



REQUEST FOR PROPOSAL (RFP)

FOR

**Social Sciences and Humanities Research Council of Canada
(SSHRC)**

RFP # S22-18930

Production Services required for the CRC Profiles.

**You are invited to submit a proposal to the location specified below for the services
detailed herein as follows:**

Proposal Closing Date and Time:	July 28, 2021 2:00 pm (Eastern Daylight Time)
Submit Proposals and questions related to this RFP to:	Mark Beriault Social Sciences and Humanities Research Council of Canada Tenders@nserc-crsng.gc.ca

To be considered, proposals must be received by the Closing Date and Time.



Bidder Information and Authorization

Bidder Legal Name and Address:

Legal Status (incorporated, registered, etc.):

GST/HST Registration Number and/or Business Identification Number (Canada Revenue Agency):

Name and Title of Person authorized to sign on behalf of Bidder:

Print Name: _____ Title: _____

Signature: _____ Date: _____

Central Point of Contact

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

Name and Title: _____

Tel: _____ Fax: _____

E-mail: _____

Each proposal must include a copy of this page properly completed and signed. The Bidder's signature indicates offer and acceptance of the terms and conditions set out herein.



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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with this Request for Proposals (RFP).

2. Statement of Work

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

3. Multiple contracts

Multiple contracts may be awarded under this RFP

4. Duration of Contract

Five (5) year contract with two (2) option period of one year.

5. Debriefings

After contract award, 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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



PART 2 - BIDDER INSTRUCTIONS

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>) 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 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and eighty (180) days

2. Submission of Bids

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

3. Enquiries - Bid Solicitation

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

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

4. Applicable Laws

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

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



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Section I: Technical Bid (electronically by email to Tenders@nserc-crsng.gc.ca);

Section II: Financial Bid (electronically by email to Tenders@nserc-crsng.gc.ca);

Section III: Certifications (electronically by email to Tenders@nserc-crsng.gc.ca).

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid. Bidders who provide financial information in the technical proposal will be disqualified.

Bids are to be delivered to Social Science and Humanities Research Council of Canada by Email to Tenders@nserc-crsng.gc.ca Solicitation # S22-18930 by the time and date specified in the covering e-mail. July 28, 2021 2:00 pm (Eastern Daylight Time)

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. The total amount of Harmonized Sales Tax (HST) must be shown separately, if applicable.

Section III: Certifications

Bidders must submit the certifications required under Part 5.



ATTACHMENT 1 TO PART 3 – PRICING SCHEDULE

(a) Professional Services:

The Contractor will be paid in accordance with the Basis of Payment detailed in this Annex “B” for Work performed pursuant to the Contract.

(b) Definition of a Day/Proration:

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\frac{\text{Hours worked} \times \text{applicable firm per diem rate}}{7.5 \text{ hours}}$$

(c) Travel

Work is to be performed within the National Capital Region (NCR).The Crown will not accept any travel expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.

Each firm, all-inclusive deliverable payment specified below includes overhead expenses such as administrative support, facsimile, courier, photo copying, mail, word processing and other operating costs. Accordingly, separate billing of any items related to the routine cost of doing business or time spent travelling will not be permitted under the terms of any resulting contract.

Production services (Editorial)	All-inclusive per diem rate (Cdn \$)
Resource Name	

Production services (Translation)	All-inclusive per diem rate (Cdn \$)
Resource Name	

For evaluation proposes ONLY the all-inclusive rates will be added together to determine a cost average.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

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.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Attachment 1 to Part 4 Mandatory Technical Criteria, Point Rated Criteria and Mandatory Financial Criteria

1.1.2 Point Rated Technical Criteria

Attachment 1 to Part 4 Mandatory Technical Criteria, Point Rated Technical Criteria

