



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

**Bid Receiving /
Réception des soumissions**

École de la fonction publique du Canada /
Canada School of Public Service
Entrée P4 - Expédition et Réception (porte
à côté de la porte de garage) avec le
commissionnaire de 9h00 à 15h00 /
Entrance P4 - Shipping and Receiving
(door beside garage door) with the
commissionnaire from 9h00 AM to 3h00 PM
Centre Asticou / Asticou Centre
241, boul. Cité-des-jeunes /
241 Cité-des-jeunes Blvd.
Gatineau, Quebec
J8Y 6L2

**REQUEST FOR PROPOSAL
DEMANDE DE SOUMISSION**

**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 therefor.

**Proposition à : 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 - Commentaries

**This document contains a Security
Requirement / Ce document contient
des exigences relatives à la sécurité**

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Canada School of Public Service / École de la
fonction publique du Canada
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241 Cité des jeunes Blvd. / 241, boulevard Cité
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Gatineau, Quebec
J8Y 6L2

| | |
|---|---|
| Title-Sujet Copy Editing, Comparative Editing (including Copy Editing), and Proofreading Services in French for the Canada School of Public Service | |
| Solicitation No. – No. de l'invitation CSPS-RFP-19NL-0687 | Date August 27, 2019 |
| Client Reference No. - No. De Référence du Client 2019-0687 | |
| Solicitation Closes - L'invitation prend fin On October 2, 2019 at 2 :00 PM Le 2 octobre 2019 à 14h00 | Time Zone Fureau Horaire EDT / HAE |
| Address inquiries to: - Adresser toute demande de renseignements à : Nathalie Lafortune | |
| Email Address: - Adresse courriel : nathalie.lafortune@canada.ca | |
| Telephone No. - No de téléphone 873-354-1776 | Fax No. – No de Fax: N/A |
| Destination of Goods and Services: Destinations des biens et services: CANADA SCHOOL OF PUBLIC SERVICE ÉCOLE DE LA FONCTION PUBLIQUE DU CANADA | |
| Instructions : See Herein Instructions : Voir aux présentes | |
| Delivery Required – Livraison exigée See Herein / Voir aux présentes | Delivery Offered – Livraison proposée |
| Vendor/Firm Name and address Raison social et adresse du fournisseur/de l'entrepreneur | |
| Facsimile No. – No de télécopieur Telephone No. – No 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) | |



REQUEST FOR PROPOSAL

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

**FOR THE
CANADA SCHOOL OF PUBLIC SERVICE**



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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Attachments include the Pricing Schedule and the Evaluation Criteria and the Certifications Precedent to Contract Award.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Check List (SRCL) and the Task Authorization Form.

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 French, on an “as and when requested basis” for specific publications and its communications and learning products.

It is intended to award at least one (1) contract to a maximum of two (2) contracts. The responsive Bidder(s) with the highest combined rating of technical merit and price will be ranked in ascending order. The initial contract period will be for a period of one (1) year with the irrevocable option allowing Canada to extend the Contract by up to four (4) additional one-year periods under the same terms and conditions.

The total allocated budget will be \$25,000.00 for the initial Contract period split evenly between the resulting contract(s). Estimated expenditures for the remaining four (4) optional years of the contract(s) is estimated at \$25,000.00 each year (applicable taxes excluded).



The services required will be in French (Stream 2 – A, B and C), as identified below:

- Stream 2A – French Copy Editing
- Stream 2B – French Comparative Editing (including Copy Editing)
- Stream 2C – French Proofreading

Bidders must submit their bid to provide all of the above-mentioned the services.

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

1.2.3 This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation 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 bids.

1.3 Security Requirements

There are security requirements associated with the requirement of the Contract. For additional information, see Part 6 – Security Requirements and Part 7 – Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.4 Debriefings

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



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation 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, Submission of Bids, subparagraph 4, delete "Bids will remain open for acceptance for a period of not less than sixty (60) days from the closing date of the bid solicitation." Insert "Bids will remain open for acceptance for a period of not less than 120 days from the closing date of the bid solicitation."
- 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 Bids

Bids 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.

Bidders must indicate the RFP number (**RFP-CSPS-19NL-0687**) and the name of the Contracting Officer (Nathalie Lafortune) on the package(s) containing their bid.

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

Due to the nature of the bid solicitation, bids 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, Bidders must provide the information required below before the issuance of a standing bid. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information.

Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause,

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

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes () No ()

If so, the Bidder must provide the following information, for all 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, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the



published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes () No ()

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (4 hard copies)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)
- Section IV: Additional Information (1 hard copy)

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

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

Canada requests that Bidders follow the format instructions described below in the preparation of their bid.

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.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, Bidders should:

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

Section I: Technical Bid

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

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



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

Section II: Financial Bid

Bidders must submit their financial bid 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.

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

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

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5 and, as applicable, any associated additional information.

Section IV: Additional Information

In Section IV of their bid, Bidders 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 Bidder to enter into communications with Canada with regards to their bid, and any standing bid that may result from their bid;
4. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: 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 bid solicitation: 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 Bid and Resulting Contract Clauses.



**ATTACHMENT 1 TO PART 3
PRICING SCHEDULE**

The Bidder should complete this Pricing Schedule and include it in its financial bid once completed.

As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below, its quoted firm all-inclusive hourly rate (in CDN \$) for their proposed resource(s), and must also include all related expenses to complete the tasks as identified in Annex A – Statement of Work.

