



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des
soumissions - TPSGC

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Linguistic Services Division / Division des services
linguistiques

Les Terrasses de la Chaudière

10, rue Wellington, 5e étage

Gatineau

Québec

K1A 0S5

Title - Sujet RFP Translation, review , modificat RFP for Translation, review and modification	
Solicitation No. - N° de l'invitation 60074-191894/A	Date 2021-07-14
Client Reference No. - N° de référence du client 60074-191894	
GETS Reference No. - N° de référence de SEAG PW-\$\$ZF-503-39781	
File No. - N° de dossier 503zf.60074-191894	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2021-07-30 Heure Avancée de l'Est HAE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Hakizimana, Christophe	Buyer Id - Id de l'acheteur 503zf
Telephone No. - N° de téléphone (873) 354-7592 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF FINANCE 90 ELGIN STREET OTTAWA Ontario K1A0G5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein – Voir ci-inclus	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

List of attachments:

Attachment 1 to Part 3, Pricing schedule
Attachment 1 to Part 4, Technical criteria
Attachment 1 to Part 5, Certifications Precedent to Contract Award

List of Annexes:

Annex A, Statement of Work
Annex B, Basis of Payment
Annex C, Security Requirements check list
Annex D, Task Authorization Form
Annex E, Sample of an MS Office Spreadsheet for period usage reports
Annex F, Electronic Payment Instruments.

1.2 Summary

- 1.2.1** The Department of Finance Canada in Ottawa, Ontario, has a requirement for translation, review and modification services, from English to French, estimated at 90 percent of the total of the requirement and from French to English, estimated at 10 percent of the total required, and this on as and when requested basis.

The requirement is divided into three streams. Translation services for Streams 1 and 2 services will be provided at Contractor's site. Translation, review and modification services for stream 3 will be provided mostly on the client's site or at another location as deemed appropriate by the Project Authority. For the estimated level of effort and nature of the documents for each stream, please refer to Annex A – Statement of work.

It is intended to result in the award of one (1) contract for three (3) years, plus two (2) one-year irrevocable options allowing Canada to extend the term of the contract(s). There is also a six (6) months optional transition period from the contract to a new contract with another supplier.

- 1.2.2** There are security requirements associated with this requirement. For additional information, consult Part 6 – Security and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.3** The requirement is limited to Canadian services.
- 1.2.4** This procurement is subject to the Canadian Free Trade Agreement (CFTA).
- 1.2.5** The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.
- 1.2.6** Bidders must use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (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: 60 days
Insert: 180 days

2.2 Submission of Bids

UNTIL FURTHER NOTICE, BIDS MUST BE SENT BY FAX OR EPOST ONLY

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

2.3 Former Public Servant

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

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian

Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

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

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

2.6 Basis for Canada's Ownership of Intellectual Property

The Department of Finance has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#): «The Intellectual Property in Foreground Information consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software».

2.7 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers 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:

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- Office of the Procurement Ombudsman (OPO)
- Canadian International Trade Tribunal (CITT)

(c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Until further notice, Bidder submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications
Section IV: Additional Information

If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying 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.

Part 4, Evaluation procedures and Basis of Selection, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3. The total of amount of Applicable Taxes must be shown separately.

3.1.2 Electronic Payment of Invoices – Bid

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

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

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

3.1.3 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

3.1.4 SACC Manual Clauses

Section III: Certifications

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

Section IV: Additional Information

In Section IV of their bid, bidders should provide:

1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
4. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;
5. for Part 6, article 6.1, Security Requirement, of the bid solicitation:
 - a) for each individual who will require access to classified or protected information, assets or sensitive work sites:
 - 1) the name of the individual and;
 - 2) if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - and
 - b) As indicated in Part 6 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State

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Postal Code / Zip Code
Country

The Company Security Officer must ensure through the Contract Security Program that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid the firm all-inclusive rates per word and/or per hour (in CAD\$) for each of the service categories identified.

The rates specified below, when quoted by the Bidder, include the total estimated cost of all travel and living expenses that may need to be incurred for:

a. Work described in Part 7, Resulting Contract Clauses, of this bid solicitation required to be performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws.justice.gc.ca/en/N-4/>;

b. travel between the successful bidder's place of business and the NCR; and

c. the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

The data in this pricing schedule has been provided to Bidders to assist them in preparing their bids.

The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of the service identified in this bid solicitation will be consistent with this data. It is provided purely for information purposes.

PRICING SCHEDULE

1. Pricing Schedule for Stream 1

For evaluation purposes, the total firm all-inclusive price for Stream 1, Translation Services for all branches and divisions, except those in Stream 2 (Consultations and Communications Branch) and Stream 3 (Tax Policy Branch and Law Branch), of the Department of Finance Canada should be established as follows:

PRICING SCHEDULE FOR TRANSLATION SERVICES STREAM 1					
	Period	Service Category	A Bidder's proposed Firm All- Inclusive Rate* (GST/HST extra)	B Estimated Volume	C Extended Total price (A x B)
INITIAL PERIOD - CONTRACT					
1	Year 1 (from date of award to September 30, 2022)	Translation per word during Regular Hours	\$/word	1,000,000 words	\$
2		Translation per word Outside Regular Hours	\$/word	800,000 words	\$

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3	Year 2 (from October 01, 2022 to September 30, 2023)	Translation per word during Regular Hours	\$/word	1,000,000 words	\$
4		Translation per word Outside Regular Hours	\$/word	800,000 words	\$
5	Year 3 (from October 01, 2023 to September 30, 2024)	Translation per word during Regular Hours	\$/word	1,000,000 words	\$
6		Translation per word Outside Regular Hours	\$/word	800,000 words	\$
OPTIONAL PERIODS					
7	OPTION Year 1 (from October 01, 2024 to September 30, 2025)	Translation per word during Regular Hours	\$/word	1,000,000 words	\$
8		Translation per word during Outside Regular Hours	\$/word	800,000 words	\$
9	OPTION Year 2 (from October 01, 2025 to September 30, 2026)	Translation per word during Regular Hours	\$/word	1,000,000 words	\$
10		Translation per word during Outside Regular Hours	\$/word	800,000 words	\$
OPTIONAL TRANSITION PERIOD					
11	From October 01, 2026 to March 31, 2026)	Translation per word during Regular Hours	\$/word	500,000 words	\$
12		Translation per word during Outside Regular Hours	\$/word	400,000 words	\$

(*) Denotes rate per word, corresponding to the "Service Category" column.

2. Pricing Schedule for Stream 2

For evaluation purposes, the total firm all-inclusive price for Stream 2, Translation Services for Consultations and Communications Branch, excluding those in Stream 1 and Stream 3 (Tax Policy Branch and Law Branch), of the Department of Finance Canada should be established as follows:

PRICING SCHEDULE FOR TRANSLATION SERVICES STREAM 2					
			A	B	C
	Period	Service Category	Bidder's proposed Firm All-Inclusive Rate* (GST/HST extra)	Estimated Volume	Extended Total price (A x B)
INITIAL PERIOD - CONTRACT					
1	Year 1 (from date	Translation per word during Regular Hours	\$/word	1,600,000 words	\$

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2	of award to September 30, 2022)	Translation per word Outside Regular Hours	\$/word	80,000 words	\$
3	Year 2 (from October 01, 2022 to September 30, 2023)	Translation per word during Regular Hours	\$/word	1,600,000 words	\$
4		Translation per word Outside Regular Hours	\$/word	80,000 words	\$
5	Year 3 (from October 01, 2023 to September 30, 2024)	Translation per word during Regular Hours	\$/word	1,600,000 words	\$
6		Translation per word Outside Regular Hours	\$/word	80,000 words	\$
OPTIONAL PERIODS					
7	OPTION Year 1 (from October 01, 2024 to September 30, 2025)	Translation per word during Regular Hours	\$/word	1,600,000 words	\$
8		Translation per word during Outside Regular Hours	\$/word	80,000 words	\$
9	OPTION Year 2 (October 01, 2025 to September 30, 2026)	Translation per word during Regular Hours	\$/word	1,600,000 words	\$
10		Translation per word during Outside Regular Hours	\$/word	80,000 words	\$
OPTIONAL TRANSITION PERIOD					
11	From October 01, 2026 to March 31, 2026)	Translation per word during Regular Hours	\$/word	500,000 words	\$
12		Translation per word during Outside Regular Hours	\$/word	40,000 words	\$

(*) Denotes rate per word corresponding to the "Service Category" column.

