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REQUEST FOR STANDING OFFER (RFSO)

DEMANDE D'OFFRES À COMMANDES (DOC)

Proposal to: Atlantic Canada Opportunities 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 and services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à : l'Agence de promotion économique du Canada atlantique

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 et les services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).



Title – Sujet Translation Services (English to French) and Editing Services for French Documents		Date September 4, 2020
Solicitation No. – N° de l'invitation P2100123		
Client Reference No. - No. de référence du client		
Solicitation Closes – L'invitation prend fin At / à : 2 :00pm ADT (Atlantic Daylight Time) / 14 :00 HAA (Heure avancée de l'Atlantique) On / le : September 18, 2020 / 18 septembre, 2020		
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir ci-inclus	Duty – Droits See herein — Voir ci-inclus
Destination of Goods and Services – Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to – Adresser toute demande de renseignements à Email – courriel: acoa.tenderssoumissions.apeca@canada.ca		
Delivery Required – Livraison exigée See herein — Voir ci-inclus	Delivery Offered – Livraison proposée	
Vendor Name, Address and Representative – Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	

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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 Standing Offer Usage Report and any other annexes.

1.2 Summary

This RFSO will enable the Atlantic Canada Opportunities Agency (ACOA) to engage the services of contractors who offer these translation and editing services on an as and when required basis.

The period of the resulting Standing Offer will be from date of issuance for two (2) years with two (2) additional one-year periods.

It is ACOA's intention to issue up to two (2) Standing Offers for English to French Translation.

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

The requirement is subject to a preference for Canadian services.

1.3 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.

1.4 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.

1.5 Accessibility Requirements

Considering accessibility criteria and features is obligatory with this requirement. For additional information consult the [Treasury Board Contracting Policy](#).

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](#) (2020-05-28) 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 - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Offers

Offers must be submitted only to Atlantic Canada Opportunities Agency (ACOA) Bid Receiving Unit by the date, time and place indicated on page 1 of the RFSO.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to ACOA will not be accepted.

2.3 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the services offered are Canadian services as defined in paragraph 4 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#), Example 2, of the [Supply Manual](#).

2.4 Former Public Servant

Former Public Servant Certification

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 document:

"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.

Section 1 - Former Public Servant in Receipt of a Pension

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

Yes No

If not, please proceed to Section 3.

If so, the Bidder/Offeror/Supplier must provide the following information, as applicable, for all FPS in receipt of a pension, and proceed to Sections 2 and 3:

Name of Former Public Servant:	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: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Section 2 - Work Force Reduction Programs

Is the Bidder/Offeror/Supplier a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

Yes No

If not, please proceed to Section 3.

If so, the Bidder/Offeror/Supplier must provide the following information, and proceed to Sections 3:

Name of Former Public Servant:		
Conditions of the Lump Sum Payment Incentive - Copy Attached:		
Date of Termination of Employment:	Amount of Lump Sum Payment:	Rate of Pay on which Lump Sum Payment is Based:
		\$ /Week
Period of Lump Sum Payment:		
Start Date:	Completion Date:	Weeks:
Other Contracts Subject to the Restrictions of a Work Force Reduction Program:		
Contract Number:	Contract Amount (Professional Fees):	
	\$	
	\$	
	\$	
	Total: \$	

Section 3 – Certification

This is to certify that the information entered in previous sections is complete and accurate.

Entity Name:	
Signature	Date

2.5 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than **five (5)** business 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.

2.6 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 New Brunswick.

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.

2.7 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that offerors provide their offer in separate sections as follows:

- Section I: Technical Offer (1 electronic PDF copy sent via email)
- Section II: Financial Offer (1 electronic PDF copy sent via email)
- Section III: Certifications (1 electronic PDF copy sent via email)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer:

- a) use a numbering system that corresponds to the RFSO.

Canada's Policy on Green Procurement: The policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process. See the Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

Section I: Technical Offer

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

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

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

Education: Where the education of a proposed individual will be evaluated, Canada will only consider academic credentials obtained from a recognized* Canadian university, college or high school, or the equivalent for credentials obtained outside Canada, as established by a recognized* Canadian academic credentials assessment service. (*The list of recognized organizations can be found under the Canadian Information Centre for International Credentials website, at the following Internet link: <http://www.cicic.ca/2/home.canada> .)