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

- **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** 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 CONTRACT

STREAM 2A - FRENCH COPY EDITING

| NAME OF RESOURCE | SERVICE TYPE | COLUMN A FIRM ALL-INCLUSIVE RATE (IN CDN \$) |
|------------------|-----------------|---|
| | Regular Service | Firm rate of \$_____/hour |
| | Urgent Service | Firm rate of \$_____/hour |



STREAM 2B - FRENCH COMPARATIVE EDITING (INCLUDING COPY EDITING)

| NAME OF RESOURCE | SERVICE TYPE | COLUMN A FIRM ALL-INCLUSIVE RATE (IN CDN \$) |
|------------------|-----------------|---|
| | Regular Service | Firm rate of \$_____/hour |
| | Urgent Service | Firm rate of \$_____/hour |

STREAM 2C - FRENCH PROOFREADING

| NAME OF RESOURCE | SERVICE TYPE | COLUMN A FIRM ALL-INCLUSIVE RATE (IN CDN \$) |
|------------------|-----------------|---|
| | Regular Service | Firm rate of \$_____/hour |
| | Urgent Service | Firm rate of \$_____/hour |

B. OPTIONAL PERIOD(S) BEYOND THE INITIAL PERIOD OF THE CONTRACT

STREAM 2A - FRENCH COPY EDITING

| NAME OF RESOURCE | SERVICE TYPE | COLUMN B | COLUMN C | COLUMN D | COLUMN E |
|------------------|-----------------|--|--|--|--|
| | | FIRM ALL-INCLUSIVE RATE (IN CDN \$) Period Year 1 | FIRM ALL-INCLUSIVE RATE (IN CDN \$) Period Year 2 | FIRM ALL-INCLUSIVE RATE (IN CDN \$) Period Year 3 | FIRM ALL-INCLUSIVE RATE (IN CDN \$) Period Year 4 |
| | Regular Service | Firm rate of \$_____/hour | Firm rate of \$_____/hour | Firm rate of \$_____/hour | Firm rate of \$_____/hour |
| | Urgent Service | Firm rate of \$_____/hour | Firm rate of \$_____/hour | Firm rate of \$_____/hour | Firm rate of \$_____/hour |

STREAM 2B - FRENCH COMPARATIVE EDITING (INCLUDING COPY EDITING)

| NAME OF RESOURCE | SERVICE TYPE | COLUMN B | COLUMN C | COLUMN D | COLUMN E |
|------------------|-----------------|---|--|--|--|
| | | FIRM ALL-INCLUSIVE RATE (IN CDN \$) Period 1 | FIRM ALL-INCLUSIVE RATE (IN CDN \$) Period Year 2 | FIRM ALL-INCLUSIVE RATE (IN CDN \$) Period Year 3 | FIRM ALL-INCLUSIVE RATE (IN CDN \$) Period Year 4 |
| | Regular Service | Firm rate of \$_____/hour | Firm rate of \$_____/hour | Firm rate of \$_____/hour | Firm rate of \$_____/hour |
| | Urgent Service | Firm rate of \$_____/hour | Firm rate of \$_____/hour | Firm rate of \$_____/hour | Firm rate of \$_____/hour |



STREAM 2C - FRENCH PROOFREADING

| NAME OF RESOURCE | SERVICE TYPE | COLUMN B | COLUMN C | COLUMN D | COLUMN E |
|------------------|------------------------|--|--|--|--|
| | | FIRM ALL-INCLUSIVE RATE (IN CDN \$) Period Year 1 | FIRM ALL-INCLUSIVE RATE (IN CDN \$) Period Year 2 | FIRM ALL-INCLUSIVE RATE (IN CDN \$) Period Year 3 | FIRM ALL-INCLUSIVE RATE (IN CDN \$) Period Year 4 |
| | Regular Service | Firm rate of \$_____/hour | Firm rate of \$_____/hour | Firm rate of \$_____/hour | Firm rate of \$_____/hour |
| | Urgent Service | Firm rate of \$_____/hour | Firm rate of \$_____/hour | Firm rate of \$_____/hour | Firm rate of \$_____/hour |

Evaluated Price (excluding applicable taxes): \$ _____

(Sum of columns (A + B + C + D + E / 2) / 5)

The firm all-inclusive rates will be added together and divided by two (2) and then the total will be divided by five (5) to arrive at the total average all-inclusive rate for each proposed resource(s).

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) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- b) An evaluation team composed of representatives of Canada will evaluate the bids.
- 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) Bidders must submit their bid to provide all services in French (Stream 2 – A, B and C), as identified below:
 - Stream 2A – French Copy Editing
 - Stream 2B – French Comparative Editing (including Copy Editing)
 - Stream 2C – French Proofreading

- e) The evaluation procedures include four (4) phases:

A. Phase I – Mandatory Technical Criteria: Bids must meet all mandatory technical criteria to be considered for the next evaluation Phase;

B. Phase II: Financial Evaluation of all responsive Bids: From the responsive Bids:

- i. a calculation of the total average all-inclusive rate for each proposed resource(s);
- ii. a calculation of the Bidder's **global average all-inclusive rate** to ensure it is **within the -20% / +20% median band** to be considered for the next evaluation phase;

C. Phase III: Point-Rated Technical Criteria. Bids that meet all the requirements of Phase 1 and Phase 2 will be provided the samples of work via email and will be assessed and scored as specified in the point-rated technical criteria;

D. Phase IV: Bids declared responsive will be evaluated and ranked based on the **Basis of Selection – Highest Combined Rating of Technical Merit and Price** as described below. It is intended to award at least one (1) contract to a maximum of two (2) contracts.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria (Phase I)

Refer to Attachment 1 to Part 4.

4.1.1.2 Point-Rated Technical Criteria (Phase III)

Refer to Attachment 1 to Part 4.

4.1.2 Financial Evaluation (Phase II & IV)

- 4.1.2.1 The volumetric data included in the Pricing Schedule detailed in Attachment 1 to Part 3 are provided for bid evaluation price determination only. They are not to be considered as a contract guarantee.



4.1.2.2 For bid evaluation and contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

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

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain a global average all-inclusive rate within the -20% / +20% median band; and
 - d. obtain the required minimum **21** points for criterion number RT1 specified in Attachment 1 to Part 4 for the point rated technical evaluation.
2. Bids not meeting (a) or (b) or (c) or (d) 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 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive Bidder(s) with the highest combined rating of technical merit and price will be ranked in ascending order. At least one (1) Contract will be issued to the top highest ranked Bidder who has achieved the highest combined rating of technical merit and price: in French (Stream 2 – A, B and C).
8. In the event that two or more responsive bids have the same highest combined rating of technical merit and price, the Bidder that obtained the highest overall score for all the point-rated technical criteria will be ranked first.