3. Pricing Schedule for Stream 3

For evaluation purposes, the total firm all-inclusive rates for Stream 3, Translation and Review and Modification Services for the Tax Policy Branch and the Law Branch of the Department of Finance should be established as follow:

PRICING SCHEDULE FOR TRANSLATION AND REVIEW AND MODIFICATION SERVICES STREAM 3					
			A	B	C
	Period	Service Category	Bidder's proposed Firm All- Inclusive Rate* (GST/ HST	Estimated Volume	Extended Total price (A x B)

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			extra)		
INITIAL PERIOD - CONTRACT					
1	Year 1 (from date of award to September 30, 2022)	Translation per word during Regular Hours	\$/word	177,000 words	\$
2		Translation per word Outside Regular Hours	\$/word	3,000 words	\$
3		Review and modification per hour during Regular Hours	\$/hour	1,375 hours	\$
4		Review and modification per hour Outside Regular Hours	\$/hour	25 hours	\$
5	Year 2 (from October 01, 2022 to September 30, 2023)	Translation per word during Regular Hours	\$/word	177,000 words	\$
6		Translation per word Outside Regular Hours	\$/word	3,000 words	\$
7		Review and modification per hour during Regular Hours	\$/hour	1375 hours	\$
8		Review and modification per hour Outside Regular Hours	\$/hour	25 hours	\$
9	Year 3 (from October 01, 2023 to 30 September 30, 2024)	Translation per word during Regular Hours	\$/word	177,000 words	\$
10		Translation per word Outside Regular Hours	\$/word	3,000 words	\$
11		Review and modification per hour during Regular Hours	\$/hour	1,375 hours	\$
12		Review and modification per hour Outside Regular Hours	\$/hour	25 hours	\$
OPTIONAL PERIODS					
13	OPTION Year 1 (from October 01, 2024 to September 30, 2025)	Translation per word during Regular Hours	\$/word	177,000 words	\$
14		Translation per word during Outside Regular Hours	\$/word	3,000 words	\$
15		Review and Modification per hour during Regular Hours	\$/hour	1,375 hours	\$
16		Review and Modification per hour Outside Regular Hours	\$/hour	25 hours	\$
17	OPTION Year 2 (from October 30, 2025 to September 30, 2026)	Translation per word during Regular Hours	\$/word	177,000 words	\$
18		Translation per word Outside Regular Hours	\$/word	3,000 words	\$
19		Review and Modification per hour during Regular Hours	\$/hour	1,375 hours	\$
20		Review and modification per hour Outside Regular Hours	\$/hour	25 hours	\$
OPTIONAL TRANSITION PERIOD					

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21	From October 01, 2026 to March 31, 2026)	Translation per word during Regular Hours	\$/word	88,500 words	\$
22		Translation per word Outside Regular Hours	\$/word	1,500 words	\$
23		Review and Modification per hour during Regular Hours	\$/hour	690 hours	\$
24		Review and modification per hour Outside Regular Hours	\$/hour	20 hours	\$

(*) Denotes rate per word or per hour, corresponding to the "Service Category" column.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.
- b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Canada reserves the right to stop its evaluation of the mandatory evaluation as soon as one of the mandatory criteria is considered non-compliant.

Refer to Attachment 1 to Part 4.

4.1.1.2 Point Rated Technical Criteria

Only bids that comply with the mandatory technical criteria will be evaluated according to the rated technical criteria.

Refer to Attachment 1 to Part 4. Point-rated technical criteria not addressed will be given a score of zero.

4.1.2 Financial Evaluation

- 4.1.2.1** The volumetric data included in the pricing schedule detailed in Attachment 1 to Part 3 are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

- 4.1.2.2** For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

4.2 Basis of Selection

4.2.1 Basis of Selection - Lowest Evaluated Price Per Point

1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation;
 - (b) meet all the mandatory evaluation criteria; and
 - (c) obtain the required minimum number of points specified in Attachment 1 to Part 4 for the point rated technical criteria.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.
3. The evaluated price per point of a responsive bid will be determined by dividing its evaluated price by the overall score it obtained for all the point rated technical criteria detailed in Attachment 1 to

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4. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract. In the event two or more responsive bids have the same lowest evaluated price per point, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in Attachment 1 to Part 4 will be recommended for award of a contract.

ATTACHMENT 1 to PART 4 TECHNICAL CRITERIA

1. Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Mandatory Technical Criteria	
Bidder's Experience	
MTC 1.0	<p>The bidder must clearly demonstrate a minimum of five (5) years' experience, since January 1, 2015, in translation and modification of documents that are similar to those described in Annex A, Statement of Work.</p> <p>To demonstrate the experience, the bidder must provide, at a minimum, the following information for each translation project:</p> <ol style="list-style-type: none">the name of the client organization that received the translation services and the name and current telephone number or e-mail address of a contact in the client's organization;a description of the translation services provided, clearly indicating:<ol style="list-style-type: none">the period during which the translation services were provided, i.e. from (month/year) to (month/year);the nature of the documents translated;the source and target languages.

Experience and Expertise of the Bidder's Resources	
MTC 2.0	<p>The Bidder must propose the services of one (1) Project Manager.</p> <ol style="list-style-type: none">The Project Manager must have a university degree* from a recognized Canadian university** or in case where studies were completed in an institution outside Canada, only the Canadian equivalent granted by an institution accredited for ascertaining Canadian equivalencies will be accepted. These institutions include the assessment of credential services of the federal or provincial governments, or the International Credential Assessment Service of Canada, or others identified as assessment of credential services comparing degrees and diplomas to Canadian standards within the Citizenship and Immigration Canada web site.The Bidder must submit, with its bid, a copy of the document confirming the level of education of the proposed Project Manager. Where the Contracting Authority determines that the Bidder has omitted to provide this confirming document as required, the Contracting Authority will provide the Bidder with 48 hours to submit the required document.The proposed Project Manager must have at least four (4) years of experience in the management of translation services (refer to section A8.2 of Statement of Work of Annex A- Project Manager's role) since January 1, 2015.The proposed Project Manager cannot be proposed as a translator under this requirement. <p>To demonstrate the experience acquired by the Project Manager, the Bidder must provide the</p>

