errors in spelling, grammar, punctuation, consistency and style (aligning with the [Canada.ca Content Style Guide](#), [The Canadian Style](#), etc.); checks terminology, names, dates, places, titles (of publications, events, legislation, organizations, etc.), hashtags and links; and flags illogical or unclear sentences.
- b) Comparative editing:** The editor ensures the accuracy and correctness of a translated text by comparing it to the source language text for consistency in content, terminology, tone, style and formatting. Comparative editing also involves copy editing the translated text, as specified above.
- c) Proofreading:**
 - a) Single version – involves correcting errors in spelling, punctuation, grammar, formatting and layout, with particular attention to tables of content, headings, headers, footers, notes, tables, graphics, etc., as needed, and flagging major issues (missing or unclear content, serious mistakes, etc.); and
 - b) Compared with another version – involves, in addition to the above, checking for consistency with another version or format of the document, including the second language version.

4.2 Levels of service

Although most requests will be for regular service, three (3) levels of services will be applicable: Regular Service, Urgent Service Level 1, and Urgent Service Level 2:

- **Regular Service** is described as work performed within normal working hours, defined as between 8:00 am and 4:00 pm (ET), Monday to Friday;
- **Urgent Service Level 1** is described as work performed within normal working hours that is requested for a deadline that would exceed the service standard for regular service (detailed in the table below); and
- **Urgent Service Level 2** is described as work performed at all other times outside normal working hours, during weekends and on statutory holidays.



Regular service is based on the following service standard as a minimum:

REGULAR SERVICE STANDARD

Type of Service	Regular Service
Copy editing	3,500 words per 7.5 hours
Comparative editing (including copy editing)	2,500 words per 7.5 hours
Proofreading	10,000 words per 7.5 hours

The Contractor must make every effort possible to process all documents within agreed-upon deadlines, as described in Section 5. All completed documents received from the Contractor after agreed-upon deadlines will be subject to non-compliance discounts, as outlined in the Non-compliance Discount table in Section 14.3.

4.3 Other definitions

Standing Offer Agreement: A Standing Offer Agreement is an offer from a potential Contractor to supply goods, services or both, on the pricing basis and under the terms and conditions stated in the Standing Offer Agreement. It is intended to be open for acceptance to offers by means of Call-Ups during a specified period. A Standing Offer Agreement is not a contract.

Call-Up Against a Standing Offer: A Call-Up Against a Standing Offer is an acceptance of the offer to the extent of the services being ordered. It also serves as notification to the Contractor, detailing the required services to be rendered. A separate contract is entered into each time a Call-Up is made against a Standing Offer Agreement.

The Call-Up should contain all the relevant details for processing the service request (e.g., the Project Authority’s name, the return date, the word count and/or hour estimate, the nature of the text, the type of service requested, etc.). It should also indicate the email address where the text is to be returned.

Individual Service Request Against a Standing Offer: An Individual Service Request Against a Standing Offer is an acceptance of the offer to the extent of the services being ordered. It also serves as notification to the Contractor, detailing the required services to be rendered. A separate contract is entered into each time an Individual Service Request is made against a Standing Offer Agreement.

The Individual Service Request should contain all the relevant details for processing the service request (e.g., the Project Authority’s name, the return date, the word count and/or hour estimate, the nature of the text, the type of service requested, etc.). It should also indicate the email address where the text is to be returned.

5. Scope of Work

The Contractor will be expected to provide copy editing, comparative editing (including copy editing) and/or proofreading services on an “as and when requested basis,” in both English and French, to support the Department’s Linguistic Services Unit within the Communications and Engagement Directorate, during peak periods.

The texts for copy editing, comparative editing (including copy editing) and/or proofreading will be disseminated externally and/or internally, in print and/or electronic format, including through publication on the Internet or the Department’s intranet.



5.1 Type of documents

The documents for copy editing, comparative editing (including copy editing) and/or proofreading will be aimed at the general public or specialized audiences. The documents are mostly digital communications and learning products, including, but not limited to, correspondence, employee messages, promotional material, newsletter articles, departmental reports, online and in-class courses, web pages, presentations, video transcripts, etc. The document size can range from 50 words or less to over 30,000 words.

5.2 Hours of service and service standards

Regular working hours are understood to be from 8:00 am to 4:00 pm (ET) from Monday to Friday.

