



Women and Gender Equality Canada (WAGE)

Request for Standing Offers (RFSO) Translation Services

Closing Date and Time

May 5, 2020, 2:00 p.m. (Eastern Standard Time)

RFSO Reference Number: 1W0190-RFSO2020-01



NOTICE TO OFFERORS – STRICT COMPLIANCE

THIS REQUEST FOR STANDING OFFERS (RFSO) IS GOVERNED BY THE CANADIAN COMPETITIVE BIDDING LAWS. THESE LAWS REQUIRE THE OWNER (WAGE) WHO ISSUES AN RFSO TO CONDUCT THE COMPETITION IN ACCORDANCE WITH THE DECLARED RULES OF THE RFSO.

AS A RESULT, OFFERORS MUST BE FULLY COMPLIANT WITH ALL MANDATORY REQUIREMENTS OF THE RFSO. WE HAVE CHOSEN NOT TO CREATE ANY OWNER DISCRETION TO WAIVE NON-COMPLIANCE. THEREFORE, WE WILL DISQUALIFY ANY OFFER WHICH DOES NOT MEET THE MANDATORY REQUIREMENTS OF THE RFSO.

FOR YOUR OFFER TO BE CONSIDERED RESPONSIVE, THE OFFEROR MUST COMPLY WITH ALL OF THE REQUIREMENTS OF THIS REQUEST FOR STANDING OFFERS (RFSO) IDENTIFIED AS MANDATORY. MANDATORY CRITERIA ARE ALSO EXPRESSED BY USING IMPERATIVE VERBS SUCH AS “SHALL”, “MUST”, AND “WILL”.

WE URGE ALL OFFERORS TO READ THE RFSO CAREFULLY AND TO ENSURE THAT THEIR OFFER IS COMPLIANT IN ALL ASPECTS.



PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Security Requirement Check List and Standing Offer Reporting Requirement.

1.2 Summary

Women and Gender Equality Canada (WAGE) has a requirement for translation, copy-editing and proofreading from English to French and from French to English. The objective is to establish six (6) Departmental Standing Offer (DSO) as followed;

Stream A: Four (4) standing offers: translation of texts from English to French *and/or* from French to English as well as copy-editing and proofreading.

Stream B: Two (2) standing offers: translation from English to French *and/or* from French to English as well as copy-editing and proofreading of text up to secret level.

Each DSO will be valid for three (3) years from the date of award with the possibility to extend the period of the Standing Offer by up to two (2) additional one (1) year periods under the same terms and conditions.

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

The requirement is subject to a preference for Canadian goods and/or services.



The Request for Standing Offer (RFSO) is to establish six (6) Standing Offers for the requirement detailed in the RFSO, to the Identified User across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offers.

1.3 Security Requirements

1.3.1 Stream A: There are no security requirements associated with four (4) Standing Offers.

1.3.2. Stream B: Two (2) Standing Offers are subject to Security requirement for Canadian supplier: Common-Professional Services Security Requirement Check List #23.

1. The Contractor/Offeror must, at all times during the performance of the Standing Offer, hold a valid Facility Security Clearance at the level of **Secret**, with approved Document safeguarding at the level of **Secret**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
2. The Contractor/Offeror personnel requiring access to protected/classified information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **Reliability Status, Confidential** or **Secret** as required, granted or approved by the CISD/PWGSC
3. The Contractor must not utilize its Information Technology systems to electronically process, produce or store any sensitive protected/classified information until CISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed up to the level of **Secret**
4. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC
5. The Contractor/Offeror must comply with the provisions of the:
 1. Security Requirements Check List and security guide (if applicable), attached at Annex E.
 2. Industrial Security Manual (Latest Edition).

1.4 Debriefings

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

1.5 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.



PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2019-03-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions – Request for Standing Offers - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 180 calendar days.