	<p>following information for each translation project for which the experience meets these requirements:</p> <ol style="list-style-type: none"> the role and responsibilities of the Project Manager with regard to the translation projects; the nature (type of text) and volume of translation projects managed by the proposed Project Manager; the period during which the translation projects were managed by the proposed Project Manager, i.e. from (month/year) to (month/year); and the name of the client organization and the name and telephone number and/or e-mail address of a contact in the client's organization. <p>* A university degree in any discipline ** The list of recognized organizations can be found on the Canadian Information Center for International Credentials Web Site at: http://www.cicic.ca/en/index.aspx</p>
MTC 2.1	<p>For Streams 1 and 2: As defined in Article A4.1 of Statement of Work of Annex A</p> <p>The Bidder must demonstrate that it can provide five (5) translators capable of translating from English to French and two (2) translators capable of translating from French to English.</p> <ol style="list-style-type: none"> Each proposed translator identified in MTC2.1 must have a university degree* from a recognized Canadian university** or in case where studies were completed in an institution outside Canada, only the Canadian equivalent granted by an institution accredited for ascertaining Canadian equivalencies will be accepted. These institutions include the assessment of credential services of the federal or provincial governments, or the International Credential Assessment Service of Canada, or others identified as assessment of credential services comparing degrees and diplomas to Canadian standards within the Citizenship and Immigration Canada web site. Each translator in MTC2.1 must be a certified member in good standing of a Canadian professional association of translators e.g. Ordre des traducteurs terminologues et interprètes agréés du Québec (OTTIAQ) or Canadian Translators, Terminologists and Interpreters Council (CTTIC). Canada may verify this certification using its own resources. Each of the five (5) English to French translators identified must have a minimum of three (3) years' experience translating from English to French; and Each of the two (2) French to English translators identified must have a minimum of three (3) years' experience translating from French to English. All required experience must have been acquired since January 1, 2015, in the five (5) Subject Fields identified for Streams 1 and 2 in Article A.4, Table 1 of Annex A (Statement of work) of Part 7—Resulting contract clauses of this Request for Proposal (RFP). <p>A. To demonstrate the experience acquired for each proposed translator, the Bidder must provide the following information for each translation project for which the experience meets these requirements:</p> <ol style="list-style-type: none"> The subject of the translations, the specialties of the translations and the volume of texts translated by the translator; The language of the original text and the language of the target text; The period during which the translation services were provided, i.e. from (month/year) to (month/year); The total number of words translated during the period mentioned in iii); and The name of the client organization that received the translation services and the name and telephone number and/or e-mail address of a contact in the client organization.

	<p>B The Bidder must submit, with its bid, a copy of the document confirming the level of education of all proposed translators and a proof of a certified membership in good standing of a Canadian professional association of translators. Where the Contracting Authority determines that the Bidder has omitted to provide this confirming documents as required, the Contracting Authority will provide the Bidder with 24 hours to submit the required documents.</p> <p>* A university degree in any discipline ** The list of recognized organizations can be found on the Canadian Information Center for International Credentials Web Site at: http://www.cicic.ca/en/index.aspx</p>
MTC 2.2	<p>For Stream 3: As defined in Article A4.2 of Statement of Work of Annex A</p> <p>The Bidder must demonstrate that it can provide one (1) translator capable of translating from English to French (on client's site).</p> <ol style="list-style-type: none"> 1. The proposed translator identified in MTC2.2 must have a university degree* from a recognized Canadian university** or in case where studies were completed in an institution outside Canada, only the Canadian equivalent granted by an institution accredited for ascertaining Canadian equivalencies will be accepted. These institutions include the assessment of credential services of the federal or provincial governments, or the International Credential Assessment Service of Canada, or others identified as assessment of credential services comparing degrees and diplomas to Canadian standards within the Citizenship and Immigration Canada web site. 2. The proposed translator in MTC 2.2 must be a certified member in good standing of a Canadian professional association of translators e.g. Ordre des traducteurs terminologues et interprètes agréés du Québec (OTTIAQ) or Canadian Translators, Terminologists and Interpreters Council (CTTIC). Canada may verify this certification using its own resources. 3. The proposed translator identified must have a minimum of three (3) years' experience translating English to French. 4. All required experience must have been acquired since January 1, 2015, in the four (4) Subject Fields identified for Stream 3 in Article A.4, Table 1 of Annex A of Part 7– Resulting contract clauses of this RFP. Note: If Federal Tax Law Drafting Experience is not available, experience in the translation of Canada Revenue Agency or provincial tax authorities technical documents is acceptable. <p>A. To demonstrate the experience acquired for the proposed translator, the Bidder must provide the following information for each translation project for which the experience meets these requirements:</p> <ol style="list-style-type: none"> i. The subject of the translations, the specialties of the translations and the volume of texts translated by the translator; ii. The language of the original text and the language of the target text; iii. The period during which the translation services were provided, i.e. from (month/year) to (month/year); iv. The total number of words translated during the period mentioned in iii); and v. The name of the client organization that received the translation services and the name and telephone number and/or e-mail address of a contact in the client organization. <p>B The Bidder must submit, with its bid, a copy of the document confirming the level of education of the proposed translator and a proof of a certified membership in good standing of a Canadian professional association of translators. Where the Contracting Authority determines that the Bidder has omitted to provide this confirming documents as required, the Contracting Authority will provide the Bidder with 24 hours to submit the required</p>

	documents.
	* A university degree in any discipline ** The list of recognized organizations can be found on the Canadian Information Center For International Credentials Web Site at: http://www.cicic.ca/en/index.aspx

2. Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below. Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Point Rated Technical Criteria (PRTC)	Minimum Number of Points	Maximum Number of points
PRTC1 BIDDER'S EXPERIENCE	60	80
PRTC2 EXPERIENCE OF BIDDER'S PROPOSED PROJECT MANAGER	90	120
OVERALL SCORE	150	200

Point Rated Technical Criteria (PRTC)		
PRTC 1- Bidder's Experience - Maximum points: 80, Minimum Points: 60		
Point Rated Technical Criteria	Bid Preparation Instructions	Weighting (Points)
<p>PRTC 1 - Bidder's Capacity</p> <p>The Bidder's experience providing translation services, since January 1, 2015,</p> <p>in English to French for a minimum of 1,800,000 words per year; and</p> <p>in French to English for a minimum of 200,000 words per year.</p> <p>* 1 year = 12 consecutive months</p> <p>Note: Each year, the Bidder must have translated a minimum of 1,800,000 words, from English to French, and a minimum of 200,000 words, from French to English.</p> <p>Example: If a Bidder has a combination of different volumes than those stated in the Weighting Column, the points awarded will be based on the total number of words translated from English to French without considering the number of words translated from French to English.</p> <p>For example, if a Bidder</p>	<p>For each translation project processed, the Bidder must provide, as a minimum, the following information:</p> <ol style="list-style-type: none"> 1. A complete and detailed description of each translation work claimed; 2. The name of the client for whom the translation work was done, as well as, the name, title and current e-mail address and telephone number of the delegated representative who would be able to confirm the information provided by the Bidder; 3. The duration (from mm/yr to mm/yr); 4. The number of translators that performed the translation work; 5. The volume of work in words per day; 6. The number of days during which the translation project was performed; and 	<p>Points will be awarded as follows for the experience that meets the criteria:</p> <p>1,800,001 words to 3,600,000 words, from English to French; and 200,001 words to 400,000 words, from French to English. Total=10 points</p> <p>OR;</p> <p>3,600,001 words to 5,400,000 words, from English to French; and 400,001 words to 600,000 words, from French to English. Total = 20 points</p> <p>OR;</p> <p>5,400,001 words to 7,200,000 words, from English to French; and 600,001 words to 800,000 words, from French to English. Total= 40 points</p> <p>OR;</p> <p>7,200,001 words to 9,000,000 words, from English to French; and 800,001 words to 100,000 words, from French to English. Total= 60 points</p> <p>OR;</p>