Alternative delivery times may be negotiated with the Project Authority. All urgent work is to be pre-authorized by the Canada School of Public Service Project Authority at the time that the work is requested.

Requests for copy editing, comparative editing (including copy editing) and/or proofreading services during regular working hours will be considered urgent (Urgent Level 1) when the deadline exceeds the service standard for regular service, as defined in Section 4.2.

Requests for such services will also be considered urgent (Urgent Level 2) when the work is requested outside regular working hours of 8:00 am to 6:00 pm (ET) from Monday to Friday, during weekends and on statutory holidays.

When major requirements such as copy editing, comparative editing (including copy editing) and/or proofreading a new or revised learning product are involved, the Project Authority will normally advise the Contractor in advance.

Every effort will be made by the Canada School of Public Service Project Authority to provide the Contractor with a deadline that takes into consideration the following factors:

- the technical level of the document;
- the level of editing required or requested; and
- the amount of research involved.

The Contractor will make every effort to respect the agreed-upon deadline. If for reasons out of its control the Contractor is unable to meet the established deadline, the Contractor must communicate this to the Project Authority immediately and before the mid-point of the timeframe assigned to the request.

The Project Authority reserves the right to either:

- negotiate and agree with the Contractor on a new delivery date and time;
- OR
- accept the work done to date and cancel the remainder of the work.



6. Tasks and Deliverables

The Contractor will be required to provide services in the following six (6) working streams:

- Stream 1 – English Copy Editing
- Stream 2 – English Comparative Editing (including Copy Editing)
- Stream 3 – French Copy Editing
- Stream 4 – French Comparative Editing (including Copy Editing)
- Stream 5 – English Proofreading
- Stream 6 – French Proofreading

Furthermore, the Contractor will be required to provide, but will not be limited to, the following services, on an “as and when requested basis”:

- process all documents for copy editing, comparative editing (including copy editing) and/or proofreading within the agreed-upon deadlines at a per-word pricing based on the number of words in the original text to be copy edited, comparative edited (including copy editing) or proofread;
- provide copy editing, comparative editing (including copy editing) and/or proofreading services (as defined in Section 4.1) for all documents, including tables, icons, graphics and illustrations, in the same format, style and layout as the original;
- for comparative editing, ensure that the meaning of the translated version conforms to that of the original in all aspects, including proper terminology;
- ensure that all work is error-free and reviewed for quality and accuracy before being returned to the Project Authority;
- ensure the consistency of large documents by limiting, as far as reasonable, the number of different editors and/or proofreaders working on the same requirement and providing an overall review of the complete document to ensure a consistent level of quality;
- ensure standardization and consistency with terminology by assigning, whenever possible, the same editors and/or proofreaders to a group of related documents;
- consult reference materials provided by the Canada School of Public Service Project Authority when available and any other relevant reference materials available from other sources;
- ensure that completed work uses a style and level of language that is consistent with the nature and end use of the documents;
- ensure that completed work aligns with Government of Canada communications policies, standards and stylistic preferences based on the following primary resources:

English Tools

- *Canadian Oxford Dictionary*, Second Edition
- *The Gregg Reference Manual*
- *The Canadian Style: A Guide to Writing and Editing*, <http://www.btb.termiumplus.gc.ca/tpv2guides/guides/tcdnstyl/index-eng.html?lang=eng#>
- *Termium Plus*, <http://www.btb.termiumplus.gc.ca/tpv2alpha/alpha-eng.html?lang=eng&index=alt>
- *Canada.ca Content Style Guide*, <https://www.tbs-sct.gc.ca/hgw-cqf/oversight-surveillance/communications/csc-grc-eng.asp>
- *Policy on Communications and Federal Identity*, <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=30683>



- Federal Identity Program registry of applied titles, <https://www.tbs-sct.gc.ca/ap/fip-pcim/reg-eng.asp>
- *Collins Robert French Dictionary* (complete and unabridged), French-English dictionary