2.1.1 SACC Manual Clauses

[M3021T](#) (2012-07-16) Education and Experience

[M3020T](#) (2016-01-28) Status and Availability of Resources

2.2 Submission of Offers

Offers must be sent by e-mail to the Standing Offer Authority no later than the date, time and location indicated on page 1 of the Request for Standing Offer.

2.3 Former Public Servant

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

Definitions

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

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



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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES () NO ()**

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

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

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

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000.00 including Applicable Taxes.



2.4 Enquiries - Request for Standing Offers

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

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

2.5 Applicable Laws

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

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



PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

Section I: 1 electronic copy sent via email to the Standing Offer Authority.

Section II: 1 electronic copy sent via email to the Standing Offer Authority.

Section III: 1 electronic copy sent via email to the Standing Offer Authority.

Section I: Technical Offer

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements described in paragraphs 4.1.1 *Technical Evaluation*, and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "C" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "C" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06) Exchange Rate Fluctuation

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

3.1.3 Reference Check

- i. Canada reserves the right to check references to verify the accuracy of the information provided by the Offeror.
- ii. If Canada checks references, the checking will be done by email. Canada will send all email reference check requests to contacts supplied by the Offeror on the same day. The references will have 5 working days from the date of the sending of the email to reply. Canada will not consider that a mandatory criterion has been met and will not award any points if responses are received after the deadline has passed.
- iii. On the third working day after sending out the emails, if Canada has not received a response, Canada will notify the Offeror by email to allow the Offeror to contact his or her reference directly to ensure that the reference responds to Canada within 5 working days. If the named individual is unavailable during the evaluation period, the Offeror may provide the name and contact information of an alternate contact from the same client. Offerors will only be provided with this opportunity once for each client, which means that the Offeror cannot submit the



- name of another person if the originally named individual indicates that he or she does not want to reply or is unable to do so. The period of 5 working days will not be extended to allow the new person to respond.
- iv. Wherever information provided by a reference differs from the information supplied by the Offeror, the information supplied by the reference will be the information evaluated.
 - v. Canada will not consider that a mandatory criterion has been met:
 - (A) if the reference cannot provide the information requested or refuses to do so; and
 - (B) if the reference works for an affiliate or other entity that does not deal at arm's length with the Offeror.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offer including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada and Alain Bernard Marchand will evaluate the offers.



4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Criterion identifier	Mandatory Criteria – Stream A	Instructions	Bidder's response
MC1.1	<p>The Offeror must demonstrate that it has at least three (3) years of experience, acquired (within the last five (5) years) under contract or as an employee in the provision of translation services for a federal or provincial government department or agency. The texts must have been translated from English into French and from French into English.</p>	<p>To demonstrate its experience, the Bidder must provide the following information:</p> <ul style="list-style-type: none">a) The name of the client organization(s) to whom the translation services were provided; andb) the name of a point of contact in the client's organization who can corroborate the information along with its current telephone number and email address;c) A description of the texts translated clearly indicating the following:<ul style="list-style-type: none">i. the period during which the translation services were provided, specifying from (month/year) to (month/year);ii. the subject matter; andiii. The source and target languages.	



Criterion identifier	Mandatory Criteria – Stream B	Instructions	Bidder's response
MC1.2	<p>The bidder must demonstrate at least three (3) years' experience (within the last five [5] years) on a contract or as an employee performing translation for a federal or provincial government department or agency. Texts of secret clearance must have been translated from English into French and from French into English.</p> <p>The Offeror must demonstrate that it has a valid secret security clearance and adequate facilities as per Canadian Industrial Security Directorate (CISD) standards to handle secret documents.</p>	<p>To demonstrate its experience, the bidder must provide the following information:</p> <ul style="list-style-type: none">a) The name of the client organization(s) to whom the translation services were provided; andb) the name of a point of contact in the client's organization who can corroborate the information along with its current telephone number and email address;c) A description of the texts translated clearly indicating the following:<ul style="list-style-type: none">i. the period during which the translation services were provided, specifying from (month/year) to (month/year);ii. the subject matter; andiii. the source and target languages.d) a valid secret security clearance certificate.	



