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**REQUEST FOR  
PROPOSAL**

**DEMANDE DE  
PROPOSITION**

Proposal to: Canadian Food Inspection Agency

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

Proposition aux : Agence canadienne d'inspection des aliments

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

<b>Title – Sujet</b> Scientific Translation, Editing and Text Amendment Services		<b>Date</b> June 26, 2020
<b>Solicitation No. – N° de l'invitation</b> D0362		
<b>Client Reference No. - No. De Référence du Client</b> D0362		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	14 :00	EDT (Eastern Daylight Time) HNE (heure normale de l'Est)
<b>On / le :</b>	August 5 2020	
<b>Delivery - Livraison</b> See herein — Voir aux présentes	<b>Taxes - Taxes</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Aimée Legault – <a href="mailto:aimee.legault@canada.ca">aimee.legault@canada.ca</a>		
<b>Telephone No. – No. de téléphone</b> 613-773-7672	<b>Facsimile No. – No. de télécopieur</b> N/A	
<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes	<b>Delivery Offered – Livraison proposée</b>	
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:</b>		
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>		
<b>Signature</b>	<b>Date</b>	

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**November 2019 Medium Complexity Bid Solicitation and Resulting Contract Template (MC)**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - 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;
  - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program of Public Works and Government Services Canada \(http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) website.

### **1.2 Statement of Work**

The Work to be performed is detailed under Annex A of the resulting contract clauses.

### **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 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **1.4 Trade Agreements**

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canadian Free Trade Agreement (CFTA).

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions ([2003](#)) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names“.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Bids

Bids must be submitted only to The Canadian Food Inspection Agency's Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

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

### 2.3 Former Public Servant

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

#### Definitions

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

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

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

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

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

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

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

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

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

#### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;

- 
- e. rate of pay on which lump sum payment is based;
  - f. period of lump sum payment including start date, end date and number of weeks;
  - g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 7 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

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

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

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

### **3.1 Bid Preparation Instructions**

Due to the nature of the bid solicitation, bids transmitted by epost Connect service and by facsimile will not be accepted

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

Section I: Technical Bid (1 soft copy)

Section II: Financial Bid (1 soft copy)

Section III: Certifications (1 soft copy)

Section IV: Additional Information (1 soft copy)

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

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

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

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

Bidders must submit their financial bid in accordance with the Basis of Payment.

#### **Section III: Certifications**

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

### **3.1.2 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures**

**3.1.2.1** As indicated in Part 1 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

**3.1.2.2** The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level, as indicated in Part 1, clause 1.1, Security Requirements.

## 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

(Refer to Attachment 1 to Part 4)

##### 4.1.1.2 Point Rated Technical Criteria

(Refer to Attachment 1 to Part 4)

### 4.2 Basis of Selection

#### 4.2.1 Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and;
2. Bids not meeting (a) or (b) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.
- 8.

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).

<b>Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)</b>				
		<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<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>		1st	3rd	2nd



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

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

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

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

### **5.1 Certifications Required with the Bid**

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

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

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

### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

#### **5.2.1 Integrity Provisions – Required Documentation**

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

#### **5.2.2 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#>).

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

### **5.2.3 Additional Certifications Precedent to Contract Award**

#### **5.2.3.2 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. Failure to comply with the request may result in the bid being declared non-responsive.

#### **5.2.3.4 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.

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Security Requirements**

**6.1.1** The security requirements found within the Security Requirements Checklist (Annex C) apply and form part of the contract.

### **6.1.2 Contractor's Sites or Premises Requiring Safeguarding Measures**

**6.1.2.1** Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date, the information related to the Contractor's and proposed individuals' sites or premises for the following addresses:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

**6.1.2.2** The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level of document safeguarding capability.

### **6.2 Statement of Work**

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

### **6.3 Standard Clauses and Conditions**

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

### **6.3.1 General Conditions**

[2010B](#)\_2018-06-2, General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from date of Contract to March 31, 2022 inclusive.

#### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional optional years under the same conditions. The Contractor agrees that, during the

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extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Aimée Legault  
Procurement Officer  
The Canadian Food Inspection Agency  
59 Camelot Drive  
Ottawa ON  
K1A 0Y9

Telephone: 613-773-7672  
E-mail address: [aimee.legault@canada.ca](mailto:aimee.legault@canada.ca)

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

### 6.5.2 Project Authority

The Project Authority for the Contract is:

Name: **(To be completed at contract award)**

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

### 6.5.3 Contractor's Representative

**(To be completed at contract award)**

## 6.6 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.

## 6.7 Payment

### 6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid an all-inclusive firm unit price as specified in Annex B for a cost of \$ \_\_\_\_\_ **(To be completed at contract award)**. Customs duties are excluded and Applicable Taxes are extra.

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

### 6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ **(To be completed at contract award)**. Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four 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.

### 6.7.3 Method of Payment – Monthly Payments

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.

## 6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
    - a. The original must be forwarded to the following address for certification and payment.  
\_\_\_\_\_ **(To be completed at contract award).**  
\_\_\_\_\_

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

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

### 6.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### 6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

### 6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010B 2018-06-21 [General conditions: Professional services \(medium complexity\) \(2018-06-21\) 2010B](#);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated \_\_\_\_\_.

## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **1.0 TITLE**

Scientific Translation, Editing and Text Amendment Services.

#### **2.0 CONTEXT**

**2.1** The Canadian Food Inspection Agency (CFIA) is dedicated to safeguarding food, animals and plants, which contributes to a safe and accessible food supply and plant and animal resource base, thereby enhancing the health and well-being of Canada's people, environment and economy.

**2.2** The Agency works with its partners to implement food safety measures; manage food, animal and plant risks and emergencies; and promote the development of food safety and disease control systems to maintain the safety of Canada's high-quality agriculture, aquaculture and fisheries, and agri-food products.

**2.2.1** The Animal Health Program exists to minimize risks to Canada's terrestrial and aquatic animal resource base, and to ensure the safety of animal feeds, animal products and animal vaccines (veterinary biologics), which are integral to a safe and accessible food supply as well as to public health. The program achieves its objectives by protecting Canada's animals, including aquatic animals, from disease; managing animal disease incidents and emergencies; promoting and regulating animal welfare; verifying that animal feeds and vaccines are safe and efficacious; and guarding against deliberate threats to Canada's animal resource base.

**2.3** The CFIA achieves its objectives by promoting awareness of its animal health programs through public campaigns. The CFIA aims to mitigate risks to public health associated with diseases and other health hazards in the food supply system and to manage food safety emergencies engagement and verification of compliance by industry with standards and science-based regulations.

**2.4** Numerous scientific documents, correspondence, procedural manuals and directives relating to terrestrial and aquatic animals, plant programs and food safety are posted on the Web and are provided as reference materials to other government agencies and clients/industry.

#### **3.0 NATURE OF TEXTS FOR TRANSLATION, EDITING AND AMENDMENT**

##### **Stream I – General, Administrative and Semi-Specialized Texts**

**3.1.1** Stream I represents 15% of the total anticipated volume of work

**3.1.2** Text length and processing deadlines may vary. Stream I texts are in the Administration and Management (ADM) specialty (Source: Descriptive Guide to Specialty Codes established by Public Works and Government Services Canada's Translation Bureau).

**3.1.3** The following are examples of texts to be translated from English to French or from French to English and of texts to be revised and/or amended in English and in French:

- correspondence such as letters
- meeting minutes or reports
- office announcements
- presentations
- communication tools such as brochures and fact sheets.

### **3.2 Stream II – Specialized Texts of Medium to High Complexity**

**3.2.1** Stream II represents 85% of the total anticipated volume of work

**3.2.2** Text length and processing deadlines may vary. Most of the Stream II specialized texts are in the following four (4) specialties (Source: Descriptive Guide to Specialty Codes established by Public Works and Government Services Canada's Translation Bureau):

- Agriculture and Agri-Food (AGR)
- Fisheries and Aquaculture (AQU)
- Environment and Ecology (BIO)
- Industries: Food Industry (IND 10).

**3.2.3** The following are examples of texts to be translated from English to French or from French to English and of texts to be revised and/or amended in English and in French:

- technical guidance such as inspection manuals, technical standards (e.g. scientific methodology, containment, testing, biosecurity)
- regulatory guidance such as policy directives, trade memoranda, consultation documents, risk management decisions
- various reports, including responses to audits and evaluations, parliamentary studies
- presentations
- communications tools, such as brochures, fact sheets, press releases, newsletters, backgrounders
- Notices of Submission for pre-market evaluations of biotechnology products
- other technical or scientific documents such as statements of work and research publications.

Samples of publications may be obtained by visiting the Canadian Food Inspection Agency's website at <http://www.inspection.gc.ca>. In particular, scientific and technical documents can be accessed through the website Guidance Document Repository.

## **4.0 DESCRIPTION AND SCOPE OF WORK**

### **4.1 Stream I – General, Administrative and Semi-Specialized Texts**

#### **4.1.1 Services**

The Contractor must provide, on an as-and-when-requested basis, by the prescribed deadlines, the following services for which the Contractor will have received a translation/editing request as described in the Contract under clause 1.2:



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**a. Translation services**

English-to-French and French-to-English translation services, which must meet the criteria set out in article 8.0 and which include actual translation, editing, in-depth comparison of the translation with the original text and correction of the form and content of the translation. The Contractor shall use the necessary quality control mechanisms to ensure that the terminology used is appropriate, that the translated document accurately reflects the source language text, and that the delivery of translation services is of the highest possible quality.

Quality assurance and text revision are required for all work prior to delivery to the client and must be performed by a translator who did not translate the original text.

**b. Editing services**

Editing services for texts already translated from English to French and from French to English by the Canadian Food Inspection Agency or a third party, as required in the translation/editing request provided by the Project Authority.

**c. Amendment services**

English-to-French and French-to-English translation services for documents that are amended during the translation process or for which a first translation has been produced, by the Contractor or a third party, as required in the translation/editing request provided by the Project Authority. If the changes are not indicated, the Contractor shall compare the old and new versions of the text to identify these changes, indicating them clearly to the Project Authority.

