



**RETURN BIDS TO:**

[IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca](mailto:IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca)

**FOR ELECTRONIC BIDS:**

The electronic mailbox is equipped to send an automatic reply to all messages received. If you do not receive an automatic response, please contact the Contracting Authority to ensure your bid was received. Please note that it is the bidder's sole responsibility to ensure that all bids submitted are received in their entirety by Citizenship and Immigration Canada by the closing date and time indicated in this RFP.

**IMPORTANT NOTICE TO SUPPLIERS**

The Government Electronic Tendering Service on [buyandsell.gc.ca/tenders](http://buyandsell.gc.ca/tenders) will be the sole authoritative source for Government of Canada tenders that are subject to trade agreements or subject to departmental policies that require public advertising of tenders.

**REQUEST FOR PROPOSAL**

**Proposal To: Citizenship and Immigration Canada**

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

**Instructions : See Herein**

**Instructions: Voir aux présentes**

**Issuing Office – Bureau de distribution  
Citizenship and Immigration Canada  
Procurement and Contracting Services  
70 Crémazie  
Gatineau, Québec K1A 1L1**

<b>Title – Sujet</b>	
Editing services, translation of revisions, parallel reads and quality control services for Immigration, Refugees and Citizenship Canada (IRCC)'s reports to Parliament.	
<b>Solicitation No. – N° de l'invitation</b>	<b>Date</b>
CIC-151165	January 17, 2020
<b>Solicitation Closes – L'invitation prend fin at – à</b>	<b>Time Zone Fuseau horaire</b>
2:00 PM on – February 6, 2020	EST
<b>F.O.B. - F.A.B.</b>	
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
<b>Address Inquiries to: - Adresser toutes questions à :</b>	
<a href="mailto:IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca">IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca</a>	
<b>Destination – of Goods, Services, and Construction: Destination – des biens, services et construction :</b>	
See Herein	
<b>Delivery required - Livraison exigée</b>	
<i>See Herein</i>	
<b>Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur</b>	
(type or print)/ (taper ou écrire en caractères d'imprimerie)	
Signature	Date



## TABLE OF CONTENTS

### **PART 1 - GENERAL INFORMATION**

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

### **PART 2 - BIDDER INSTRUCTIONS**

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Bids
- 2.3 Enquiries - Bid Solicitation
- 2.4 Applicable Laws
- 2.5 Basis for Canada's Ownership of Intellectual Property
- 2.6 Former Public Servant

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

- 3.1 Bid Preparation Instructions
- 3.2 SACC Manual Clauses

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

- 4.1 Evaluation Procedures
- 4.2 Basis of Selection

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

- 5.1 Certifications Required with the Bid
- 5.2 Certifications Precedent to Contract Award and Additional Information

### **PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

- 6.1 Security Requirements
- 6.2 Insurance Requirements



## **PART 7 - RESULTING CONTRACT CLAUSES (APPENDIX “A”, APPENDIX “B” AND APPENDIX “C”)**

- A1. Standard Acquisition Clauses and Conditions Manual
- A2. Terms and Conditions of the Contract
- A3. Standard Instructions and Conditions
- A4. General Conditions
- B1. Priority of Documents
- B2. CIC Clauses
- B3. SACC Manual Clauses
- B4. Security Requirement
- B5. Period of Contract
- B6. Termination of Thirty Day Notice
- B7. Certifications / Compliance
- B8. Insurance Requirements
- B9. Closure of Government Offices
- B10. Statement of Work
- B11. Authorities
- B12. Proactive Disclosure of Contracts with Former Public Servants
- C1. Basis of Payment
- C2. Limitation of Expenditure
- C3. Method of Payment
- C4. Applicable Taxes
- C5. Invoicing Instructions
- C6. Travel and Living Expenses

### **List of Appendices**

Appendix “D” Attachment 1 to Appendix D	Statement of Work IRCC Style Guide
Appendix “E” Appendix “F” Appendix “G”	Basis of Payment Security Requirements Checklist Vendor Information and Authorization Form



## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

### 1.2 Summary

**1.2.1** The objective of this requirement is to support IRCC in producing quality reports, including related electronic tables, in both of Canada's official languages, that are destined to an external audience, within the prescribed timelines outlined in Article 6 of the Statement of Work or as specified by IRCC.

#### 1.2.2 Single Contract

Canada is seeking to establish a contract for Editing Services as defined in Appendix "D", Statement of Work, for one (1) year plus four (4) additional one (1) year optional periods.

#### 1.2.3

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, Part 7 - Resulting Contract Clauses and Appendix "F". For more information on personnel and organization security screening or security clauses, bidders should refer to the [Contracting Security Program](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.



#### 1.2.4

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

### 1.3 Debriefings

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

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the Buyandsell.gc.ca website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the Office of the Procurement Ombudsman (OPO).

### 1.4 Mandatory Requirements

Where the words “must”, “shall” or “will” appear in this RFP, the clause is to be considered as a mandatory requirement.



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All Citizenship and Immigration Canada (CIC) instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the CIC Website at <http://www.cic.gc.ca/english/transparency/index.asp>

All SACC manual clauses for specific instructions not covered by the standard instructions 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 [CIC-SI-001 \(2016-05-26\)](#) Standard Instructions – Goods or Services Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2.2 Submission of Bids

Bids must be submitted only to Citizenship and Immigration Canada by the date, time and place indicated on page 1 of the bid solicitation.

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

### 2.3 Enquiries - Bid Solicitation

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

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

### 2.4 Applicable Laws

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



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

## 2.5 Basis for Canada's Ownership of Intellectual Property

Citizenship and Immigration Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#):

- the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination

## 2.6 Former Public Servant

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

### Definitions

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

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

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

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



[Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

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

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

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

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

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

### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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





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

### **3.1 Bid Preparation Instructions**

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

Section I:      Technical Bid one (1) soft/electronic copy via e-mail.

Section II:     Financial Bid one (1) soft/electronic copy via e-mail.

Section III:    Certifications one (1) soft/electronic copy via e-mail.

**Canada requests that respondents submit their response in unprotected (i.e. no password) PDF format by email. Complete size of emails containing a response must not exceed 10MB. Emails exceeding 10MB will not be received. Should the size of email(s) exceed 10MB, respondents must contact the Contracting Authority at least 48 hours prior to the closing date to discuss alternatives.**

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

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

- (a) use a numbering system that corresponds to the bid solicitation; and
- (b) page numbering must be used on the bottom right of each page of the proposal

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

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

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

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

Bidders must submit their financial bid in accordance with Appendix “E”, Basis of Payment. The total amount of applicable taxes must be shown separately, if applicable.

Bidders should include the following information in their financial bid by completing Appendix “F”, Vendor Information and Authorization and include it with their bid:



1. Their legal name;
2. Their [Business Number](#) (BN); and
3. The name of the contact person (including this person's mailing address, phone and facsimile numbers, and email address) authorized by the Bidder to enter into communications with Canada with regards to:
  - a) their bid; and
  - b) any contract that may result from their bid.

Financial proposals must clearly identify the personnel proposed and the associated category for evaluation purposes only. Proposed per diem rates or firm prices must be in Canadian dollars.

The Bidder's hourly rates in response to this RFP and resulting contract(s) must include all overhead, general & administrative costs and profit. Included are the following costs that may be incurred in providing the required services: office space, computer hardware and software, word processing, preparation of reports, photocopying, courier services, facsimile services, telephone services, local travel expenses, and administration related to non-local travel expenses. "Local" as used here is defined as where the Work is to be performed in Canada as may be specified in the RFP and the resulting Contract(s).

Bidders must provide in their financial bid a price breakdown as detailed in Appendix "E", Basis of Payment.

### **3.2 SACC Manual Clauses**

#### **C3011T (2010-01-11) - Exchange Rate Fluctuation**

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

### **Section III: Certifications**

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



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

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

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal **non-responsive and will not be given further consideration**. The treatment of mandatory requirements in any procurement process is absolute. Each mandatory technical criterion should be addressed separately.