4.1.1.2 Point Rated Technical Criteria – Used for both streams.

OFFERORS MUST SUBMIT AN OFFER CLEARLY IDENTIFIED TO EITHER STREAM A OR STREAM B. AN OFFER THAT IS UNIDENTIFIED WILL BE EVALUATED AS NON COMPLIANT.

Criterion identifier	Point-Rated Technical Criteria	Points Allocation	Demonstrated Compliance Reference to Offeror’s Offer and achieved score
PRTC1	<p>The Offeror must provide a detailed quality assurance plan demonstrating their ability to provide quality translation and meet the deadlines in accordance with the statement of work. The quality assurance plan shall:</p> <ul style="list-style-type: none"> Identify each step of the quality assurance process, from planning to delivery. Describe what steps are taken when the translation quality is not deemed satisfactory by the client. 	<p>Poor – Does not demonstrate a quality assurance plan (0 pts)</p> <p>Fair – Demonstrates a quality assurance plan that does not provide detailed information (8 pts)</p> <p>Adequate – Demonstrates a quality assurance plan with information that gives basic details (16 pts)</p> <p>Good – Demonstrates a cohesive quality assurance plan that adequately verifies documents (24pts)</p> <p>Excellent – Demonstrates a cohesive quality assurance plan that exceeds the expectation of document verification (30 pts)</p>	
PRTC2	<p>The Offeror must provide a detailed risk management plan explaining how specified deadlines will be met, per the definition of the requirement in Annex A, Statement of Work. The risk management plan shall:</p> <ul style="list-style-type: none"> Identify possible risks in not delivering the Work by the deadline; Identify solutions in case identified risks arise; Include the methodology for tracking and ensuring the timely delivery of Work; Identify methods of mitigating risks. 	<p>Poor – Vaguely described and/or not particularly clear; incomplete understanding of the requirement (0 pts)</p> <p>Fair – Some detail provided but still weak; some understanding of the risks associated with the requirement (5 pts)</p> <p>Adequate – Expanded description; conveys a basic understanding of the requirement (10 pts)</p> <p>Good – Conveys a clear understanding of the requirement but some detail missing with regards to risk mitigation approaches (15 pts)</p>	



		Excellent – Meets the requirements of the SOW; all concerns addressed thoroughly and risks are properly mitigated (20 pts)	
PRTC3	<p>In its bid, the offeror must demonstrate its ability to provide high quality translation services on demand, sometimes at very short notice and under tight deadlines, and sometimes in the evening and on weekends.</p> <p>To demonstrate this experience, the bidder must provide the following information for each contract or project:</p> <p>(a) a detailed plan of how the Offeror will respond to requests when deadlines are tight;</p> <p>(b) a detailed plan of how the Offeror will respond to requests outside normal working hours.</p> <p>c) the name of a contact person in the client organization who can confirm this ability, as well as their current telephone number and e-mail address.</p>	<p>Low: The description is vague or not particularly clear. Incomplete understanding of the requirement (0 point).</p> <p>Correct: Some details are provided, but the description is still poor. Shows some understanding of the requirement (5 points)</p> <p>Good: Detailed description. Shows an elementary understanding of the requirement (10 points)</p> <p>Very good: Shows a clear understanding of the requirement, but some details are missing (15 points)</p> <p>Excellent: Meets the requirement expressed in the Statement of Work and offers additional services; all concerns are addressed in depth (20 points)</p>	
PRTC4	<p>In their submission, the client must demonstrate that they have experience in translation or <i>epicene</i>* writing. This is an asset that will add points to the Offeror's technical offer.</p> <p>* https://www.merriam-webster.com/dictionary/epicene</p>	Have provided translations or texts for organizations or institutions that promote inclusion and diversity, or gender equality (10 points).	
Total Maximum points available		/70	Score (PRTC1 to PRTC4)
Minimum Pass Mark		49	
			Pass mark is 70%



4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, all applicable taxes excluded; FOB* destination, Canadian customs duties and excise taxes included.