demonstrates its experience in the translation of 4,500,000 words, from English to French and 2,000,000 words from French to English, a maximum of 20 points will be awarded.	The source and the target languages involved.	9,000,001 words and more, from English to French; and 1,000,001 words and more, from French to English. Total = 80 points Maximum Point Available: 80
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PRTC 2 - Experience of Bidder's proposed Project Manager - Maximum Point: 120, Minimum Point: 90		
Point Rated Technical Criteria	Bid Preparation Instructions	Weighting (Points)
<p>PRTC 2.1- Experience managing translation projects:</p> <p>With respect to the minimum of four (4) years' experience in managing translation services required at MTC 2.0 (point 3), Bidder's proposed Project Manager should have a minimum of three (3) years' experience managing translation projects from French to English and from English to French in:</p> <p style="padding-left: 40px;">at least three (3) of the five (5) subject fields identified for Streams 1 and 2;</p> <p>and</p> <p style="padding-left: 40px;">at least three (3) of the four (4) subject fields for Stream 3 as identified in Section A3, Table 1, of the SOW, Annex A in Part 7 of this solicitation, for a total of at least 2,000,000 words per year* for the proposed Project Manager.</p> <p>*1 year = 12 consecutive months.</p>	<p>A- For each translation experience claimed, the Bidder must provide, as a minimum, the following information:</p> <ol style="list-style-type: none"> 1. A complete and detailed description of each translation work claimed; 2. The name of the organization, the name and telephone number of a contact person; 3. The duration of all projects claimed (from mm/yr to mm/yr); 4. The subject fields of all translation projects claimed; 5. The volume of work in number of words for each translation project claimed; and 6. The source and the target languages of all translation projects claimed. <p>B- For each translation project for which the Project Manager's experience is claimed, the Bidder is encouraged to complete the form attached to this solicitation identified as Appendix 1 to Part 4.</p>	<p>Points will be awarded as follows, for the number of years of experience for the Project Manager having each met the criteria PRTC 2.1</p> <p>The Project Manager has three (3) years of experience: Total: 30 points</p> <p>The Project Manager has four (4) years of experience: Total: 45 points</p> <p>The Project Manager has five (5) years of experience: Total: 60 points</p> <p>Maximum Point Available: 60</p>
<p>PRTC 2.2 - Experience managing human resources:</p> <p>Since January 1, 2015, the Bidder's proposed Project Manager has experience in</p>	<p>A- The Bidder must provide, as a minimum:</p> <ol style="list-style-type: none"> 1. A complete and detailed description of each translation work claimed; 	<p>Points will be awarded as follows, for the number of resources managed by the Project Manager that meet the criteria specified in PRTC 2.2.</p>

<p>managing human resources including translators: assess the work volume received from clients, determine its distribution amongst translators, and manage these translators for both English to French and French to English translation projects.</p> <p>Bidders are advised that this experience is separate from managing translation projects as set out in PRTC 2.1.</p>	<p>The name of the organization, the name and telephone number of a contact person;</p> <ol style="list-style-type: none"> 3. The duration of the translation projects (from mm/yr to mm/yr); 4. The quantity of translators assigned to each translation project; 5. Confirmation that the Project Manager managed each of the translators indicated for the translation projects in response to 1), 2), 3), and 4). 6. The source and the target languages involved. <p>B- For each translation project for which the experience is claimed, the Bidder is encouraged to add an organizational chart to the form already completed for PRTC 2.1 attached to this RFP identified as Appendix 1 to Part 4, to demonstrate the composition of the team managed, all resources and their reporting relationship to the Project Manager.</p>	<p>For each described project, the Project Manager has managed a minimum of five (5) resources where at least four (4) out of the five resources were translators:</p> <p>Total: 30 points</p> <p>For each described project, the Project Manager has managed a minimum of eight (8) resources where at least six (6) out of the eight resources were translators: Total: 45 points</p> <p>For each described project, the Project Manager has managed a minimum of ten (10) resources where at least eight (8) out of the ten resources were translators: Total: 60 points</p> <p>Maximum Point Available: 60</p>
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APPENDIX 1 to PART 4

EXPERIENCE OF PROPOSED PROJECT MANAGER

Experience of Bidder's Proposed Project Manager	
Insert year for which the experience is claimed YEAR:()	
French to English - Cumulative Total Number of Words: _____	
English to French - Cumulative Total Number of Words: _____	
Name of the Project Manager : _____	
Section A - French to English	
The following information is to be supplied for each Translation project for which the experience is claimed:	
Client Organization Name: _____	
Client Organization Contact Name: _____	
Contact Telephone number: _____	Contact E-mail address: _____
Subject fields of text translated: _____	
Source language: _____	
Target language: _____	
Number of words translated: _____	
From: (month and year) _____	to: (month and year) _____
Description of the translation work project: _____	
Section B - English to French	
Client Organization Name: _____	
Client Organization Contact Name: _____	
Contact Telephone number: _____	Contact E-mail address: _____
Subject fields of text translated: _____	
Source language _____	
Target language _____	
Number of words translated: _____	
From: (month and year) _____	to: (month and year) _____
Description of the translation work project: _____	

PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period. The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2. Certifications Precedent to Contract Award and additional information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the

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Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

ATTACHMENT 1 TO PART 5 - CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

1. FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

2. Canadian Content

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

2.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

3. Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

4. Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - SECURITY AND OTHER REQUIREMENTS

6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding:

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

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

6.2 Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

PART 7 - RESULTING CONTRACT CLAUSES

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

1 Statement of Work

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

2 Task Authorization

2.1 The Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

2.2 Task Authorization Process

With respect to the Work mentioned under paragraph 2.1 of this clause,

a) an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;

b) the TA Authority and limit will be determined in accordance with paragraph 2.3.1 of this clause;

c) the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;

d) the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and

e) the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex D - Task Authorization Form. An authorized TA is a completed Annex D and sent to the Contractor by the TA Authority.

2.3 TA Authority and Limit of a TA

2.3.1 The Project Authority (or designated representative - *insert name*) may authorize individual task authorizations up to a limit of _____ *to be inserted at contract award*, Applicable Taxes included. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit must be authorized by PWGSC Contracting Authority before issuance to the Contractor.

2.3.2 The authority specified under paragraph 2.3.1 of this clause is granted subject to the sum specified in the Contract under clause 1 of 6.2.1 Canada's Total Liability - Cumulative Total of all authorized TAs not being exceeded.

2.4 Minimum Work Guarantee - All the Work - Task Authorizations

In this clause,

- 2.4.1** "Maximum Contract Value" means the amount specified in the "Canada's Total Liability - Cumulative Total of all Task" clause set out in the Contract; and;
- "Minimum Contract Value" means 5% of the Maximum Contract Value on the date the contract is first issued.
- 2.4.2** Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 2.4.3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- 2.4.3** In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
- 2.4.4** Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

2.5 TA Process

For each task or revision of a previously authorized task, the Project Authority will provide the Contractor with a request to perform a task prepared using Annex D - Task Authorization Form, including as a minimum:

- a)** the task or revised task description of the Work required, including:
1. the Contract and TA number;
 2. the date and time when the TA was submitted to the Contractor;
 3. the date and time when the services must be delivered;
 4. the mode of delivery (electronic or in person);
 5. the document format (Word, PowerPoint; Excel or other);
 6. special instructions on the services to be delivered;
 7. the estimated number of words and/or hours;
 8. the type of document (Stream 1; Stream 2; Stream 3);
 9. the title or description of the document for which services are to be delivered;
 10. whether reference documents are included;
 11. the security classification of the document (Unclassified or Classified);
 12. the requestor information;
 13. the name of the Task Authorization Authority and its telephone number; and;
 14. the source language of the document.
- b)** After receipt of the TA, the Contractor must provide the Task Authorization Authority with a response to the TA including as a minimum:

1. acknowledgement of receipt of the TA and the documents;
2. confirmation of the number of words and/or hours and;
3. the proposed estimated total cost for performing the task established in accordance with Annex B.

c) Task Authorization Approval

1. Provided the Contractor submits the required confirmation, as requested under b) above, the Contractor will be authorized by Canada to proceed with the Work requested.
2. The total estimated price authorized in the approved Task Authorization shall be established in accordance with Annex B - Basis of Payment. No changes, modifications or interpretations of the Work will be accepted unless such changes, modifications or interpretations have been approved in writing by the Task Authorization Authority, and incorporated into the Task Authorization by a duly approved amended Task Authorization.

2.6 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below and in Annex E. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

Electronic reports must be completed and forwarded to the Contracting Authorities no later than 15 calendar days after the end of the quarterly period. If no Work is provided during a given period, the Contractor must provide a "NIL" report.

A sample of an MS Office spreadsheet is provided in Annex E.

2 Standard Clauses and Conditions

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

2.1 General Conditions

[2035](#) (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

2.2 Supplemental General Conditions

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

2.3 Specific person

The Contractor must provide the services of the following person(Project Manager) to perform the Work as stated in the Contract: *(insert name of Project Manager at contract award)*

3 Security Requirements for Canadian supplier

3.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, with approved Document Safeguarding at the level of SECRET, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by the CSP, PWGSC.
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store any sensitive CLASSIFIED information until the CSP, PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of SECRET.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex _____;
 - (b) *Contract Security Manual* (Latest Edition).