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment.

All Costs to be Included: The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option years.

Blank Prices: Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this

confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

3.1.1 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.

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 Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

Requests for Further Information: If Canada requires additional information in order to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2006, Standard Instructions – Request for Standing Offers -Goods or Services - Competitive Requirements:

1. verify any or all information provided by the Bidder in its bid; or
2. contact any or all references supplied by the Bidder (e.g., references named in the résumés of individual resources) to verify and validate any information submitted by the Bidder.

The Bidder must provide the information requested by Canada within two (2) working days of a request by the Contracting Authority.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4: Technical Evaluation Criteria.

4.1.1.2 Point Rated Technical Criteria

Refer to Attachment 1 to Part 4: Technical Evaluation Criteria.

Point-rated technical criteria not addressed will be given a score of zero.

4.1.2 Financial Evaluation

Fill out Annex B- Basis of Payment.

The quantities as shown in Annex B are estimated usages and for evaluation purposes only and will not form part of the final Standing Offer.

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.1.2.1 The Firm Unit Price for each item will be multiplied by its respective annual estimated usage to determine a Total Extended Price for each year.

4.1.2.2 The Total Extended Price for each year will be added together to obtain the Total Evaluated Offer Price.

4.2 Basis of Selection

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

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum points specified for criterion number R3 for the technical evaluation, and
 - d. obtain the required minimum of 50 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 90 points.

2. Bids not meeting "(a) or (b) or (c) or (d)" 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 80 % for the technical merit and 20 % 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 80%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20 %.
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.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 80/20 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 (80%) and Price (20%)

	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	$115/135 \times 80 = 68.15$	$89/135 \times 80 = 52.74$	$92/135 \times 80 = 54.51$
Pricing Score	$45/55 \times 20 = 16.36$	$45/50 \times 20 = 18$	$45/45 \times 20 = 20.00$
Combined Rating	84.51	70.74	74.51
Overall Rating	1st	3rd	2nd

4.2.2 It is ACOA's intention to issue up to two (2) Standing Offers.

4.2.3 If more than one (1) responsive offer has been received, the Standing Offers will be issued as follows:

- (a) the first Standing Offer authorized for use, will be issued to the responsive offeror whose offer has the highest combined rating of technical merit and price; and
- (b) the second Standing Offer authorized for use, will be issued to the responsive offeror whose offer has the second highest combined rating of technical merit and price.

ATTACHMENT 1 TO PART 4: TECHNICAL EVALUATION CRITERIA

Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below.

The Bidder must provide the necessary documentation to support compliance with these requirements and indicate in the table below on which page of the proposal to find the information for each criterion. Each mandatory technical criterion should be addressed separately.

Bids that fail to meet the mandatory technical criteria will be declared non-successful.

No.	Mandatory Criteria	Meets Criterion YES or NO	Proposal Page No.
M1	<p>The Bidder must demonstrate a minimum of five (5) years of experience in translation from English to French within the last ten (10) years.</p> <p>The experience descriptions must include all of the following:</p> <ul style="list-style-type: none"> • Name of client organization of each projects; • The word count; • The period of time over which the translation work was provided, in the following format from (month/year) to (month/year). 		
M2	<p>The Bidder must provide the Proposed Resources' resume.</p> <p>A CV must be submitted for each Proposed Resource who will be working on this project clearly indicating the number of years of experience translating from English to French with little or no supervision.</p> <p>The CV must include:</p> <ul style="list-style-type: none"> • Educational background and certifications; • Brief descriptions (500 words or less) of relevant experience of the Proposed Resource has worked on in the last 10 years; 		
M3	<p>The Proposed Resources must have a bachelor's degree in translation from a recognized post-secondary institution.</p> <p>Please provide a scanned copy of the degree.</p> <p>(The list of recognized organizations can be found under the Canadian Information Centre for International Credentials website, at the following Internet link: http://www.cicic.ca/2/home.canada)</p>		
M4	<p>The Proposed Resources must be certified members in good standing of a recognized Canadian translation association or corporation.</p> <p>Please provide a copy of certificate to show that the proposed resources are certified members of a recognized Canadian translation association or corporation.</p>		

M5	The Proposed Resource(s) must have a minimum of three (3) years experience working with the Microsoft Office Suite.		
M6	The Bidder must indicate that they will be able to respect deadlines and will be available to work on short notice, such as within 24 hours for a regular request and within 2 hours for an urgent request.		