The Financial Evaluation will be based on the total evaluated price of the financial proposal using the tables in Annex B - Basis of Payment, B.3 Offeror, all-inclusive services rates for translation.

To determine the Total Evaluated Weighted Cost Per Word for each individual stream, the all-inclusive prices and rates submitted in the Annex "B": Basis of Payment will be calculated as such:

$$\text{Price per Word} \times 0.9 + \text{Price per Word (Urgent)} \times 0.1 = \text{Weighted Average}$$

The Weight Average for all four (4) option periods plus the initial contract period will be added and then divided by five (5). The result will be the Total Evaluated Weighted Cost Per Word for that given work stream. Bidders may submit pricing for one, many or all of the work streams as defined in Annex A, Statement of Work.

4.1.2.1 Financial Evaluation – Evaluation of Price

SACC *Manual* Clause **M0220T** (2016-01-28), Evaluation of Price

4.2 Basis of Selection

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

- A. To be declared responsive, a bid must:
 - a) comply with all the requirements of the bid solicitation;
 - b) meet all mandatory criteria;
 - c) obtain the required minimum of 49 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 70 points.
- B. Bids not meeting a) or b) or c) will be declared non-responsive.
- C. The Selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 80 % for the technical merit and 20 % for the price.
- D. 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 80 %.
- E. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20%.
- F. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- G. 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.

*FOB destination is an international condition meaning the title to the goods passes to the buyer at the destination.

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 equals 135 and the lowest evaluated price is \$45,000 (45).



Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	115/135 x 60 = 51.11	89/135 x 60 = 39.56	92/135 x 60 = 40.89
	Pricing Score	45/55 x 40 = 32.73	45/50 x 40 = 36.00	45/45 x 40 = 40.00
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide with its offer the required documentation, as applicable), to be given further consideration in the procurement process.

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

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



5.2.1 Integrity Provisions – Required Documentation

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's website](#).

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

PART 6 – SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

A. STANDING OFFER

6.1 Security Requirements

6.1.1. At the Request for Standing Offers closing date, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
- (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicate in Part 7A - Standing Offer;
- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- (d) the Offeror's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7A - Standing Offer;
- (e) the Offeror must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.

6.1.2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

6.1.3 For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.



PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

7.2.1 There is no security requirement applicable to four (4) Standing Offers.

7.2.2 Security requirement for Canadian supplier: Common-Professional Services Security Requirement Check List #23 applies to two (2) Standing Offers.

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.3.2 Standing Offers Reporting

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

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

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

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

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



7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of issuance to three (3) years after issuance.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) periods, for one (1) additional year each, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) calendar days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs).

7.4.4 Delivery Points

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

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Kevin Rodrigues
Title: Corporate Procurement & Administrative Officer
Women and Gender Equality Canada
Corporate Services Branch
Address: 22 Eddy Street, 11th Floor
Gatineau, Quebec J8X 2V6
Canada

E-mail: cfc.contrats-contracts.swc@cfc-swc.gc.ca

The Standing Offer Authority is responsible for issuing the Standing Offer and for its administration and revision, if necessary. As the contracting authority, it is responsible for all contractual matters related to call-ups against the standing offer made by any Identified User.

7.5.2 Project Authority

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

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



7.5.3 Offeror's Representative

This information will be included in the resulting Standing Offers.

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Women and Gender Equality Canada.

7.8 Call-up Procedures

Qualified offerors will be placed on a list managed by the Project Authority. As requirements are identified, the identified user will contact offerors depending on the volume and type of work.

Call-ups will be issued on a proportional basis such that the highest-ranked offeror receives the largest portion of the work; the second highest-ranked offeror receives the second largest portion of the work, and so on. This predetermined distribution of the resulting work is described in article **7.10 – Limitation of Call-ups** of this RFSO. The highest-ranked standing offer represents the best value for Canada, and its offeror receives the largest portion of the work.

An Offeror will not be penalized for declining the work proposed by a given email request.