3.2 Contractor's Sites or Premises Requiring Safeguarding Measures

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

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

3.2.2 The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level.

4 Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to ...inclusive (*fill in end date of the period*).

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirteen (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

4.3 Option to Extend - Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of six (6) months under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment. The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least thirty (30) calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

5 Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Christophe Hakizimana
Title: Supply Specialist
Public Works and Government Services Canada (PWGSC) - Linguistic Services Division
Address: Terrasses de la Chaudière 5th floor
10 Wellington Street, Gatineau, Quebec
K1A 0S5, 5th Floor
Telephone: 873-354-7592
E-mail address: christophe.hakizimana@tpsgc-pwgsc.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:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

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

5.3 Contractor's Representative

Fill in or delete as applicable

Notice to the Bidder: *If the selected Bidder provided (in accordance with the article 3 of Part 2: Former Public Servant) information on its status with respect to being a Former Public Servant in receipt of a Public Service Superannuation Act (PSSA) pension, the full text of SACC Manual clause A3025C (2020-05-04), Proactive Disclosure of Contracts with Former Public Servants, will form part of the Contract as article 6, and the articles below will be renumbered accordingly.*

6 Payment

6.1 Basis of Payment - TA Subject to a limitation of expenditures

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex B.

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditures specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.2 Canada's total liability

6.2.1 Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. Customs duties are included and Applicable Taxes are extra.

2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.3 Method of Payment – Approved TA

The following method of payment will form part of the authorized TA.

For the Work specified in an authorized TA subject to a limitation of expenditure:

6.3.1 Monthly Payments

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

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

6.4 SACC Manual Clauses

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

6.5 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.6 SACC Manual Clauses

C0705C (2010-01-11), Discretionary Audit

6.7 SACC Manual Clauses

C0711C (2008-05-12) – Time Verification

7 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of a work sheet to support the number of words translated and/or time claimed;
- b. the number of the contract and Task Authorization or of any amendment thereto;
- c. the name and telephone number of the person to contact to obtain additional information regarding the invoice;
- d. the number of billable words and/or time by type of service as described in the TA, for each of the Task Authorizations.

7.2 Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

8 Certifications and Additional Information

8.1 Compliance

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

8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

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

8.3 SACC Manual Clauses

[A3060C](#) (2008-05-12) Canadian Content Certification

8.4 SACC Manual Clauses

[B9028C](#) (2007-05-25) Access to Facilities and Equipment

9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

10 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 supplemental general conditions _____ (*insert number, date and title*);
- (c) the general conditions _____ (*insert number, date and title*);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (h) Annex D, the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:* ", as clarified on _____ " **or** ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).

11 Foreign Nationals

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

12 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

13 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

A1. BACKGROUND

The Department of Finance Canada, also known as the Department of Finance, is a central agency of the Government of Canada responsible for preparing the federal budget, developing tax and tariff policy and legislation, managing federal borrowing on financial markets, administering major transfers of federal funds to the provinces and territories, developing regulatory policy for the country's financial sector, and representing Canada within international financial institutions.

As a central agency and as the right arm of the Privy Council Office, the Department of Finance produces, highly sensitive policy and market-moving documents. It is therefore crucial that the quality of these documents be error-free in both official languages of Canada. The Budget Plan, which is tabled in Parliament normally every year, is one of the most important publication of the Government of Canada as it sets out the Government's agenda and resource allocation over the coming year. It is not only has a direct impact on the work of all departments and agencies of the federal government, but also on provincial and territorial governments. Language errors in the translated version of The Budget Plan could have serious operational and functional consequences as well as cause embarrassment for the Minister of Finance and for the Government of Canada as a whole.

In addition, the Department of Finance publishes more legislation (bills and regulations) each year than any other department of the Government of Canada (approximately 25% of all legislation tabled before the House of Commons). The volume of legislation produced is important and often needs to be produced urgently to respond to real or perceived risks to the Federal tax base.

In this rapidly evolving economic and legal environment, there is a daily need for highly efficient expert translators who can translate legislation, press releases and other legally binding documents. Many practitioners across the country closely scrutinize all these documents and any inconsistency between the English and French versions can lead to litigation (at a significant cost for the Government) and put the Federal tax base at risk.

A2 OBJECTIVES

The Department of Finance has the wide-ranging objective of providing translation and modification services, from English to French and from French to English and on an "as and when requested" basis, to achieve best value for money spent by reducing costs while providing easier access to employees for quality services delivered on a timely basis.

A3 DEFINITIONS

The following is a definition of some the common terms used in this Statement of Work (SOW)

Translation: Translation means interpreting the meaning of a text in one of the official languages of Canada (French and English), taking into account the tone, style and terminology used by the writer and producing a new, equivalent text in the other official language.

Review and Modification: Where changes are brought to a source text by the Department of Finance and where a Contractor's resource is tasked with spending time reviewing and familiarizing themselves with precedents departmental texts before bringing requested changes to the source target text regardless of the fact the Contractor's resource did or did not perform the initial translation.

Word count: A "word" is defined as a continuous series of letters set apart from other words by spaces. Numbers that appear in the text are considered words and must be translated.

Quality Control: An in-depth comparison of the translation with the source text, evaluation of the accuracy and linguistic quality and correction of the form and the substance of the translation.

Regular Hours: Work to be performed during normal business hours from 8:00 a.m. to 5:00 p.m., client local time, Monday to Friday, excluding weekends and federal statutory holidays.

Outside Regular Hours: Work to be performed outside the Regular Hours, namely from. 5:00 p.m. to 8:00 a.m. client local time from Monday to Friday, on weekends and on statutory holidays.

Statutory Holiday: For the purpose of this Contract, "statutory holidays" means New Year's Day, Good Friday, Easter Monday, Victoria Day or the Fête des Patriotes (Fête de Dollard), Saint-Jean Baptiste (Quebec) or the first Monday in August (depending on the location of the Contractor's place of business), Canada Day, Labour Day, Thanksgiving, Remembrance Day, Christmas Day and Boxing Day.

A4 SUBJECT FIELDS

The services will be divided into three streams. The nature of the documents for each group is as follows:

A4.1 Streams 1 and 2: Translation Services to be provided on contractor's site

The translation services will be provided for all branches and divisions of the Department of Finance, except for these branches and divisions listed in Stream 3. The following documents are only a few examples of the types of documents requested under this Group:

Federal budget and related documents such as briefing books, speeches, booklets, brochures, explanatory notes on draft legislation, multimedia presentations;
Economic and fiscal updates and periodic reports on the economy based on Canada's fiscal outlook;
News releases and backgrounders;
Economic studies, discussion papers, consultation and white papers.

A4.2 Stream 3: Translation Services to be provided on client's site

The translation and review and modification services will be provided for the Tax Policy Branch and the Law Branch of the Department of Finance. The following documents are only a few examples of the types of documents requested under this Group:

Amendments to the Income Tax Act and Regulations as well as related documents;
Goods and Services Tax legislation and Regulations as well as related documents;
Various draft legislation and regulations concerning taxation and pensions as well as related documents.

Most of the documents are in the following subject fields:

Table 1: Subject Fields

Streams 1 and 2	Stream 3
<ol style="list-style-type: none">1. Financial and Budgetary Management2. Government Accounting and Auditing.3. Federal Programs - Institutional4. Parliamentary Debate5. Humanities and Social Sciences - Economics and Finance	<ol style="list-style-type: none">1. Taxation2. Federal Tax Law and Drafting3. Commercial Law4. Laws, regulations and by-laws

A5 ESTIMATED VOLUME

The volumes of work expressed below are estimates only.

For Stream 1 – All Department of Finance Canada Branches excluding those listed in Streams 2 and 3:

The required translation work volume is estimated at **1,680,000 words per year**. Approximately 90 per cent of the translation is from English to French and 10 per cent is from French to English. The frequency is irregular and depends on the parliamentary calendar and major government initiatives. Historically, about 5 per cent of the work is done Outside Regular Hours.