Point Rated Technical Criteria

Bids which meet all the mandatory technical criterion (identified in the previous section) will then be evaluated and scored by ACOA as specified in the table below.

Bids which fail to obtain the total required minimum number of points specified will be declared non-successful.

Rated Criteria	Points Rating	Proposal Page #
<p>R1 The Bidder should provide information for two clients for whom English to French translation services have been provided in the last three years and who will be contacted to confirm their satisfaction with the editing and translation services previously provided, including reliability, availability and responsiveness.</p> <p>In corroborating the information regarding the translation projects proposed by the Bidder, Canada will use the reference validation form below.</p> <p>The Bidder must provide, at a minimum, the following information for each translation project:</p> <ol style="list-style-type: none"> 1. The word count 2. The period of time over which the translation work was provided, in the following format: from (month/year) to (month/year). 3. The name of the client (company or organization) for which the translation services were performed, and the name and current telephone number and/or email address of the client's representative who would be able to confirm the information provided by the Bidder. <p>If this second representative cannot be reached by the Contracting Authority or refuses to confirm the information in the bid, the information provided will not be considered.</p> <p>Max. 40 pts. (20 pts for each reference)</p>	<p>Points will be awarded as indicated in the reference confirmation form below</p>	

<p>R2 The Bidder should demonstrate that each proposed resource has a minimum of five (5) years of experience in the last ten (10) years in translating from English to French with little or no supervision.</p> <p>The experience descriptions must include all of the following:</p> <ul style="list-style-type: none"> • Name of client organization of each projects; • The word count; • The period of time over which the translation work was provided, in the following format from (month/year) to (month/year). <p>Max. 20 pts.</p>	<p>Between 5 -6 years = 15 pts Between 6 -7 years = 16 pts Between 7 - 8 years =17 pts Between 8 - 9 years = 18 pts Between 9 - 10 years = 19 pts More than 10 years = 20 pts</p>	
<p>R3 The Bidder should demonstrate the ability to translate English to French documents by translating a document preselected by ACOA averaging 500 words. The translated document will be assessed for quality. Errors are defined in Appendix 1 as well as the points allocation. Please refer to Appendix 2 for the document to translate.</p> <p>Allocated points depend on the number of major mistakes and minor mistakes.</p> <p>Max. 20 pts. – Minimum 10 pts</p>	<p>Offerors will receive a starting value of 20 points for the translated documents.</p> <p>Points will be deducted from the starting value of 20 points for each instance of faults assessed in the translated document.</p> <p>If the requested translation of a sample document is not submitted with the offer, a score of 0 points will be awarded for the criteria.</p>	
<p>R4 The Bidder should have a fully-operational, permanent, commercial office in Atlantic Canada.</p> <p>Max. 10 pts</p>	<p>Yes: 10pts No: 0 pts</p>	
Total points	90 points max / 50 pts minimum	

