



**REQUEST FOR PROPOSAL
DEMAND DE PROPOSITION**

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS
À:**

R. Ricci
D Mar P 3-3-5-3
Email:
[MAT.DMarP3BidReceiving-
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**Proposal To: National Defence
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 and services listed herein and on any attached sheets at the price(s) set out therefore.

**Proposition à : Défense nationale
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 et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqués.

**THIS DOCUMENT CONTAINS A
SECURITY REQUIREMENT / CE
DOCUMENT CONTIENT DES
EXIGENCES RELATIVES À LA
SÉCURITÉ**

Title / Titre: Maritime Engineering Journal Renewal	Solicitation No / No de l'invitation: W8482-229158/A
Date of Solicitation / Date de l'invitation: 06 August 2021	
Address Enquiries to – Adresser toutes questions à: R. Ricci Directorate of Maritime Procurement 3-3-5-3 (D Mar P 3-3-5-3) MAT.DMarP3BidReceiving-DOMar3ReceptiondesSoumissions@forces.gc.ca	
Telephone No. / N° de téléphone: 613-324-6493	FAX No / No de fax:
Destination: NDHQ – National Defence Headquarters 101 Colonel By Dr. Ottawa ON K1A 0K2	

Instructions:

Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

Instructions:

Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

<p>Solicitation Closes / L'invitation prend fin:</p> <p>At / à : 14:00 EST / HNE</p> <p>On / le : 27 August 2021</p>

Delivery required - Livraison exigée	Delivery offered - Livraison proposée
Vendor Name and Address - Raison sociale et adresse du fournisseur	
Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie)	
Name/Nom _____	Title/Titre _____
Signature _____	Date _____

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File No. - N° du dossier
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Buyer ID - Id de l'acheteur
8715100
CCC No./N° CCC - FMS No./N° VME

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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, Financial 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.

The Annexes include the Statement of Work, the Basis of Payment and Financial Proposal, the Security Requirements Checklist, Technical Evaluation, DND 626 Task Authorization Form, Part 3 of the Bid Solicitation, and Part 5 of the Bid Solicitation.

1.2 Summary

1.2.1 The purpose of this Request for Proposal (RFP) is to seek proposals from bidders interested in producing and distributing the Canadian Forces Maritime Engineering Journal on an “as and when requested” basis for the Department of National Defence.

The resulting Contract will be in effect from the date of issuance until 30 September 2024 and will include three option periods of twelve months.

1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial 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 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 Annex G titled Federal Contractors Program for Employment Equity – Certification.

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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 or by telephone.

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.

Modifications of the [2003](#) (2020-05-28) Standard Instructions:

- a) Section 02, Procurement Business Number, is deleted in its entirety;
- b) Section 08, Delete sub-section 2;
- c) Section 20, Delete sub-section 2.

2.2 Submission of Bids

- a. Due to the nature of this solicitation, bids submitted by facsimile will not be accepted. Bids must NOT be sent directly to the Contracting Authority. Bids sent directly to the Contracting Authority will not be considered.
- b. Bids must be submitted only to D MAR P 3 Bid Receiving positional mailbox: MAT.DMarP3BidReceiving-DOMar3ReceptiondesSoumissions@forces.gc.ca by the date and time indicated on page 1 of the bid solicitation and must be pursuant with subparagraph c.
- c. Individual e-mails exceeding five megabytes, or those including other factors such as embedded macros and/or links, may be rejected by the DND e-mail system and/or firewall(s) without notice to the Bidder or DND Point of Contact. Larger bids may be submitted through more than one e-mail. The DND point of Contact will confirm receipt of documents. It is the responsibility of the Bidder to ensure that the entire submission has been received. Bidders must not assume that all documents have been received unless the DND Point of Contact confirms receipt of each document. In order to minimize the potential for the technical issues, bidders are requested to allow sufficient time before the closing time and date to confirm receipt. Bid documents received after the closing time and date will not be accepted.