1.2 Financial Evaluation

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price

2. Basis of Selection

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 technical evaluation criteria;
 - c. Bidder **MUST** obtain in the Rated Criterion a minimum overall passing mark **73%** & **75%** on criterion R1
- 2. Bids not meeting (a) (b) and (c) 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 **70%** for the technical merit and **30%** 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 **70%**.
- 5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of **30%**.
- 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 table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 130 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/130	89/130	92/130
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/130 \times 70 = 61.92$	$89/130 \times 70 = 47.92$	$92/130 \times 70 = 49.54$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30.00$
Combined Rating		86.47	74.92	79.54
Overall Rating		1st	3rd	2nd

ATTACHMENT 1 TO PART 4

Mandatory Technical Evaluation Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder **MUST** provide the necessary documentation to support compliance with the requirements. Bids which fail to meet the mandatory technical criterion will be declared non-responsive and given no further consideration. Each Mandatory Technical Criterion should be addressed separately.

ID#	Mandatory Criteria	Submission Requirements	Bidders information
M1	The bidder's technical proposal must include curriculum vitae for each of the proposed resources (two editorial resources and one translation resource).	The bidder must provide a detailed curriculum vita for each resource that contains sufficient detail to substantiate the information contained in the bidder's proposal regarding said resource. Failure to provide sufficient detail will result in said resource being given no further consideration.	
M2	Each proposed resource must demonstrate both attention to quality and the ability to meet deadlines.	<p>The bidder must provide one letter of reference from a client for each proposed resource (editorial and translation) that confirms the resource has the required abilities.</p> <p>The letter of reference must be on the client's letterhead and be signed by the person giving the referral.</p> <p>The bidder cannot be the reference for its proposed resource.</p> <p>Failure to provide confirmation of both abilities for a specific resource will result in that resource being given no further consideration.</p>	

<p>M3</p>	<p>The bidder must have a permanent place of business, with a postal and physical address for mail and courier deliveries as well as a business email address.</p>	<p>Bidder must provide its physical address for mailing and courier deliveries and its business email address.</p>	
<p>M4</p>	<p>The texts included herein as Appendix A to Attachment 1 to Part 4 must be revised and translated by the resources proposed under M1 and be included with the technical proposal.</p> <p>Note to bidder <i>The edited and translated document provided will be further evaluated under rated criterion R1.</i></p>	<p>In order to demonstrate that the texts have been revised and translated by the proposed resources, the bidder must provide a copy of the revised profile samples, signed and dated by the proposed resource(s), to certify that the editing was solely the product of his/her efforts. Each resource must complete the test and certify that it is their work (i.e. editorial resources must complete the revision and translator must translate the work of each editor).</p>	

Rated Technical Evaluation Criteria

Bids which meet all the mandatory requirements will be evaluated and scored as specified in the tables inserted below. Details should be provided regarding the qualifications, relevant experience and expertise of the bidder and the proposed resource. Failure to provide sufficient information may result in 0 points being awarded for a criterion.

ID#	Rated Criteria	Point Distribution	Bidders information
R1	<p>The sample edited and translated profiles (Appendix 1 to Attachment 1 to Part 4) by each proposed resource in response to mandatory criterion M4 will be evaluated against the following criteria:</p> <ul style="list-style-type: none"> a) Organization and structure of content and text; b) Clarity and accuracy (clarity of meaning, elimination of jargon, etc.); c) Style, tone and language (appropriateness, consistency, plain language, etc.); Grammar and d) Adherence to style rules; e) Spelling and punctuation. 	<p>The maximum points available for each criterion in R1 is 20 points.</p> <p>The points awarded to each resource will be added together and divided by the number of resources proposed (3), to arrive at an average overall score for technical evaluation purposes.</p> <p>(Maximum 100 points – passing mark 75%)</p>	