Documents may have been processed by a translation memory application and thus include portions that have already been translated.

**d. Translation, editing and amendment services for urgent texts**

Translation, editing and amendment services for urgent texts to be delivered the same day within a few hours, OR 48 hours following receipt of the translation/editing request, whether on working days, or after hours OR for work that exceeds a translator's daily production capacity of 1,500 words for translation and 3,500 words for editing, as required in the translation/editing request provided by the Project Authority. The Contractor shall use the necessary quality control mechanisms to ensure that the terminology used is appropriate, that the translated document accurately reflects the source language text, and that the delivery of translation services is of the highest possible quality.

**4.2 Stream II – Specialized Texts of Medium to High Complexity**

**4.2.1 Services**

The Contractor must provide, on an as-and-when-requested basis, by the prescribed deadlines, the following services for which the Contractor will have received a translation/editing request, as described in the Contract under clause 1.2:

**a. Translation services**

English-to-French and French-to-English translation services (which must meet the criteria set out in article 8), which include actual translation, editing, in-depth comparison of the translation with the original text and correction of the form and content of the translation. The Contractor shall use the necessary quality control mechanisms to ensure that the terminology used is appropriate, that the translated document accurately reflects the source language text, and that the delivery of translation services is of the highest possible quality.

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Quality assurance and text revision are required for all work prior to delivery to the client and must be performed by a person who did not translate the original text.

**b. Editing services**

Editing services for texts already translated from English to French and from French to English by the Canadian Food Inspection Agency or a third party, as required in the translation/editing request provided by the Project Authority.

**c. Amendment services**

English-to-French and French-to-English translation services for documents that are amended and for which a first translation has been produced, by the Contractor or a third party, as required in the translation/editing request provided by the Program Project Authority. If the changes are not indicated, the Contractor shall compare the old and new versions of the text to identify these changes, indicating them clearly to the Project Authority.

Documents may have been processed by a translation memory application and thus include portions that have already been translated.

**d. Translation, editing and amendment services for urgent texts**

Translation, editing and amendment services for urgent texts to be delivered the same day within a few hours, OR 48 hours following receipt of the task authorization, at the latest, OR for work that exceeds a translator's daily production capacity of 1,500 words for translation and 3,500 words for editing, as required in the translation/editing request provided by the Project Authority. The Contractor shall use the necessary quality control mechanisms to ensure that the terminology used is appropriate, that the translated document accurately reflects the source language text, and that the delivery of translation services is of the highest possible quality.

**5.0 DEFINITIONS**

**5.1 Working day**

For the purposes of this contract, "working day" means the period between 8:00 a.m. and 5:00 p.m., Eastern Standard Time or Eastern Daylight Time, as the case may be, Monday through Friday, except federal statutory holidays.

**5.2 After hours**

For the purposes of this contract, "after hours" means the period between 5:00 p.m. and 9:00 p.m., Eastern Standard Time or Eastern Daylight Time, as the case may be, Monday through Friday.

**5.3 Urgent work**

For the purposes of this contract, "urgent work" means all translation, editing and translation of amended texts to be delivered the same day within a few hours, OR within 48 hours of receipt of the translation/editing request, at the latest, whether on working days, or after hours, OR work that exceeds a translator's daily production capacity of 1,500 words for translation and 3,500 words for editing.

**6.0 DAILY PRODUCTION CAPACITY**

**6.1 Stream I – General, Administrative and Semi-Specialized Texts**

**6.1.1** The daily capacity is the number of words per calendar day that the Contractor is able to process when work is assigned to it under the Contract.

**6.1.2** The Contractor shall provide translation services at a rate of approximately 12,500 words per working day including the receipt of the texts to be translated, quality control and work delivery.

**6.1.3** The volume requested is not guaranteed and may vary depending on the operational requirements of the Project Authority.

**6.1.4 Familiarization period**

During the initial familiarization period of three (3) months from the award date, the Contractor shall provide as-and-when-requested translation, editing and amendment services at a rate of 9,000 words per working day and 500 words per day of rest or statutory holiday, including receipt of the texts for translation and delivery. At the end of this familiarization period (no later than the beginning of the fourth month of the Contract), the provisions of clause 6.2 of this annex apply instead.

**6.2 Stream II – Specialized Texts of Medium to High Complexity**

**6.2.1** The daily capacity is the number of words per calendar day that the Contractor is able to process when work is assigned to it under the Contract.

**6.2.2** The Contractor shall provide translation services at a rate of approximately 9,000 words per working day and 1,500 words per day of rest and statutory holiday, including the receipt of the texts to be translated, quality control and work delivery.

**6.2.3** The volume requested is not guaranteed and may vary depending on the operational requirements of the Project Authority.

**6.2.4 Familiarization period**

During the initial familiarization period of three (3) months from the award date, the Contractor shall provide as-and-when-requested translation, editing and amendment services at a rate of 3,000 words per working day and 500 words per day of rest or statutory holiday, including pickup of the texts for translation and delivery. At the end of this familiarization period (no later than the beginning of the fourth month of the Contract), the provisions of clause 6.2 of this annex apply instead.