Reference Validation Form

Bidder name:	Supplied by bidder	
Name of organization services were provided to	Supplied by bidder	
Contact name and email address within the organization	Contact name: Supplied by bidder Email: Supplied by bidder	
Project deliverables and or services rendered	Supplied by bidder	
Questions/Response		Points
a) Has this bidder provided English to French translation and French editing services?		
<input type="checkbox"/> Yes	Reference will be accepted	
<input type="checkbox"/> No	Reference will not be accepted	
b) Was the bidder able to meet all required deadlines?		
<input type="checkbox"/> No	0	
<input type="checkbox"/> Most of the time	3	
<input type="checkbox"/> Always	5	
c) Did the bidder deliver final products of a quality that you would define as excellent?		
<input type="checkbox"/> No	0	
<input type="checkbox"/> Most of the time	3	
<input type="checkbox"/> Always	5	
d) Did the bidder work with you to meet your needs in a professional manner that you would define as excellent?		
<input type="checkbox"/> Yes	Reference will be accepted	
<input type="checkbox"/> No	Reference will not be accepted	
e) Was the bidder able to meet the turnaround time while providing high-quality translations?		
<input type="checkbox"/> No	0	
<input type="checkbox"/> Most of the time	3	
<input type="checkbox"/> Always	5	
f) Would you hire this company again to provide English to French Translation and French editing services?		
<input type="checkbox"/> Yes	Reference will be accepted	
<input type="checkbox"/> No	Reference will not be accepted	
g) Do you consider the Bidder's work to be consistently		
<input type="checkbox"/> usable: requires careful revision and feedback	1	
<input type="checkbox"/> acceptable: requires general revision and occasional feedback	3	
<input type="checkbox"/> excellent: requires light revision and consultation rather than feedback	5	
Total Points		/ 20

* The bidder must only fill out the boxes identified as "Supplied by bidder" on the form. The contracting authority will contact the references provided and fill out the rest of the questionnaire.*

APPENDIX 1

Bidder	Minor Mistakes	Medium Mistakes	Major Mistakes	Points lost	Points accumulated
					/20
					/20

Scoring guide:

Examples of major mistakes (-5 points)	Examples of medium mistakes (-2 points)	Examples of minor mistakes (-1 point)
Opposite meaning	Literal translation	Spelling
Incorrect meaning	Style error	Punctuation
Omission	Non-idiomatic segment	Grammar
Anglicism	Improper connotation	Terminology
	Syntax error	Agreement
	Rule	

From 0 to 9 points – inferior (did not demonstrate or poorly demonstrated the ability to translate)

From 10 to 15 points – sufficient (demonstrated the ability to translate **good documents**)

From 16 to 20 points – superior (demonstrated the ability to translate **high quality documents**)

Note: To meet the criteria, the bidder must accumulate a minimum of 10 points.

All bidders start with 20 points. Each error subtracts the number of points associated with the type of error. For example, a bidder that makes one major mistake worth -5 points and one minor mistake worth -1 point will have a score of 14 points.

Examples of major mistakes (-5 points)	Definition
Opposite meaning	Translation error where a word or statement in the source text is interpreted in a way which leads to the opposite message
Incorrect meaning	Translation error where the meaning of a word or statement in the source text is misinterpreted
Omission	Translation error where a necessary element of information from the source text is missing
Anglicism	Use of a word, expression or spelling from the English language (for e.g. calque)
Examples of medium mistakes (-2 points)	
Literal translation	Use of an English construction
Style error	Inappropriate or incorrect style
Non-idiomatic segment	Structure error
Improper connotation	Semantic error that consists of attributing an imprecise meaning to a word, or one that is contrary to usage
Syntax error	Language error that results in an incorrect order of words or construction
Rule	Non-compliance with the current language rules
Examples of minor mistakes (-1 point)	
Spelling	Misspelled word
Punctuation	Punctuation error
Grammar	Wrong formation of sentence, phrase or word
Terminology	Use of wrong terminology
Agreement	Use of the wrong number, gender, case or person

APPENDIX 2

Translate text from English to French

ACOA's efforts in all four of the region's provinces support the development of a competitive economy that generates long-term benefits for all Atlantic Canadians. This can be seen in economic growth through productivity improvements and enhanced standards of living across the region.

In the area of public infrastructure, the federal government provides support through many programs. In Atlantic Canada, ACOA continues to work with other federal departments and other levels of government to ensure that these and future programs are effectively designed and delivered, so that they respond to needs and capitalize on opportunities that exist in the region.