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 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

Canada 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](#): where the material developed or produced 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:
- 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

Due to the nature of the bid solicitation, bids transmitted by epost Connect service and by facsimile will not be accepted. Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid One soft copy

Section II: Financial Bid One soft copy

Section III: Certifications One soft copy

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 their bid:

- a. the first page of the Request For Proposal signed by the Bidder or an authorized representative of the Bidder
- b. use a numbering system that corresponds to the bid solicitation.

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 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.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B and Excel Financial Proposal Spreadsheet. The total amount of Applicable Taxes must be shown separately, if applicable.

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 SACC Manual Clause

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The Mandatory technical evaluation criteria are fully described in Annex D.

4.1.1.2 Point Rated Technical Criteria

Mandatory and point rated technical evaluation criteria are included in Annex D.

4.1.2 Financial Evaluation

4.1.2.1 Total Price for Evaluation

The total price for **evaluation purposes only**, will be established in accordance with the Annex B Basis of Payment and Excel Financial Proposal Spreadsheet.

4.2 Basis of Selection

4.2.1 Basis of Selection - Lowest Price Per Point

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory technical evaluation criteria.
2. Bids not meeting (a) or (b) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.
3. In the event of a tie score, the bidder with the highest technical score will be recommended for award of a contract.

<i>Evaluated Criteria</i>	<i>Bidder 1</i>	<i>Bidder 2</i>	<i>Bidder 3</i>
Mandatory	Compliant	Compliant	Not-Compliant
Score	200/210	150/210	N/A
Bid Price (based upon Total Bidder Price – Appendix 2)	\$750,000	\$500,000	\$350,000
Price per Point	= \$750,000/200 = \$3750/point	= \$500,000/150 = \$3333/point	Not Evaluated
Selected bidder	Bidder 2		

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

5.2.3.1.1 *SACC Manual* clause [A3005T](#) (2010-08-16) Status and Availability of Resources.

5.2.3.2 Certifications – Contract

5.2.3.2.1 *SACC Manual* clause [A3015C](#) (2014-06-26) Certifications – Contract.

5.2.3.3 Education and Experience

5.2.3.3.1 *SACC Manual* clause [A3010T](#) (2010-08-16) Education and Experience.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

6.1.1 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.

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

6.2 Financial Capability

SACC Manual clause [A9033T](#) (2012-07-16) Financial Capability.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.2 Task Authorization

The Work or a portion of 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.

7.1.2.1 Task Authorization Process

1. The Contracting Authority will provide the Contractor with a description of the task using the DND 626 Task Authorization Form specified in Annex E.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.
3. The Contractor must provide the Contracting Authority, within three calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The Contracting Authority may authorize individual task authorizations in accordance with the Designation of Authority – with Applicable Taxes included, inclusive of any revisions.

7.1.2.3 Periodic Usage Reports - Contracts with Task Authorizations

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized DND 626 TAs.

7.1.2.4 Task Authorization - Department of National Defence

The administration of the DND 626 Task Authorization process will be carried out by the Contracting Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

7.2 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.

7.2.1 General Conditions

SACC Manual Clause 2035 (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract, with the following modifications:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

7.2.2 Supplemental General Conditions

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

7.3 Security Requirements

7.3.1 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 Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. The Contractor/Offeror personnel requiring access to NATO UNCLASSIFIED information or assets do not require to hold a personnel security clearance; however, the Contractor must ensure that the NATO Unclassified information is not releasable to third parties and that the "need to know" principle is applied to personnel accessing this information.
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 C;
- b. Contract Security Manual (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the contract is from date of award to **30 September 2024 inclusive**.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three additional one year period(s) 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 thirty 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.

7.5 Authorities

7.5.1 Contracting Authority

The name and contact information of the Contracting Authority will be provided in the resulting contract.

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.