French Tools

- *Le guide du rédacteur*, <http://www.btb.termiumplus.gc.ca/tpv2guides/guides/redac/index-eng.html?lang=eng>
 - *Le Petit Robert*
 - *Le dictionnaire des cooccurrences*, <https://www.btb.termiumplus.gc.ca/tpv2guides/guides/cooc/index-eng.html?lang=eng>
 - *Le Multidictionnaire*
 - *Le Robert & Collins* (senior/unabridged), French and English version
 - *Termium Plus*, <http://www.btb.termiumplus.gc.ca/tpv2alpha/alpha-fra.html?lang=fra&index=alt>
 - *Guide de rédaction du contenu du site Canada.ca*, <https://www.canada.ca/fr/secretariat-conseil-tresor/services/communications-gouvernementales/guide-redaction-contenu-canada.html>
 - *Politique sur les communications et l'image de marque*, <https://www.tbs-sct.gc.ca/pol/doc-fra.aspx?id=30683>
 - Registre des titres d'usage du Programme de coordination de l'image de marque, <https://www.tbs-sct.gc.ca/ap/fip-pcim/reg-fra.asp>
- provide electronic versions of texts that have been copy edited, comparative edited (including copy editing) and/or proofread in which all corrections are indicated using track changes or other electronic mark-up in a consistent and legible manner; and
 - for proofreading requests only, if legible, scanned copies of hand-marked hard copies will be accepted.

7. Client Support

During the period of the Standing Offer Agreement, the Canada School of Public Service Project Authority will provide the Contractor with the following support:

- the negotiated number of days and/or words per hour required for a given project/task, with the Regular Service Standard table in Section 4.2 being the basis for the establishment of a firm price for each Call-Up under the Standing Offer Agreement; the timing and specific deliverables for each project/task will be subject to the specific requirements for that project/task, as detailed in the Call-Up;
- access, where possible, to previously translated texts and/or other reference material related to the document to be copy edited, comparative edited (including copy editing) and/or proofread, such as annual reports, to ensure consistency of terminology;
- comments, revisions and consultations with subject matter specialists, as requested by the Contractor in response to queries, flagged comments and recommendations from the Contractor's editors and/or proofreaders; such comments, revisions and consultations will be delivered during working hours via the Linguistic Services corporate email within a time frame mutually agreed upon as reasonable by the Contractor and the Canada School of Public Service Project Authority; and
- other assistance and support as appropriate.



8. Receiving and Transmitting Texts

The Canada School of Public Service Project Authority shall send the Call-Up or Individual Service Request Against the Standing Offer directly to the Contractor via the Linguistic Services corporate email. Texts for copy editing, comparative editing (including copy editing) and/or proofreading, including reference material (if applicable), will be sent to the Contractor via the Linguistic Services corporate email along with the Call-Up.

For each individual request, the Project Authority shall clearly indicate on the Call-Up or Individual Service Request Against the Standing Offer whether the document is for copy editing, comparative editing (including copy editing) and/or proofreading.

Completed work (including scanned copies of hand-marked proofread texts) is to be returned to the Project Authority by email. It may be possible to use Zip files and Drop Box or other form of delivery via the cloud for very large texts or work that requires particular documentation, with advance notice.

Should documents need to be picked up or delivered (upon completion of the work), the Contractor will bear the associated costs.

9. Confirming Call-Ups for Editing and Proofreading Requests

For all Call-Ups or Individual Service Requests for copy editing, comparative editing (including copy editing) and/or proofreading work, the Contractor must send electronic confirmation as soon as possible, i.e., within two (2) working hours for regular requests, and within half (½) a business hour for urgent requests (Urgent Service Levels 1 and 2).

At the request of the Project Authority, the Contractor must provide email updates of the Call-Up or Individual Service Request within two (2) working hours of the request, or as requested by the Project Authority.

10. Required Software and Layout

The Contractor shall deliver the work in the format, style and layout of the original, using the same software version. All work must have the same font of the text to be revised (with pagination and no handwritten corrections, unless agreed upon by both parties), and must be usable “as is,” without any intervention required by the Project Authority. Usually, texts will be provided in conventional word processing and spreadsheet formats. Examples of common programs and formats include, but are not limited to, Microsoft Word, PowerPoint and Excel. The Contractor must at a minimum have version 2010 of Microsoft Office Suite (subject to change based on the version used by the School).

The Contractor shall also use virus detection and elimination systems and shall not use unconventional codes in word processing, tables, etc. The Contractor agrees to take the necessary measures to ensure the delivery of its materials on electronic media or systems that are free of viruses.

Conversions to or from other electronic formats (other than those specified in the Call-Up or Individual Service Request by the Canada School of Public Service Project Authority) will not be accepted in any form. Consequently, it is not permissible to convert the text from one type of system or software to another (for example, from a Macintosh to an IBM-compatible system or from Microsoft Word to WordPerfect) unless there has been an alternative arrangement with the Canada School of Public Service Project Authority.