Although Atlantic Canada is still significantly rural by population measures – it has the most rural population in Canada (46% vs 19%) –, many areas benefit from the influence of urban economies. There are opportunities for further interaction between smaller communities and larger urban centres in Atlantic Canada, including attraction and retention of immigrants, business attraction and promotion, public transportation to and from smaller towns, and implementation of joint tourism and regional marketing initiatives. Through its community development programming, ACOA is a key player in working with community stakeholders and provincial governments to develop economic opportunities at a local level in Atlantic Canada, emphasizing the needs of the region's rural areas.

Many rural communities are far from urban economies, where economic growth is diversifying and increasingly knowledge-based. Resource-based industries will continue to be important for regional development, but need to be repositioned so they can remain globally competitive and can deliver more value-added production, better jobs, higher value exports, and more resilient rural communities. Current initiatives in Atlantic Canada's resource-based industries focus on ensuring a more competitive forest products industry, more diverse uses of agricultural products, a more sustainable fishery with emphasis on aquaculture and marketing, and further advances in mining and energy technologies.

As a whole, Atlantic Canada was gaining ground in 2019. Its economy was becoming more dynamic and innovative. Traditional sectors were adapting, diversifying and growing. Incomes were increasing due to more high value jobs and the GDP growth per capita was on the rise, surpassing the national rate in 2019 (2.5% for Atlantic Canada vs 1.7% for Canada). The region's exceptional performance is attributed to increases in immigration, efforts to support greater automation, and a greater propensity to innovate, more than the national increase (+23% points from 2012 to 2017 compared to +16% points in Canada).

The pandemic has put the brakes on the region's momentum and exacerbated pre-existing conditions. Impacts are uneven between all four Atlantic provinces, with greatest economic impacts on Newfoundland and Labrador. Recovery is expected to be uneven across sectors, provinces, communities and people.

Coming into the recovery phase of the pandemic, the region faces a number of challenges, but there is an opportunity to build back stronger and more resilient. ACOA can help Atlantic Canada to contribute to Canada's economic recovery and long-term prosperity.

Atlantic Canada can be a strong player in the recovery through transformational investments to increase productivity and bolster key opportunities.

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 Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **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 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 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 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Canadian Content Definition

SACC Manual clause [A3050T](#) (2020-07-01) Canadian Content Definition

5.2.3.2 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer 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 Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror 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 Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

Signature: _____

Date: _____

5.2.3.3 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.

Signature: _____

Date: _____

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

There is no security requirement applicable to the Standing Offer.

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 the Standing Offer.

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 and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

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

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than 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 and providing services against the Standing Offer is November 1, 2020 to October 31, 2022 inclusive.

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 2 additional 1-year periods under the same conditions and 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 fifteen (15) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.4 Delivery Points

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

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Nancy Paquette
Senior Procurement Advisor
Atlantic Canada Opportunities Agency
644 Main Street
Moncton, NB E1C 9J8
E-mail address: ACOA.contracting-marches.APECA@canada.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, the Contracting Authority is responsible for any contractual issues relating to individual call-ups made against the Standing Offer 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 (To be filled by offeror)

Name: _____
Title: _____
Organisation: _____
Address: _____

Telephone: ____ - ____ - ____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is Atlantic Canada Opportunities Agency.

7.8 Call-up Procedures

7.8.1 Proportional Basis

The call-up procedures require that call-ups be issued on a proportional basis such that the highest-ranked offeror receives the largest predetermined portion of the work 60% and the second highest-ranked offeror receives the second largest predetermined portion of the work 40%.

7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s).

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer 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 Inc.)	Limitation of each call up (Appl. Taxes Inc.)
SO – 1	60%	\$ 240,000.00	\$15,000.00
SO – 2	40%	\$ 160,000.00	\$10,000.00

7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer is detailed in Table 1 article 7.10 above. 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 4 months before the expiry date of the Standing Offer, 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 general conditions 2010B (2020-05-28); (General Conditions – Professional Services (Medium Complexity));
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Standing Offer Usage Report;
- h) the Offeror's offer dated _____ (*insert date of offer*).

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

Status of Availability of Resources – Standing Offer

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer 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 Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default. If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the 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 New Brunswick.

7.15 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

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.