**7.0 DOCUMENTATION AND TERMINOLOGY**

**7.1** The Program Project Authorities will provide documentation and terminology reference sources, whenever available. These sources could be glossaries or texts produced by a translation memory application.

**7.2** The Contractor shall contribute to the Project's terminology collection by submitting on a monthly basis, with the translation concerned, a list of terms and expressions not found in common references and terminology banks in a format or software chosen by any of the Program Project Authorities.

**8.0 LINGUISTIC QUALITY AND TERMINOLOGY UNIFORMITY**

The work delivered under this contract shall meet the following quality criteria and must be deemed to be satisfactory by the Program Project Authority.

**8.1** The Contractor shall translate the texts in a style that exactly matches the nature and end use of the message to be translated. The Contractor shall follow the rules set out in the *Guide du rédacteur* and *The Canadian Style*. (The electronic versions, which are the most current, of these publications are found under "Writing Tools" on TERMIUM Plus, Public Works and Government Services Canada.)

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- 8.2** The translations must be an exact rendering of the original text (source text) in the target language. They shall respect the spelling, grammar, syntax and usage of the target language; take the tone, style and terminology used by the author into consideration; and ensure that the message is understandable, which means clear, concise and tailored to the end user.
- 8.3** The Contractor shall ensure that the work contains standardized, consistent terminology when the services of more than one translator are used, and shall meet the work submission deadline.
- 8.4** The Contractor shall deliver the texts by the agreed date and time.
- 8.5** The Contractor shall make no more than two (2) minor errors\* per 400-word section and no major errors,\*\* and shall submit the translated texts using the same software and format as the original text in an appropriate, uniform style with consistent, accurate terminology that will not require any changes.

\* For the purposes of this contract, a minor error is defined as a punctuation or typographical error.

\*\* For the purposes of this contract, a major error includes the following:

**a. ACCURACY**

- i. mistranslation
- ii. shift in meaning
- iii. omission
- iv. addition
- v. ambiguity
- vi. illogical rendering
- vii. lack of clarity
- viii. improper use of terminology.

**b. LANGUAGE**

- i. syntax (improper sentence structure)
- ii. calque (expression from one language adopted by another in a more or less literally translated form)
- iii. under/over translation
- iv. incorrect use of prepositions, conjunctions, adverbs, pronouns
- v. grammar (lack of agreement, improper verb use)
- vi. usage, including the following:
  1. faulty usage
  2. Gallicisms (words or phrases borrowed from French)
  3. incorrect collocation
  4. substandard usage (language error where a non-standard or an incorrect word is used)
  5. improper choice of words or expressions
- vii. typography (failure to comply with typographical conventions, punctuation and capitalization rules; typos, errors in figures).

**c. STYLE AND ADAPTATION**

- i. awkward rendering
- ii. poor formulation
- iii. word-for-word translation
- iv. unidiomatic rendering (whose meaning does not follow from the meaning of the individual words of which it is composed)
- v. incorrect adaptation of any of the following with respect to the end user: tone, conciseness and level of language

**d. OFFICIAL TITLES AND TERMINOLOGY**

- i. incorrect use of official titles
- ii. incorrect use of acronyms
- iii. incorrect use of terminology
- iv. failure to follow client usage
- v. lack of consistency

**e. FORMATTING**

**Problems concerning the following:**

- i. layout
- ii. alignment of paragraphs and headings
- iii. the translation does not mirror the original of any of the following: tables, charts, table of contents, bibliography
- iv. hypertext links are incorrect
- v. consistency.

**9.0 OFFICIAL LANGUAGES**

**9.1** The delivery of services under this contract shall be carried out in the two official languages of Canada. The Contractor, its coordinator(s) and the translation resources shall be able to communicate orally and in writing with the client in the two official languages of Canada. The editing resources shall be able to communicate orally and in writing with the client in the language required although ability to communicate orally and in writing in both official languages of Canada will be considered an asset.

**10.0 SOFTWARE AND LAYOUT**

**10.1** The Contractor shall be able to use all the applications listed below on an IBM-compatible system at all times during the period of the Contract.

**10.2** The documents shall be submitted in the software used to produce the original documents, such as:

- a. MS Office 2010 (MS Word; MS Power Point; MS Excel; MS Visio) or subsequent versions, as specified by the Program Project Authority in the translation/editing request. If the Program Project Authority is using a more recent version of the software applications listed above, the Contractor shall obtain the required version, at its own expense, within two (2) weeks and familiarize itself with the features of the new version.

**10.3** The Contractor shall also use virus detection and elimination systems. The Contractor shall take the necessary steps to deliver these texts using virus-free electronic media or methods.

**10.4** It is strongly recommended, but not mandatory, that the Contractor purchase a recognized translation memory application and use it on a regular basis.

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- 10.5** The Contractor agrees to purchase any new application that may be required within four (4) weeks of the Program Project Authority's request.
- 10.6** The Contractor shall have Internet access for receiving and sending texts. The contractor shall have a secure email system such as MS Outlook for uploading and downloading translation documents.
- 10.7** The electronic transmission of documents with a security classification between Canada and the Contractor shall be carried out using encryption software approved by Canada.
- 10.8** The Contractor shall assume responsibility for all equipment, hardware, supplies, services, software and any work tools and instruments that are necessary to perform the work.