*** Calculation of the global average all-inclusive rate within the -20% / + 20% median band**

Bids must meet the mandatory financial criteria specified in the table inserted below. Bids which fail to meet the mandatory financial criteria will be declared non-responsive.

| Mandatory Financial Criteria (MF) | | |
|--|---|----------------------|
| Number | Mandatory Financial Criterion | Met / Not Met |
| MF1 | The global average all-inclusive rate of the combined streams (Stream 2 – A, B and C) must be within the -20% / +20% median band calculated rate for all responsive bids submitted. | |



Financial Evaluation (Phase II)

The financial bids will be evaluated based on the methodology detailed below.

Step 1 – The Bidder must submit a firm all-inclusive hourly rate for each proposed resource as requested in Attachment 1 to Part 3, Pricing Schedule.

Step 2 – Calculation of the **Average all-inclusive rate**: by adding the firm all-inclusive hourly rate for each proposed resource for the initial period and option periods, dividing by two and then dividing by five. **Formula:** (Initial Period + Period 1 + Period 2 + Period 3 + Period 4 / 2 (which consists of the two levels of service) and / 5 (which consists of the initial period and four options)

Step 3 – A calculation of the Bidder’s **Global Average all-inclusive rate**: by adding the average all-inclusive rate of all proposed resources and then dividing by 3 (which represents Stream 2 A, B and C) Formula: (A + B + C) / 3. The global average all-inclusive rate for each financial bid must be within the -20% / +20% of the median band for all responsive bids. A median is the middle bid in a set of bids whereby half the bids are greater and half are lower. Any bid that has a global average all-inclusive rate lower or higher than the acceptable median will not be considered further.

Example of a financial evaluation:

Step 1 and 2:

Average all-inclusive rate: adding the firm all-inclusive hourly rate for each proposed resource for the initial period and option periods, dividing by two and then dividing by five. **Formula:** (Initial Period + Period 1 + Period 2 + Period 3 + Period 4 / 2 (which consists of the two levels of service) and / 5 (which consists of the initial period and four options).

Bidder X

Stream 2A – French Copy Editing

| NAME OF RESOURCE | LEVEL OF SERVICE | COLUMN A FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Initial Contract | COLUMN B FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 1 | COLUMN C FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 2 | COLUMN D FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 3 | COLUMN E FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 4 | AVERAGE ALL-INCLUSIVE RATE (IN CDN \$) (A+B+C+D+E / 2) / 5 |
|------------------|------------------|---|---|---|---|---|--|
| Joe Bloe | Normal Service | \$50.00/hour | \$50.00/hour | \$60.00/hour | \$70.00/hour | \$80.00/hour | \$62.00/hour |
| | Urgent Service | \$50.00/hour | \$50.00/hour | \$60.00/hour | \$70.00/hour | \$80.00/hour | |



Stream 2B – French Comparative Editing (Including Copy Editing)

| NAME OF RESOURCE | LEVEL OF SERVICE | COLUMN A FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Initial Contract | COLUMN B FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 1 | COLUMN C FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 2 | COLUMN D FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 3 | COLUMN E FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 4 | AVERAGE ALL-INCLUSIVE RATE (IN CDN \$) (A+B+C+D+E / 2) / 5 |
|------------------|------------------|--|--|--|--|--|--|
| Joe Bloe | Normal Service | \$50.00/hour | \$50.00/hour | \$60.00/hour | \$70.00/hour | \$80.00/hour | \$62.00/hour |
| | Urgent Service | \$50.00/hour | \$50.00/hour | \$60.00/hour | \$70.00/hour | \$80.00/hour | |

Stream 2C – French Proofreading

| NAME OF RESOURCE | LEVEL OF SERVICE | COLUMN A FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Initial Contract | COLUMN B FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 1 | COLUMN C FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 2 | COLUMN D FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 3 | COLUMN E FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 4 | AVERAGE ALL-INCLUSIVE RATE (IN CDN \$) (A+B+C+D+E / 2) / 5 |
|------------------|------------------|--|--|--|--|--|--|
| Joe Bloe | Normal Service | \$50.00/hour | \$50.00/hour | \$60.00/hour | \$70.00/hour | \$80.00/hour | \$62.00/hour |
| | Urgent Service | \$50.00/hour | \$50.00/hour | \$60.00/hour | \$70.00/hour | \$80.00/hour | |

| | |
|--|--|
| <u>Bidder X's Global Average All-Inclusive Rate: (Stream 2 A+B+C) /3</u> | GLOBAL AVERAGE ALL-INCLUSIVE RATE (IN CDN \$) \$62.00 |
|--|--|

Bidder Y

Stream 2A – French Copy Editing

| NAME OF RESOURCE | LEVEL OF SERVICE | COLUMN A FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Initial Contract | COLUMN B FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 1 | COLUMN C FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 2 | COLUMN D FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 3 | COLUMN E FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 4 | AVERAGE ALL-INCLUSIVE RATE (IN CDN \$) (A+B+C+D+E / 2) / 5 |
|------------------|------------------|--|--|--|--|--|--|
| John Young | Normal Service | \$75.00/hour | \$85.00/hour | \$90.00/hour | \$95.00/hour | \$100.00/hour | \$89.00/hour |
| | Urgent Service | \$75.00/hour | \$85.00/hour | \$90.00/hour | \$95.00/hour | \$100.00/hour | |



Stream 2B – French Comparative Editing (Including Copy Editing)

| NAME OF RESOURCE | LEVEL OF SERVICE | COLUMN A FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Initial Contract | COLUMN B FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 1 | COLUMN C FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 2 | COLUMN D FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 3 | COLUMN E FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 4 | AVERAGE ALL-INCLUSIVE RATE (IN CDN \$) (A+B+C+D+E / 2) / 5 |
|------------------|------------------|--|--|--|--|--|--|
| John Young | Normal Service | \$75.00/ hour | \$85.00/ hour | \$90.00/ hour | \$95.00/ hour | \$100.00/ hour | \$89.00/ hour |
| | Urgent Service | \$75.00/ hour | \$85.00/ hour | \$90.00/ hour | \$95.00/ hour | \$100.00/ hour | |