<p>R2</p>	<p>R2 Applies only to bidder:</p> <p>The bidder should have experience overseeing the production process for communications materials from concept to final delivery for a minimum of 2 projects within the 5 years previous to the date of issue of this RFP.</p> <p>For each project cited, the bidder should provide the following information:</p> <ul style="list-style-type: none"> • the organization for which the work was performed; • a brief description of the project; • the start date and end date of the project; • the role and responsibilities of the proposed resource; and <p>client contact information (including name, current title, telephone number and email address) of a person within the client organization who can verify the information provided.</p>	<p>(i) Meets the Requirement The bidder has demonstrated experience overseeing the production process for communications materials from concept to final delivery for 2 projects within the 5 years previous to the date of issue of the RFP. (10 Points)</p> <p>(ii) Partially Meets the Requirement The bidder has demonstrated experience overseeing the production process for communications materials from concept to final delivery for 1 project within the 5 years previous to the date of issue of the RFP. (5 Points)</p> <p>(iii) Fails to Meet the Requirement The bidder has not demonstrated experience overseeing the production process for communications materials from concept to final delivery within the 5 years previous to the date of issue of the RFP. (0 Points)</p> <p style="text-align: center;">(Maximum 10 Points)</p>	
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<p>R3</p>	<p>R3 Applies only to editorial resources:</p> <p>Each proposed editorial resource must have experience in writing, editing and proofreading a variety of communications materials in a clear, well-organized and concise fashion, for dissemination in print and electronic media. This experience must be in at least one of Canada’s official languages.</p> <p>For each proposed resource the bidder should provide a summary of the proposed resource’s experience in writing, editing and proofreading communications materials for dissemination in print and electronic media, in either English or French.</p> <p>The information provided must be verifiable in the proposed resource’s CV provided in response to mandatory criterion M1.</p> <p>For each proposed resource the bidder should provide 2 examples of materials produced by the proposed resource for print and/or electronic media dissemination.</p>	<p>Points will be awarded as follows for each proposed resource. The total points awarded to each resource will be added together and divided by the number of resources proposed, to arrive at an average overall score for technical evaluation purposes:</p> <p>(i) Meets the Requirement The bidder has demonstrated that the proposed resource has experience writing, editing and proofreading a variety of communications materials in a clear, well-organized and concise fashion for dissemination in print and electronic media. (10 Points)</p> <p>(ii) Partially Meets the Requirement The bidder has partially demonstrated that the proposed resource has experience writing, editing and proofreading a variety of communications materials in a clear, well-organized and concise fashion for dissemination in print and electronic media. (5 Points)</p> <p>(iii) Fails to Meet the Requirement The bidder has not demonstrated that the proposed resource has experience writing, editing and proofreading a</p>	
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		<p>variety of communications materials in a clear, well-organized and concise fashion for dissemination in print and electronic media.</p> <p>(0 Points)</p> <p>(Maximum 10 Points)</p>	
<p>R4</p>	<p>R3 Applies only to editorial resources:</p> <p>Each proposed editorial resource must have at least 3 years of experience writing and editing for a wide variety of audiences, including academics, the not-for-profit and/or private sector, and the general public.</p> <p>The bidder should provide a summary of the proposed resource's experience writing and editing, including the nature of the work and audiences for which the work was intended.</p> <p>The information provided must be verifiable in the proposed resource's CV provided in response to mandatory criterion M1.</p>	<p>Points will be awarded as follows for each proposed resource. When the bidder proposes more than one editorial resource, the total points awarded to each resource will be added together and divided by the number of resources proposed, to arrive at an average overall score for technical evaluation purposes:</p> <p>(i) Meets the Requirement The bidder has demonstrated that the proposed resource has 3 or more years of experience writing and editing for a wide variety of audiences, including academics, the not-for-profit and/or private sector, and the general public. (10 Points)</p> <p>(ii) Partially Meets the Requirement The bidder has demonstrated that the proposed resource has partial experience writing and editing for a wide variety of audiences, including</p>	

		<p>academics, the not-for-profit and/or private sector, and the general public. (5 Points)</p> <p>(iii) Fails to Meet the Requirement The bidder has not demonstrated that the proposed resource has experience writing and editing for a wide variety of audiences, including academics, the not-for-profit and/or private sector, and the general public. (0 Points)</p> <p style="text-align: center;">(Maximum 10 points)</p>	
<p>Total Points</p> <p>Minimum overall to pass is 73%</p>		<p>/130</p>	



Appendix A to Technical Criteria

Text to be edited by Proposed Resource

Below you will find four profiles to be posted on the Canada Research Chairs website. Three are in English and one is in French. Please revise the profiles in the language in which they appear using a combination of copy, stylistic and substantive editing as needed in order to ensure adherence to plain language and web text rules, as well as to SSHRC (Canadian Press) style. The revised profile text itself should be 150 words or less in English and 180 in French and presented in a readable, proper news article structure, with a focus on impact. Once revision is complete, translate the profile into the other official language.