## **11.0 WORD COUNT**

A "word" is defined as a contiguous series of characters, including numbers. The Contractor shall use the original document's word-processing application to determine the number of words contained in the document. For editing and amendment services, the number of words will be determined and converted into a number of hours using a conversion rate of 500 words per hour.

The Program Project Authority reserves the right to make any checks that he or she deems necessary to verify the accuracy of the word count or number of hours provided and to correct it if necessary. Any dispute shall be settled before the work is started.

## **12.0 CONTRACTOR'S TEAM**

### **12.1 Coordinators**

The Contractor shall provide the services of coordinators, as described in article 14.0 of the Contract. The role of the co-ordinators is to manage translation/editing requests sent by the Program Project Authorities, which includes the delivery of the work by the agreed deadlines in the required format and all communications related to the work. The co-ordinator is also responsible for information requests related to a particular document.

### **12.2 Stream I – General, Administrative and Semi-Specialized Texts**

#### **12.2.1 Translators**

The Contractor shall provide the services of at least two (2) qualified translators, as set out in Appendix 1 to Annex A1 – Statement of Work, for the set of two (2) specialties mentioned in clause 3.1 concerning English-to-French translation and at least one (1) translator for one of the two (2) specialties mentioned in clause 3.1 for French-to-English translation, in order to manage the volume and type of work specified in articles 3.0, 4.0, 6.0 and 8.0 respectively.

Refer to Appendix 1 of the Annex for the qualifications and experience required of the Contractor's translators who will be involved in the work referred to in this Statement of Work.

A translator may also act in the capacity of a reviser, provided that different resources are used to carry out the translation and/or editing of the same document.

#### **12.2.2 Editors**

The Contractor shall provide the services of three (3) qualified editors, as set out in Appendix 1 to Annex – Statement of Work, including at least one (1) editor for English texts and one (1) editor for French texts. In addition, the Contractor shall provide the name of one (1) backup editor, for the set of four (4) specialties

mentioned in clause 3.1 for English or French to manage the volume and type of work specified in articles 3.0, 4.0, 6.0 and 8.0 respectively, and to ensure the quality control of translated texts. Quality control includes an in-depth comparison of the translation with the original text and correction of both the form and the substance of the translation.

Quality assurance is required for all work before it is delivered to the client.

Refer to Appendix 1 of the Annex for the skills and experience required of the Contractor's editors who will be involved in the work referred to in this Statement of Work. An editor may also act in the capacity of a translator, provided that different resources are used to carry out the translation and/or editing of the same document.

## **12.3 Stream II – Specialized Texts of Medium to High Complexity**

### **12.3.1 Translators**

The Contractor shall provide the services of at least three (3) qualified translators, as set out in Appendix 1 to Annex – Statement of Work, for the set of four (4) specialties mentioned in clause 3.1 concerning English-to-French translation and at least one (1) translator for one or more of the four (4) specialties mentioned in clause 3.1 for French-to-English translation, in order to manage the volume and type of work specified in articles 3.0, 4.0, 6.0 and 8.0 respectively.

Refer to Appendix 1 of the Annex for the qualifications and experience required of the Contractor's translators who will be involved in the work referred to in this Statement of Work.

A translator may also act in the capacity of an editor, provided that different resources are used to carry out the translation and/or editing of the same document.

### **12.3.2 Editors**

The Contractor shall provide the services of two (2) qualified editors, as set out in Appendix 1 to Annex – Statement of Work, including at least one (1) editor for English texts and one (1) editor for French texts. In addition, the Contractor shall provide the name of one (1) backup editor, for the set of four (4) specialties mentioned in clause 3.1 for English or French to manage the volume and type of work specified in articles 3.0, 4.0, 6.0 and 8.0 respectively, and to ensure the quality control of translated texts. Quality control includes an in-depth comparison of the translation with the original text and correction of both the form and the substance of the translation.

Quality assurance is required for all work before it is delivered to the Project Authority.

Refer to Appendix 1 of the Annex for the skills and experience required of the Contractor's editors who will be involved in the work referred to in this Statement of Work. An editor may also act in the capacity of a translator, provided that different resources are used to carry out the translation and/or editing of the same document.

## **13.0 SENDING AND RETURNING TEXTS**

- 13.1** The Program Project Authority sends the text(s) to be translated and any reference documents by a secure email system. The portal will capture the details of request and the date and time of delivery.

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- 13.2** The translation/editing request contains all the relevant details for processing the service request including the date and time of delivery.
- 13.3** No deadline shall be extended without the written approval of the Program Project Authority.
- 13.4** The Contractor shall ensure that the translated texts are delivered virus-free.
- 13.5** The Contractor shall acknowledge receipt of any work sent on working days only, between 8:00 a.m. and 4:45 p.m., Eastern Standard Time or Eastern Daylight Time, as the case may be, by email to [FAHP-Translation.Traduction-ASAV@inspection.gc.ca](mailto:FAHP-Translation.Traduction-ASAV@inspection.gc.ca), within 15 minutes of receiving the work. For any translation/editing request received by the Contractor after 4:45 p.m., Eastern Standard Time or Eastern Daylight Time, as the case may be, the Contractor shall acknowledge receipt by 8:15 a.m. the following working day.
- 13.6** The Contractor shall ensure that there is a person available at its office each working day of the year to acknowledge receipt of the work.
- 13.7** The Contractor shall receive and transmit, at its expense, texts sent by courier.
- 13.8** The Program Project Authority may require that the Contractor pick up and deliver the work at the address shown in article 14.0, ADDRESS FOR TEXT PICKUP AND DELIVERY (either in person or by courier, at the Contractor's expense).