11. Supplies and Equipment

The Contractor shall supply all the necessary equipment, supplies, services, software and instruments to perform the work.

The Contractor must have access to the Internet for receiving and transmitting texts and for reference tools, such as the latest Termium terminology database, the Canada School of Public Service public website, etc.

12. Intellectual Property

Copy editing, comparative editing and proofreading services are not viewed as developing a new item or as involving an approach or concept first reduced to practice. As such, title to and copyright in such services vests in the Government of Canada.

13. Resources

13.1 Language of work

The Contractor’s editors and/or proofreaders must be bilingual (English/French) at an advanced level for reading comprehension in their second official language and bilingual at an intermediate level for oral and written capability in their second official language.

Refer to the following Language Proficiency Grid for a description of the language level of bilingualism required.

LANGUAGE PROFICIENCY GRID

Level	Oral	Comprehension	Written
Basic	A person speaking at this level can: <ul style="list-style-type: none"> ask and answer simple questions; give simple instructions; and give uncomplicated directions relating to routine work situations. 	A person reading at this level can: <ul style="list-style-type: none"> fully understand very simple texts; grasp the main idea of texts about familiar topics; and read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks. 	A person writing at this level can: <ul style="list-style-type: none"> write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.
Intermediate	A person speaking at this level can: <ul style="list-style-type: none"> sustain a conversation on concrete topics; report on action taken; give straightforward instructions to employees; and provide factual 	A person reading at this level can: <ul style="list-style-type: none"> grasp the main idea of most work-related texts; identify specific details; and distinguish main from subsidiary ideas. 	A person writing at this level can: <ul style="list-style-type: none"> deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.



	descriptions and explanations.		
Advanced	A person speaking at this level can: <ul style="list-style-type: none"> • support opinions and understand and express hypothetical and conditional ideas. 	A person reading at this level can: <ul style="list-style-type: none"> • understand most complex details, inferences and fine points of meaning; and • have a good comprehension of specialized or less familiar material. 	A person writing at this level can: <ul style="list-style-type: none"> • write texts where ideas are developed and presented in a coherent manner.

13.2 Replacement of Specific Individuals

1. If 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. 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:
 - a. the name, qualifications and experience of the proposed replacement; and
 - b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow the Work to be performed by unauthorized replacement persons. The Contracting Authority may order that a replacement person stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure another replacement person in accordance with subsection 2. The fact that the Contracting Authority does not order a replacement person to stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

14. Quality Control

14.1 Method and source of acceptance

All deliverables and services rendered under this requirement are subject to inspection by the Canada School of Public Service Project Authority. Should any deliverable not be to the satisfaction of the CSPS Project Authority as submitted, the CSPS Project Authority has the right to request correction before payment is authorized.

If a Contractor submits more than three (3) texts to the Canada School of Public Service that do not meet the quality criteria outlined in Section 14.2, the Canada School of Public Service may exercise its rights, including, but not limited to, returning the work to the Contractor for revision at no additional cost to the Canada School of Public Service or requesting that the individual/company be disqualified from the Standing Offer Agreement. Information regarding the Contractor's unsatisfactory work will be sent in writing by the Canada School of Public Service.



If a Contractor loses its Standing Offer Agreement, the next highest-ranked Offeror(s) from the Request for Standing Offer process may be awarded a Standing Offer Agreement. The Canada School of Public Service reserves the right to disqualify an individual/company from the Standing Offer Agreement for unsatisfactory work, not meeting deadlines, etc.

The Contractor shall provide the name of each individual resource (editor and/or proofreader) who has worked on completed documents submitted to the Canada School of Public Service. These resources must have been evaluated by the Canada School of Public Service as meeting the Mandatory Requirements for the work required. The name(s) and contact information of the individual resource(s) shall be clearly indicated on a covering sheet to be submitted with the completed work of each Call-Up.

14.2 Evaluation of texts

In its work, the Contractor shall use the style, cultural context and language level appropriate to the target reader, as identified by the Project Authority. The Canada School of Public Service, where possible, will provide previously translated texts and/or other reference material related to the document to be copy edited, comparative edited and/or proofread.