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

[2010B](#) (2020-05-28), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

Section 06 Subcontracts, of General Conditions 2010B (2020-05-28), General Conditions – Professional Services (Medium Complexity) will not apply.

7.3 Term of Contract

7.3.1 Period of the Contract

The Work is to be performed during the period specified in the call-up against the Standing Offer.

7.3.2 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

7.4 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: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.5 Payment

7.5.1 Basis of Payment – Firm Unit Price (s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex B for a cost as indicated in Call-up. Customs duties are included 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.

7.5.2 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 of Part A. 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% 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.

7.5.3 Single Payment

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

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

7.5.4 Electronic Payment of Invoices – Call-up

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

- a. MasterCard Acquisition Card;
- b. Direct Deposit (Domestic and International).

7.6 Translation / Editing Errors

Should the Work request be delivered in an unsatisfactory manner as outlined in Section 3.4 – Quality Assurance of Annex A, Statement of Work, the individual standing offer with the offeror may be annulled.

7.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
The original copy must be forwarded to the Project Authority specified in section 7.5.2 of Part 7A.

7.8 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirement

7.9 Replacement of Specific Individual

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - a. the name, qualifications and experience of the proposed replacement; and
 - b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 7.9.2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

7.10 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

7.11 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

ANNEX "A" - STATEMENT OF WORK

Translation Services (English to French) and Editing Services for French Documents

1.0 Background:

To fulfill its mandate and in accordance with the *Official Languages Act*, the Atlantic Canada Opportunities Agency (ACOA) requires translation services from English to French for documents of various lengths and complexity, as well as editing services for French documents of various lengths and complexity. This Work is accomplished following Agency and government standards for editorial style and grammar.

2.0 Purpose:

This RFSO will enable the Agency to engage the services of contractors who offer these translation and editing services when such services are required, and who demonstrate that they provide these services through a fully-operational, permanent, commercial office in Canada.

3.0 Specific Requirement:

3.1 Translation or Editing Requests:

3.1.1 All requests for translation or editing will be issued via a Call-up against the standing offer authorized by the Project Authority. A request for translation or editing from the Project Authority will provide the following information:

- a. Organization name (ACOA);
- b. Standing offer number;
- c. Type of service (Translate or Edit);
- d. Source language (English);
- e. Target language (French);
- f. Urgent (Yes or No);
- g. Security classification (unclassified);
- h. Sensitive (No);
- i. Specialized (No);
- j. Internal reference number;
- k. Request number;
- l. Total word count;
- m. Due date;
- n. Estimated price (without tax);
- o. Requestor's name;
- p. Requestor's e-mail address;
- q. Requestor's telephone number;
- r. Requestor's responsibility centre number;
- s. Reference document(s) provided (Yes or No);
- t. Special instructions or comments.

3.1.2 The Contractor must not perform any work not duly authorized by the Project Authority. All work performed without the approval of the Project Authority will be at the Contractor's own expense, and ACOA will not be responsible for the payment of such expenses.

3.2 Style of Translation and Linguistic Quality:

3.2.1 The style used in the translation will mostly be administrative in nature. The style required depends on the subject matter and the target audience. The Contractor must work with the ACOA Translation Coordinator (to be determined at Contract Award) to ensure

consistency and standardization in the use of terminology. The Contractor must follow the rules set out in *Le guide du rédacteur* as well as the ACOA usage and conventions.

- 3.2.2 The Contractor must use the terminology in the ACOA Glossary (to be provided at contract award) as well as the terminology in any reference documents transmitted to ensure consistency and standardization.

3.3 Software used by ACOA

- 3.3.1 All translations, modifications and revisions must be done in the same layout and format as the source document. At the time of issuing the requirement for translation services, ACOA is using MS Office 2016 suite of products including; Word 2016, Excel 2016, PowerPoint 2016. ACOA also uses portable document format using Adobe Acrobat PDF and Foxit Phantom PDF.
- 3.3.2 The Contractor must accept documents in the above-noted electronic formats for translation and must return translated documents in these formats unless otherwise directed by the Project Authority.
- 3.3.3 The Contractor must have access to translation software that allows it to consult databases such as TERMIUM Plus as well as other relevant sources of information.
- 3.3.4 The Contractor is responsible for having the necessary software available to perform the work. ACOA will not supply software to the Contractor for use in translation.