Stream 2C – French Proofreading

| NAME OF RESOURCE | LEVEL OF SERVICE | COLUMN A FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Initial Contract | COLUMN B FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 1 | COLUMN C FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 2 | COLUMN D FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 3 | COLUMN E FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 4 | AVERAGE ALL-INCLUSIVE RATE (IN CDN \$) (A+B+C+D+E / 2) / 5 |
|------------------|------------------|--|--|--|--|--|--|
| John Young | Normal Service | \$75.00/hour | \$85.00/hour | \$90.00/hour | \$95.00/hour | \$100.00/hour | \$89.00/hour |
| | Urgent Service | \$75.00/hour | \$85.00/hour | \$90.00/hour | \$95.00/hour | \$100.00/hour | |

| | |
|--|--|
| <u>Bidder Y's Global Average All-Inclusive Rate: (Stream 2 A+B+C) /3</u> | GLOBAL AVERAGE ALL-INCLUSIVE RATE (IN CDN \$) \$89.00 |
|--|--|

Bidder Z

Stream 2A – French Copy Editing

| NAME OF RESOURCE | LEVEL OF SERVICE | COLUMN A FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Initial Contract | COLUMN B FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 1 | COLUMN C FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 2 | COLUMN D FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 3 | COLUMN E FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 4 | AVERAGE ALL-INCLUSIVE RATE (IN CDN \$) (A+B+C+D+E / 2) / 5 |
|------------------|------------------|--|--|--|--|--|--|
| Lyne Doe | Normal Service | \$60.00/hour | \$60.00/hour | \$65.00/hour | \$70.00/hour | \$75.00/hour | \$66.00/hour |
| | Urgent Service | \$60.00/hour | \$60.00/hour | \$65.00/hour | \$70.00/hour | \$75.00/hour | |



Stream 2B – French Comparative Editing (Including Copy Editing)

| NAME OF RESOURCE | LEVEL OF SERVICE | COLUMN A FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Initial Contract | COLUMN B FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 1 | COLUMN C FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 2 | COLUMN D FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 3 | COLUMN E FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 4 | AVERAGE ALL-INCLUSIVE RATE (IN CDN \$) (A+B+C+D+E / 2) / 5 |
|------------------|------------------|--|--|--|--|--|---|
| Lyne Doe | Normal Service | \$60.00/hour | \$60.00/hour | \$65.00/hour | \$70.00/hour | \$75.00/hour | \$66.00/hour |
| | Urgent Service | \$60.00/hour | \$60.00/hour | \$65.00/hour | \$70.00/hour | \$75.00/hour | |

Stream 2C – French Proofreading

| NAME OF RESOURCE | LEVEL OF SERVICE | COLUMN A FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Initial Contract | COLUMN B FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 1 | COLUMN C FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 2 | COLUMN D FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 3 | COLUMN E FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) Period 4 | AVERAGE ALL-INCLUSIVE RATE (IN CDN \$) (A+B+C+D+E / 2) / 5 |
|------------------|------------------|--|--|--|--|--|---|
| Lyne Doe | Normal Service | \$60.00/hour | \$60.00/hour | \$65.00/hour | \$70.00/hour | \$75.00/hour | \$66.00/hour |
| | Urgent Service | \$60.00/hour | \$60.00/hour | \$65.00/hour | \$70.00/hour | \$75.00/hour | |

| | |
|--|---|
| <p><u>Bidder X's Global Average All-Inclusive Rate: (Stream 2 A+B+C) /3</u></p> | <p>GLOBAL AVERAGE ALL-INCLUSIVE RATE (IN CDN \$) \$66.00</p> |
|--|---|



Step 3

Global Average all-inclusive rate: by adding the average all-inclusive rate of all proposed resources, dividing by 3 (which represents Stream 2 A, B and C: Formula: $(A + B + C) / 3$). The global average all-inclusive rate for each financial bid must be within the -20% / +20% of the **median** band for all responsive bids. A **median** is the middle bid in a set of bids whereby half the bids are greater and half are lower. Any bid that has a global average all-inclusive rate lower or higher than the acceptable median will not be considered further:

| | 1 | 2 | 3 |
|--|---|----------|----------|
| | Bidder X | Bidder Y | Bidder Z |
| Global Average All-Inclusive Rate | \$62.00 | \$89.00 | \$66.00 |
| Median | <p>A median is the middle bid in a set of bids whereby half the bids are greater and half are lower. In the example above, in the set of numbers (62, 89, and 66) the median is 66 (rounded at two decimal points).</p> <p>Median = \$66.00</p> <p>If there are an even amount of numbers, we need to find the middle pair of numbers and find the value that would be half way between them.</p> | | |
| Upper Median Limit (+20%) | <p>= +20% above the median calculated from all response resources</p> <p>Upper median limit (+20%) = \$79.20 = $1.20 \times \\$66.00$</p> <p>= \$79.20 is the acceptable upper median all-inclusive hourly rate therefore Bidder Y is non-compliant (rounded at two decimal points).</p> | | |
| Lower Median Limit (-20%) | <p>= -20% lower the median calculated from all responsive resources</p> <p>Lower median limit (-20%) = \$52.80 = $-1.20 \times \\$66.00$</p> <p>= \$52.80 is the acceptable lower median all-inclusive hourly rate therefore Bidders X and Z are responsive and will be considered for the next evaluation phase (rounded at two decimal points).</p> | | |



Basis of Selection – Highest Combined Rating of Technical Merit and Price (Phase IV)

The table below illustrates an example in which the selection of the Bidder is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 30 and the lowest evaluated price is \$62.00 (62).

| Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%) | | | | |
|--|-------------------------------|---------------------------|---|---------------------------|
| | | Bidder X | Bidder Y | Bidder Z |
| Overall Technical Score | | 25/30 | Bidder Y was not evaluated further as per Step 3. | 22/30 |
| Bid Evaluated Price | | \$62.00 | | \$66.00 |
| Calculations | Technical Merit Points | $25/30 \times 70 = 58.33$ | | $22/30 \times 70 = 51.33$ |
| | Price Points | $62/62 \times 30 = 30.00$ | | $62/66 \times 30 = 28.18$ |
| Combined Rating | | 88.33 | | 79.51 |
| Overall Rating | | 1st | | 2nd |

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

Work allocation will be assigned to responsive Bidders based on Part 7, clause 7.1.1.4.



