

NOTICE OF PROPOSED PROCUREMENT (NPP)

SOLICITATION #: 20200181
CONTRACTING AUTHORITY: Nick Scott
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DESCRIPTION OF THE REQUIREMENT:

The Privy Council Office is seeking additional support, on an “as and when required” basis, to the Editing Services function within the Clerk’s and Corporate Communications team through the provision of French and English editing, translation, and comparative editing services.

Employment, education, professional license and certification verifications provide confirmation that the information provided by the candidate related to employment and education are accurate and correct and that professional licenses and certifications are current and in good standing.

LEVEL OF SECURITY REQUIREMENTS:

The contractor and/or its employees must EACH maintain a valid SECRET clearance issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada and approved by the Privy Council Office. The contractor must also maintain a valid Document Safeguarding Capability (DSC) at the SECRET level issued by Public Services and Procurement Canada – Industrial Security Program.

PROPOSED PERIOD OF CONTRACT:

The proposed period of the contract shall be from date of Contract to March 31st, 2021 inclusive, and includes three (3) one (1) year options.