3.4 Quality Assurance

- 3.4.1 The Contractor must perform quality assurance checks for all documents translated or edited before delivery. The key steps to be followed, as a minimum, are:
- a. Compare the target document with the source document;
 - b. Verify the terminology against the reference documents provided by ACOA;
 - c. Ensure that the layout and formatting are consistent with the source document; using the wordmark and/or logos appropriate for the language of the target document.
 - d. Ensure that the version of the software used in the target document is the same one that is used in the source document.
- 3.4.2 Translations must not contain any major mistakes (such as opposite meaning, incorrect meaning, gibberish, omissions, Anglicisms) and no more than six (6) minor mistakes (such as typographical errors, punctuation errors, layout errors) per 800 words of text. The work will be evaluated periodically by ACOA.
- 3.4.3 The work requested will be subject to evaluation by ACOA to ensure compliance with the requirements herein, as well as with the regulations and policies in place.
- 3.4.4 Unsatisfactory translations containing one (1) or more major mistakes and/or more than six (6) minor mistakes per 800 words of text might be subject to one or more of the following penalties at the sole discretion of ACOA:
- a. The work will be returned by ACOA to be redone by the Contractor at no additional cost to ACOA. The work to be redone will be performed within the timeframe given by ACOA, regardless if it requires completing the work during evening, weekend and/or statutory holidays to meet the deadline;
 - b. The work may be redone by another Contractor or by ACOA. In this case, the Contractor will be informed that the translation that was done is unacceptable and

that they will not be authorized to submit an invoice for the work that was initially completed;

or

- c. The contract may be terminated by ACOA if ACOA determines that the number of mistakes is excessive.

3.5 Word Count

- 3.5.1 A word is defined as a continuous and finished series of letters. Numbers and figures appearing in the text are counted as words. Word counting features of word processing software will be used to determine the number of words in a document.
- 3.5.2 The word count of all documents to be translated will be stated by ACOA and only this word count will be used for payment.
- 3.5.3 If the Contractor disagrees with the number of words, ACOA will do a recount in an attempt to reach an agreement with the Contractor. The Contractor must indicate to ACOA any disagreements with the word count. The final decision on word count will be made by ACOA at its sole discretion.

3.6 Reception, Transmission, and Management of Documents

- 3.6.1 The Contractor must have the required equipment to receive or transmit documents via e-mail.
- 3.6.2 The Contractor must manage requests for translation or editing, the associated documents to be translated or edited, and the resulting translations, to provide ACOA with accurate, timely results. Such management must account for, as a minimum, and not limited to:
 - a. multi-part documents in situations where the parts are delivered to the Contractor separately;
 - b. a work priority system that includes the ability to accommodate changes in priority dictated by ACOA, in which current work is suspended and other work is substituted for earlier translation;
 - c. version control, and correct management of the translations or edited documents, where the same document is sent to the Contractor a number of times, with adjustments in each delivery of the document, even though the initial version of the document is not completely translated or edited.

3.7 Work Location and Services

- 3.7.1 All technical and support services (clerical/administrative, etc.), supplies and equipment necessary to accomplish tasks must be provided by the Contractor at its own costs.
- 3.7.2 As the work is conducted off-site, the resources must be fully contactable during regular working hours (8:00 a.m. – 5:00 p.m. Atlantic Time). The Contractor must provide an emergency contact number/e-mail address in the case that ACOA cannot reach the Contractor's resources.

- 3.7.3 The work must be delivered to the e-mail used by ACOA for the purposes of translation-related activities.
- 3.7.4 The offeror must **NOT** subcontract any portion of the work.