For Stream 2 – Consultations and Communications Branch:

The required translation work volume is estimated at **1,800,000 words per year**. Approximately 90 per cent of the translation is from English to French and 10 per cent is from French to English. The frequency is irregular and depends on the parliamentary calendar and major government initiatives. Historically, about 45 per cent of the work is done Outside Regular Hours.

For Stream 3 – Tax Policy Branch and Law Branch:

The required translation volume is estimated at **300,000 words per year**. Approximately 100 per cent of the translation work is from English to French. The frequency is irregular depending on the parliamentary calendar and major government initiatives. Historically, about 1 per cent of the work is done Outside Regular Hours.

The level of effort for the review of precedents departmental texts and modification to the source target text is estimated at **1,400 hours per year**. Approximately 100 per cent of the review and modification work is done from English to French. Historically, about 1 per cent of the work is done Outside Regular Hours.

A6 REQUIRED CAPACITY

Stream 1:

The Contractor must be capable of translating up to **15,000 words per day** and each translator must be capable of translating up to **3,000 words per day**. For the purpose of clarity, Canada is using 7.5 hours, lunch period excluded, as "a day".

Stream 2:

The Contractor must be capable of translating up to **15,000** words per day and each translator must be capable of translating up to **3,000** words per day. For the purpose of clarity, Canada is using 7.5 hours, lunch period excluded, as "a day".

Stream 2: Surge Capacity

Translation work for Stream 2 is typically high and sustained around budget time or during the preparation of economic and fiscal updates. The preparation of a budget normally requires from six to eight weeks, at which time the Contractor must have the capacity to translate up to **45,000** words per day.

Stream 3:

The Contractor must be capable of translating up to **3,000** words per day and capable of performing review and modification on up to **3,500** words per day. For the purpose of clarity, Canada is using 7.5 hours, lunch period excluded, as "a day".

Stream 3: Surge Capacity

Work may occasionally be required to be done outside regular hours. During budget time or special projects undertaken by the Department of Finance, the volume of work may be considerably higher and could increase up to **5,000** words per day. In view of the specialized nature of the work, the Contractor must be able to respond to the higher volume of Work of up to **5,000** words per day when the Department of Finance requires such.

The majority of the volume will be for work on the government's site, about ninety-five percent (95%). These operational requirements are not guaranteed and may vary with the requirements of the federal government. The requests for translation work for regular hours and outside regular hours are subject to definitions described in Article A3.

A7 DELIVERY OF SERVICES

For Streams 1, 2 and 3, the Contractor is required to deliver the services up to 365 days a year. The Contractor must ensure that Canada has access to the services during and outside Regular Hours. The Contractor must have procedures in place for responding to requests, and for performing Translation Work, received during and outside Regular Hours.

Deadlines are very tight and cannot be negotiated. Any Translation Work requested under the Contract must be delivered by the prescribed due date and time specified in the approved Task Authorization Form.

A8 CONTRACTOR'S TEAM

The Contractor must provide the services of translators and a project manager to carry out the Work.

A8.1 Translators:

For Streams 1 and 2

The Contractor must provide the services of a minimum five (5) English to French translators and a

minimum of two (2) French to English translators to deliver the volume of work specified in articles A5, Estimated Volume and Article A6, Required Capacity. The translations must be an accurate rendering into the target language of the message of the original text (source text). The translators must also respect the spelling conventions, grammar, syntax and usage of the source and target languages; reflect the tone, style and terminology used by the author; and express the message comprehensibly (clearly, concisely and in a manner adapted to the enduser).

For Stream 3

The Contractor must provide a minimum of one (1) English to French translator who will work at the client's site or using the client's for translations and review and modification services. The translator must be able to provide terminology advices to the client at no additional cost to Canada and must be able to input the translated version of legislative texts directly into the specialized in-house software used in the production of federal laws and regulations. The client will provide training for this software to the translator for approximately five days. During the training period, Finance will pay Contractor's resource the firm all-inclusive hourly rate for review and modification services (regular hours) as quoted under stream 3, Annex B - Basis of Payment.

A8.2

Project Manager and Back-up Project Manager

The Contractor must provide the services of a Project Manager. The Contractor must provide a back-up Project Manager upon request, as a replacement, when the Project Manager is not available.

The role of the Project Manager is to handle the administration of translation requests received from the Technical Authority and/or the Task Authorization Authority, which involves timely delivery of work in the requested format and all communications concerning the Work.

The Project Manager is responsible for compiling inquiries from the translators relating to a single job before submitting them to the Technical Authority.

The Project Manager must assure Quality Control of the translated texts before they are delivered to the Technical Authority.

The Project Manager is responsible for receiving and resolving customer complaints 365 days a year.

The Project Manager, as well as the back-up Project Manager when needed, must have a university degree (in any discipline) from a recognized Canadian university (in any field) or an equivalent degree as established by the Canadian Information Centre for International Credentials Assessment Service issued by a foreign institution.

Canada may verify this certification using its own resources.

The Project Manager, as well as the back-up Project Manager, must have at least four (4) years of experience in the management of translation services since January 1, 2015.

The Project Manager, as well as the back-up Project Manager, cannot be proposed as a translator under this requirement.

A8.2.1 Replacement of Project Manager and/or back-up Project Manager

The Project Authority or his/her representative may ask the Contractor, in writing, to replace any Project Manager and/or back-up Project Manager whose services are deemed unsatisfactory. The Contractor will have two (2) working days to find a replacement with the same experience and expertise. If the Contractor is unable to do so, the Department of Finance may terminate, without cost, the contract concluded with the Contractor.

Replacing any Project Manager and/or back-up Project Manager is subject to the following conditions:

- 1 If the Contractor is at any time unable to provide the services of a person designated in the contract, it will provide the services of a replacement with equivalent qualifications and experience. The Contractor will bear the cost of any training given by the Department of Finance to the replacement.
- 2 Before replacing a person designated in the contract, the Contractor will submit to the Project Authority or his/her representative, for approval, a notice in writing that states:
 - a. the reason for withdrawing the designated person;
 - b. the name of the proposed replacement and his/her résumé;
 - c. proof that the proposed replacement has a security clearance at the Secret level.
- 3 Canada reserves the right to check references, request the curriculum vitae, copies of qualifications and to obtain information from its own sources.
- 4 Acceptance of a replacement by the Department of Finance does not relieve the Contractor of its responsibility to satisfy the requirements of the contract.
- 5 In no case must the contractor have work performed by a person not authorized to work in Canada.
- 6 Finance Canada may order the removal of any unauthorized replacement, in which case the Contractor will immediately remove the person from his/her position and provide a replacement in accordance with the provisions of this section.

A9 CLIENT-MANAGEMENT APPROACH

The Contractor must develop, implement and maintain a client management approach to be used during the period of the Contract.

In order to fulfill the Department of Finances Translation Services requirements in terms of all services required, the Contractor's client-management approach must respect the following processes and/or systems:

- Work distribution and tracking system to ensure on time delivery of consistent, high quality translation and editing services to clients;
- A dispute resolution plan that contain an escalation process for resolving customer complaints that can't be resolved under the Contractor's routine procedures for problem resolution;
- A remedial plan for replacing personnel during sick leave, vacation or any other absence by having qualified, standby translators available for up to 365 days / year;
- A backup plan to resolve electronic systems and all component failures within three hours for up to 365 days a year; and
- The Contractor must deal with excessive workload and/or with work with a firm and very tight deadline, including workload exceeding the normal daily capacity required and/or the client's requests received outside normal working hours and/or unexpected request from the client for translation and modification services requiring the work to be carried in whole or in part outside normal working hours.

For carrying out its obligations of the Contract, the Contractor must utilize, as a minimum, the problem resolution procedures and the standardization processes stipulated by the Contractor in its technical bid reference in the Contract at Article 10 «Priority of Documents».