ATTACHMENT 1 TO PART 4 EVALUATION CRITERIA

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

Mandatory Technical Criteria

The bid must meet all the mandatory technical criteria specified in the table(s) below. The bid must provide the necessary documentation to support compliance with this requirement.

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

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

Point-Rated Technical Criteria

Bids that meet all the mandatory technical criteria and have met all the financial criteria will be provided the samples of work via email and will be assessed and scored as specified in Section 2.

Bids that fail to obtain the required minimum number of 21 points specified in RT1 will be declared non-responsive.



1.0 MANDATORY TECHNICAL CRITERIA FOR STREAM 2 (FRENCH)

| Mandatory Technical Criteria (MT) | | | | |
|--------------------------------------|--|-----|---------|--------------------------------------|
| Number | Mandatory Technical Criterion | MET | NOT MET | Cross Reference to Bidder's Proposal |
| Bidder's Corporate Experience | | | | |
| MT1 | <p>The Bidder's proposed resource must have a minimum of five (5) years' demonstrated experience in delivering the services under each of the working streams (A, B and C) as indicated in Annex A, Statement of Work. This experience must be within ten (10) years of the closing date of the Request for Proposal (RFP).</p> <p>To demonstrate compliance, the Bidder must provide a summary in the form of a résumé of the proposed resource outlining project summaries for professional copy editing, comparative editing (including copy editing), and proofreading services 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 RFP; 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 Bidder.</p> | | | |



| | | | | |
|-------------------------------|---|--|--|--|
| <p>MT2</p> | <p>The Bidder must demonstrate that the proposed resource has a minimum of three (3) years' demonstrated experience in delivering the services under the three (3) working streams (A, B and C) 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 bid solicitation.</p> <p>To demonstrate compliance of this criterion, the Bidder must provide a summary in the form of a résumé of the proposed resource, outlining project summaries for professional copy editing, comparative editing (including copy editing), and/or proofreading services for federal government clients in French.</p> <p>Each project summary must include:</p> <ul style="list-style-type: none"> a. the name of the federal government client organization; b. a list of services relevant to the RFP; 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 Bidder.</p> | | | |
| Bidder's Proposed Team | | | | |
| <p>MT3</p> | <p>The Bidder must demonstrate how the proposed resource 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 Bidder must provide a minimum of one French editor to cover the three (3) working streams (A, B and C) identified in Annex A, Section 4.1.</p> <p>Also, a minimum of one French editor must be bilingual (French/ English) at an advanced level for reading comprehension in their second official language, as defined in the Language Proficiency Grid at section 9, as indicated in Annex A.</p> <p>As a minimum qualification, each proposed editor must have:</p> | | | |



| | | | | |
|--|---|--|--|--|
| | <p>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> <p>AND</p> <p>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 solicitation.</p> <p>To demonstrate compliance for a), the Bidder 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 Bidder 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 Bidder 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 RFP; 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 Bidder.</p> | | | |
|--|---|--|--|--|



| Bidder's Financial Bid | | | | |
|------------------------|---|--|--|--|
| MT4 | The financial bid must be submitted as a separate document to the technical proposal. NO INFORMATION FROM THE FINANCIAL PROPOSAL MAY APPEAR IN THE TECHNICAL PROPOSAL. | | | |

2. POINT-RATED TECHNICAL CRITERIA FOR STREAM 2 (FRENCH)

| Point-Rated Technical Criteria (RT) | | | |
|--|--|----------------|----------------|
| Number | Point-Rated Technical Criterion | Minimum Points | Maximum Points |
| RT1 | <p>In order to assess the Bidder's proposed resource's experience for each work stream (A, B and C), CSPS's Contracting Authority will provide via email two (2) samples of work to the Bidder. 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) French copy editing (maximum 20 points) b) French comparative editing of a translation (including copy editing) (maximum 10 points) <p>The Bidder 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 two (2) samples of work will be combined to arrive at a total score out of 30.</p> <p>Any bid that fails to achieve the required minimum of 21 points for RT1 will be declared non-responsive.</p> | 21 | 30 |
| Total of Point-Rated Technical Criteria | | 21 | 30 |
| Overall Minimum required score to obtain is: 21 | | | |



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Integrity Provisions – List of Names for Integrity Verification Form

Section 17 of the [Ineligibility and Suspension Policy](#) requires suppliers, regardless of their status under the policy, to submit a list of names with their bid or offer. The list differs depending on the bidder or offeror's organizational structure: (see Attachment 1 to Part 5 List of Names for Integrity Verification Form).

- Bidders including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors;
- Privately owned corporations must provide a list of the owners' names;
- Bidders bidding as sole proprietorship, including sole proprietors bidding as joint ventures, must provide the name of the owner(s).

Bidders bidding as partnerships do not need to provide lists of names.



5.2.3 Federal Contractors Program for Employment Equity – Bid Certification

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

5.2.4 Additional Certifications Precedent to Contract Award

5.2.4.1 Status of Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.4.2 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.