7.5.2 Technical Authority

The name and contact information of the Technical Authority will be provided in the resulting contract.

The Technical 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 Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative

The name and contact information is to be provided in the resulting contract.

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment – Task Authorizations Subject to Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized DND 626 Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized DND 626 TA.

Canada's liability to the Contractor under the authorized DND 626 TA must not exceed the limitation of expenditure specified in the authorized DND 626 TA. Customs duties are excluded and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized DND 626 TA 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.

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized DND 626 Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ (insert at contract award). Customs duties are excluded 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. 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 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.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Multiple Payments

SACC Manual Clause [H1001C](#) (2008-05-12) Multiple Payments.

7.7.4 Direct Request by Customer Department

SACC Manual Clause [A9117C](#) (2007-11-30) - T1204 - Direct Request by Customer Department.

7.7.5 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).

7.7.6 Discretionary Audit

SACC Manual Clause [C0705C](#) (2010-01-11) - Discretionary.

7.8 Invoicing Instructions

7.8.1 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 complete.

7.8.2 Invoices must be distributed as follows:

- a. The original and one copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

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

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions [4007](#) (2010-08-16) Canada to Own Intellectual Property;
- (c) the general conditions [2035](#) (2020-05-28) General Conditions - Higher Complexity - Services, apply to and form part of the Contract;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Technical Evaluation;
- (h) Annex E, DND 626 Task Authorizations;
- (i) Annex F, to PART 3;
- (j) Annex G, to PART 5; and
- (k) the contractor's bid dated _____.

7.12 Insurance

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

7.13 Printing Clauses

SACC *Manual* Clause [P1010](#) (2010-01-11) Quality Levels for Printing.
SACC *Manual* Clause [P1011](#) (2010-01-11) Quality Levels for Colour Reproduction.
SACC *Manual* Clause [P1014](#) (2010-01-11) Quality Levels for Typesetting.
SACC *Manual* Clause [P1016](#) (2010-01-11) Quality Levels for Binding.
SACC *Manual* Clause [P1009](#) (2007-11-30) Author's Alterations.
SACC *Manual* Clause [P1005](#) (2010-01-11) Packaging and Packing of Printed Products.
SACC *Manual* Clause [P1015C](#) (2010-01-11) Quality Levels for Labels.

7.14 Basis for Canada's Ownership of Intellectual Property

Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract(s) will belong to Canada, on the following grounds: where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

7.15 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.

Solicitation No. - N° de l'invitation

W8482-229158/A

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

W8482-229158

Amd. No. - N° de la modif.

File No. - N° du dossier

2183A-01190-05-W8482-229158

Buyer ID - Id de l'acheteur

8715100

CCC No./N° CCC - FMS No./N° VME

-
- (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

1.0 Scope

1.1 Purpose

- 1.1.1 The purpose of this Statement of Work (SOW) is to describe the requirements and work effort required from the Contractor by the Department of National Defence (DND) for the supply of items and services to meet the requirements for the production and distribution of the Maritime Engineering Journal.

1.2 Background

- 1.2.1 The Maritime Engineering Journal (MARE Journal) is an unofficial bilingual publication of the Naval Technical Community of the Canadian Armed Forces, published up to four times a year.
- 1.2.2 The objectives of the MARE Journal are to:
- 1.2.2.1 Promote professionalism among the naval technical community;
 - 1.2.2.2 Provide an open forum where topics of interest to the naval technical community can be presented and discussed;
 - 1.2.2.3 Present naval technical articles;
 - 1.2.2.4 Present historical perspectives on current programs, situations and events;
 - 1.2.2.5 Provide announcements of programs concerning naval technical personnel; and
 - 1.2.2.6 Provide personnel news not covered by official publications.
- 1.2.3 Each release of the MARE Journal is distributed via the Canada.ca website¹, and via printed copies.
- 1.2.4 Each release of the MARE Journal is normally comprised of 24 pages in both languages (48 pages total, plus cover) for normal editions. Special editions may be comprised of 28 pages in both languages (56 pages total, plus cover) or 32 pages in both languages (64 pages total, plus cover).
- 1.2.5 The Director General Maritime Equipment Program Management (DGMEPM) wishes to obtain editing, translation, design and printing services for the MARE Journal for a period of three years with three additional one year option periods.
- 1.2.6 The resulting Contract is for the provision of the services of a Contractor, who will carry out the tasks detailed herein on an "as and when requested" basis, to ensure production and distribution of each issue of the MARE Journal.