1)

John Deer, Canada Research Chair in Biological and Computational Complexity
Tier 1 – 2020-1
University of British Columbia

The CRC in Biological and Computational Complexity 2020-2025 aims to develop methods to identify functional regions in genomes and to discover the evolutionary relationships between functional regions at multiple embedded levels. The specific objectives are: 1) to develop models of multiple RNA families for fast identification of RNA genes, 2) to infer evolutionary relationships and interaction between coding genes at transcripts level, 3) to correct gene trees using gene neighborhood information. The results will contribute to crucial challenges of modern computational genomics, namely to scale up genome annotation to the rapid advances of genome sequencing, and to provide integrative methods for more insightful reconstructions of the evolution of genome components.

2)

Sally Ride, Canada Research Chair in Financial Markets and Public Institutions
Tier 2 – 2020-1
University of Toronto

This research program seeks to foster the world's understanding of financial markets and public institutions, focusing on sovereign, self-governing and corporate credit risk, insider trading, and new financial technologies. As those subjects are fundamental to the stability of financial markets and modern economic societal, the proposed research is instrumental in guiding public policy design. To study these phenomenon, Professor Ride relies on a unique, innovative, and powerful method that harnesses the superior information provided by derivative securities about the economy and firm fundamentals. By developing theoretical models to interpret that information, she expects to answer questions that could otherwise be left unanswered.

3)

Helena Shafer, Canada Research Chair in Decarbonization and Reduction of Carbon Dioxide
Tier 1 – 2020-1
University of Waterloo

The proposed CRC Tier I research program will contribute to Canada's commitment to deep decarbonization targeting significant carbon dioxide reduction. Dr. Shafer will design novel intensified processes to step change the decarbonization technologies in terms of performance, reliability, durability, cost reduction, savings and sustainability. This will be accomplished through three research themes: 1) creation of massive micro-/nano-interfaces to lower operating pressure for biofuel production; 2) maximization of CO₂ hydrogenation to valued chemicals via incorporation of plasma; and, 3) integration of modular processes to



maximize the overall global efficiency offering unique advantages to fine chemical and energy applications and opportunities for translation of the developed technologies into viable commercial applications. Technology innovation with industrial applications, interdisciplinary research, and national/international collaboration will be foundational to has work.

4)

Jeanne Benoit, Chaire de recherche du Canada sur la citoyenneté culturelle des personnes sourdes

Tier 1 – 2020-1

Université de Montréal

La Chaire de recherche du Canada sur la citoyenneté culturelle des personnes sourdes et les pratiques d'équité culturelle se concentrera sur l'étude des principaux enjeux eu égard à la citoyenneté culturelle des personnes sourdes et aux pratiques d'équité culturelle soutenant leur pleine participation. Dans la foulée de la loi fédérale sur l'accessibilité, reconnaissant les langues des signes québécois, américaine et autochtones comme langues premières des personnes sourdes au Canada, la Chaire visera à : 1) documenter les enjeux de citoyenneté culturelle des personnes sourdes à partir de leurs perspectives; 2) co-construire des pratiques exemplaires d'équité culturelle et; 3) co-développer des lignes directrices en éthique de la recherche avec les personnes sourdes.



PART 5 - CERTIFICATIONS

A. 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, 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.

Signature of Authorized Representative

Date

B. 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 of Authorized Representative

Date

C. LANGUAGE

The Bidder certifies that the proposed resource is able to comprehend and communicate orally in Advanced English and French at a basic level.