For each project summary provided, Bidders are required to provide specific dates (month and year) of experience as well as the total duration of project (number of months). The month(s) of experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

ID	Mandatory Technical Criteria	Met	Not Met	Cross reference to proposal (page #)
MT1	<p>The Bidder must demonstrate that each proposed resource* has edited** a minimum of four (4) <b>Government of Canada Parliamentary or Annual Reports, or Annual Reports for the private sector, that are a minimum of 8,000 words***</b> in the last five (5) years.</p> <p>To demonstrate compliance with this criterion, the Bidder must, in a table format, include the name of the proposed resource, the report's name and fiscal year, the language that was edited, the name of the organization, for which the work was conducted and the word count***. The bidder must provide resources for both English and French editing services and indicate which</p>			



	<p>resource will provide editing services in which language. The same resource can be provided for both English and French editing services.</p> <p>Each report listed must be supported by a reference that can confirm that the proposed resources have provided editing services and have completed the reports described in its proposal:</p> <ol style="list-style-type: none"> <li>(1) Name of the reference</li> <li>(2) Title</li> <li>(3) Organization</li> <li>(4) Telephone number</li> <li>(5) Email address</li> </ol> <p>*For the total bid, there must be a minimum of two (2) and a maximum of six (6) proposed resources.</p> <p><b>**Editing includes, but is not limited to, all the following:</b> to clarify meaning, improve flow, and smooth (plain) language of the text; to ensure correctness (grammar, spelling, punctuation, etc.), consistency (abbreviations, citing sources, logic, factual details, cross-references, etc.) and accuracy (correct or query items that should be checked for accuracy (i.e., web links, numbers, etc.); to proofread the material to correct errors in textual and visual elements; and to do a quality control of the text so that the report corresponds to professional editing or Government of Canada public reporting standards.</p> <p>***The word count must be for the English report. If the proposed resource edited the French version of the report, the word count supplied must be for the English version (only reports that are a minimum of 8,000 words will be considered valid).</p>			
<p><b>MT2</b></p>	<p>The Bidder must demonstrate that a minimum of one proposed resource* has completed parallel reads (English compared to Canadian French) on a minimum of four (4) <b>reports** that are a minimum of 8,000 words***</b> in the last five (5) years.</p> <p>To demonstrate compliance with this criterion, the Bidder must, in a table format, include the name of the proposed resource, the report's name and fiscal year, the name of the organization for which the work was conducted and the word count for the English report.</p> <p>*For the total bid, there must be a minimum of two (2) and a maximum of six (6) proposed resources.</p>			



	<p>**These reports may be those listed in MT1 or could be any other <u>non-technical</u> Government of Canada report. Examples of technical reports include but are not limited to: scientific, information technology, financial, operational and other similar manuals, documents or reports. Technical manuals, documents or reports will not be considered valid.</p> <p>***The word count must be for the English report.</p>			
<b>MT3</b>	<p>The Bidder must demonstrate that a minimum of one (1) of its proposed resources* have a minimum of five (5) years' experience translating** (English to Canadian French) any <b>Government of Canada or private sector report</b>*** in the last seven (7) years.</p> <p>To demonstrate compliance with this criterion, the Bidder must, in a table format, include the name of the proposed resource, the report's name and the name of the organization for which the work was conducted.</p> <p>*For the total bid, there must be a minimum of two (2) and a maximum of six (6) proposed resources.  **The translation could be either parts or changes to the report (specific paragraphs, sentences or a section) but not necessarily the whole report.  ***These reports may be those listed in MT1 and/or MT2, or could be any other <u>non-technical</u> Government of Canada or private sector report. Examples of technical reports include but are not limited to: scientific, information technology, financial, operational and other similar manuals, documents or reports. Technical manuals, documents or reports will not be considered valid.</p>			
<b>MT4</b>	<p>For each proposed resource, at a minimum two (2) and a maximum of six (6) resources for the total bid, the Bidder must demonstrate, by using a Curriculum Vitae (CV) format, that they have a minimum of five (5) years' experience in the last seven (7) years in the respective area for which they have been proposed – editing, parallel reads and translation. The bidder should present the information in a clear manner by indicating: the name of the resource's client, the reports or documents on which the resource performed editing, parallel reading and/or translation services, the dates (months) in which the resource performed the services.</p>			
<b>MT5</b>	<p><b>Bidder Point of Contact</b>  The Bidder must provide a single point of contact</p>			



	<p>for all related issues in regards to this solicitation. Please provide the following information:</p> <p>Name: Title: Phone number: Fax number: E-mail address:</p>			
<b>MT6</b>	<p><b>Security Clearance For All Resources</b></p> <p>All proposed resources, including any other resources within the bidding organization who may be involved in providing services as outlined in this statement of work, must have a valid Government of Canada security clearance at the <b>Reliability Status</b> level at the time of Bid Closing. The following information must be provided with the proposal:</p> <ul style="list-style-type: none"> <li>• Name of proposed resource</li> <li>• Date of birth</li> <li>• File number</li> <li>• Security level</li> <li>• Expiration date</li> </ul>			

**4.1.1.2 Point Rated Technical Criteria**

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria table. Each point rated technical criterion should be addressed separately.

For each project summary provided, Bidders are required to provide specific dates (month and year) of experience as well as the total duration of project (number of months). The month(s) of experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

ID	Point Rated Evaluation Criteria	Scoring Methodology	Maximum Points	Cross reference to proposal (page #)
<b>RC1</b>	The first three (3) reports listed in MT1 will be evaluated based on the number of words for which editing services were rendered. Only reports that are a minimum of 8,000 words will be considered	<p><u>Word counts for each report:</u></p> <p>8,000 – 16,000 = 5 pts 16,001– 27,000 = 7.5 pts 27,001 + = 10 pts</p>	30	



	valid.			
<b>RC2</b>	The first three (3) reports listed in MT2 will be evaluated based on the number of words for which parallel read services were rendered. Only reports that are a minimum of 8,000 words will be considered valid.	<u>Word counts for each report:</u> 8,000 – 16,000 = 5 pts 16,001– 27,000 = 7.5 pts 27,001 + = 10 pts	30	
<b>RC3</b>	<p>The Bidder will be awarded a single score for the average years of experience for all of the resources presented in MT1 and MT2.</p> <p>The score will be calculated as follows:</p> <ul style="list-style-type: none"> <li>for the MT1 average, add all of the <u>editing</u> years of experience for each candidate then divide the total by the number of MT1 resources;</li> <li>for the MT2 average, add all of the <u>parallel read</u> years of experience for each candidate then divide the total by the number of MT2 resources; and</li> <li>finally, add the MT1 and MT2 averages and divide by two to give the total score.</li> </ul> <p>If a single resource is presented for both MT1 and MT2, the resource's <u>editing</u> experience will be used to calculate the MT1 average and the parallel read experience will be used to calculate the MT2 average.</p>	<p>5 yrs = 5 pts 6 to 10 yrs = 10 pts 11 to 15 yrs = 20 pts 16 yrs + = 25 pts</p>	25	
<b>Total Score:</b>				/85
<b>Minimum Total Score:</b>				40





#### **4.1.2 Financial Evaluation**

Only the proposals that are technically responsive will be considered for financial evaluation.

The price of the bid will be evaluated in Canadian dollars, applicable taxes are excluded.

For the purposes of bid evaluation, Basis of Payment, Appendix “E” will be used. The Bidder must provide all inclusive hourly rates for the Services being proposed in accordance with the bid solicitation, for the initial contract period and option period(s).

The volumetric data included in the pricing schedule detailed in Appendix “E”, Basis of Payment is provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

#### **4.1.3 Formulas in Pricing Schedule**

If the Pricing Schedule provided to bidders include any formulae, Canada may re-input the prices provided by bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a bidder.

#### **4.1.4 Substantiation of Professional Services Rates**

In Canada’s experience, bidders will from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. When evaluating the rates for professional services bids, Canada may, but will have no obligation to, require price support for any rates proposed (either for all or for specific resource categories). Examples of price support that Canada would consider satisfactory include:

- a) documentation (such as billing records) that shows that the Bidder has recently provided and invoiced another customer (with whom the Bidder deals at arm’s length) for services similar to the services that would be provided by the relevant resource category, where those services were provided for at least one month and the fees charged are equal to or less than the rate offered to Canada (to protect the privacy of the customer, the Bidder may black out the customer’s name and personal information on the invoice submitted to Canada);
- b) a signed contract between the Bidder and an individual qualified (based on the qualifications described in this bid solicitation) to provide services under the relevant resource category, where the amount payable under that contract by the Bidder to the resource is equal to or less than the rate bid for that resource category;
- c) a signed contract with a subcontractor who will perform the work under any resulting contract, which provides that the required services will be provided at a rate that is equal to or less than the rate bid for the relevant resource category (and where the resource meets all the qualifications described in this bid solicitation); or
- d) details regarding the salary paid to and benefits provided to the individuals employed by the Bidder qualified (based on the qualifications described in this bid





solicitation) to provide services under the relevant resource category where the amount of compensation, when converted to a per diem or hourly rate (as applicable), is equal to or less than the rate bid for that resource category.

Once Canada requests substantiation of the rates bid for any resource category, it is the sole responsibility of the Bidder to submit information (either the information described in the examples above, or other information that demonstrates that it will be able to recover its own costs based on the rates it has proposed) that will allow Canada to determine whether it can rely, with confidence, on the Bidder's ability to provide the required services at the rates bid, while, at a minimum, recovering its own costs. Where Canada determines that the information provided by the Bidder does not demonstrate the Bidder's ability to recover its own costs in providing the relevant resource, Canada may declare the bid non-compliant, if the rate is at least **20%** of or lower than the median price bid by compliant bidders for the first year of the resulting contract for the relevant resource(s). Only the Firm Per Diem Rates of proposals that are technically responsive will be considered.

## **4.2 Basis of Selection**

### **4.2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price**

4.2.1.2 To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory criteria; and
- c. obtain the required minimum of 40 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 85 points.

4.2.1.3 Bids not meeting **(a) or (b) or (c)** will be declared non-responsive.

4.2.1.4 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40 % for the price.

4.2.1.5 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.

4.2.1.6 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.

4.2.1.7 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

4.2.1.8 Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.



The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equal's 135 and the lowest evaluated price is \$45,000 (45).