1.3 Acronyms and Terminology

¹ <https://www.canada.ca/en/department-national-defence/corporate/reports-publications/maritime-engineering-journal.html>

1.3.1 Acronyms used in this Statement of Work are as follow:

Acronym	Description
DND	Department of National Defense
MARE	Maritime Engineering
PDF	Portable Document Format
SOW	Statement of Work
WCAG	Web Content Accessibility Guidelines

1.3.2 Terminology used in this Statement of Work is as follow:

1.3.2.1 DND Technical Authority: As defined in the contract.

1.3.2.2 Release or Edition: A number of the MARE Journal, for example: the Summer edition.

2.0 Applicable Documents

2.1 References

2.1.1 Where mentioned, the following specifications, standards and publications must be used for the preparation of deliverables to the extent specified in this SOW:

	Reference	Promulgation	Link
[A]	Web Content Accessibility Guidelines (WCAG) 2.0	11 Dec 2008	https://www.w3.org/TR/2008/REC-WCAG20-20081211/
[B]	ISO 14289-1:2014 Document management applications — Electronic document file format enhancement for accessibility — Part 1: Use of ISO 32000-1 (PDF/UA-1)	Edition 2 Dec 2014	https://www.iso.org/standard/64599.html
[C]	ISO/IEC 26300-1:2015 Information technology — Open Document Format for Office Applications (OpenDocument) v1.2 — Part 1: OpenDocument Schema	Edition 1 July 2015	https://www.iso.org/standard/66363.html

2.2 Order of Precedence

2.2.1 In the event of a conflict between the content of this SOW and the referenced documents, the content of this SOW must take precedence.

3.0 General Requirements

3.1 Scope of Work

3.1.1 The Contractor must supply the services to produce and distribute the MARE Journal that meets all the requirements identified in this Statement of Work.

3.2 Tasks

3.2.1 Project Management

3.2.1.1 The Contractor must ensure adequate participation at the editorial meetings.

- 3.2.1.2 The Contractor must provide a quote and proposed milestones at the beginning of each release cycle of the MARE journal (typically 3 to 4 months before the expected release date).
- 3.2.1.3 The Contractor must ensure all required work is completed in the time required to meet the established deadlines for each release.
- 3.2.1.4 The Contractor must advise Canada as soon as practical if a deadline will not be met.
- 3.2.1.5 The Contractor must provide an invoice after each release of the MARE journal.

3.2.2 Writing and Editing

- 3.2.2.1 The Contractor must research article ideas.
- 3.2.2.2 The Contractor must independently solicit article ideas at seminars or other venue approved by Canada.
- 3.2.2.3 The Contractor must liaise with, and assist, authors regarding manuscript outlines, submissions, and editorial changes.
- 3.2.2.4 The Contractor must recommend topics, and assist with their preparation as necessary, for the Editor's Notes, Commodore's Corner (this section is for special guests to write messages to the readers), and other Editorials.
- 3.2.2.5 The Contractor must solicit and write News Briefs as necessary.
- 3.2.2.6 The Contractor must provide a draft outline of the next release at the editorial meeting.
- 3.2.2.7 The Contractor must recommend when a special edition of the journal, in 56 or 64 pages, should be produced instead of the normal 48 pages edition.
- 3.2.2.8 The Contractor must ensure each article is reviewed and edited for accuracy by the appropriate DND technical editors.
- 3.2.2.9 The Contractor must perform substantive editing in English and French as necessary.
- 3.2.2.10 The Contractor must perform a production edit in English and French on every article to ensure grammatical accuracy;
- 3.2.2.11 The Contractor must circulate article submissions to the editorial committee for review.
- 3.2.2.12 The Contractor must maintain, and provide as requested, disposition files on all articles solicited, received, found, written, or suggested.
- 3.2.2.13 To facilitate comprehension and maximize design quality, the Contractor should familiarize themselves with the terms and acronyms of the naval community used in the texts submitted, in both languages.