Signature of Authorized Representative

Date

D. FORMER PUBLIC SERVANTS CERTIFICATION



Contracts with 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 spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

Definitions

For the purposes of this clause, "former public servant" means a 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 and includes:

- a) an individual;
- b) an individual who has incorporated;
- c) a partnership made up 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 Public Service.

"Pension" means a pension payable pursuant to the *Public Service Superannuation Act, R.S., 1985, c. P-36* as indexed pursuant to the *Supplementary Retirement Benefits Act, R.S., 1985, c. S-24*.

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? **YES () NO ()**

If so, the Bidder must provide the following information:

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

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **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,; and
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including Goods and Services Tax or Harmonized Sales Tax.



Certification

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

Signature of Authorized Representative

Date



PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the contract.

2. Statement of Work

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

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>) issued by Public Works and Government Services Canada.

3.1 General Conditions

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

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract award to September 30, 2026 with two (2) option period of one year.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Mark Beriault
Senior Contracting Officer
Natural Sciences and Engineering Research Council of Canada
350 Albert Street, Ottawa, ON K1A 1H5
Telephone: 613-947-3737
E-mail address: tenders@nserc-crsng.gc.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.

5.2 Project Authority

The Project Authority for the Contract is:

TBD

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.

5.3 Technical Authority

The Technical Authority for the Contract is:

TBD

The Technical Authority named above 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 Technical Authority, however the Technical 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.

5.4 Contractor's Representative

TBD

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Payment

7.1 Basis of Payment -

7.7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of **\$TBD**. Customs duties are included and Applicable Taxes are extra.

7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed **\$TBD**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:



- a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

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..

8. Accounts and Audit

1. The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records, including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.
2. If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time spent each day by each individual performing any part of the Work.
3. Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. During this time, the Contractor must make this information available for audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as the representatives of Canada may from time to time require to perform a complete audit of the Contract.
4. The amount claimed under the contract, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment immediately on demand by Canada. Canada may hold back, deduct and set off any credits owing and unpaid under this section from any money that Canada owes to the Contractor at any time (including under other contracts). If Canada does not choose to exercise this right at any given time, Canada does not lose this right.



9. Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request

10. Invoicing Instructions

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 monthly progress report.

Payment will only be made upon submission of an invoice to the satisfaction and acceptance of the Project Authority specified herein. Invoices must be submitted on the Contractor's own invoice form and must be prepared to show:

- Company name, address, etc.;
- Business Number (For Incorporated Contractors);
- GST Number or HST Number
- Destination (Client's address);
- Date;
- Contract No;
- Period in which services were rendered;
- The following certification signed by the Contractor or an authorized officer:
 - *"I certify that I have examined the information provided above, including the legal name, address, and Canada Revenue Agency identifier, and that it is correct and complete, and fully discloses the identification of this Contractor."*

The Contractor will send the invoice **electronically**, whenever possible, to the following email address: Payables@nserc-crsng.gc.ca. Invoices are only to be sent by mail when electronic submission is not possible.¹

Direct Deposit Initiatives

The Government of Canada is transitioning from cheques to electronic payments, including the use of direct deposit. A direct deposit is a stable, fast, convenient, secure and reliable payment method used by the Receiver General for Canada to make deposits (one-time only payments or regularly occurring payments) directly into a specified bank account on a payment date.

To ensure timely payment, please complete the **Payee and Direct Deposit Enrolment Form**, including your complete mailing address, a valid email address and your banking information for direct deposits. Please scan the completed form and send electronically to

¹ If you are unable to send the invoice electronically, invoices can be sent to the following address:

Accounts Payable, NSERC
350 Albert, 18th floor
Ottawa, Ontario K1A 1H5



Vendors@nserc-crsng.gc.ca . If you prefer to receive a cheque, you will only need to complete part A and C of the form.

For each direct deposit payment, an email is automatically sent to the beneficiary indicating the payment details (invoice number, account/customer number etc.). Cheque stub details are longer provided, due to the elimination of the stub by the Government of Canada

11. No Responsibility to Pay for Work not performed due to Closure of Government Offices

(a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

(b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

12. Certifications Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if 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.