Integrity Provisions - List of Names

Complete the on-screen form: [List of names for integrity verification form \(http://www.tpsgc-pwgc.gc.ca/ci-if-In-form-eng.html\)](http://www.tpsgc-pwgc.gc.ca/ci-if-In-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 contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 – Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the issuance of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Bid Authority.
3. Bidders and/or the Bidder's proposed individuals who do not hold a valid organization security clearance, may be sponsored by Canada School of Public Service, if they are the highest ranked Bidders who have achieved the highest combined rating of technical merit and price.
4. For additional information on security requirements, Bidders 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 – RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Task Authorization (TA)

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

7.1.1.1 TA Process

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

7.1.1.2 TA Authority

To be validly issued, a TA must be signed by both the Project Authority AND the Contracting Authority.

7.1.1.3 Minimum Work Guarantee – All the Work – Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 5%.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.



3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.1.1.4 Work Allocation – Task Authorization

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

When issuing a Task Authorization, the Identified User(s) authorized to make tasks authorizations will select the Contractor based on the following basis: **Right of First Refusal**.

Right of First Refusal basis:

The Task Authorization procedures require that when a requirement is identified, the identified user will contact the highest-ranked Contractor to determine if the requirement can be satisfied by that Contractor. If the highest-ranked Contractor is able to meet the requirement, a Task Authorization is made against its contract. If that Contractor is unable to meet the requirement, the identified user will contact the next ranked Contractor. The Contractor will be required to submit a response within 48 hours of issuance of a TA request.

The identified user will continue to proceed as above until one Contractor indicates that it can meet the requirement of the Task Authorization.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

2035 (2016-04-04), 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.

7.2.2 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work at stated in the Contract: _____ *[insert name of person(s) at contract award]*



7.3 Security Requirements

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

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor 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 Contractor must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b. Industrial Security Manual (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract award to _____ (for a period of one year from date of contract award). *[insert date at contract award]*

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

7.5 Authorities

7.5.1 Contracting Authority *[insert information at contract award]*

The Contracting Authority for the Contract is:

Name:
 Title:
 Department:
 Telephone:
 Email address:

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



7.5.2 Project Authority *[insert information at contract award]*

The Project Authority for the Contract is:

Name:

Title:

Organization:

Telephone:

Email address:

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

7.5.3 Contractor's Representative *[insert information at contract award]*

Name:

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 Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Basis of Payment – Individual Task Authorizations

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

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

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Limitation of Expenditure – Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. *[insert the amount at contract award]* Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.



3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Method of Payment

For the Work specified in an authorized TA subject to a limitation of expenditure, one of the following methods of payment will form part of the authorized TA:

A Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

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

OR

B Monthly Payment

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

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

7.7.4 Electronic Payment of Invoices – Contract

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).



7.8 Invoicing Instruction

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Each invoice must reference the Contract number and the Task Authorization (TA) number.
3. Invoices must be distributed as follows:
 - a. The original copy must be emailed to the address shown on page 1 of the Contract for certification and payment; and
 - b. One (1) copy must be emailed to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. *[insert the name of the province or territory as specified by the Bidder in its bid, if applicable]*

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2016-04-04) General Conditions - Higher Complexity – Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the signed Task Authorizations (including all of its annexes, if any);
- (g) the Contractor's bid dated _____ *[insert date of bid at contract award]*

7.12 Additional Resources

The Contractor may request that additional resources be added to the Contract, at the discretion of Canada, by providing all information and documents requested in Attachment 1 to Part 4 – Evaluation Criteria of the Request for Proposal (RFP) to the Contracting Authority. The information received for additional resources proposed will be evaluated in accordance with the Basis of Selection. Canada reserves the right to accept or reject additional resources proposed by the Contractor.



The firm all-inclusive daily rate(s) quoted for additional resources for the remaining years will have to meet the conditions of the article below entitled "Rates for Additional Resources".

7.13 Rates for Additional Resources

For additional resources approved by CSPS during the Contract period in accordance with article 7.12 above:

- The firm all-inclusive hourly rate(s) for additional resources proposed must be the same as the firm all-inclusive daily rate(s) proposed in the Bidder's proposal for the same period.

7.14 Foreign Nationals (Canadian Contractor)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

7.15 Insurance

SACC Manual clause G1005C (2016-01-28) Insurance

7.16 Government Site Regulations

SACC Manual clause A9068C (2010-01-11) Government Site Regulations



ANNEX A STATEMENT OF WORK

1. Title

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

2. Objective

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

3. 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.

4. 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 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.

4.1 Definitions of work

The Contractor must provide the services required in French (Stream 2 – A, B and C), as identified below:

- Stream 2A – French Copy Editing
- Stream 2B – French Comparative Editing (including Copy Editing)
- Stream 2C – French Proofreading



All references to French are to be understood as Canadian French, 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 [Guide de rédaction du contenu du site Canada.ca](#), *Le guide du rédacteur*, 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, two (2) levels of services will be applicable: Regular Service and Urgent Service:

- **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** 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 |

4.3 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.



4.4 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 such services will also be considered urgent 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/or 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:

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

The Contractor must make every effort possible to process all documents within agreed-upon deadlines, as described in Section 5. 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. 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 10.3.

4.5 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.

5. Tasks and Deliverables

Upon receipt of a Task Authorization, the Contractor will be required to provide services in French (Stream 2 – A, B and C), as identified below:

- Stream 2A – French Copy Editing
- Stream 2B – French Comparative Editing (including Copy Editing)
- Stream 2C – 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 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.

6. Client Support

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

- the negotiated number of days 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 Task Authorization under the Contract Agreement; the timing and specific deliverables for each task will be subject to the specific requirements for that task, as detailed in the Task Authorization;
- 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.

7. 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 Task Authorization 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.



8 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.

9. Language of work

The Contractor’s editors and/or proofreaders must demonstrate a professional level reading and writing in French and be bilingual (French/ English) at an advanced level for reading comprehension in their second official language.

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

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 descriptions and explanations. | 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. |
| 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. |



10. Quality Control

10.1 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 10.2, 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 Bid Agreement. Information regarding the Contractor's unsatisfactory work will be sent in writing by the Canada School of Public Service.

10.2 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.



10.3 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 Task Authorizations.