Criteria for quality are deemed as, but not limited to, the following:

- The Contractor must have a quality assurance process in place to ensure the delivery of correct and complete documents.
- The Contractor agrees that source text copy editing, comparative editing (including copy editing) and proofreading shall contain no more than **5 minor errors per 1,000 words** (including, but not limited to, minor errors in spelling, punctuation, formatting, typography, grammar, syntax, internal consistency, tone, style, language level or usage) and shall contain **no major errors**.
- Questions of content accuracy and sensitivity must be flagged, researched, verified, commented on and/or raised with the Project Authority, as needed. Failure to do this will constitute a major error.

Major errors:

- a) Copy editing: major errors include, but are not limited to, errors that affect meaning, accuracy or content or the failure to use terminology and preferences specified in the reference documents.
- b) Comparative editing: major errors include, but are not limited to, the major errors of copy editing, as well as omissions or additions and errors in numbers, interpretation or structure.
- c) Proofreading: major errors include, but are not limited to, the failure to raise important grammatical or content errors (e.g., omissions, additions) or the failure to obtain approval for major modifications of the document via the Project Authority.

14.3 Performance monitoring

The Contractor's overall performance will be monitored.

The discounts outlined in the following Non-compliance Discounts table shall be provided by the Contractor on a monthly basis in case of non-compliance with the established delivery deadlines and in accordance with the actual number of Call-Ups.



Late deliveries for Call-Ups for copy editing, comparative editing (including copy editing) and/or proofreading services that are considered time-sensitive will not be accepted, and the Canada School of Public Service will not be obligated to pay for these services.

NON-COMPLIANCE DISCOUNTS

Type of Service	Delay Discounts	Quality Discounts (over and above any applicable delay discounts)
Regular	Five percent (5%) of the value of the original invoice	Work revised at no charge, plus seven percent (7%) of the value of the original invoice
Urgent Service Levels 1 and 2	Seven percent (7%) of the value of the original invoice	Work revised at no charge, plus ten percent (10%) of the value of the original invoice

Notes

- “Delay” refers to work delivered after the agreed-upon deadline between the Project Authority and the Contractor for each Call-Up (contract) or Individual Service Request (contract). If an alternative delivery time is agreed to before the deadline, the discount will not be imposed.

15. Security

The Contractor (including all proposed personnel and sub-contractors who will be performing work under the Standing Offer Agreement) must have, at a minimum, a valid security clearance at the level of “reliability” before being issued any Work via a Call-Up (contract) or Individual Service Request (contract) under any resulting Standing Offer Agreement.

For those Contractors who are successful and receive a Standing Offer Agreement and who do not have the required level of security clearance, the Canada School of Public Service shall sponsor the Contractor by initiating a Security Screening request.

16. Meetings

The Contractor must be available to attend meetings, if required by the Project Authority, on site or by teleconference.

17. Work Location

Work will be done at the Contractor’s work site.

18. Travel and Living

No travel is required for the Work, therefore no travel, accommodation, or incidental expenses will be reimbursed under the resulting Contract.



ANNEX B BASIS OF PAYMENT

The Contractor will be paid in accordance with the following Basis of Payment for work performed in accordance with the Contract.

The price quoted includes all expenses that may be incurred in providing the services, such as profit, overhead, administrative costs, equipment, materials and Travel and accommodation expenses. Goods and Services Tax (GST) or Harmonized Sales Tax (HST) are extra.

Although most requests will be for regular service, three (3) levels of services will be applicable: Regular Service, Urgent Service Level 1, and Urgent Service Level 2:

- **Regular Service** is described as work performed within normal working hours, defined as between 8:00 am and 4:00 pm (ET), Monday to Friday;
- **Urgent Service Level 1** is described as work performed within normal working hours that is requested for a deadline that would exceed the service standard for regular service (detailed in the table below); and
- **Urgent Service Level 2** is described as work performed at all other times outside normal working hours, during weekends and on statutory holidays.