3.8 Response Times

- 3.8.1 The Contractor must be available to provide services on an "as-and-when requested" basis and to respond with deadlines as short as two-hours.
- 3.8.2 The Contractor must have procedures in place for responding to routine as well as urgent translation requests. For the purpose of this Contract, "routine" requests are expected to be processed at a rate of 1,500 words per day, and "urgent" requests are processed at a faster rate as negotiated with the service provider.
- 3.8.3 The Contractor must be able to respond to translation requests received during standard business hours of 8:00 A.M. to 5:00 P.M. Atlantic Time from Monday to Friday.
- 3.8.4 The ACOA Translation Coordinator will determine whether requests for translation or editing are urgent.

3.9 Termination

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.

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

1. Applicable taxes are to be excluded from the prices quoted
2. Applicable taxes will be added as a separate item on the invoice
3. The quantities as shown are estimated usages and for evaluation purposes only and will not form part of the final Standing Offer.

All-inclusive FOB Destination price for the provision of all but not limited to supplies, equipment, technical and support services, and supervision to perform the work in accordance with Annex "A" – Statement of Work.

*ACOA will not accept any Travel and Living expenses incurred by any offeror as a consequence of any relocation required to satisfy the terms of any resulting contract

Period 1 – Initial Contract from November 1, 2020 to October 31, 2022.

Category	<u>Estimated Quantities per year</u> (A)	Price (B)	Extended Price A x B = C
Translation Services – Regular English to French	150 000 words	\$____/word	\$_____
Translation Services – Urgent English to French	50 000 words	\$____/word	\$_____
Editing Services – Regular French	40 hours	\$____/hour	\$_____
Editing Services - Urgent French	35 hours	\$____/hour	\$_____
Evaluated Price for Period 1			\$_____
Applicable Taxes –HST (15%)			\$_____
TOTAL EVALUATED PRICE FOR PERIOD 1			\$_____

Period 2 – Option Year 1 from November 1, 2022 to October 31, 2023.

Category	<u>Estimated Quantities per year</u> (A)	Price (B)	Extended Price A x B = C
Translation Services – Regular English to French	150 000 words	\$_____/word	\$_____
Translation Services – Urgent English to French	50 000 words	\$_____/word	\$_____
Editing Services – Regular French	40 hours	\$_____/hour	\$_____
Editing Services - Urgent French	35 hours	\$_____/hour	\$_____
Evaluated Price for Period 2			\$_____
Applicable Taxes –HST (15%)			\$_____
TOTAL EVALUATED PRICE FOR PERIOD 2			\$_____

Period 3 – Option Year 2 from November 1, 2023 to October 31, 2024.

Category	<u>Estimated Quantities per year</u> (A)	Price (B)	Extended Price A x B = C
Translation Services – Regular English to French	150 000 words	\$_____/word	\$_____
Translation Services – Urgent English to French	50 000 words	\$_____/word	\$_____
Editing Services – Regular French	40 hours	\$_____/hour	\$_____
Editing Services - Urgent French	35 hours	\$_____/hour	\$_____
Evaluated Price for Period 3			\$_____
Applicable Taxes –HST (15%)			\$_____
TOTAL EVALUATED PRICE FOR PERIOD 3			\$_____

TOTAL EVALUATED BID

Evaluated Price Period 1	\$ _____
Evaluated Price Period 2	\$ _____
Evaluated Price Period 3	\$ _____
TOTAL EVALUATED BID	\$ _____

For evaluation purposes only

ANNEX "C" –STANDING OFFER USAGE REPORT

Return to: Nancy Paquette
ACOA.contracting-marches.APECA@canada.ca

The usage reports must be submitted no later than fifteen (15) calendar days after the end of the reporting period.

SUPPLIER:

STANDING OFFER NO: P2100123

DEPARTMENT OR AGENCY: Atlantic Canada Opportunities Agency (ACOA)

REPORTING PERIOD:

- January 1 to March 31
- April 1 to June 30
- July 1 to September 30
- October 1 to December 31

Call up No.	Description	Value of each call-up (HST included)
1		
2		
3		
4		
5		
6		
Total Dollar Value Call-ups for this reporting period:		

NIL REPORT: We have not done any business with the federal government for this period

PREPARED BY: NAME: _____

TELEPHONE NO.: _____

SIGNATURE: _____ DATE _____