Late deliveries 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 Service | 5 percent (5%) of the value of the original invoice | Work revised at no charge, plus 7 percent (7%) of the value of the original invoice |
| Urgent Service | 7 percent (7%) of the value of the original invoice | Work revised at no charge, plus 10 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 Task Authorization. If an alternative delivery time is agreed to before the deadline, the discount will not be imposed.

11. Meetings

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

12. Work Location

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

13. 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 pursuant to the Contract.

A. – CONTRACT PERIOD (From _____ to _____) (insert date at contract award)

During the period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

1.0 Professional Fees

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

STREAM 2A – FRENCH COPY EDITING

| NAME OF RESOURCE | SERVICE TYPE | COLUMN A FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) |
|------------------|-----------------|--|
| | Regular Service | \$ _____/hour |
| | Urgent Service | \$ _____/hour |

STREAM 2B - FRENCH COMPARATIVE EDITING (INCLUDING COPY EDITING)

| NAME OF RESOURCE | SERVICE TYPE | COLUMN A FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) |
|------------------|-----------------|--|
| | Regular Service | \$ _____/hour |
| | Urgent Service | \$ _____/hour |

STREAM 2C - FRENCH PROOFREADING

| NAME OF RESOURCE | SERVICE TYPE | COLUMN A FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) |
|------------------|-----------------|--|
| | Regular Service | \$ _____/hour |
| | Urgent Service | \$ _____/hour |



B. OPTIONS TO EXTEND THE TERM OF THE CONTRACT

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

B.1 Optional Period 1 (From _____ to _____) *[insert data at contract award]*

STREAM 2A - FRENCH COPY EDITING

| NAME OF RESOURCE | SERVICE TYPE | COLUMN A FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) |
|------------------|-----------------|--|
| | Regular Service | \$ _____/hour |
| | Urgent Service | \$ _____/hour |

STREAM 2B - FRENCH COMPARATIVE EDITING (INCLUDING COPY EDITING)

| NAME OF RESOURCE | SERVICE TYPE | COLUMN A FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) |
|------------------|-----------------|--|
| | Regular Service | \$ _____/hour |
| | Urgent Service | \$ _____/hour |

STREAM 2C - FRENCH PROOFREADING

| NAME OF RESOURCE | SERVICE TYPE | COLUMN A FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) |
|------------------|-----------------|--|
| | Regular Service | \$ _____/hour |
| | Urgent Service | \$ _____/hour |



B.2 Optional Period 2 (From _____ to _____) *[insert data at contract award]*

STREAM 2A - FRENCH COPY EDITING

| NAME OF RESOURCE | SERVICE TYPE | COLUMN A FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) |
|------------------|-----------------|--|
| | Regular Service | \$ _____/hour |
| | Urgent Service | \$ _____/hour |

STREAM 2B - FRENCH COMPARATIVE EDITING (INCLUDING COPY EDITING)

| NAME OF RESOURCE | SERVICE TYPE | COLUMN A FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) |
|------------------|-----------------|--|
| | Regular Service | \$ _____/hour |
| | Urgent Service | \$ _____/hour |

STREAM 2C - FRENCH PROOFREADING

| NAME OF RESOURCE | SERVICE TYPE | COLUMN A FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) |
|------------------|-----------------|--|
| | Regular Service | \$ _____/hour |
| | Urgent Service | \$ _____/hour |



B.3 Optional Period 3 (From _____ to _____) *[insert data at contract award]*

STREAM 2A - FRENCH COPY EDITING

| NAME OF RESOURCE | SERVICE TYPE | COLUMN A FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) |
|------------------|-----------------|--|
| | Regular Service | \$ _____/hour |
| | Urgent Service | \$ _____/hour |

STREAM 2B - FRENCH COMPARATIVE EDITING (INCLUDING COPY EDITING)

| NAME OF RESOURCE | SERVICE TYPE | COLUMN A FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) |
|------------------|-----------------|--|
| | Regular Service | \$ _____/hour |
| | Urgent Service | \$ _____/hour |

STREAM 2C - FRENCH PROOFREADING

| NAME OF RESOURCE | SERVICE TYPE | COLUMN A FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) |
|------------------|-----------------|--|
| | Regular Service | \$ _____/hour |
| | Urgent Service | \$ _____/hour |



B.4 Optional Period 4 (From _____ to _____) *[insert data at contract award]*

STREAM 2A - FRENCH COPY EDITING

| NAME OF RESOURCE | SERVICE TYPE | COLUMN A FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) |
|------------------|-----------------|--|
| | Regular Service | \$ _____/hour |
| | Urgent Service | \$ _____/hour |

STREAM 2B - FRENCH COMPARATIVE EDITING (INCLUDING COPY EDITING)

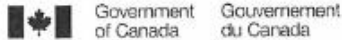
| NAME OF RESOURCE | SERVICE TYPE | COLUMN A FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) |
|------------------|-----------------|--|
| | Regular Service | \$ _____/hour |
| | Urgent Service | \$ _____/hour |

STREAM 2C - FRENCH PROOFREADING

| NAME OF RESOURCE | SERVICE TYPE | COLUMN A FIRM ALL-INCLUSIVE HOURLY RATE (IN CDN \$) |
|------------------|-----------------|--|
| | Regular Service | \$ _____/hour |
| | Urgent Service | \$ _____/hour |



ANNEX C SECURITY REQUIREMENTS CHECK LIST



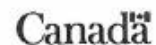
Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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

Form with multiple sections: 1. Originating Government Department or Organization (CSPS), 2. Branch or Directorate (Learning Programs Branch), 4. Brief Description of Work (Copy editing, comparative editing...), 5. Supplier access questions, 6. Information access questions, 7. Release restrictions and Level of information.

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 / Biais / 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).