13. Applicable Laws

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

14. 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 (2020-05-28); Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment
- (e) the Contractor's bid dated XXXXX

15. Replacement of Specific Individuals

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 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

16. Ownership

1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.
2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.
3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.
4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.

17. Solicitation Documents and Regret Letters for unsuccessful bidders

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent venue for Canadian bidders to raise complaints regarding the award of federal contracts under \$25,300 for goods and under \$101,100 for services. Should you have any issues or concerns regarding the award of a federal contract below these dollar amounts, contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information about OPO, including the available services, please visit the [OPO website](#).

18. Dispute Resolution Services

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 10 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3)(d) of the *Department of Public Work and Government Services Act* and Section 23 of the *Procurement Ombudsman Regulations*.



The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by e-mail at boa.opo@boa-opo.gc.ca, or by web at www.opo-boa.gc.ca.

19. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting the administration of the Contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.



ANNEX "A"

STATEMENT OF WORK

1. TITLE

Production of bilingual profiles for Canada Research Chairs Program (CRCP)

2. OBJECTIVE

SSHRC is seeking to establish a multiyear contract to support the ongoing production, in both official languages, of Chairholder profiles to be featured publicly on the CRCP website.

3. BACKGROUND

The Social Sciences and Humanities Research Council (SSHRC) is the federal research funding agency that promotes and supports research and research training in the humanities and social sciences. Through its Talent, Insight and Connection programs, and through partnerships and collaborations, SSHRC strategically supports world-leading initiatives that reflect a commitment to ensuring a better future for Canada and the world.

SSHRC also administers two Secretariats: the Tri-agency Institutional Program Secretariat (TIPS) and the Canada Research Coordinating Committee Secretariat (CRCC). Through these Secretariats, SSHRC delivers a suite of prestigious programs, including the CRCP.

SSHRC's Communications Division is responsible for producing and implementing communications strategies for the CRCP. This includes promoting Tier 1 and Tier 2 Chairholders based at post-secondary institutions across Canada. The CRCP website (www.chairs-chaires.gc.ca) contains a database where Chairholder profiles are publicly featured. Chairholder profiles are posted in batches subsequent to national announcements of new and renewed Chairs. On average, 350 profiles are posted to the website annually. These profiles are written in lay language and can be used by media, stakeholders and the general public to understand the depth and breadth of research being undertaken by Chairholders across Canada.

4. SCOPE

The web-ready profiles need to be produced and delivered in both official languages on an as-needed basis, and especially in alignment with the CRCP national announcements, which generally occur twice per year.

Original draft text of approximately 100-125 words each describing the Chairholders' work in either English or French, will be provided to the contractor. These original drafts are written by different individuals, and the subject matters and styles vary greatly, from very complex or technical to easily understandable and in plain language. The contractor is to make revisions to the original texts to ensure consistency of style and tone, and produce final profiles across the subject matters that are clear, accessible and accurate.

The final profile length must be no more than 150 words in English, with French versions being up to 20 per cent longer (180 words).



5. TASKS

5.1 New Profiles

All draft profiles will be received in English and/or French, and production work includes:

1. Creating and formatting a new Word document for each profile based on provided spreadsheets
2. Revising descriptions of each profile with attention to:
 - Maximum word count (100 to 150 words) (180 max in French)
 - Ensuring the Chair is introduced appropriately and that his or her research team is acknowledged
 - Checking the spelling of the Chair's name, chair and affiliation
 - Rewriting the profile in the plainest possible language without sacrificing accuracy
 - Researching unfamiliar or technical terms as needed to be able to explain them further in the profile
 - Conducting additional research in cases where the provided summary or profile does not provide sufficient information
 - Following the SSHRC style guide (Canadian Press)
3. Ensuring each edited profile is seen by a second reviewer for quality assurance
4. Producing each profile in both official languages

The contract also involves some administration. This work consists of:

1. Setting up folders for each batch of profiles by date, with subfolders to separate and track original, edited, final and translated profiles
2. Saving or renaming files according to SSHRC's preferred file-naming conventions
3. Tracking files through their processing stages—from assignment to editing to quality assurance to translating
4. Reviewing each translated file for any issues flagged by translators
5. Responding to requests from SSHRC to look for profiles done in the past and resubmit if available
6. Responding to requests from SSHRC to cross-reference various spreadsheets and update profile status
7. Tracking the contract budget

Note: The contractor should never contact authors of the original text (i.e. researcher or university contact) without explicit permission to do so from the Vendor (SSHRC).