Regular service is based on the following service standard as a minimum:

REGULAR SERVICE STANDARD

Type of Service	Regular Service
Copy editing	3,500 words per 7.5 hours
Comparative editing (including copy editing)	2,500 words per 7.5 hours
Proofreading	10,000 words per 7.5 hours

A. INITIAL PERIOD OF THE STANDING OFFER

For the initial period of the Standing Offer, the Contractor will be paid in accordance with the Basis of Payment specified in each approved Call-up or Individual Service Request, in accordance with the following:

1.0 Professional Fees

The Contractor will be paid firm all-inclusive rates as follows:



A. Initial Period of the Departmental Standing Offer (from date of issuance of the Standing Offer for a period of one (1) year)

1.1 ENGLISH COPY EDITING

SERVICE TYPE	COLUMN A FIRM ALL-INCLUSIVE RATE (IN CDN \$)
Regular Service	Firm rate of \$ _____ /word
Urgent Service Level 1	Firm rate of \$ _____ /word
Urgent Service Level 2	Firm rate of \$ _____ /word

1.2 ENGLISH COMPARATIVE EDITING (INCLUDING COPY EDITING)

SERVICE TYPE	COLUMN A FIRM ALL-INCLUSIVE RATE (IN CDN \$)
Regular Service	Firm rate of \$ _____ /word
Urgent Service Level 1	Firm rate of \$ _____ /word
Urgent Service Level 2	Firm rate of \$ _____ /word

1.3 FRENCH COPY EDITING

SERVICE TYPE	COLUMN A FIRM ALL-INCLUSIVE RATE (IN CDN \$)
Regular Service	Firm rate of \$ _____ /word
Urgent Service Level 1	Firm rate of \$ _____ /word
Urgent Service Level 2	Firm rate of \$ _____ /word

1.4 FRENCH COMPARATIVE EDITING (INCLUDING COPY EDITING)

SERVICE TYPE	COLUMN A FIRM ALL-INCLUSIVE RATE (IN CDN \$)
Regular Service	Firm rate of \$ _____ /word
Urgent Service Level 1	Firm rate of \$ _____ /word
Urgent Service Level 2	Firm rate of \$ _____ /word

1.5 ENGLISH PROOFREADING

SERVICE TYPE	COLUMN A FIRM ALL-INCLUSIVE RATE (IN CDN \$)
Regular Service	Firm rate of \$ _____ /word
Urgent Service Level 1	Firm rate of \$ _____ /word
Urgent Service Level 2	Firm rate of \$ _____ /word



1.6 FRENCH PROOFREADING

SERVICE TYPE	COLUMN A FIRM ALL-INCLUSIVE RATE (IN CDN \$)
Regular Service	Firm rate of \$ _____/word
Urgent Service Level 1	Firm rate of \$ _____/word
Urgent Service Level 2	Firm rate of \$ _____/word

Total Estimated Cost of Professional Fees: \$ _____ *[insert amount at contract award]*

2.0 Total Estimated Cost – Contract Period: \$ _____ *[insert amount at contract award]*

B. OPTIONAL PERIOD(S) BEYOND THE INITIAL PERIOD OF THE STANDING OFFER

This section is only applicable if the option to extend the Standing Offer is authorized for use beyond the initial period of the standing offer is exercised by Canada.

During the extended period of the standing offer specified below, the Contractor will be paid in accordance with the Basis of Payment specified in each approved Call-up or Individual Service Request, in accordance with the following:

3.0 Professional Fees

The Contractor will be paid firm all-inclusive rates as follows:

- Option Year 1: rates for a period of one (1) year;
- Option Year 2: rates for a period of one (1) year;
- Option Year 3: rates for a period of one (1) year;
- Option Year 4: rates for a period of one (1) year.

3.1 ENGLISH COPY EDITING

SERVICE TYPE	COLUMN B FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 1	COLUMN C FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 2	COLUMN D FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 3	COLUMN E FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 4
Regular Service	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word
Urgent Service Level 1	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word
Urgent Service Level 2	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word	Firm rate of \$ _____/word



3.2 ENGLISH COMPARATIVE EDITING (INCLUDING COPY EDITING)

SERVICE TYPE	COLUMN B FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 1	COLUMN C FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 2	COLUMN D FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 3	COLUMN E FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 4
Regular Service	Firm rate of \$/_____/word	Firm rate of \$/_____/word	Firm rate of \$/_____/word	Firm rate of \$/_____/word
Urgent Service Level 1	Firm rate of \$/_____/word	Firm rate of \$/_____/word	Firm rate of \$/_____/word	Firm rate of \$/_____/word
Urgent Service Level 2	Firm rate of \$/_____/word	Firm rate of \$/_____/word	Firm rate of \$/_____/word	Firm rate of \$/_____/word