#### **14.0 ADDRESS FOR TEXT PICKUP AND DELIVERY**

- 14.1** The texts shall be sent by email to and received at [FAHP-Translation.Traduction-ASAV@inspection.gc.ca](mailto:FAHP-Translation.Traduction-ASAV@inspection.gc.ca) or sent by courier to the Program Project Authority named on the translation/editing request (the complete address will be shown when the Contract is awarded), Ottawa, Ontario K1A 0Y9, at the Contractor's expense.



**ANNEX "B"**

**BASIS OF PAYMENT**

For this RFP, the Bidder must submit firm unit pricing as well as the quantities for each item described below exclusive of applicable taxes.

Initial Contract Period from contract award to March 31, 2022

Items	Regular Rate (Cost per Word) (A)	Urgent Translation (Cost per Word) (B)	Extended Price (A+B)
Translation Services	\$	\$	\$
Editing Services	\$	\$	\$
Translation and Editing	\$	\$	\$
Amendment Services	\$	\$	\$
<b>Estimated Total for Initial Contract Period</b>			<b>\$</b>

Option Period 1 – From April 1, 2022 to March 31, 2023

Items	Regular Rate (Cost per Word) (A)	Urgent Translation (Cost per Word) (B)	Extended Price (A+B)
Translation Services	\$	\$	\$
Editing Services	\$	\$	\$
Translation and Editing	\$	\$	\$
Amendment Services	\$	\$	\$
<b>Estimated Total for Option Period 1 Contract Period</b>			<b>\$</b>

Option Period 2 - From April 1, 2023 to March 31, 2024

Items	Regular Rate (Cost per Word) (A)	Urgent Translation (Cost per Word) (B)	Extended Price (A+B)
Translation Services	\$	\$	\$
Editing Services	\$	\$	\$
Translation and Editing	\$	\$	\$
Amendment Services	\$	\$	\$
<b>Estimated Total for Option Period 2 Contract Period</b>			<b>\$</b>

Option Period 3 - From April 1, 2024 to March 31, 2025

Items	Regular Rate (Cost per Word) (A)	Urgent Translation (Cost per Word) (B)	Extended Price (A+B)
Translation Services	\$	\$	\$

Solicitation No. - N° de l'invitation

D0362

Client Ref. No. - N° de réf. du client

D0362

Amd. No. - N° de la modif.

File No. - N° du dossier  
D0362

Buyer ID - Id de l'acheteur

694

CCC No./N° CCC - FMS No./N° VME

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Editing Services	\$	\$	\$
Translation and Editing	\$	\$	\$
Amendment Services	\$	\$	\$
<b>Estimated Total for Option Period 3 Contract Period</b>			<b>\$</b>

<b>Total Estimated Price ( Table 1+Table 2+Table 3+Table 4)</b>	<b>\$</b>
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**ATTACHMENT 1 TO PART 4**

**MANDATORY EVALUATION CRITERIA**

The mandatory evaluation criteria of this RFP are:

<b>Mandatory Evaluation Criteria</b>		<b>Cross Reference to Proposal</b>
<b>Corporate</b>		
<b>M1</b>	<p>The bidder must demonstrate that it has provided English-to-French AND/OR French-to-English <u>translation services</u> for a period of at least thirty-six (36) months since January 2007, on documents containing scientific, medical and disease terminology containing names of diseases or pests, etc. in a Federal/Provincial Government environment.</p> <p>To demonstrate the experience acquired, the bidder must provide the following information in its bid regarding each client organization:</p> <ul style="list-style-type: none"> <li>a) the name of the client organization that received the translation services and the name and current telephone number and/or email address of a contact in the client organization; and</li> <li>b). a description of the translation services provided, clearly indicating: <ul style="list-style-type: none"> <li>i. the period during which the translation services were provided, i.e. from (month/year) to (month/year);</li> <li>ii. the nature of the documents translated;</li> <li>iii. the specialized field; and</li> <li>iv. the source and target languages.</li> </ul> </li> </ul>	
<b>M2</b>	<p>The bidder must demonstrate that it has provided <u>editing services</u>, in both official languages of Canada, for a period of at least thirty-six (36) months since January 2007, on documents containing scientific, medical and disease terminology containing names of diseases or pests, etc. in a Federal/Provincial Government environment.</p> <p>To demonstrate the experience acquired, the bidder must provide the following information in its bid regarding each client organization:</p> <ul style="list-style-type: none"> <li>a) the name of the client organization that received the editing services and the name and current telephone number and/or email address of a contact in the client organization; and</li> <li>b) a description of the editing services provided, clearly indicating: <ul style="list-style-type: none"> <li>i. the period during which the editing services were provided, i.e. from (month/year) to (month/year);</li> <li>ii. the nature of the documents edited;</li> <li>iii. the specialized field; and</li> <li>iv. the document language(s).</li> </ul> </li> </ul>	