3.2.3 Translation

- 3.2.3.1 The Contractor must translate the MARE Journal submissions such that each release provides the MARE Journal content in both English and French.

3.2.4 Design

- 3.2.4.1 The Contractor must advise Canada on the content and format requirements of the MARE Journal.
- 3.2.4.2 The Contractor must provide the design services required to produce the final version of each release for printing.
- 3.2.4.3 The Contractor must produce the draft version of the MARE Journal edition's layout in both official languages, for approval by Canada before printing the release.
- 3.2.4.4 The Contractor must produce two full resolution electronic copies (one English, one French) of the journal in the Portable Document Format (PDF) compliant with the *Web Content Accessibility Guidelines (WCAG) 2.0 [A]*.
- 3.2.4.5 The Contractor should use the free PDF Accessibility Checker² software to confirm the electronic files are compliant with *ISO 14289-1:2014 Document management*

² <https://www.access-for-all.ch/en/pdf-accessibility-checker.html>

applications — Electronic document file format enhancement for accessibility — Part 1: Use of ISO 32000-1 (PDF/UA-1) [B] which conforms with the Web Content Accessibility Guidelines (WCAG) 2.0 [A].

3.2.5 Printing

- 3.2.5.1 The Contractor must print each edition of the MARE Journal as outlined in its associated DND 626 Task Authorization, to the quality specified in the contract.
- 3.2.5.2 The number of copies to be printed must be in accordance with the mailing list.
- 3.2.5.3 The estimated number of copies to be printed per release is 1,100. This number may change for each edition, based on the mailing list.
- 3.2.5.4 The printed copies must comply with the following format requirements:
 - 3.2.5.4.1 17" x 11" flat size magazine, folded to 8.5" x 11" final size;
 - 3.2.5.4.2 Bilingual Tumble format, 48/56/64 pages total, plus covers;
 - 3.2.5.4.3 Four colour process throughout, bleeds throughout;
 - 3.2.5.4.4 Supreme Contrast 100lb text for the cover, with overall satin varnish;
 - 3.2.5.4.5 Supreme Contrast 80lb text for the inside; and
 - 3.2.5.4.6 Saddle stitched binding.

3.2.6 Packaging and Distribution

- 3.2.6.1 For each release of the MARE journal, the Contractor must provide to Canada the two WCAG compliant electronic copies (one English, one French) of the journal in the Portable Document Format (PDF).
- 3.2.6.2 For each release of the MARE journal, the Contractor must sort, package and label the printed copies of the MARE Journal in accordance with the mailing list.
- 3.2.6.3 The Contractor must deliver or mail the printed copies to the locations identified in the mailing list.
- 3.2.6.4 The Contractor must maintain the mailing list for distribution, and ensure all changes are authorized by Canada.
- 3.2.6.5 The Contractor must provide the mailing list to Canada when requested.