3.3 FRENCH COPY EDITING

SERVICE TYPE	COLUMN B FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 1	COLUMN C FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 2	COLUMN D FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 3	COLUMN E FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 4
Regular Service	Firm rate of \$/_____/word	Firm rate of \$/_____/word	Firm rate of \$/_____/word	Firm rate of \$/_____/word
Urgent Service Level 1	Firm rate of \$/_____/word	Firm rate of \$/_____/word	Firm rate of \$/_____/word	Firm rate of \$/_____/word
Urgent Service Level 2	Firm rate of \$/_____/word	Firm rate of \$/_____/word	Firm rate of \$/_____/word	Firm rate of \$/_____/word

3.4 FRENCH COMPARATIVE EDITING (INCLUDING COPY EDITING)

SERVICE TYPE	COLUMN B FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 1	COLUMN C FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 2	COLUMN D FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 3	COLUMN E FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 4
Regular Service	Firm rate of \$/_____/word	Firm rate of \$/_____/word	Firm rate of \$/_____/word	Firm rate of \$/_____/word
Urgent Service Level 1	Firm rate of \$/_____/word	Firm rate of \$/_____/word	Firm rate of \$/_____/word	Firm rate of \$/_____/word
Urgent Service Level 2	Firm rate of \$/_____/word	Firm rate of \$/_____/word	Firm rate of \$/_____/word	Firm rate of \$/_____/word



3.5 ENGLISH PROOFREADING

SERVICE TYPE	COLUMN B FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 1	COLUMN C FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 2	COLUMN D FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 3	COLUMN E FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 4
Regular Service	Firm rate of \$_____/word	Firm rate of \$_____/word	Firm rate of \$_____/word	Firm rate of \$_____/word
Urgent Service Level 1	Firm rate of \$_____/word	Firm rate of \$_____/word	Firm rate of \$_____/word	Firm rate of \$_____/word
Urgent Service Level 2	Firm rate of \$_____/word	Firm rate of \$_____/word	Firm rate of \$_____/word	Firm rate of \$_____/word

3.6 FRENCH PROOFREADING

SERVICE TYPE	COLUMN B FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 1	COLUMN C FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 2	COLUMN D FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 3	COLUMN E FIRM ALL-INCLUSIVE RATE (IN CDN \$) Option Year 4
Regular Service	Firm rate of \$_____/word	Firm rate of \$_____/word	Firm rate of \$_____/word	Firm rate of \$_____/word
Urgent Service Level 1	Firm rate of \$_____/word	Firm rate of \$_____/word	Firm rate of \$_____/word	Firm rate of \$_____/word
Urgent Service Level 2	Firm rate of \$_____/word	Firm rate of \$_____/word	Firm rate of \$_____/word	Firm rate of \$_____/word



ANNEX C SECURITY REQUIREMENTS CHECK LIST

Government of Canada / Gouvernement du Canada

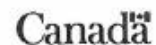
Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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

Form containing contract information, work description (Copy editing, comparative editing...), and security classification options (PROTECTED A, B, C, CONFIDENTIAL, SECRET, TOP SECRET).

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Accès / Renseignements / Plans / Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? [X] No / Non [] Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification". Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? [X] No / Non [] Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments). Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité
--



ANNEX D

QUARTERLY STANDING OFFER USAGE REPORTS

QUARTERLY STANDING OFFER USAGE REPORT / CALL-UPS IN EXCESS OF \$5,000.00 (INCLUDING APPLICABLE TAXES)					
Standing Offer Number:					
Contractor Name:					
Reporting Period:		_____ to _____			
Call-up Number	Call-up Amendment Number	Date of Call-up / Date of Call-up Amendment	Value of Call-up / Value of Call-up Amendment (excluding applicable taxes)	Applicable Taxes	Total Value of Call-up / Total Value of Call-up Amendment

QUARTERLY STANDING OFFER USAGE REPORT / INDIVIDUAL SERVICE REQUESTS UP TO \$5,000.00 OR LESS (INCLUDING APPLICABLE TAXES)					
Standing Offer Number:					
Contractor Name:					
Reporting Period:		_____ to _____			
Individual Request Number	Individual Request Amendment Number	Date of Individual Request / Date of Individual Request Amendment	Value of Individual Request / Value of Individual Request Amendment (excluding applicable taxes)	Applicable Taxes	Total Value of Individual Request / Total Value of Individual Request Amendment