**Basis of Selection - Highest Combined Rating of Technical Merit (60%) and Price (40%)**

		Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined rating</b>		83.84	75.56	80.89
<b>Overall rating</b>		1 <sup>st</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>



## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

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

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

### 5.2 Certifications Precedent to 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>), 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

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide a completed List of Names in the Integrity Verification form available on the Integrity Regime website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/ln-form-eng.html>), to be given further consideration in the procurement process.



### **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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) 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.

#### **Certification**

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

### **5.2.4 Status and Availability of Resources**

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

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

### **5.2.5 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.



## **PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirement**

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

### **6.2 Insurance Requirements**

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



## PART 7 - RESULTING CONTRACT CLAUSES

### APPENDIX “A”, GENERAL TERMS AND CONDITIONS

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

#### A1. Standard Acquisition Clauses and Conditions Manual

All instructions, general terms, conditions and clauses identified herein by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual issued by Public Works and Government Services Canada (PWGSC) and in the Citizenship and Immigration Canada Terms and Conditions Manual.

A1.1 An electronic version of the SACC Manual is available on the Buy and Sell Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

A1.2 An electronic version of the Citizenship and Immigration Canada (CIC) Contract Terms and Conditions is available on the CIC Website: <http://www.cic.gc.ca/english/transparency/index.asp>

#### A2. Terms and Conditions of the Contract

A2.1 The general terms, conditions and clauses identified herein by title, number and date, are hereby incorporated by reference into and form part of this Contract, as though expressly set out herein, subject to any other express terms and conditions herein contained.

#### A3. Standard Instructions and Conditions

A3.1 The conditions set out in the [CIC-SI-001 \(2016-05-26\)](#) Standard Instructions – Goods or Services Competitive Requirements, are hereby incorporated by reference into and form part of this Contract.

#### A4. General Conditions

A4.1 General Conditions [CIC-GC-001 \(2019-02-15\)](#), Med/High Complexity Goods and Services Contract shall apply to and form part of this Contract.



## APPENDIX “B”, SUPPLEMENTAL TERMS AND CONDITIONS

### B1. Priority of Documents

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

- a) The Articles of Agreement;
- b) Appendix “B” – Supplemental Terms and Conditions;
- c) Appendix “A” – General Terms and Conditions;
- d) Appendix “C” – Terms of Payment;
- e) Appendix “D” – Statement of Work;
- f) Appendix “E” – Basis of Payment
- g) Appendix “F” – Security Requirement Checklist (SRCL);
- h) Appendix “G” – Vendor Information and Authorization Form;
- i) the Contractor's proposal dated \_\_\_\_\_(TBD)

### B2. CIC Clauses

The following Citizenship and Immigration Canada Terms and Conditions are incorporated by reference and form part of this Contract:

ID	Date	Title
<a href="#">CIC-SC-003 (2015-02-16), Crown Owns Intellectual Property (IP) Rights in Foreground Information – Copyright</a>		

### B3. SACC Manual Clauses

The following SACC manual Clauses are incorporated by reference and form part of this Contract:

ID	Date	Title
<a href="#">A9117C</a>	<a href="#">2007-11-30</a>	<a href="#">T1204 - Direct Request by Customer Department</a>
<a href="#">A9116C</a>	<a href="#">2007-11-30</a>	<a href="#">T1204 Information Reporting by Contractor</a>
<a href="#">C0705C</a>	<a href="#">2010-01-11</a>	<a href="#">Discretionary Audit</a>

### B4. Security Requirement

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

1. The contractor’s resources will not require access to any protected or classified information or assets.
2. The Contractor/Offeror personnel must EACH hold a valid RELIABILITY STATUS, granted or approved by the Canadian Industrial Security Directorate of Public Services and Procurement.
3. Subcontracts, which have security requirements, are not to be awarded without prior written permission of Immigration, Refugees and Citizenship Canada.



4. The contractor must comply with the provisions of the:
  - A. Security Requirements Checklist and security guide (if applicable), described below;
  - B. Industrial Security Manual (Latest edition)

## **B5. Period of Contract**

The period of the Contract is from April 1, 2020 to March 31, 2021.

### **B5.1 Option to Extend the Contract**

The Contractor grants Canada, the irrevocable right to extend the term of the Contract by up to four (4) additional one (1) year periods 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 Appendix “E”, Basis of Payment.

Canada may exercise these options at any time by sending a written notice to the Contractor at least fifteen (15) calendar days before the Contract expiry date. The options may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **B6. Termination on Thirty (30) Days Notice**

1. Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.
2. In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

## **B7. Certifications / Compliance and Additional Information**

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.

## **B8. Insurance Requirements**

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

## **B9. Closure of Government Offices**

Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where Contractor's employees are providing services on





government premises pursuant to this Contract and the said premises become non accessible and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

## **B10. Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work in Appendix “D”.

## **B11. Authorities**

### **B11.1 Contracting Authority**

The Contracting Authority for the Contract is:

**<The Contracting Authority for the Contract is to be identified at Contract award>**

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.

### **B11.2 Project Authority**

The Project Authority for the Contract is:

**<The Project Authority for the Contract is to be identified at Contract award>**

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.

### **B11.3 Technical Authority**

**<The Technical Authority for the Contract is to be identified at Contract award>**

The Technical Authority will be responsible for providing guidance on the technical requirements and deliverables.

## **B12. Proactive Disclosure of Contract 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.



## APPENDIX "C", TERMS OF PAYMENT

### C1. Basis of Payment

The Contractor will be paid firm hourly rates as per Appendix "E", for work performed in accordance with the Contract. Customs duties are included and applicable taxes are extra.

### C2. Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Appendix "E", to a limitation of expenditure of \$\_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and applicable taxes are extra.

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and applicable taxes are extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a) when it is 75 percent committed, or
  - b) four (4) months before the contract expiry date, or
  - c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,  
whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### C3. Method of 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 delivered has been accepted by Canada.



#### **C4. Applicable Taxes**

Applicable taxes are not included in the amounts shown in the Basis of Payment. Applicable taxes, which are estimated at \$\_\_\_\_\_ (*to be determined at contract award*), are included in the total contract amount. Applicable taxes are to be shown as separate items on all invoices and claims for progress payments and will be paid by Canada. The Contractor agrees to remit to appropriate tax authorities any amounts of Applicable Taxes paid or due.

#### **C5. Invoicing Instructions**

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

#### **C6. Travel and Living Expenses**

Canada will not accept any travel and living expenses for:

- a) Work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws.justice.gc.ca/en/N-4/>;
- b) Any travel between the Contractor's place of business and the NCR; and
- c) Any relocation of resources required to satisfy the terms of the Contract.

These expenses are included in the firm price for professional fees specified above.



## APPENDIX “D”, STATEMENT OF WORK

### EDITING SERVICES

Editing services (English and Canadian French), translation of revisions, parallel reads and quality control services for Immigration, Refugees and Citizenship Canada (IRCC)’s reports to Parliament.

#### 1. OBJECTIVE:

The objective of this requirement is to support IRCC in producing quality reports, including related electronic tables, in both of Canada’s official languages, that are destined to an external audience, within the prescribed timelines outlined in Article 6 of the Statement of Work or as specified by IRCC.

#### 2. BACKGROUND:

As part of the Treasury Board Secretariat (TBS) requirements, every Department must produce the following two reports to Parliament each year:

##### (a) Departmental Results Report (DRR)

DRRs are individual department and agency accounts of actual results accomplished against departmental plans and expected results set out in their respective Departmental Plans (DPs). They cover the most recently completed fiscal year and are normally tabled in the fall. DRRs and DPs are included as Part III (Departmental Expenditure Plans) of the Estimates publications.

##### (b) Departmental Plan (DP)

DPs are forward-looking documents that provide plans for each department and agency (excluding Crown corporations). They present departmental priorities, expected results and associated resource requirements covering three fiscal years. The information for the first year of this document supplements information contained in the Main Estimates. DPs are normally tabled by the President of the Treasury Board on behalf of the Government of Canada, usually around the time of the tabling of the Main Estimates (March/April) each year.

In addition, both the DRR and the DP include associated supplementary information, which provides information on specific departmental activities and which is required to be posted on the departmental website only.

In addition to the above, IRCC is required to table the following additional parliamentary report:

##### (c) Annual Report to Parliament on Immigration (AR)

The AR is a requirement under section 94 of the *Immigration and Refugee Protection Act*, the Minister must, on or before November 1 of each year (or if not sitting, within 30 days of sitting following that date), table a report to Parliament on the operation of this Act.



As reference for the scope of work involved, the most recent DP, DRR and AR can be found at <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals.html>.

### 3. SCOPE:

IRCC requires the professional services of a Contractor in the areas of editing, translation of revisions, parallel reads and quality control to deliver quality reports within tight deadlines, in both official languages.

The work is comprised of three parliamentary reports. Each parliamentary report follows a production schedule of several months as outlined below. The timelines for the DRR and the AR are usually concurrent but effort is made to avoid overlapping of editing work. The DP and DRR schedules follow generally the same timelines each year. Schedules however are subject to change.