**ANNEX D
TASK AUTHORIZATION FORM**

**TASK AUTHORIZATION (TA) FORM -
FORMULAIRE D'AUTORISATION DE TÂCHE (AT)**

| | | |
|--|--|---|
| Contract Number - Numéro du contrat | | |
| TA No. - N° de l'AT | | |
| Contractor's Name and Address - Nom et adresse de l'entrepreneur | | |
| | | |
| Original Authorization - Autorisation originale | | |
| Total Estimated Cost of Task (GST/HST extra) before any revisions: Coût estimatif total de la tâche (TPS/TVH en sus) avant toutes révisions : | | \$ |
| TA Revisions Previously Authorized(as applicable) - Révisions de l'AT autorisées précédemment (s'il y a lieu) | | |
| <p>Instructions to the TA Authority: the information for the previously authorized revisions must be presented in ascending order of assigned revision numbers (the first revision must be identified as No. 1, the second as No. 2, etc). If no increase or decrease was authorized, enter \$0.00. Add rows, as needed. - Instructions à l'attention de la personne responsable de l'autorisation d'une AT: les révisions autorisées précédemment doivent être présentées par ordre croissant des numéros de révision attribués (la première révision doit être identifiée par le numéro 1, la seconde par le numéro 2, et ainsi de suite). Si aucune augmentation ou diminution n'a été autorisée, inscrire 0.00\$. Au besoin, ajouter des rangées.</p> | | |
| TA Revision No. - N° de Révision de l'AT : | | Authorized Increase or Decrease (GST/HST extra): Augmentation ou réduction autorisée (TPS/TVH en sus) : \$ |
| TA Revision No. - N° de Révision de l'AT : | | Authorized Increase or Decrease (GST/HST extra): Augmentation ou réduction autorisée (TPS/TVH en sus): \$ |
| TA Revision No. - N° de Révision de l'AT : | | Authorized Increase or Decrease (GST/HST extra): Augmentation ou réduction autorisée (TPS/TVH en sus): \$ |
| New TA Revision (as applicable) - Nouvelle révision de l'AT (s'il y a lieu) | | |
| <p>Instructions to the TA Authority: the first revision must be identified as No. 1, the second as No. 2, etc. If no increase or decrease is authorized, enter \$0.00. - Instructions à l'attention de la personne responsable de l'autorisation d'une AT: la première révision doit être identifiée par le numéro 1, la seconde par le numéro 2, et ainsi de suite. Si aucune augmentation ou diminution n'est autorisée, inscrire 0.00\$</p> | | |
| TA Revision No. - N° de Révision de l'AT : | | Authorized Increase or Decrease (GST/HST extra): Augmentation ou réduction autorisée (TPS/TVH en sus): \$ |
| Total Estimated Cost of Task (GST/HST extra) after this revision: Coût estimatif total de la tâche (TPS/TVH en sus) après cette révision : | | \$ |



Contract Security Requirements (as applicable) - Exigences du contrat relatives à la sécurité (s'il y a lieu)

This task includes security requirements. - Cette tâche comprend des exigences relatives à la sécurité:

- No - Non
- Yes – Oui, (Refer to the Security Requirements Checklist (SRCL) Annex C of the Contract – Voir l'annexe C du contrat comprenant la Liste de vérification des exigences relatives à la sécurité (LVERS).

Remarks (as applicable) - Remarques (s'il y a lieu):

Required Work - Travaux requis

The content of sections A, B, C and D below must be in accordance with the Contract. Le contenu des sections A, B, C et D ci-dessous doit être conforme au contrat.

SECTION A - Task Description of the Work required - Description de tâche des travaux requis

The TA will contain the following minimum information:

1. TASKS

The Contractor must perform the following activities, but is not limited to:

*Insert Stream of service(s) required
Insert details of the work activities to be performed within the scope of the Contract*

1. DELIVERABLES

Insert details of the deliverables and service type

2. PERIOD OF WORK

The period of work is from *(insert date: dd/mm/yyyy)* to *(insert date: dd/mm/yyyy)*.

3. CONTACT PERSON FOR ADDITIONAL INFORMATION

SECTION B - Applicable Basis of Payment - Base de paiement applicable

- TA Subject to a Limitation of Expenditure – AT assujettie à une limitation des dépenses



SECTION C - Cost Breakdown of Task - Ventilation du coût de la tâche

STREAM 2A - FRENCH COPY EDITING

| SERVICE TYPE | COLUMN A FIRM ALL-INCLUSIVE RATE (IN CDN \$) |
|-----------------|---|
| Regular Service | Firm rate of \$ _____/hour |
| Urgent Service | Firm rate of \$ _____/hour |

STREAM 2B - FRENCH COMPARATIVE EDITING (INCLUDING COPY EDITING)

| SERVICE TYPE | COLUMN A FIRM ALL-INCLUSIVE RATE (IN CDN \$) |
|-----------------|---|
| Regular Service | Firm rate of \$ _____/hour |
| Urgent Service | Firm rate of \$ _____/hour |

STREAM 2C - FRENCH PROOFREADING

| SERVICE TYPE | COLUMN A FIRM ALL-INCLUSIVE RATE (IN CDN \$) |
|-----------------|---|
| Regular Service | Firm rate of \$ _____/hour |
| Urgent Service | Firm rate of \$ _____/hour |

| | |
|---|----------|
| Total Estimated Professional Fees / Coût total estimatif des honoraires professionnels : | \$ _____ |
| Total estimated applicable taxes / Total estimatif des taxes applicables : | \$ _____ |
| TOTAL ESTIMATED COST OF TA / COÛT TOTAL ESTIMATIF DE L'AT : | \$ _____ |

SECTION D - Applicable Method of Payment - Méthode de paiement applicable

- Single Payment – Paiement unique
- Monthly Payment – Paiement mensuel

Authorization - Autorisation

By signing this TA, the Project Authority and the CSPA Contracting Authority certify that the content of this TA is in accordance with the Contract.

En apposant sa signature sur cette AT, le chargé de projet et l'autorité contractante de l'EFPC attestent que le contenu de cette AT respecte les conditions du contrat.

Name of Project Authority - Nom du chargé de projet : _____

Signature _____ Date _____

Name of Contracting Authority - Nom de l'autorité contractante : _____

Signature _____ Date _____



Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature _____

Date _____