5.2 Updating Profiles

At the request of the contracting authority, existing profiles will need to be updated occasionally. The changes will vary from minor to significant. The contractor will be sent the profile updates and will follow the same developmental process for the profiles as listed for New Profiles above.

5.3 Administration



1. The Contractor will produce the products in the Word document format provided by SSHRC.
2. The Contractor agrees to communicate about the project as needed with SSHRC (phone, email, occasionally in person).
3. Translation of revised profiles can be subcontracted. However, the translator must be approved by SSHRC. If the translations provided do not meet SSHRC's standards for quality, SSHRC may recommend the contractor use an alternate translator.

The Contractor must:

1. adhere to the spelling, typographical and linguistic conventions adopted by SSHRC, and have the capacity to develop text that contains no spelling, grammar or typographical errors;
2. have the capacity to produce thorough editing of the structure, organization, content, clarity, meaning and style of a text;
3. have the capacity to edit a text, checking for clarity, style, language, tone, punctuation, grammar, consistency, meaning, capitalization, italics, etc.;
4. have the capacity to adhere to SSHRC's style references;
5. ensure that all resources deployed in the provision of services are properly trained and qualified to fulfill their responsibilities;
6. comply with the deadlines set by SSHRC;
7. advise the Project Authority promptly when a deadline date and time for project completion cannot be met;
8. receive written approval of the Project Authority before extending a deadline. When the Project Authority determines that a deadline cannot be extended and the Contractor is unable to meet it, the Project Authority reserves the right to transfer the work to a different Contractor;
9. use virus detection and elimination systems. The Contractor is responsible for delivering texts using virus-free electronic media or methods;
10. deliver texts electronically, without errors, in the format specified by the Project Authority, and where the format is not specified, in the format in which the documents are submitted for editing and proofreading. Electronic formats used are 2010 Microsoft Office Suite programs;
11. assume responsibility for all equipment, hardware, supplies, services, software and any work tools and instruments necessary to perform the work, at no additional costs to Canada;
12. have Internet access for receiving and sending texts;
13. be responsible for acquiring all new and/or upgrade versions of software required to do the work at no additional cost to SSHRC;



14. if required, pick up and deliver the work at the SSHRC location, in Ottawa, at the Contractor's expense; and
15. if required, deliver work after regular business hours, on a day of rest or on a statutory holiday if written notice in this regard is sent by email or fax to the Contractor on the previous working day. The Contractor will be provided with delivery instructions specifying when and to which location the work is to be delivered.
16. provide a Point of Contact who must be responsible for all activities undertaken by the Contractor;
17. complete assigned work according to pre-defined schedules and standards;
18. assign named resources to SSHRC's requests;
19. provide quality assurance monitoring on all deliverables;
20. have access to *Canadian Press Caps and Spelling*, *The Canadian Press Stylebook*, and the *Canadian Oxford Dictionary*;
21. deliver all texts electronically and without errors, including by applying adequate style as outlined in this Statement of Work;
22. liaise with the Project Authority and any stakeholders identified by the Project Authority for discussions, project reviews and other related project management activities during regular business hours.

6. CLIENT SUPPORT

SSHRC shall:

1. provide points of contact:
 - a) for issuing work under the resulting contract;
2. identify authors of documents upon request if deemed necessary;
3. provide access to the Project Authority and/or other SSHRC personnel as required for discussions, consultations and information;
4. provide access to relevant documentation and reference materials to which the Contractor would not otherwise have access, such as SSHRC's editorial style guide;
5. provide review of edited or proofread texts, and provide comments/suggested revisions, in a timely manner; and
6. provide any other assistance and support as appropriate for the Contractor to complete its work within the deadlines established.