Document size and estimated volumes:

It is estimated that IRCC produces approximately 142,000 words (total for English and French) per year for the three departmental reports and related supplementary information (mentioned above) for which editing services are needed. More specifically, IRCC estimates that the number of words for the DRR is 75,000, the DP is 40,000, and the AR is 27,000 words. Note that the above estimates are based on historical volumes and is provided in good faith and does not represent a commitment by Canada for the estimated quantity of work or business given to the Contractor. The estimated number of words is not to be considered as a contractual guarantee. As well, the DP and DRR are based on Treasury Board Secretariat (TBS) requirements (which may change on a yearly basis).

### 4. TASKS:

For each report and related supplementary information the Contractor must:

- a) **Edit** the English and Canadian French versions, as required, during the development of the draft document and supplementary information (i.e., which consists of clarifying meaning, improving the flow and/or reorganizing text for content and structure, eliminating jargon, smoothing language, ensuring correctness (grammar, spelling, punctuation, etc.), ensuring consistency and accuracy (abbreviations, citing sources, logic, factual details, cross-references, web links, numbers, etc.) and other line-by-line editing);
- b) **Translate** changes made to the English version during the approval stage and to adjust the Canadian French version (the translation requires a rendering of the message of the source text accurately in the target language that is correct and appropriate to the subject matter and the reader);
- c) **Conduct parallel reads** (i.e., make sure that the English and Canadian French versions correspond) of the entire text before layout and/or at final copy stage;
- d) **Provide quality control** to ensure that the reports correspond to IRCC and TBS requirements;



- e) Use IRCC’s departmental Style Guide (Attachment 1 to Annex D), and other instructions which are published by TBS;
- f) Ensure continuity of style and conventions with previous IRCC reports/documents;
- g) Ensure consistent use of language and style within each report/document;
- h) Provide sufficient resources to meet the deadlines of production;
- i) Meet with the Project Authority to discuss any comments or concerns, and to take corrective actions when required by the Project Authority;
- j) Deliver all materials to the Project Authority using the appropriate electronic format (i.e., Microsoft Windows or as advised);
- k) Provide prompt turnaround of material, including overtime to meet very tight and shifting timelines; this may include working outside of normal working hours and on weekends. Prompt turnaround could be a 24 hour period or a week, depending on the material to be delivered; and
- l) Not to discuss or share the reports outside IRCC’s Strategic Policy and Planning Branch.

**5. CLIENT SUPPORT:**

IRCC will be responsible for the translation of the first draft of each report. Any changes made to subsequent drafts during the approval process will be the responsibility of the Contractor as per Article 4 (b).

**6. DELIVERABLES AND ASSOCIATED SCHEDULE:**

Please note that the dates and number of days allotted below are based on past timelines and provided as guidelines only. Future timelines may change with very short notice. Therefore, flexibility and prompt response will be required.

<b>Deliverable # 1 – DRR</b>	<b>Timeline example (future dates are subject to changes as per Project Authority)</b>
1 <sup>st</sup> English edit	June 27 – July 5
2 <sup>nd</sup> English edit	July 21 – August 7
French edit including parallel read between English and French and translation of changes as required	September 11 – 17
Deliverable completed	October 16

<b>Deliverable # 2 – AR Deliverables</b>	<b>Proposed Timeline (dates are subject to changes as per Project Authority)</b>
1 <sup>st</sup> English edit	August 7 – 13
2 <sup>nd</sup> English edit	August 27 – September 3



French edit including parallel read between English and French and translation of changes as required	September 6 – 18
Deliverable completed	October 31

<b>Deliverable # 3 – DP Deliverables</b>	<b>Proposed Timeline (dates are subject to changes as per Project Authority)</b>
1 <sup>st</sup> English edit	December 21– January 3
2 <sup>nd</sup> English edit	February 5 – 15
French edit including parallel read between English and French and translation of changes as required	February 15 – 18
Deliverable completed	March 31

**7. LIMITATIONS AND CONSTRAINTS:**

The contractor will work from their location and will not be required to work at IRCC’s premises except for pre-arranged meetings if and when necessary at which time they will be escorted at all times.

**8. TRAVEL AND LIVING:**

All the work associated with this Statement of Work is planned to be carried out in the National Capital Region (NCR).

Travel will not be reimbursed.

**9. LANGUAGE:**

The Contractor must provide the required services in both official languages (English and French).



## ATTACHEMENT 1 TO APPENDIX D IMMIGRATION, REFUGEES AND CITIZENSHIP CANADA STYLE GUIDE ENGLISH

**Note:** The Immigration, Refugees and Citizenship Canada Style Guide is unilingual and applies only to English content. For guidelines on French content, refer to the Guide stylistique d'Immigration, Réfugiés et Citoyenneté Canada. The Immigration, Refugees and Citizenship Canada Style Guide is not a translation of the Guide stylistique d'Immigration, Réfugiés et Citoyenneté Canada.

### Introduction

The Immigration, Refugees and Citizenship Canada Style Guide helps you familiarize yourself with departmental editing standards and find writing tips and examples.

You should use the Immigration, Refugees and Citizenship Canada Style Guide along with the [Canada.ca Content Style Guide](#) and [The Canadian Style](#). If instructions in the latter 2 style guides conflict with instructions in this style guide, follow the Immigration, Refugees and Citizenship Canada Style Guide. If a topic is not covered in this style guide, see the Canada.ca Content Style Guide first, then The Canadian Style, then any other reliable resources (see the Reference tools section below).

This style guide sets out **Immigration, Refugees and Citizenship Canada (IRCC) preferences** for language and style to ensure consistency. It applies to all the documents you produce for IRCC, which may include

- news releases, Web notices, backgrounders and speeches
- brochures, pamphlets and posters
- intranet and Internet content, fact sheets, communications plans, strategies and announcements
- annual reports and departmental publications
- operational guidance for officers

The Immigration, Refugees and Citizenship Canada Style Guide follows the guidelines in the Canada.ca Content Style Guide on Web content, plain language, tone, content structure, images, videos and links to websites. For more detailed information on plain language, see the [Plain language](#) section of The Canadian Style.

### Style

#### Punctuation

##### Commas

##### Serial commas (Oxford commas)

IRCC does not use serial commas (also known as Oxford commas), except where necessary to prevent ambiguity, as in the following examples:





- Oatmeal, cereal, and bread and butter were offered for breakfast.
- Eggs, sausages or bacon strips, or pancakes were offered for breakfast.

### **Commas and coordinating conjunctions**

A comma should be used to join 2 independent clauses with a coordinating conjunction (for, and, nor, but, or, yet, so [FANBOYS]). Avoid using more than 1 coordinating conjunction in the same sentence. Instead, rewrite the sentence or split it into 2 sentences.

### **Colons**

When using a colon to join 2 independent clauses, do not begin the second clause with a capitalized word, unless the word requires capitalization in its own right.

For guidelines on using colons to introduce bulleted lists, see the Lists section below.

### **Forward slashes (obliques)**

Using a forward slash (also known as an oblique) can make a sentence ambiguous because it can mean “and” or “or”, or it can mean that the 2 items are synonymous. Avoid using forward slashes whenever possible.

The expression “and/or” is almost always redundant and should be avoided. In many cases, simply using “or” will convey the same meaning, as in the following examples:

- Send in your cheque or money order.
- You can appoint a designated individual to inquire about the status of your application or change your address information.

### **Ellipses**

An ellipsis is a single character made up of 3 periods with a space before and after but no additional spaces in between the periods. Ellipses should be used sparingly, usually to indicate there is missing text in a direct quotation, as in the following examples:

- “There are so many people ... with different cultures and languages”.
- “The streets were crowded with protestors ... and curious bystanders”.

Do not use an ellipsis at the beginning or end of a direct quotation. Simply integrate your quotation into the surrounding text, as in the following examples:

- She said she was “ready to leave”.
- Even though he had “left on time”, he ended up being late.

### **Quotation marks**

Use curved (“ ”) or slanted (“ ”) quotation marks instead of straight quotation marks (" ").

### **Closing punctuation and quotation marks**



For accessibility and coding purposes, commas and periods should be placed outside closing quotation marks, unless they apply to only the quoted text and not the entire sentence. This rule also applies to all other punctuation marks. If a closing punctuation mark that applies to only the quoted text is used at the end of a sentence, do not add another punctuation mark, such as a period, after the closing quotation mark. See the following examples:

- She said, “Have a nice day”, picked up her briefcase and left.
- He was told to “bring flowers to brighten up the room”.
- All they kept saying during the trip was, “Are we there yet?”

### Hyphens and dashes

Use hyphens (-) to join words together, for example, in compound words and compound adjectives that precede a noun. Use dashes sparingly. Instead of using an en dash (–) in a range of numbers, dates or times, use the word “to”. Instead of using em dashes (—) to set apart a secondary idea, use commas or parentheses, simplify your sentence or split it into 2 sentences.

### Lists

The items of both run-in and bulleted lists should be parallel in structure. See the following examples:

Correct	Incorrect
Brianna likes running, swimming and walking.	Brianna likes running, swimming and walks.
The following items were covered: <ul style="list-style-type: none"> <li>• price of the materials</li> <li>• expected timeline of the repairs</li> <li>• expertise of the workers</li> </ul>	The following items were covered: <ul style="list-style-type: none"> <li>• price of the materials</li> <li>• expected timeline of the repairs</li> <li>• also addressed the expertise of the workers</li> </ul>

### Bulleted (vertical) lists

Bulleted lists (also known as vertical lists) should be simple, and each bulleted item should contain only 1 idea. Complex lists, especially those with punctuation within the bulleted items, are not best suited to be structured as bulleted lists. As long as your meaning remains clear and the items parallel, sub-bullets are acceptable but should be used sparingly. Avoid using bulleted lists with more than 2 levels of bullets.