A10 LOCATION OF WORK

The Contractor must ensure accountability for the delivery of quality work at the level described in the Statement of Work and within expected time frames described in the Task Authorization form received by the Contractor.

All translation and modification services must be performed as described for each group below and only the Contractor must carry out all work.

For **Stream 1 and 2**: All Translation Work must be performed at the Contractor's site.

For **Stream 3**: Translation and Review and Modification Work from English to French may be performed using the client's equipment on the client's site or at another location as deemed appropriate by the Project Authority.

A11 DOCUMENTATION AND TERMINOLOGY

Reference documents are available on the clients site at fin.canada.ca. In addition, the Contractor will have access to the departmental library and departmental publications that are not posted on the clients Web site. However it is the Contractors responsibility to acquire all relevant documentation such as dictionaries, specialized glossaries or Acts, to use the terminology accepted throughout the government and by the Department of Finance available on various department web sites and on the Government of Canadas web site at <https://www.canada.ca/en/department-finance.html> It is also the responsibility of the Contractor to provide the Technical Authority with any new terminology resulting from special projects, at no additional cost to Canada. The Contractor must comply with the terminology and linguistic requirements as expressed in TermiumPlus.

A12 WORD COUNT

When the document to be translated is submitted in electronic format, the Word count will be done electronically using the same version of the software in which the Department of Finance provided the text. If the software in which the Department of Finance provided the text does not have a Word count function, the word count will be done by 'copy and paste' to the MS Word.

When the document to be translated is not submitted in electronic format, the Word count of the source text will be calculated manually.

The Department of Finance will do the Word count before the document is sent to the Contractor.

The Department of Finance may request translation of selected text within a document. The selected text will be clearly identified by the clients end user. The Word count will be based only on the sections to be translated and not the entire document.

If the Department of Finance request changes to a text that has already been translated, such a change must be treated as a new Task Authorization. The Word count will be based only on the changed sections to be translated and not the entire document. Again, those changed sections would be clearly identified. In cases of disagreement, The Department of Finance 's Word count prevails and it must be used in the Task Authorization.

A13 STYLES AND LINGUISTIC QUALITY

A13.1 Style of Translation Required

The translation must be done using the application; format, style and layout of the source document according to the subject field and the target audience, and follow required instructions given by the client on usage and conventions.

If the client does not provide instructions on usage and conventions, the Contractor must follow the rules and directives prescribed by the Communications Policy of the Government of Canada:

The Canadian Style (for English texts); and
Le Guide du rédacteur (for French texts).

A13.2 Quality assurance

In view of the nature of the documents, the quality of the translation must meet the following and be to the satisfaction of the Technical Authority.

The Contractor must ensure standardization of consistency with terminology by assigning, whenever possible, the same translator(s) to the translation of a given document or a group of related documents.

The Contractor must ensure that the translation is standardized when using the services of more than one translator while respecting the established deadlines.

The Contractor must ensure the final version of all documents does not contain any errors. Errors include but are not limited to mistranslation, gibberish, a mistake in numbers and omissions.

A14 LAYOUT, APPEARANCE AND SOFTWARE

The Contractor must deliver the texts in the format specified by the Technical Authority in the Task authorization. The Department of Finance is presently using the following software: Windows 10, Microsoft Office 2016 Suite, including Word, Excel and PowerPoint (which Canada may upgrade during the Contract period or its extension thereof). The Department of Finance also uses specialized in-house software for production of federal laws and regulations. Approximately five days training for the in-house software will be provided to the Contractor's translator(s) working on the clients site.

The Contractor must ensure that its software remains compatible with the client's software if upgraded by the client. This continued compatibility will be at no additional cost to Canada.

The Contractor must use virus detection and elimination systems to ensure that the texts delivered are virus-free.

A15 EQUIPMENT AND SUPPLIES

Translation on Contractors Site

The Contractor will supply all the equipment, hardware, supplies, software and services required to carry out the Translation Work at the Contractors site.

The Contractor will also be responsible for acquiring all new and (or) upgraded versions of software required for performing the work at the Contractors site, at no additional cost to Canada.

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Translation on Client Site

Office space will be available for the Contractor's translator who is required to work on the client's site. Hardware and software, as mentioned in section **A15 Layout, Appearance and Software** will also be made available.

A16 PICK-UP AND DELIVERY

The Contractor will deliver the translated unclassified documents (estimated at 50% of requirement) by the same means of transmission that the Translation Work was sent to the Contractor unless requested otherwise by the client on the Task Authorization. This is required for all documents marked as unclassified all the way up to Protected B.

For classified documents (50, the Contractor must pick-up and deliver by hand approved USB keys or through any other method the Department of Finance may choose, from and to the Technical Authority's office at the address below. This is required for documents marked as Protected C, Confidential and Secret Levels (estimated at 50% of the requirement).

Department of Finance Canada
90 Elgin Street
Ottawa, ON K1A 0G5

Further address details will be listed in the resulting Contract

Should the Client alter the pickup and delivery address temporarily within the National Capital Region (NCR), the Contractor will be advised in writing by e-mail by the Client so that the necessary adjustments could be made by the Contractor to pick up and deliver the documents.

The Contractor is responsible for the receipt and delivery of all documents from and to the Technical Authority's office.

ANNEX B - BASIS OF PAYMENT

The Contractor will be paid in accordance with the following Basis of payment for work performed under the contract.

1. Firm All-inclusive Rate

- a. The Contractor will be paid in accordance with a firm all-inclusive rates based on the firm all-inclusive rates indicated in the table below, during the period indicated in this Contract.
- b. The firm all-inclusive rates indicated below must include all charges related to the Work described in Appendix A, Statement of Work. These charges include (but are not limited to) words processing, reports, photocopying, courier services, software costs, telephone calls, receipt and transmission or delivery of documents, and all related expenditures, GST / HST excluded.
- c. All expected outcomes are FOB consignee, Canadian customs duties included, where applicable.
- d. No other costs, charges, expenses or rates shall be accepted or paid by Canada.
- e. For billing purposes, the firm all-inclusive rates that must be used are those in effect on the delivery date indicated on the translation service request.
- f. Billing will be based on the word count of the source document for translation services and the time count spent on review and modifications.
- g. The firm all-inclusive rates indicated in the table below, for optional years, will apply only if Canada exercises the option to extend the Contract.

1.1 Pricing Schedule for Stream 1

For evaluation purposes, the total firm all-inclusive price for Stream 1, Translation Services for all branches and divisions, except those in Stream 2 (Consultations and Communications Branch) and Stream 3 (Tax Policy Branch and Law Branch), of the Department of Finance Canada should be established as follows:

PRICING SCHEDULE FOR TRANSLATION SERVICES – STREAM 1			
	Period	Service Category	Bidder's proposed Firm All-Inclusive Rate* (GST/HST extra)
INITIAL PERIOD - CONTRACT			
1	Year 1	Translation per word during Regular Hours	\$/word
2		Translation per word Outside Regular Hours	\$/word
3	Year 2	Translation per word during Regular Hours	\$/word
4		Translation per word Outside Regular Hours	\$/word

5	Year 3	Translation per word during Regular Hours	\$/word
6		Translation per word Outside Regular Hours	\$/word
OPTIONAL PERIODS			
7	OPTION Year 1	Translation per word during Regular Hours	\$/word
8		Translation per word during Outside Regular Hours	\$/word
9	OPTION Year 2	Translation per word during Regular Hours	\$/word
10		Translation per word during Outside Regular Hours	\$/word
OPTIONAL TRANSITION PERIOD			
11		Translation per word during Regular Hours	\$/word
12		Translation per word during Outside Regular Hours	\$/word

(*) Denotes rate per word, corresponding to the "Service Category" column.