7.9 Call-up Instrument

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

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offers will be limited as follows (Applicable Taxes included).

Table 1

Highest ranking Standing Offer	Percentage of distribution of RFSO total value	Total value of each Standing Offer (Appl. Taxes incl.)	Limitation of each call up (Appl. Taxes incl.)
SO - 1	40%	\$1,500,000.00	\$375,000.00
SO - 2	20%	\$750,000.00	\$175,000.00
SO - 3	10%	\$375,000.00	\$100,000.00
SO - 4	10%	\$375,000.00	\$100,000.00
SO - 5	10%	\$375,000.00	\$100,000.00
SO - 6	10%	\$375,000.00	\$100,000.00



7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offers is detailed in Table 1 of article 7.10. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offers, whichever comes first. However, if, at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions **2005** (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) the supplemental general conditions **4007** (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information;
- e) the general conditions **2035** (2018-06-21) General Conditions - Higher Complexity - Services;
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C, Electronic Payment Instruments;
- i) Annex D, Security Requirement Check List;
- j) Annex E, Standing Offer Reporting Requirements; and
- k) the Offeror's offer dated _____.

7.13 Certifications and Additional Information

7.13.1 Compliance

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

7.13.2 SACC Manual Clauses

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

7.14 Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.



7.15 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.16 Standard Clauses and Conditions

7.16.1 General Conditions

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

7.16.2 Supplemental General Conditions

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

7.17 Term of Contract

7.17.1 Period of the Contract

The period of the Contract is from date of Call-up to _____ inclusive.

7.17.2 Delivery Date

Delivery must be completed in accordance with the e-mailed work request.

7.18 Proactive Disclosure of Contracts with Former Public Servants

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

7.19 Payment

7.19.1 Basis of Payment

In consideration of the Contractor satisfactory completing all of its obligations under the Contract, the Contractor will be paid an all-inclusive firm rate per word for translation services, in Canadian dollars, in accordance with the Basis of Payment in Annex B. Customs duties and excise taxes are included, where applicable, and Good and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

7.19.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed the amounts described in Table 1 of article 7.10. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by



the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of 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.

7.19.3 Monthly Payment

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

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

7.20 SACC Manual Clauses

A9117C (2007-11-30) T1204 – Direct Request by Customer Department

C0100C (2010-01-11) Discretionary Audit – Commercial Goods and/or Services

C2000C (2007-11-30) Taxes – Foreign-based Contractor

7.21 Electronic Payment of Invoices – Call-up

The Contractor accepts to be paid using any of the Electronic Payment Instrument(s) listed in Annex C – Electronic Payment Instruments.

7.21.1 Translation Errors

Should the Work specified in the email request be delivered in an unsatisfactory manner as outlined in Section A7 – Quality Control of Annex A, Statement of Work, the individual standing offer with the offeror may be annulled.

7.21.2 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 submitted on the Offeror's own invoice form and must show:
 - (a) the invoice date;
 - (b) the Offeror's name and address;
 - (c) the designated user's name and address;
 - (d) the Standing Offer number;
 - (e) the reference number provided by the project authority
 - (e) Financial codes, including GST/HST codes (as applicable);
 - (f) the period during which the services were rendered;



- (g) the value of each emailed work request completed during the invoice period and being invoiced;
 - (h) the total dollar amount, including applicable tax (GST/HST/QST) shown separately.
3. Invoices must be distributed as follows:
- a. One (1) copy must be forwarded to the email address shown on page 1 of the Contract for certification and payment.
 - b. One (1) electronic copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.22 Insurance

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.



ANNEX A

STATEMENT OF WORK

Translation Services

A1 Background

Women and Gender Equality Canada is seeking high quality translation, revision (comparative read) services and proofreading, sometimes on very short notice and within tight deadlines.