Do not use punctuation at the end of bulleted list items, unless each item in that list is a complete and correctly punctuated sentence. Introduce a bulleted list with a colon only if the lead-in sentence is an independent clause. Capitalize items in a vertical list only if each item is a complete and correctly punctuated sentence or if the first word should be capitalized in its own right. See the following examples:

Correct	Incorrect
The priorities were	The priorities were:



<ul style="list-style-type: none"> <li>• low-cost and high-quality materials</li> <li>• skilled labour</li> <li>• timely service</li> </ul>	<ul style="list-style-type: none"> <li>• Low-cost and high-quality materials;</li> <li>• Skilled labour; and</li> <li>• Timely service.</li> </ul>
---	--

## Capitalization

The following should be capitalized:

- civil, formal, noble and professional titles that precede or form part of a proper name, for example, Queen Elizabeth II, Professor Smith
- official titles, for example, the Governor of the Bank of Canada, the President of Via Rail
- geographic and widely recognized regions, for example, Western Canada, the Maritimes
- IRCC regions, for example, Atlantic Region, International Region

Generic titles should not be capitalized, for example, a minister, members of Parliament.

## Capitalization in headings

In centred headings, all words except articles, conjunctions and prepositions should be capitalized. In left-aligned headings, only the first word and words that require capitalization in their own right should be capitalized.

## Font format

### Italic font

Do not use italic font, as it is difficult for people with visual impairments or reading disabilities to read. If regular Roman font might create confusion, use quotation marks instead of italics (for example, for coding instructions). Otherwise, use regular Roman font (for example, for titles of acts).

### Bold font

Use bold font for headings and subheadings. You can also use bold font for emphasis. However, use it sparingly in this way, as bold font loses its effectiveness if used too often.

## Abbreviations

Use abbreviations sparingly whenever possible. However, if the intended audience is more familiar with specific abbreviations, such as those used in operational guidance for IRCC officers, use abbreviations when necessary.

Write abbreviations out in full the first time they appear in a text. If a term appears more than once, include the abbreviation in parentheses after the first time it appears, then use the abbreviation in the rest of the text. If a term is used only once, or if it is used infrequently in a longer text, do not use the abbreviation.



Do not use abbreviations in headings. Instead, spell out the term in full and do not include the abbreviation, even if it happens to be the first occurrence of the term. The second time the term appears in the text, write it out in full, include the abbreviation in parentheses and use the abbreviation for the rest of the text.

**Exception:** On IRCC Help Centre Web pages, spell out the term in full the first time it appears and include the abbreviation in parentheses, even if it first appears in a heading.

See the Terms and abbreviations section below for a list of common IRCC terms and their abbreviations.

## **Numerical expressions**

### **Numbers**

Numbers should be written as numerical figures, except in proper names, titles and figurative expressions, which should all be written as words (for example, the project will be finished one day). Avoid starting a sentence with a numeral. If you cannot rewrite a sentence to avoid starting it with a numeral, write it as a word instead of a number.

When describing order within numbers, write “first” to “ninth” as words. Add the appropriate letters in non-superscript font to numerical figures greater than 9 (for example, 10<sup>th</sup>, 21<sup>st</sup>, 23<sup>rd</sup>). Use only numbers for dates, and do not add any letters (for example, September 30).

### **Dates**

All references to calendar dates should include the year, even when referring to dates in the current year. If the possibility of ambiguity exists, you should distinguish between the fiscal year and calendar year. Fiscal years should be written with the word “to” between the years (for example, fiscal year 2018 to 2019).

### **Currencies**

Currencies should be distinguished from each other by a marker that is easy to understand to prevent ambiguity, especially when the intended audience is not necessarily Canadian. See the following examples:

- CAN\$25
- US\$200

## **Inclusive language**

### **Gender**

Replace gendered terms (for example, waitress, mankind, fireman) with gender-neutral terms (for example, server, humankind, fire fighter).

Avoid using “s/he”, “he or she” and “him/her” constructions. Instead, use the singular “they” or pluralize the noun, as in the following:



- The director should advise their staff.
- Directors should advise their staff.

### Disabilities

Avoid using outdated and offensive language. Use person-first wording to avoid defining people by their disability and use factual references instead of vague descriptions. Whenever possible, use specific medical terms.

Use	Do not use
<ul style="list-style-type: none"> <li>• person with a disability</li> </ul>	<ul style="list-style-type: none"> <li>• disabled person</li> <li>• handicapped person</li> <li>• invalid</li> </ul>
<ul style="list-style-type: none"> <li>• person who is deaf</li> <li>• person who is deafened</li> <li>• person who is hard of hearing</li> <li>• person with a hearing loss</li> </ul>	<ul style="list-style-type: none"> <li>• deaf-mute person</li> <li>• hearing-impaired person</li> </ul>
<ul style="list-style-type: none"> <li>• person who is blind</li> <li>• person with a vision loss</li> <li>• person with a vision impairment</li> </ul>	<ul style="list-style-type: none"> <li>• blind person</li> <li>• visually impaired person</li> </ul>
<ul style="list-style-type: none"> <li>• person who cannot speak</li> <li>• person with a speech impairment</li> </ul>	<ul style="list-style-type: none"> <li>• mute person</li> <li>• person with a speech impediment</li> </ul>
<ul style="list-style-type: none"> <li>• person with or who has (a specific condition)</li> </ul>	<ul style="list-style-type: none"> <li>• person afflicted with (a specific condition)</li> <li>• person suffering from (a specific condition)</li> <li>• person struggling with (a specific condition)</li> </ul>
<ul style="list-style-type: none"> <li>• person with epilepsy</li> <li>• person with schizophrenia</li> </ul>	<ul style="list-style-type: none"> <li>• epileptic</li> <li>• schizophrenic</li> </ul>
<ul style="list-style-type: none"> <li>• person who uses a wheelchair</li> <li>• wheelchair user</li> </ul>	<ul style="list-style-type: none"> <li>• wheelchair-bound person</li> <li>• person who is confined to a wheelchair</li> </ul>

### Links to websites

When creating links to websites or specific Web pages, whenever possible, avoid linking an entire sentence. Instead, choose the key word or words to link to the desired website or Web page. If you must link an entire sentence, do not include the final period in the linked text.

### Content organization

Use an “inverted pyramid” writing style to organize your content. Write the most important topic or piece of information at the beginning. Follow this prioritized text up with important details and



related topics in descending order of importance. Lastly, include background information and more specific details for readers with advanced knowledge.

## Product-specific guidelines

### Social media

Social media messaging reaches a diverse audience whose interests in the department and whose English and French skills vary greatly. Therefore, it is important for social media content to be written in plain language, with a clearly identified topic and target audience. Most social media messages also invite readers to find more related information through a link.

It is important to be aware of the advantages and limitations of specific social media platforms when writing content to be posted on them. For example, Twitter’s character limit means that tweets must be concise, while still being engaging. You can bend certain language rules and use abbreviations more than in content for other platforms. Also, since content is often written in English first, you must remember that translated French content is usually longer than the English source text. Therefore, you must leave room in the character count to account for a longer French translation.

### Infographics and other graphics-based products

The visual elements of products like infographics are at least as important as the text. Therefore, just as in tweets, it is possible to bend certain language rules in favour of conciseness and effectiveness. You can minimize or sometimes leave out punctuation to keep the focus on key words. You can also leave out certain words, such as articles and prepositions, as long as the meaning remains clear. Also, you can use abbreviations more than in other content, as long as the intended audience will likely know what they stand for.

### Operational guidance

Although the use of the second person is generally encouraged in most types of instructional content, it can lead to confusion in operational guidance because the intended audience includes a variety of IRCC employees. Therefore, indicate exactly who should take specific actions, as in the following examples:

Correct	Incorrect
Officers must include a note explaining the study permit is issued under the transitional provisions.	You must include a note explaining the study permit is issued under the transitional provisions.
The case processing centre must notify the visa office serving the country where the family members abroad are residing.	Notify the visa office serving the country where the family members abroad are residing.

When referring to legislation in an in-text citation, use modifiers such as “paragraph” and “section”, as in “Paragraph 46(1)(e) and section 72.6 of the Immigration and Refugee Protection Regulations ... aim to close a gap and provide legislative framework” (see the [Department of Justice instructions on legistics](#), Part 3 – Paragraphing, for more information).



When paraphrasing legislation and including the reference as a parenthetical citation, use square brackets and include the letter “A” before references to acts and the letter “R” before references to regulations, as in “A Canadian citizen residing abroad may sponsor a spouse or a common law or conjugal partner, provided the sponsor and applicant will be residing together in Canada when the applicant becomes a permanent resident [R130(2)]”.