3.2.7 Participation to Seminars and Conferences

- 3.2.7.1 When held, the Contractor must participate in a minimum of two naval technical seminars every fiscal year, unless otherwise stated by Canada.
- 3.2.7.2 The Naval Technical Community typically organizes four main seminars every year: the National Capital Region Technical Seminar in Gatineau QC or Ottawa ON (usually around February), the Naval Architecture Seminar in Gatineau QC or Ottawa ON (usually around February or March), the Maritime Atlantic Forces Technical Seminar in Halifax NS (typically around March or April), and the Maritime Pacific Forces Technical Seminar in Esquimalt BC (typically around October). All of the seminars, for the majority, are held in English.
- 3.2.7.3 The selection of naval technical seminars to attend is to be agreed upon between Canada and the Contractor.
- 3.2.7.4 When travel is required, one Contractor member normally part of the editorial team will be reimbursed in accordance with the National Joint Council directives³ for pre-authorized "travel and living" expenses incurred for travel outside a radius of seventy-five (75) kilometres from the location of the Contractor's facilities to the facilities identified by Canada.
- 3.2.7.5 Any additional Contractor personnel that would benefit from the travel must be authorized to travel by Canada.

³ <https://www.njc-cnm.gc.ca/en>

- 3.2.7.6 In all cases, travel time and “travel and living” costs for travel between the Contractor’s facility and the DND Technical Authority’s work location will not be reimbursed by Canada.
- 3.2.7.7 The requirement for any additional travel beyond the two identified seminars will be at the discretion of Canada.
- 3.2.7.8 The authorization of all travel under the contract will be done via a DND 626 Task Authorization.
- 3.2.7.9 The estimated budget for travel and living expenses is \$7,000 per year (taxes extra).
- 3.2.7.10 The Contractor must provide a trip report for all funded trips to Canada no later than five working days following the completion of each trip. The trip report must include, but is not limited to, a summary of the event, potential MARE Journal articles, and expenses incurred for reimbursement as per the National Joint Council directive.

3.3 Location of Work

- 3.3.1 The Work must be performed at the Contractor’s facility unless otherwise stated in the DND 626 Task Authorization.
- 3.3.2 The Contractor must attend the MARE Journal editorial committee meetings, normally held at 455 boulevard de la Carrière Gatineau QC.
- 3.3.3 When physical meetings cannot be conducted on site, the MARE Journal Editorial Committee meetings will be held in an appropriate remote location or online, as directed by Canada.
- 3.3.4 There will be a minimum of one editorial meeting per release cycle.

3.4 Support provided by Canada

- 3.4.1 Canada will provide the initial mailing list upon contract award.
- 3.4.2 Canada can provide assistance for identifying the correct bilingual terms for technical and military specific terms.
- 3.4.3 Canada will provide assistance in scheduling the editorial meetings for each release to ensure participation from the key DND stakeholders.
- 3.4.4 Canada will grant access to the Contractor to DND facilities as and when required to carry out the work such as participating in editorial committee meetings.
- 3.4.5 Canada will liaise with the Canada.ca webmasters to ensure the WCAG compliant PDF files (French and English) are uploaded for each release.

3.5 Deliverables

- 3.5.1 Unless otherwise specified, all native “Office” documents (e.g. spreadsheets, charts, presentations, word processing documents) must be compatible with the Microsoft Office suite of applications. They can be in the Open Document Format compliant with Ref [C].
- 3.5.2 Except for the MARE Journal physical copies (deliverable item MEJ-06), every other deliverables is to be sent to the DND Technical Authority via email unless otherwise agreed by Canada.
- 3.5.3 The email correspondence for deliverables may include other stakeholders from Canada, but must include the DND Technical Authority at a minimum.
- 3.5.4 The list of deliverables is as follow:

Item	Title	Quantity	Format	Delivery Timeline	Comment
MEJ-01	Release Quote and Milestones	1 (per release)	PDF	3 to 4 months before the expected release date	This will form the basis of the DND 626 Task Authorization for each release