Most of the documents to be translated, revised or proofread are of less than 2,000 words, although a few may be as long as 10,000 words. They cover a wide variety of subject matters related to the status of women and fall into different categories: reports, news releases, tweets, etc. Women and Gender Equality Canada uses the MS Office 2013 suite. All translations and revisions must be provided in either Word, Excel or PowerPoint format, preserving the original formatting. Women and Gender Equality Canada uses a translation memory; therefore, documents assigned to contractors may include sentences or paragraphs that were previously translated.

Women and Gender Equality Canada applies gender-neutral writing principles in English; in French, the Department of Women and Gender Equality applies the principles of epicene style writing or feminization and places the feminine before the masculine. All translation and revision services provided to the Department of Women and Gender Equality must follow these principles.

A2 Reference Material

The Offeror must exercise professional judgment when using the Reference Documents, in accordance with each email following the Call-up.

The Offeror will receive these documents at the beginning of each request or they will be available on the Department's website or by contacting the Project Authority.

The Offeror may also receive terminology in the reference documents sent with the translation request form by the Translation Coordinator of Language Services.

A3 Definitions

Regular Translation: A translation with a delivery period allowing completion of the Work during normal working hours, based on a production rate of up to 1,800 new words translated per day.

Urgent Translation: A translation with a delivery period shorter than that of a regular translation, which is less than one day to translate up to 1,800 words.

Correction: where changes are brought to a source text by WAGE and where the Contractor is tasked with bringing the changes to the translation regardless of the fact that the Contractor did or did not perform the initial translation.

Copy-editing: revision of texts translated to ensure accuracy and consistency. This also includes the grammar, Linguistic style of a document written by another party. The meaning of the content of the document must remain intact.

Business day: refers to any day of the week when work is normally done as distinguished from weekends and statutory holidays.



Normal Working Hours: For the purpose of this Standing Offer, normal working hours are defined as Monday to Friday, 8:00 a.m. to 5:00 p.m., EST, with the exception of statutory holidays.

Statutory Holiday: For the purpose of this Standing Offer, a statutory holiday means New Year's Day, Good Friday, Easter Monday, Victoria Day, St-Jean-Baptiste Day, Canada Day, Labor Day, Thanksgiving, Remembrance Day, Christmas Day and Boxing Day.

Translation Coordinator: the Client Services Manager of the Linguistic Services, or her/his delegated representative from within the Team.

Quality Control: an in-depth comparison of the translation with the source text, evaluation of the accuracy and linguistic quality and correction of the form and the substance of the translation in accordance with the quality standards as specified in paragraph A7 – Quality Standards.

A4 Software Applications

The Offeror shall be able to use all of the applications listed below at all times during the period of the Standing Offer. Conversions of the file format from the original request will not be accepted.

- The operating system is Windows 10; the software suite is the Microsoft 2013 suite of products, which includes MS Word 2013, MS Excel 2013 and MS PowerPoint 2013. The IRB will require the Offeror to be compliant with any system changes. The IRB will provide the Offerors with a minimum of 30 calendar days' notice of any system requirement changes.
- Acrobat Reader 7.0 and above; and
- Internet Explorer.

A5 Equipment and Material

The Offeror must have a high-speed Internet connection for receiving translation requests electronically and sending back electronically the translations, as well as access to a courier service for pick-up and delivery of texts, if necessary.

A6 Delivery of Work

All work will be delivered electronically and all secret document will be delivered by USB key to the National Capital region.

A6.1 Pick-up and Delivery Process

The Work to be translated will normally be sent electronically to the Offeror by email following the Call-up and the completed Work returned by the Offeror by electronic means (E-mail). In the case of unforeseen interruption to electronic means, the Translation Coordinator may require the Offeror to have the Work picked up or delivered to the address indicated in the Standing Offer (either in person or by courier at the Offeror's own discretion and expense).

A6.2 Word Count

When Work for translation is sent to the Offeror, the word count must be done electronically from the source text using the same software and version used for the source text. The Translation Coordinator



will inform the Offeror of the word count via the email request, the Offeror shall confirm the word count with the Translation Coordinator and any discrepancies shall be resolved prior to the commencement of Work.