<b>Translators</b>	
<b>M3</b>	<p>The bidder must submit an up to date resume of each resource including education and work on relevant projects.</p> <p>To demonstrate, <u>the Bidder must provide a list of at least three (3) different translators*</u> for the set of specialties described in M1 for English-to-French translation and at least one (1) translator* in one of the specialties described in M1 for French-to-English translation, and provide the information specified below.</p> <p>*The same translator may be proposed for more than one (1) specialty and, if applicable, for more than one (1) stream.</p> <p>For each proposed individual, the Bidder must indicate at least:</p> <ul style="list-style-type: none"> <li>- the individual's education;</li> <li>- the daily translation production capacity in the target language for which the translator is proposed (English or French);</li> <li>- the specialty(ies) of the translated texts;</li> <li>- the period (from month/year to month/year) during which and the length of time (number of months) the translation services were provided; and</li> <li>- the name of the client organization, the name and current email address and/or telephone number of a contact who would be able to confirm the information provided by the Bidder.</li> </ul>
<b>Education/Certifications</b>	
<b>M4</b>	<p>The Translators must demonstrate that they have:</p> <p><b><u>Stream I:</u></b></p> <p>a. at a minimum, a degree in translation, literature, language training, communications or a related discipline from a recognized Canadian university.* If the degree has been conferred by a foreign institution, only an attestation of equivalency, as established by a recognized Canadian credentials assessment service, will be accepted. These institutions include federal or provincial credentials assessment organizations and the Canadian Information Centre for International Credentials, as well as other similar services identified on Citizenship and Immigration Canada's website, which are recognized to compare education levels and diplomas to Canadian standards.</p> <p><b><u>Stream II:</u></b></p> <p>a. at a minimum, a degree in translation, literature, language training, communications or a related discipline from a recognized Canadian university.* An additional degree(s) in a scientific discipline (such as agronomy, biology, veterinary medicine, toxicology, nutrition) from a recognized Canadian university* will be considered an asset. If the degree(s) has</p>

	<p>been conferred by a foreign institution, only an attestation of equivalency, as established by a recognized Canadian credentials assessment service, will be accepted. These institutions include federal or provincial credentials assessment organizations and the Canadian Information Centre for International Credentials, as well as other similar services identified on Citizenship and Immigration Canada's website, which are recognized to compare education levels and diplomas to Canadian standards.</p> <p>To demonstrate, the Bidder must provide a copy of the degree.</p> <p>*A list of recognized organizations is available on the Canadian Information Centre for International Credentials website at <a href="http://cicic.ca/415/credential-assessmentservices.canada">http://cicic.ca/415/credential-assessmentservices.canada</a>.</p>	
<b>Experience</b>		
<b>M5</b>	<p>The translators must demonstrate they have:</p> <p><b><u>Stream I</u></b></p> <p>a. at least thirty-six (36) months' experience, since January 2008, as an English-to-French or French-to-English translator in the Administrative and Management (ADM) specialty specified in article 3.0 – Nature of texts for translation, editing and amendment in the Annex – Statement of Work – Stream I</p> <p><b><u>Stream II</u></b></p> <p>a. at least thirty-six (36) months' experience, since January 2008, as an English-to-French or French-to-English translator in one or more of the four (4) specialties specified in article 3.0 – Nature of texts for translation, editing and amendment.</p> <p>b. a production capacity of at least 1,500 words per day</p> <p>To demonstrate, the Bidder must provide an up to date resume for each resource.</p>	
<b>Editors</b>		
<b>M6</b>	<p>The bidder must submit an up to date resume of each resource including education and work on relevant projects.</p> <p><u>The Bidder must provide the name of three (3) qualified editors:</u> at least one (1) editor for English texts and at least one (1) editor for French texts. In addition, the Bidder must provide the name of one (1) backup editor, in accordance with clause 12.3 of Annex A – Statement of Work. The group of proposed editors must cover the specialties described in M1.</p>	