1.2 Pricing Schedule for Stream 2

For evaluation purposes, the total firm all-inclusive price for Stream 2, Translation Services for Consultations and Communications Branch, excluding those in Stream 1 and Stream 3 (Tax Policy Branch and Law Branch), of the Department of Finance Canada should be established as follows:

PRICING SCHEDULE FOR TRANSLATION SERVICES – STREAM 2			
	Period	Service Category	Bidder's proposed Firm All-Inclusive Rate* (GST/HST extra)
INITIAL PERIOD – CONTRACT			
1	Year 1	Translation per word during Regular Hours	\$/word
2		Translation per word Outside Regular Hours	\$/word
3	Year 2	Translation per word during Regular Hours	\$/word
4		Translation per word Outside Regular Hours	\$/word
5	Year 3	Translation per word during Regular Hours	\$/word
6		Translation per word Outside Regular Hours	\$/word
OPTIONAL PERIODS			
7	OPTION	Translation per word during Regular Hours	\$/word

8	Year 1	Translation per word during Outside Regular Hours	\$/word
9	OPTION Year 2	Translation per word during Regular Hours	\$/word
10		Translation per word during Outside Regular Hours	\$/word
OPTIONAL TRANSITION PERIOD			
11		Translation per word during Regular Hours	\$/word
12		Translation per word during Outside Regular Hours	\$/word

(*) Denotes rate per word, or per hour, corresponding to the "Service Category" column.

1.3 Pricing Schedule for Stream 3

For evaluation purposes, the total firm all-inclusive rates for Stream 3, Translation, Review and Modification Services for the Tax Policy Branch and the Law Branch of the Department of Finance should be established as follow:

PRICING SCHEDULE FOR TRANSLATION SERVICES – STREAM 3			
	Period	Service Category	Bidder's proposed Firm All-Inclusive Rate* (GST/HST extra)
INITIAL PERIOD – CONTRACT			
1	Year 1	Translation per word during Regular Hours	\$/word
2		Translation per word Outside Regular Hours	\$/word
3		Review and modification per hour during Regular Hours	\$/hour
4		Review and modification per hour Outside Regular Hours	\$/hour
5	Year 2	Translation per word during Regular Hours	\$/word
6		Translation per word Outside Regular Hours	\$/word
7		Review and modification per hour during Regular Hours	\$/hour
8		Review and modification per hour Outside Regular Hours	\$/hour
9	Year 3	Translation per word during Regular Hours	\$/word
10		Translation per word Outside Regular Hours	\$/word
11		Review and modification per hour during Regular Hours	\$/hour
12		Review and modification per hour Outside Regular Hours	\$/hour

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OPTIONAL PERIODS			
13	OPTION Year 1	Translation per word during Regular Hours	\$/word
14		Translation per word during Outside Regular Hours	\$/word
15		Review and Modification per hour during Regular Hours	\$/hour
16		Review and Modification per hour Outside Regular Hours	\$/hour
17	OPTION Year 2	Translation per word during Regular Hours	\$/word
18		Translation per word Outside Regular Hours	\$/word
19		Review and Modification per hour during Regular Hours	\$/hour
20		Review and modification per hour Outside Regular Hours	\$/hour
OPTIONAL TRANSITION PERIOD			
21		Translation per word during Regular Hours	\$/word
22		Translation per word Outside Regular Hours	\$/word
23		Review and Modification per hour during Regular Hours	\$/hour
24		Review and modification per hour Outside Regular Hours	\$/hour


(*) Denotes rate per word, or per hour, corresponding to the "Service Category" column.

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ANNEX C - SECURITY REQUIREMENTS CHECK LIST

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		Security Classification / Classification de sécurité	
SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Department of Finance Canada / Direction générale de la Direction			
2. Subcontract Number / Numéro du contrat de sous-traitance		3. Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail TRANSLATION SERVICES ON AN AS AND WHEN REQUESTED BASIS			
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)) <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui			
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		Not releasable / À ne pas diffuser <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET / SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>	
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	

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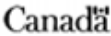
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PART A (continued) / PARTIE A (suite)			
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity. Dans l'affirmative, indiquer le niveau de sensibilité.	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui		
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui		
Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :			
PART B - PERSONNEL / INFORMATION / PARTIE B - PERSONNEL / INFORMATION			
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis			
<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	Special comments: Commentaires spéciaux :		
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.			
10. b) May unescorted personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unescorted personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui	<input type="checkbox"/> Yes <input type="checkbox"/> Oui
PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)			
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS			
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui	
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui	
PRODUCTION			
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui	
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)			
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui	
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui	

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

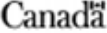
Categories / Catégories	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ		NATO				COMSEC						
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET / TRÈS SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET / NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET / TRÈS SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / renseignements / biens					✓											
IT Media / Support IT / IT LPA / Lien électronique					✓											

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

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

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

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

TBS/SCT 350-103(2004/12) Security Classification / Classification de sécurité 

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60074-191894/A
Client Ref. No. - N° de réf. du client
60074-191894

Amd. No. - N° de la modif.
File No. - N° du dossier
503zf. 60074-191894/A

Buyer ID - Id de l'acheteur
503zf
CCC No./N° CCC - FMS No./N° VME

ANNEX D - TASK AUTHORIZATION FORM

TASK AUTHORIZATION FORM			
Contract No.:		Contractor Name:	
Task Authorization No.:		Contractor E-mail:	
TA Revision No.:		Contractor Telephone Number:	
1.0 Services Requested			
Translation: <input type="checkbox"/>		Review and Modification: <input type="checkbox"/>	
2.0 Title or Description of Document			
3.0 Document Type	3.1 Source Language	3.2 Security Classification	
Stream 1 Stream 2 Stream 3	English to French: <input type="checkbox"/> French to English: <input type="checkbox"/>	Unclassified: Protected A and B: <input type="checkbox"/> Classified: Protected C, Confidential and Secret: <input type="checkbox"/>	
3.3 Method of pick-up and Delivery	3.4 Document Format	3.5 Reference Documentation	
Electronic: <input type="checkbox"/> In person: <input type="checkbox"/>	Word: <input type="checkbox"/> PowerPoint: <input type="checkbox"/> Excel: <input type="checkbox"/> Other: <input type="checkbox"/>	Included: <input type="checkbox"/> Not included: <input type="checkbox"/>	
4.0 Special Instructions			
5.0 Requestor Information			
Requestor Name:			
E-mail:			
Telephone Number:			
6.0 Dates and Deadlines		YYYY-MM-DD	HH:MM (24-hour)
Date Submitted			
Date Required			
Date Received			
Name of Translator			
7.0 Estimated Cost			
Translation	Estimated No. of Words	Cost per word	Total Estimated Cost
During Regular Hours: <input type="checkbox"/>		\$	\$
Outside Regular Hours: <input type="checkbox"/>		\$	\$

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Review and Modification	Estimated No. of Hours	Cost per hour	
During Regular Hours: <input type="checkbox"/>		\$	\$
Outside Regular Hours: <input type="checkbox"/>		\$	\$
The Contractor confirms the accuracy of the above estimates: <input type="checkbox"/>		SUB-TOTAL	\$
		GST/HST	\$
		GRAND TOTAL	\$
8.0 Approvals			
Project Authority or Designate representative:			Date:
The Contractor hereby accepts the Task Authorization identified above: <input type="checkbox"/>			
The Contractor does not accept the Task Authorization identified above: <input type="checkbox"/>			
Authorized Representative of Contractor:			Date:

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ANNEX E - A SAMPLE OF AN MS OFFICE SPREADSHEET

The Contractor must complete all of the data fields identified below, as applicable.						
Contract Number: _____						
Reporting Period: _____ to _____						
TA Number	TA Amendment Number (If applicable)	Date of TA / Date of TA Amendment (If applicable)	Value of TA, GST/ HST excluded / Value of TA Amendment, GST/HST excluded (If applicable)	GST/HST	Value of TA GST/HST included / Value of TA Amendment GST/HST Included (if applicable)	Cumulative Amount

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ANNEX F - TO PART 3 OF THE REQUEST FOR PROPOSAL – ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)