Should there be any disagreement, the Translation Coordinator will redo the word count with a view to reaching an agreement with the Offeror. The Offeror must notify the Translation Coordinator of any changes to the word count.

If an agreement cannot be reached, the final decision on the word count will be made by the Translation Coordinator.

A7 Quality Control

A7.1 Quality Standards

The quality of Work delivered under the Standing Offer must meet the following and be to the satisfaction of the Translation Coordinator.

The Offeror must:

- Use the appropriate style and language that accurately renders the message of the source text;
- Ensure that the Work contains standardized and consistent terminology;
- Take into account comments received;
- Deliver Work that is absent of errors. Errors include, but are not limited to:
 - **Minor Errors:**
 - Typos, Gallicisms, inaccuracies, grammatical errors
 - Lack of concision and clarity
 - Use of a term other than the term indicated in the terminological database to designate a concept that is of limited importance or that is defined in the text
 - Failure to respect generally recognized typographical rules
 - Minor failure to respect the format or layout of the source document (including font)
 - **Major Errors:**
 - Opposite meaning
 - Gibberish
 - Non-sense
 - Omission of a sentence, of part of sentence containing important details, of a date
 - Omission of a name, if this could create some confusion
 - Mistranslation that could have an impact (especially in a decision)
 - Errors in dates
 - Highly inadequate research (that is to say, the research must be redone; quotes, terminology, etc.)
 - Flagrant failure to respect reference material
 - Major failure to respect the format or layout of the source document (the document needs a lengthy reformatting due to the loss of the format or failure to respect it)
- Deliver the Work in the application, format, style and layout of the source document as sent by the Translation Coordinator unless otherwise requested in the original email request.
- Use a virus detection and elimination system and agree to take the necessary measures to ensure the delivery of its translation in electronic media or systems free of viruses.
- Not add codes that are not already in the source document.
- Return all documentation supplied to the Translation Coordinator.



A8 Format and Layout

The Offeror shall not apply any publicity or distinctive markings (stamps, business cards, stickers, notes, etc.) to the Work returned—either electronically or in hard copy—to the Linguistic Services, or to any source texts, previously translated texts, reference documentation, USB key, etc., however supplied to the Offeror.

All Work must be delivered without any hand-written corrections or track changes, unless otherwise specified, and must respect to the extent possible the format, pagination, layout and specific characteristics, including software used, of the source text so that the Translation Coordinator can use the Work as is. All comments should be submitted in a separate file sent with the Work.

A8.1 Any Work deemed unsatisfactory and refused may, at the discretion of the Project Authority, be returned to the Offeror once for correction or replacement, as the case may be, if the following conditions are met:

- (a) The Work has been delivered by the Offeror within the delivery time and date specified in the email request;
- (b) The Work was delivered at a time and date allowing sufficient time for the Project Authority to perform the inspection of the Work within the email request delivery time and date;
- (c) After the inspection of the Work has been completed, there is sufficient time left for the Offeror to correct/replace and deliver the Work within the email request delivery time and date.

A8.2 Notwithstanding 9.2, corrected/replaced Work will remain deemed unsatisfactory and refused for the purpose of the application of the termination provision set out in 9.4.

A8.3 The Standing Offer Authority may, at its sole discretion, terminate the Standing Offer should the Offeror deliver Work deemed unsatisfactory and refused by the Project Authority seven (7) times during the Standing Offer period. The termination will take effect immediately following the determination by the Project Authority that unsatisfactory Work has been delivered by the Offeror for the seventh time, and the Project Authority will inform the Offeror in writing of the Standing Offer's termination. If the Work deemed unsatisfactory and refused by the Project Authority three (3) times during the Standing Offer period was submitted under a single stream, the project manager may cease to provide Work to the Offeror under that stream but continue to provide Work to the Offeror under any other stream included in the Standing Offer.

A9 Constraints

A9.1 Training

No paid training will be provided by WAGE to the Offeror or to the persons performing Work on its behalf. The Offeror will be directed by the Project Authority or its delegated authority and will be required to work in consultation with other staff members and possibly other Offerors.