<b>Education/Certifications</b>	
<b>M7</b>	<p>The editors identified in M6 must:</p> <p><b><u>Stream I</u></b></p> <p>a. be certified members in good standing of a Canadian professional association of translators or the Canadian Translators, Terminologists and Interpreters Council (CTTIC) and/or have an undergraduate degree (or higher) in translation, literature, language training, communications or a related discipline from a recognized Canadian university.* If the degree has been conferred by a foreign institution, only an attestation of equivalency, as established by a recognized Canadian credentials assessment service, will be accepted. These institutions include federal or provincial credentials assessment organizations and the Canadian Information Centre for International Credentials, as well as other similar services identified on Citizenship and Immigration Canada's website, which are recognized to compare education levels and diplomas to Canadian standards.</p> <p>* A list of recognized organizations can be found on the Canadian Information Center for International Credentials website at: <a href="http://cicic.ca/415/credential-assessmentservices.canada">http://cicic.ca/415/credential-assessmentservices.canada</a></p> <p>Proof of certification must be demonstrated by providing a copy of the 2013 annual membership card for the proposed editors, and verifications may be conducted by Canada to ensure good standing, as indicated in the certification criteria.** Canada may verify this certification using its own resources.</p> <p>**The proof to be provided is to correspond with the applicable qualifications listed above.</p> <p><b><u>Stream II</u></b></p> <p>a. Must, at a minimum, be a certified member in good standing of a Canadian professional association of translators or the Canadian Translators, Terminologists and Interpreters Council, and/or have an undergraduate degree (or higher) in translation, literature, language training, communications or a related discipline from a recognized Canadian university.* An additional degree(s) in a scientific discipline (such as agronomy, biology, veterinary medicine, toxicology, nutrition) from a recognized Canadian university* will be considered an asset. If the degree(s) has been conferred by a foreign institution, only an attestation of equivalency, as established by a recognized Canadian credentials assessment service, will be accepted. These institutions include federal or provincial credentials assessment organizations and the Canadian Information Centre for International Credentials, as well as other similar services identified on Citizenship and Immigration Canada's website, which are recognized to compare education levels and diplomas</p>

	<p>to Canadian standards.</p> <p>*A list of recognized organizations can be found on the Canadian Information Center for International Credentials Web Site at: <a href="http://cicic.ca/415/credential-assessmentservices.canada">http://cicic.ca/415/credential-assessmentservices.canada</a>.</p> <p>To demonstrate the Bidder must provide a copy of the certifications</p>	
<b>Experience</b>		
<b>M8</b>	<p>The Editors must demonstrate they have:</p> <p><b><u>Stream I</u></b></p> <ul style="list-style-type: none"> <li>a. at least sixty (60) month's experience, since January 2006, as an English or French editor in the Administrative and Management (ADM) specialty specified in article 3.0 – Nature of texts for translation, editing and amendment</li> <li>b. Have a production capacity of at least 3,500 words per day</li> </ul> <p><b><u>Stream II</u></b></p> <ul style="list-style-type: none"> <li>c. at least sixty (60) months' experience, since January 2006, as an English or French editor in one or more of the four (4) specialties specified in article 3.0 – Nature of texts for translation, editing and amendment in the Annex – Statement of Work, Stream II</li> <li>d. a production capacity of at least 3,500 words per day.</li> </ul> <p>To demonstrate, the Bidder must provide an up to date resume for each resource.</p>	
<b>Coordinators</b>		
<b>M9</b>	<p>The Bidder must provide the name and resume of one (1) coordinator and one (1) backup coordinator in accordance with clause 12.1 of Annex A – Statement of Work.</p> <p>The Bidder must also provide a reference letter from a previous client certifying that the proposed coordinator is fluent in both official languages.</p>	

**POINT RATED EVALUATION CRITERIA**

Proposals will be evaluated and scored in accordance with specific evaluation criteria as detailed in this section.

Point Rated Evaluation Criteria		Required Supporting Information	Rating Guide	Bidder's Score	Cross Reference to Proposal
<b>PR1</b>	<p><b>Tracking Procedures for Translation Requirements</b></p> <p>The Bidder should demonstrate tracking procedures for ensuring all of the following steps are completed on time:</p> <ol style="list-style-type: none"> <li>1. initial processing of the translation request;</li> <li>2. assignment of the translation request to the translator;</li> <li>3. the process followed by the Bidder to provide quality assurance of translations; and</li> <li>4. delivery of the completed translation request to the client in the time allotted.</li> </ol>	<p>The Bidder should provide a detailed explanation of its tracking procedures to meet the four (4) sub criteria in PR1.</p>	<p>Points will be awarded as follows:</p> <p>a) The four steps are identified for tracking workflow/progress = <b>10 points</b></p> <p>b) <u>A coordinator tracks translations at each step</u> = <b>10 points</b></p> <p>c) <u>Electronic tracking at each step in the process using one of the following options:</u></p> <p>- <u>Simple electronic tracking system using a spreadsheet (e.g., Excel)</u> = <b>10 points</b></p> <p>Or</p> <p>- <u>Electronic tracking system using a project planning and management system (e.g., MS Project)</u> = <b>20 points</b></p> <p><b>Maximum 50 points</b></p>		
			<b>GRAND TOTAL POINTS</b>	<b>XX /50 points</b>	



**ANNEX "C"**

**SECURITY REQUIREMENTS CHECKLIST**

*SRCL 1010-012020*

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité



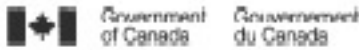
Government of Canada  
Gouvernement du Canada

**SECURITY REQUIREMENTS CHECK LIST (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	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		
Scientific Translation, Editing and Text Amendment Services		
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 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 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 <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	COSMIC 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(2014/12) Security Classification / Classification de sécurité





Contract Number / Numéro du contrat
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**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 type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input 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





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

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
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 PROTÉGÉE			CLASSIFIED CLASSIFIÉE			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO PROTECTED NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉE			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support IT																
IT Data / Données informatiques																

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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).