Note: The frequency and volume of work may vary, depending on SSHRC's activities and priorities.



7. DELIVERABLES and ASSOCIATED SCHEDULE

1. Service are required from Contract award to September 30, 2026. With two (2) option periods of one year
2. Final plain language Chairholder profiles, developed to the standards outlined above, received in both official languages by prescribed deadlines.
3. Feedback from SSHRC incorporated in the profiles as mutually agreed, in a timely fashion.
4. Project tracking sheet maintained and kept up to date and delivered to the Project Authority upon request.
5. Receipt and delivery of texts must be completed during regular business hours, unless otherwise requested by the Project Authority.
6. The documents to be edited and proofread will be sent by the Project Authority or his/her designated representative via email or other mutually convenient electronic means in extenuating circumstances.
7. The Contractor is responsible for the receipt and delivery of documents from and to the Project Authority, and will receive and transmit documents by email or other mutually convenient electronic means in extenuating circumstances.
8. The Contractor must deliver all texts in the form, style and format indicated by the Project Authority.
9. If receipt or delivery problems occur where texts cannot be sent or received, the Contractor shall be responsible for delivery and/or pick-up of the documents by courier service, at no additional cost to SSHRC.
10. All completed deliverables are subject to inspection and acceptance by the Project Authority or his/her designated representative.
11. Deliverables deemed to be unacceptable by the Project Authority and thus not meeting the Quality Assurance requirements described in this Statement of Work will be corrected by the Contractor within the timeframe prescribed by the Project Authority.

7.2 Quality Assurance

The Contractor must verify the quality of revised texts prior to delivery. Verification shall include ensuring that the text has been edited and proofread according to the Project Authority's instructions.

Where the Project Authority indicates that the completed work does not meet SSHRC's quality requirements, the Contractor must make the necessary corrections at no additional cost to SSHRC. Corrections will be completed within a mutually agreed upon time frame.

The Contractor will be given feedback from SSHRC via the process below:

- a) Where the Project Authority indicates that the completed work does not meet SSHRC's quality requirements, the Contractor must make the necessary corrections at no additional cost to SSHRC. Corrections will be completed within a mutually agreed upon time frame.



- b) Where the Contractor has failed to meet established deadlines on three occasions during any contract period (including the contract option periods), an initial warning will be sent to the Contractor requesting that corrective measures be implemented to resolve the situation.
- c) The Contractor shall advise the Project Authority in writing providing details on the corrective measures being applied.
- d) If following implementation of corrective measures, edited texts are once again rejected under the provisions of paragraph c) above or the Contractor fails to meet established deadlines, the Project Authority reserves the right to terminate the contract at no additional cost to Canada.

8. CONSTRAINTS

- 1. The Contractor must have mechanisms in place to respond to urgent requests for services that may be required outside regular business hours, on weekends and statutory holidays.
- 2. The Contractor must only accept requests from the Project Authority or his/her delegated representative.

9. LANGUAGE OF WORK

The Contractor's resources must have the ability to communicate effectively in English or French, both verbally and in writing.

10. LOCATION OF WORK

All work is to be performed at the Contractor's facilities. Work is to be transmitted electronically and/or delivered to or picked up from SSHRC facilities, which are located in Ottawa, Ontario, Canada, at the Contractor's sole expenses.



ANNEX "B"

BASIS OF PAYMENT

(a) Professional Services:

The Contractor will be paid in accordance with the Basis of Payment detailed in this Annex "B" for Work performed pursuant to the Contract.

(b) Definition of a Day/Proration:

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\frac{\text{Hours worked} \times \text{applicable firm per diem rate}}{7.5 \text{ hours}}$$

(c) Travel

Work is to be performed within the National Capital Region (NCR). The Crown will not accept any travel expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.

Production services (Editorial)	All-inclusive per diem rate (Cdn \$)
Resource Name	

Production services (Translation)	All-inclusive per diem rate (Cdn \$)
Resource Name	