A9.2 Courier Fees

All costs associated with courier fees incurred by the Offeror and its resources in performance of the Work are the sole responsibility of the Offeror and will not be reimbursed by the Crown. This is at the Offeror's own expenses and WAGE will not provide any reimbursement.

A9.3 Language of Work

The Offeror can use either of Canada's official languages when communicating with the Project Authority.



A9.4 Termination

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.



ANNEX B

BASIS OF PAYMENT

B.1 In consideration of Work satisfactorily performed in accordance with the Standing Offer, and in accordance with an individual Call-up and email request, the Offeror will be paid in accordance with the following basis of payment. All deliverables at F.O.B. Destination, and Canadian Customs Duty included.

B.2 ALL-INCLUSIVE RATES

The Offeror’s all-inclusive rates per word and hourly rate shall include all expenses associated with the provision of the services required under this Standing Offer. No other fees, costs or amounts will be paid.

TRAVEL AND LIVING EXPENSES

The Crown will not accept any travel and living expenses incurred by any contractor to satisfy the terms of any resulting contract.

B.3 OFFEROR ALL-INCLUSIVE SERVICE RATES FOR TRANSLATION

Initial Period (From date of issuance to three [3] years from date of issuance)

Services*	Rate per Word Year 1	Rate per Word Year 2	Rate per Word Year 3
Translation	\$	\$	\$
Urgent Translation	\$	\$	\$
	Hourly Rate Year 1	Hourly Rate Year 2	Hourly Rate Year 3
Copy-Editing/Proofreading	\$	\$	\$
Urgent Copy-Editing/Proofreading	\$	\$	\$

*You may add lines in the financial tables to reflect differentiating prices.



Optional Period 1 (One [1] additional year)

Service*	Rate per word
Translation	\$
Urgent Translation	\$
	Hourly Rate
Copy-Editing/Proofreading	\$
Urgent Copy-Editing/Proofreading	\$

*You may add lines in the financial tables to reflect differentiating prices

Optional Period 2 (One [1] additional year)

Service*	Rate per word
Translation	\$
Urgent Translation	\$
	Hourly Rate
Copy-Editing/Proofreading	\$
Urgent Copy-Editing/Proofreading	\$

*You may add lines in the financial tables to reflect differentiating prices



ANNEX C to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);



ANNEX D SECURITY REQUIREMENTS CHECK LIST

COMMON-PS-SRCL#23



Government of Canada
Gouvernement du Canada

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

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction	
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		
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 type="checkbox"/> No / Non <input checked="" 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 checked="" 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 checked="" type="checkbox"/>	All NATO countries / Tous les pays de TOTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <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:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input checked="" type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input checked="" 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





COMMON-PS-SRCL#23



Government of Canada / Gouvernement du Canada

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

PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

Special comments:
Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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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	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	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production					✓											
IT Media / Support TI / IT Link / Lien électronique					✓											

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

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

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

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



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
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 type="checkbox"/> No / <input type="checkbox"/> Yes Non / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Jacques Saumur
 Contract Security Officer
 Contracts Security Division / Division des contrats sécurité /
 Contract Security Program / Programme de sécurité des contrats /
 Public Services and Procurement Canada / Services publics et Approvisionnement Canada
 Jacques.Saumur@tpsgc-pwgsc.gc.ca
 Telephone | Téléphone 613-948-1732
 Facsimile | Télécopieur 613-948-1712



ANNEX E

STANDING OFFER REPORTING REQUIREMENTS

Quarterly reports must contain the following information:

- i. the standing offer number;
- ii. the supplier name;
- iii. the reporting period;
- iv. the call-up number for each call-up, including amendments;
- v. the reference number provided by the Project Authority;
- vi. the date of the call-up;
- vii. the call-up period;
- viii. the line items services provided;
- ix. the value of the call-up, Goods or Services Tax/Harmonized Sales Tax included, as applicable.