When only 1 act is referenced, or when a second act is referenced only once or a few times within 1 section (see the next paragraph for more details), spell out the name of the act at the first occurrence and use the letter “A” in subsequent citations, as in the following example:

Prior to November 21, 2014, there was no legislative mechanism under the ... Immigration and Refugee Protection Act (IRPA) to voluntarily renounce permanent resident status. In order for individuals to have lost permanent resident status under the previous legislative framework, they had to be found not to meet the residency obligation of section A28, be found otherwise inadmissible or lose their protection person status, pursuant to paragraph A46(c.1) or (d).

This guideline also applies to regulations, such as the Immigration and Refugee Protection Regulations, for which the letter “R” should be used instead of the letter “A”. When a second act or set of regulations is referenced only once or a few times within 1 section, spell out the name at every occurrence and do not use the letters “A” or “R” in citations. When 2 or more acts or sets of regulations are referenced multiple times, spell out the name of each at every occurrence and do not use the letters “A” or “R” in citations.

## Videos

When writing scripts for videos, keep the tone welcoming and the language as plain and easy to understand as possible. Avoid long or complex sentences and words that may be difficult to pronounce. The best practice for editing is to submit the script to an editor **before** the video is filmed.

When writing closed captions, match the corresponding narration or dialogue as much as possible, even if this includes errors. However, if dialogue includes numerous pauses or meaningless filler words (for example, “uh”, “um”), these can be minimized or left out to make the closed captions easier to read.

## Reference tools

Bilingual Vocabulary for Governance, Public Policy and Administration

[Canada.ca Content Style Guide](#)

Canadian Oxford Dictionary

[Department of Canadian Heritage styles of address](#)

[Department of Justice instructions on legistics](#)

Editing Canadian English (Editors Canada)



[Government of Canada Policy on Communications and Federal Identity](#)

[IRCC Help Centre glossary](#)

[IRCC Help Centre topics A to Z](#)

Nelson Gage Canadian Dictionary

[Official Languages Act](#)

[TERMIUM gender and sexual diversity glossary](#)

[TERMIUM Plus](#)

[The Canadian Press Stylebook](#)

[The Canadian Style](#)

[The Chicago Manual of Style](#)

## Spelling list

### A

- acknowledgement
- adviser
- advisory (adjective)

### B

- backward (adjective)
- backwards (adverb)

### C

- centre
- child care (noun)
- child-care (adjective)
- clearing house
- colour
- combatting
- co-operate, co-operated, co-operating
- co-operation
- co-operative
- coordinate, coordinated, coordinating
- coordination
- coordinator
- co-sponsor
- counsel, counselled, counselling





- counsellor
- countrywide
- co-worker

## D

- data (singular and plural)
- daycare (noun and adjective)
- decision maker
- decision-making
- dependant (noun)
- dependent (adjective)
- downward

## E

- email
- enrol, enrolled, enrolling
- enrolment

## F

- First Nations
- focuses, focused, focusing
- forward
- fulfill, fulfilled, fulfilling
- fulfillment

## H

- health care (noun)
- health-care (adjective)

## I

- Indigenous peoples
- install, installed, installing
- installation
- instalment
- instill, instilled, instilling
- intranet
- Internet

## J

- judgment

## L



- levelled, levelling
- licence (noun)
- license (verb)
- licensed (adjective)
- log in (verb)
- log-in (noun and adjective)

## M

- medallist
- media (plural)
- medium (singular)
- Montréal
- multi-faceted

## N

- nationwide
- non-governmental organization

## O

- order-in-council

## P

- percent (always use the percentage symbol [%] instead of the word “percent” when percentages are cited)
- practice (noun)
- practise (verb)
- pre-arrival
- pre-eminent
- pre-empt
- prepaid
- preschool
- profit-making
- profit-sharing

## Q

- Quebec (province)
- Québec (city)

## R

- reactivate
- reaffirm, reaffirmation
- reappear, reappearance
- record-keeping



- re-entry
- re-evaluate
- re-examine
- reopen
- reorder
- resettlement
- rethink
- reunification
- reunite
- roll out (verb)
- rollout (noun)
- round table

## S

- skill set

## T

- targeted, targeting
- time frame
- timeline
- toll-free
- toward
- travelled, traveller, travelling

## U

- uncooperative
- underrate, underrated, underrating
- underreport, underreported, underreporting
- underrepresent, underrepresented, underrepresenting
- under way
- United States (U.S.)
- upfront
- upward
- user-friendly
- username

## V

- video conference, video conferencing
- voice-over

## W

- Web
- Web page
- website
- white paper



- workday
- workforce
- workload
- workplace
- worksheet
- workspace
- workstation
- worldwide
- world-class

## **Terms and abbreviations**

### **Advance Booking Notification**

ABN

### **Alberta Immigrant Nominee Program**

AINP

### **American Sign Language**

ASL

### **application for humanitarian and compassionate consideration**

or

### **application on humanitarian and compassionate grounds**

H&C application

### **application for permanent residence**

APR

### **application for temporary residence**

n/a

### **arranged employment opinion**

AEO

### **Atlantic Immigration Pilot Program**

AIPP

### **attestation of collegial studies**

ACS

### **attestation of vocational specialization**

AVS

### **authority to proceed**

ATP



**authorization to return to Canada**

n/a

**Backlog Reduction Office in Vancouver**

BRO-V

**Biometric Collection System**

BCS

**biometric instruction letter**

BIL

**biometric information**

n/a

**biometrics**

n/a

**biometrics enrolment operator**

n/a

**Biometrics Operational Support Unit**

BOSU

**blended visa office-referred refugee**

n/a

**Blended Visa Office-Referred Refugee Program**

BVOR Program

**border services officer**

n/a

**bridging open work permit**

BOWP

**business immigrant**

n/a

**Canada Border Services Agency**

CBSA

**Canadian Certificate of Identity**

n/a

**Canadian experience class**

CEC

**Canadian Immigration Biometric Identification System**

CIBIDS



**Canadian Language Benchmarks**

CLB

**Canadian Security Intelligence Service**

CSIS

**caregiver class**

n/a

**caring for children class**

n/a

**caring for people with high medical needs class**

n/a

**Case Management Branch**

CMB

**case processing agent**

n/a

**citizenship and immigration case processing agent**

n/a

**case processing centre**

n/a

**Case Processing Centre in Mississauga**

CPC-M

**Case Processing Centre in Ottawa**

CPC-O

**Case Processing Centre in in Sydney**

CPC-S

**Centralized Intake Office**

CIO

**Centralized Network**

CN

**certificate of identity**

n/a

**cessation of application**

n/a

**cessation of refugee protection**

n/a



**change of sex designation**

n/a

**China Transit Program**

CTP

**citizenship hearing**

n/a

**citizenship office**

n/a

**citizenship officer**

n/a

**citizenship and immigration officer**

n/a

**citizenship official**

n/a

**Citizenship Program Delivery Division**

CPD

**“Come to Canada” tool**

n/a

**common-law partner**

n/a

**community sponsor**

n/a

**completeness check**

n/a

**Computer-Assisted Immigration Processing System**

CAIPS

**Confirmation of Permanent Residence**

COPR

**conjugal partner**

n/a

**Convention refugees abroad class**

n/a

**counterfoil**

or



**visa counterfoil**

n/a

**country of asylum class**

n/a

**decision maker**

n/a

**decision-making**

n/a

**designated country of origin**

DCO

**designated foreign national**

n/a

**designated learning institution**

DLI

**destination matching request**

DMR

**diploma of college studies**

DCS

**Domestic Network**

DN

**dual Canadian citizen**

n/a

**e-application**

n/a

**economic class**

n/a

**educational credential assessment**

ECA

**electronic application for permanent residence**

e-APR

**electronic passport**

ePassport

**electronic travel authorization**

eTA





**Electronic Travel Authorization Program**  
eTA Program

**employer compliance fee**  
n/a

**Employer Portal**  
n/a

**employer-specific work permit**  
n/a

**Enforcement Information Index**  
EII

**entrepreneur class**  
n/a

**examining officer**  
n/a

**excessive demand**  
n/a

**Express Entry**  
EE

**Note:** This acronym is used only in internal documents.

**family class**  
n/a

**federal skilled trades class**  
FSTC

**federal skilled worker class**  
FSWC

**Field Operations Support System**  
FOSS

**File Requirement Checklist**  
FRC

**Global Case Management System**  
GCMS

**government-assisted refugee**  
n/a



**government-supported refugee**

n/a

**group of five**

G5

**History of Assessments, Referrals and Training system**

HARTs

**humanitarian and compassionate considerations**

H&C considerations

**humanitarian and compassionate grounds**

H&C grounds

**humanitarian-protected persons abroad class**

n/a

**Immigrant Investor Venture Capital class**

IIVC class

**Immigration and Refugee Board**

IRB

**Immigration and Refugee Protection Act**

IRPA

**Immigration and Refugee Protection Regulations**

IRPR

**Immigration Appeal Division**

IAD

**Immigration Contribution Agreement Reporting Environment system**

iCARE system

**Immigration Division**

ID

**Immigration Loans Program**

ILP

**immigration medical examination**

IME

**immigration officer**

n/a

**Immigration Program Guidance Branch**

IPG



**Immigration Warrant Response Centre**

n/a

**info-alert**

n/a

**Inland Enforcement Program Management Division**

n/a

**inland office**

n/a

**Integrated Customs Enforcement System**

ICES

**Integrated Payment Revenue Management System**

IPRMS

**Interactive Advance Passenger Information**

IAPI

**Interactive Advance Passenger Information system**

IAPI system

**Interdiction and Border Alerting System**

IBAS

**Interim Federal Health Program**

IFHP

**internal flight alternative**

IFA

**International Co-op (Internship) category**

n/a

**International Experience Canada**

IEC

**International Experience Canada Program**

IEC Program

**International Organization for Migration**

IOM

**International Mobility Program**

IMP

**International Network**

IN



**investor class**

n/a

**invitation to apply**

ITA

**Job Bank**

n/a

**joint assistance sponsorship**

JAS

**Labour Market Impact Assessment**

LMIA

**letter of acceptance**

n/a

**letter of agreement**

n/a

**letter of introduction**

n/a

**Litigation Management Division**

LMD

**live-in caregiver**

n/a

**Live-in Caregiver Program**

LCP

**Lost, Stolen and Fraudulent Document database**

LSFD

**low income cut-off**

LICO

**machine-readable zone**

MRZ

**manifestly unfounded claim**

MUC

**medical examination**

n/a

**minimum necessary income**

n/a



**Minister's delegate**

n/a

**Ministère de l'Immigration, de la Diversité et de l'Inclusion**

MIDI

**Ministerial Instructions**

MI

**mobile biometric collection system**

MBCS

**Mobilité francophone stream**

n/a

**multiple-entry visa**

n/a

**National Case Management System**

NCMS

**National Headquarters**

NHQ

**national identification card**

n/a

**National Occupational Classification**

NOC

**national or state identification card**

n/a

**non-computer-based entry**

NCB entry

**Notification of Arrival Transmission**

NAT

**oath of citizenship**

n/a

**officer of the Crown**

or

**Crown officer**

n/a



**one-year window of opportunity**

OYW

**one-year window of opportunity provision**

OYW provision

**open employer work permit**

n/a

**open work permit holder fee**

n/a

**Operations Support Centre**

OSC

**Parents and Grandparents Program**

PGP Program

**passport office**

n/a

**passport-issuing office**

n/a

**passport-sized photo**

n/a

**permanent residence**

n/a

**permanent resident**

n/a

**permanent resident card**

PR card

**permanent resident card processing centre in Sydney**

CPC-PRC

**permanent resident travel document**

PRTD

**permanent resident visa**

PRV

**permanent resident visa counterfoil**

n/a

**port of entry**

POE

**post-graduation work permit**



n/a

**pre-removal risk assessment**  
PRRA

**principal applicant**  
n/a

**privately sponsored refugee**  
n/a

**procedural fairness letter**  
n/a

**processing officer**  
n/a

**program delivery instructions**  
PDIs

**program delivery update**  
PDU

**program integrity interview**  
PI interview

**protected person application for permanent residence**  
PPAPR

**protected temporary residents class**  
PRTC

**provincial nominee class**  
PNC

**Provincial Nominee Program**  
PNP

**Quebec Acceptance Certificate**  
CAQ

**Quebec Selection Certificate**  
CSQ

**Quebec Sign Language**  
LSQ

**Quebec skilled worker class**  
n/a



**recognized organization**

n/a

**Refugee Appeal Division**

RAD

**refugee protection claimant document**

RPCD

**Refugee Protection Division**

RPD

**Refugee Protection Division Rules**

RPD Rules

**refugee status**

n/a

**refugee travel document**

RTD

**regional medical office**

RMO

**regional medical officer**

n/a

**Registrar of Canadian Citizenship**

n/a

**relationship document**

n/a

**report under subsection 44(1)**

**or**

**subsection 44(1) report**

n/a

**Resettlement Assistance Program**

RAP

**Resettlement Operations Centre in Ottawa**

ROC-O

**residence questionnaire**

RQ





**Responsive Systems Management Unit**  
RSMU

**right of permanent residence fee**  
RPRF

**self-employed persons class**  
n/a

**senior citizen identification card**  
n/a

**senior immigration officer**  
n/a

**servant of the Crown**

**or**

**Crown servant**

n/a

**service provider organization**  
SPO

**single-entry visa**  
n/a

**social services card**  
n/a

**special program code**  
n/a

**sponsorship agreement holder**  
SAH

**sponsorship group**  
n/a

**spouse or common-law partner in Canada class**  
SCLPC class

**start-up business class**  
n/a

**start-up visa**  
n/a



**Start-up Visa Program**

SUV Program

**stateless person**

n/a

**statement of mutual understanding**

SMU

**Strategic Initiatives and GCMS Coordination**

SIGC

**study permit**

n/a

**super visa**

n/a

**supply chain management**

SCM

**Temporary Foreign Worker Program**

TFWP

**temporary residence**

n/a

**temporary resident**

n/a

**temporary resident permit**

TRP

**Temporary Resident Program Delivery Division**

TRPD

**temporary resident visa**

TRV

**temporary resident visa counterfoil**

n/a

**temporary suspension of removals**

TSR

**Test d'évaluation de français**

TEF

**Transit Without Visa Program**

TWOV Program



**transitional federal skilled worker class**

n/a

**travel document**

n/a

**undertaking application**

n/a

**unique client identifier**

UCI

**United Nations Convention relating to the Status of Refugees**

Refugee Convention

**United Nations High Commissioner for Refugees**

or

**United Nations Refugee Agency**

UNHCR

**United States Application Support Center**

U.S. ASC

**vacation application**

n/a

**vacation of refugee protection**

n/a

**visa application centre**

VAC

**visiting parents and grandparents**

n/a

**visitor class**

n/a

**Visitor Information Transmission**

VIT

**Visitor Information Transmission category**

VIT category

**visitor record**

n/a



**visual inspection zone**

VIZ

**work permit**

n/a

**Working Holiday category**

n/a

**Young Professionals category**

n/a



## APPENDIX “E”, BASIS OF PAYMENT

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

All deliverables are F.O.B. Destination, and Canadian Customs Duty included and applicable taxes are extra.

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with this Basis of Payment, Appendix “E”.

The Bidder must complete this pricing schedule and include it in its financial bid. Other than completing required section(s) in the pricing table below, the bidder must not make any other changes or alternations. By doing so will render the bidder’s response non-compliant and will be eliminated from the competition.

1. The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted firm all inclusive per hourly rate (in Cdn \$) for each of the Consultant Categories identified.
2. The prices or rates specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:
  - a) all travel and living expenses for work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws.justice.gc.ca/en/N-4/>;
  - b) any travel expenses for travel between the Contractor’s place of business and the NCR; and
  - c) any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.
2. The volumetric data included in the pricing schedule detailed in Appendix “E”, Basis of Payment is provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

Canada's total liability to the Contractor under the Contract shall not exceed the following amounts, applicable taxes are extra. ***All cost/price proposals exceeding the amounts indicated below will render the bidder’s cost/price proposal non-responsive, and will be eliminated from the solicitation process.***

Initial Contract (April 1, 2020 - March 31, 2021): \$30,000.00  
Option Period 1 (April 1, 2021 – March 31, 2022): \$30,000.00  
Option Period 2 (April 1, 2022 – March 31, 2023): \$30,000.00  
Option Period 3 (April 1, 2023 – March 31, 2024): \$30,000.00  
Option Period 4 (April 1, 2024 – March 31, 2025): \$30,000.00



Please note: As identified in Appendix D, Statement of Work, It is estimated that IRCC produces approximately 142,000 words (total for English and French) per year for the three departmental reports and related supplementary information (mentioned above) for which editing services are needed. More specifically, IRCC estimates that the number of words for the DRR is 75,000, the DP is 40,000, and the AR is 27,000 words. Note that the above estimates are based on historical volumes and is provided in good faith and does not represent a commitment by Canada for the estimated quantity of work or business given to the Contractor. The estimated number of words is not to be considered as a contractual guarantee. As well, the DP and DRR are based on Treasury Board Secretariat (TBS) requirements (which may change on a yearly basis).

**Contract Period: April 1, 2020 to March 31, 2021**

	Deliverable	Firm Hourly Rate (CND \$)* "A"	Estimated Level of Effort Required* (Hours) "B"	Total (CND \$)* "C" = (A x B)
1. DRR Deliverables	1 <sup>st</sup> English edit	\$		\$
	2 <sup>nd</sup> English edit	\$		\$
	French edit including parallel read between English and French and translation of changes as required	\$		\$
Total Evaluated Price for this deliverable				\$

\*To be completed by the bidder

	Deliverable	Firm Hourly Rate (CND \$)* "A"	Estimated Level of Effort Required* (Hours) "B"	Total (CND \$)* "C" = (A x B)
2. AR Deliverables	1 <sup>st</sup> English edit	\$		\$
	2 <sup>nd</sup> English edit	\$		\$
	French edit including parallel read between English and French and translation of changes as required	\$		\$
Total Evaluated Price for this deliverable				\$

\* To be completed by the bidder

	Deliverable	Firm Hourly Rate (CND \$)* "A"	Estimated Level of Effort Required* (Hours) "B"	Total (CND \$)* "C" = (A x B)



3. DP Deliverables	1 <sup>st</sup> English edit	\$		\$
	2 <sup>nd</sup> English edit	\$		\$
	French edit including parallel read between English and French and translation of changes as required	\$		\$
Total Evaluated Price for this deliverable				\$

\* To be completed by the bidder

**Option 1: April 01, 2021 to March 31, 2022**

	Deliverables	Firm Hourly Rate (CND \$)* "A"	Estimated Level of Effort Required* (Hours) "B"	Total (CDN \$)* "C" = (A x B)
1. DRR	1 <sup>st</sup> English edit	\$		\$
	2 <sup>nd</sup> English edit	\$		\$
	French edit including parallel read between English and French and translation of changes as required	\$		\$
Total Evaluated Price for this deliverable				\$

\* To be completed by the bidder

	Deliverables	Firm Hourly Rate (CND \$)* "A"	Estimated Level of Effort Required* (Hours) "B"	Total (CDN \$)* "C" = (A x B)
2. AR	1 <sup>st</sup> English edit	\$		\$
	2 <sup>nd</sup> English edit	\$		\$
	French edit including parallel read between English and French and translation of changes as required	\$		\$



Total Evaluated Price for this deliverable	\$
--	----

\* To be completed by the bidder

	Deliverables	Firm Hourly Rate (CND \$)* "A"	Estimated Level of Effort Required* (Hours) "B"	Total (CDN \$)* "C" = (A x B)
3. DP	1 <sup>st</sup> English edit	\$		\$
	2 <sup>nd</sup> English edit	\$		\$
	French edit including parallel read between English and French and translation of changes as required	\$		\$
Total Evaluated Price for this deliverable				\$

\* To be completed by the bidder

**Option Period 2: April 01, 2022 to March 31, 2023**

	Deliverables	Firm Hourly Rate (CND \$)* "A"	Estimated Level of Effort Required* (Hours) "B"	Total (CDN \$)* "C" = (A x B)
1. DRR	1 <sup>st</sup> English edit	\$		\$
	2 <sup>nd</sup> English edit	\$		\$
	French edit including parallel read between English and French and translation of changes as required	\$		\$
Total Evaluated Price for this deliverable				\$

\* To be completed by the bidder

	Deliverables	Firm Hourly Rate (CND \$)* "A"	Estimated Level of Effort Required* (Hours) "B"	Total (CDN \$)* "C" = (A x B)
2. AR	1 <sup>st</sup> English edit	\$		\$





	2 <sup>nd</sup> English edit	\$		\$
	French edit including parallel read between English and French and translation of changes as required	\$		\$
Total Evaluated Price for this deliverable				\$

\* To be completed by the bidder

	Deliverables	Firm Hourly Rate (CND \$)* "A"	Estimated Level of Effort Required* (Hours) "B"	Total (CDN \$)* "C" = (A x B)
3. DP	1 <sup>st</sup> English edit	\$		\$
	2 <sup>nd</sup> English edit	\$		\$
	French edit including parallel read between English and French and translation of changes as required	\$		\$
Total Evaluated Price for this deliverable				\$

\* To be completed by the bidder

**Option Period 3: April 01, 2023 to March 31, 2024**

	Deliverables	Firm Hourly Rate (CND \$)* "A"	Estimated Level of Effort Required* (Hours) "B"	Total (CDN \$)* "C" = (A x B)
1. DRR	1 <sup>st</sup> English edit	\$		\$
	2 <sup>nd</sup> English edit	\$		\$
	French edit including parallel read between English and French and	\$		\$



	translation of changes as required			
Total Evaluated Price for this deliverable				\$

\* To be completed by the bidder

	Deliverables	Firm Hourly Rate (CND \$)* "A"	Estimated Level of Effort Required* (Hours) "B"	Total (CDN \$)* "C" = (A x B)
2. AR	1 <sup>st</sup> English edit	\$		\$
	2 <sup>nd</sup> English edit	\$		\$
	French edit including parallel read between English and French and translation of changes as required	\$		\$
Total Evaluated Price for this deliverable				\$

\* To be completed by the bidder

	Deliverables	Firm Hourly Rate (CND \$)* "A"	Estimated Level of Effort Required* (Hours) "B"	Total (CDN \$)* "C" = (A x B)
3. DP	1 <sup>st</sup> English edit	\$		\$
	2 <sup>nd</sup> English edit	\$		\$
	French edit including parallel read between English and French and translation of changes as required	\$		\$
Total Evaluated Price for this deliverable				\$

\* To be completed by the bidder

**Option Period 4: April 01, 2024 to March 31, 2025**

	Deliverables	Firm Hourly Rate (CND \$)* "A"	Estimated Level of Effort Required*	Total (CDN \$)* "C" = (A x B)
--	--------------	-----------------------------------	-------------------------------------	----------------------------------



			(Hours) "B"	
1. DRR	1 <sup>st</sup> English edit	\$		\$
	2 <sup>nd</sup> English edit	\$		\$
	French edit including parallel read between English and French and translation of changes as required	\$		\$
Total Evaluated Price for this deliverable				\$

\* To be completed by the bidder

	Deliverables	Firm Hourly Rate (CND \$)* "A"	Estimated Level of Effort Required* (Hours) "B"	Total (CDN \$)* "C" = (A x B)
2. AR	1 <sup>st</sup> English edit	\$		\$
	2 <sup>nd</sup> English edit	\$		\$
	French edit including parallel read between English and French and translation of changes as required	\$		\$
Total Evaluated Price for this deliverable				\$

\* To be completed by the bidder

	Deliverables	Firm Hourly Rate (CND \$)* "A"	Estimated Level of Effort Required* (Hours) "B"	Total (CDN \$)* "C" = (A x B)
3. DP	1 <sup>st</sup> English edit	\$		\$
	2 <sup>nd</sup> English edit	\$		\$
	French edit including parallel read between	\$		\$



	English and French and translation of changes as required			
Total Evaluated Price for this deliverable				\$

\* To be completed by the bidder



## APPENDIX "F", SECURITY REQUIREMENTS CHECKLIST (SRCL)

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 151165
Security Classification / Classification de sécurité Unclassified

### SECURITY REQUIREMENTS CHECKLIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine Citizenship and Immigration Canada	2. Branch or Directorate / Direction générale ou Direction Strategic Policy and Planning	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work - Brève description du travail On an annual basis, the department requires editing services support for the drafting and production of three parliamentary reports.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required - Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103 (2004/12)

Security Classification / Classification de sécurité Unclassified
--

Canada



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 151165
Security Classification / Classification de sécurité Unclassified

<b>PART A (continued) / PARTIE A (suite)</b>	
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? If Yes, indicate the level of sensitivity. Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
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? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>	
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"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT <input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> NATO SECRET / NATO SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET	
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? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>	
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>	
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PRODUCTION</b>	
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>	
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

TBS/SCT 350-103 (2004/12)

Security Classification / Classification de sécurité Unclassified
--







Contract Number / Numéro du contrat 151165
Security Classification / Classification de sécurité Unclassified

**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.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

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	COSMIC Top Secret / COSMIC Très Secret	Protected / Protégé			Confidential / Confidentiel	Secret	Top Secret / Très Secret		
											A	B	C					
Information / Assets / Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 PROTÉGÉ et/ou CLASSIFIÉE?  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.
12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité Unclassified
--



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 151165
Security Classification / Classification de sécurité Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Robert Canough	Title - Titre Assistant Director	Signature 	
Telephone no. - N° de téléphone (613) 437-7094	Facsimile - Télécopieur	E-mail address - Adresse courriel/ Robert.Canough@cic.gc.ca	Date 2019-09-17
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Nigel Charles	Title - Titre Security Officer	Signature 	
Telephone no. - N° de téléphone 613-437-7977	Facsimile - Télécopieur 613-954-9477	E-mail address - Adresse courriel/ nigel.charles@cic.gc.ca	Date 18 Oct 2019
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Vanessa Cairney	Title - Titre Senior Proc officer	Signature 	
Telephone no. - N° de téléphone 573-408-1415	Facsimile - Télécopieur	E-mail address - Adresse courriel/ vanessa.cairney@cic.gc.ca	Date 22 Oct, 2019
17. Contracting Security Authority / Autorisé contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Nigel Charles	Title - Titre Security Officer	Signature 	
Telephone no. - N° de téléphone 613-437-7977	Facsimile - Télécopieur 613-954-9477	E-mail address - Adresse courriel/ nigel.charles@cic.gc.ca	Date 18 Oct 2019

Security Classification / Classification de sécurité Unclassified
--

TBS/SCT 350-103 (2004/12)







## APPENDIX "G", VENDOR INFORMATION AND AUTHORIZATION FORM

### Vendor Name and Address

---

---

---

---

### Legal Status (incorporated, registered, etc.)

- Individual (Sole proprietor)
- Privately owned corporation
- Joint Venture or Corporate entity
- Other (specify):

---

### GST or HST Registration Number and Business Number (Revenue Canada)

---

### Name and Title of Person authorized to sign on behalf of Vendor

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Central Point of Contact

The Vendor has designated the following individual as a central point of contact for all matters pertaining to the proposed contract, including the provision of all information that may be requested:

Name and Title \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Each proposal must include a copy of this page properly completed and signed.