MEJ-02	Draft Release Outline	1 (per release)	Word Processing	No later than 24h before the editorial committee meeting	Can be in English only
MEJ-03	Draft Release Content (article submissions)	1 (as requested)	Word Processing	Before the final draft version of the MARE Journal edition's layout	Can be in English only (before translation)
MEJ-04	Draft version of the MARE Journal edition's layout	1 (per release)	PDF	Before the MARE Journal is printed	In both official languages.
MEJ-05	WCAG compliant PDF of the MARE Journal	1 in English (per release) 1 in French (per release)	WCAG compliant PDF	No later than the release date	
MEJ-06	MARE Journal physical copies	Various (as per the mailing list)	Physical, printed	Distributed, or mailed, no later than the release date	Requires approval of Canada before printing
MEJ-07	Release Invoice	1 (per release)	PDF	No later than 5 working days after release date	
MEJ-08	Trip Report and Invoice	1 (per travel event)	PDF (can use spreadsheet for expenses)	No later than 5 working days after the completion of each trip	With copies of any applicable receipts
MEJ-09	Mailing List	1 (as requested)	Spreadsheet	No later than 2 working days after request from Canada	
MEJ-10	Disposition files on articles	1 (for all articles)	PDF or Word Processing	No later than 5 working days after request from Canada	As per SOW 3.2.2.12

ANNEX B

BASIS OF PAYMENT

1.0 Instructions to Bidders

The Bidder must provide pricing for each item listed in the "Financial Proposal" Excel Spreadsheet (found under Attachments on Buy and Sell) for the initial contract period and each of the option years. The Bidder must provide all inclusive pricing in the format specified, for each component identified in this Financial Proposal. If pricing is not provided for a component, a price of zero will be assigned for the component and the Bidder will be provided an opportunity to agree with the zero amount. If the Bidder agrees then the Basis of Payment will be considered compliant. However if the Bidder disagrees then the proposal will be found non-compliant and no further evaluation will be done.

1.1 Firm Price - Services

1.1.1 Professional Fees

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as stipulated in the DND 626 Task Authorization as determined in accordance with the Basis of Payment detailed below. Applicable Taxes are extra.

1.1.2 Travel Expenses

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Contracting Authority and Technical Authority via a DND 626 Task Authorization. All payments are subject to government audit.

Estimated Cost: \$7,000.00 per year.

1.1.3 Other Direct Expenses

Other direct expenses at the request of the DND Technical Authority will be paid at actual cost without markup, upon submission of an itemized statement supported by receipt vouchers.

ANNEX C

SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W8482-229158/001/MAR
Security Classification / Classification de sécurité UNCLASSIFIED

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Department of National Defence	2. Branch or Directorate / Direction générale ou Direction ADM(MAT)/DGMEPM
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail This requisition is being raised for bilingual editing, translation, design and printing services for the Maritime Engineering Journal.		
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 checked="" type="checkbox"/> No / Non <input 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 type="checkbox"/> No / Non <input checked="" 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 type="checkbox"/>	NATO / OTAN <input checked="" type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <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"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> 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 checked="" 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 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"/>



Contract Number / Numéro du contrat W8482-229158/001/MAR
Security Classification / Classification de sécurité UNCLASSIFIED

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



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
W8482-229158/001/MAR

Security Classification / Classification de sécurité
UNCLASSIFIED

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	
											A	B	C				
Information / Assets Renseignements / Biens Production																	
IT Media / Support TI																	
IT Link / 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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ANNEX D

TECHNICAL EVALUATION

1.1 INSTRUCTIONS

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

The Bidder must provide complete details as to where, when (month and year) and how (through which activities / responsibilities) the stated qualifications / experiences were obtained. Experience gained during formal education will not be considered work experience. All requirements for work experience will be obtained in a legitimate work environment as opposed to an educational setting.

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

1.1.1 MANDATORY REQUIREMENTS

Evaluation Criteria	Met	Not met
M.1 Proposed Personnel		
<p>M.1.1 The Bidder must provide the name of one proposed personnel for each of the following service categories:</p> <ul style="list-style-type: none"> i) Editing services in English ii) Editing services in French iii) Writing services in English iv) Writing services in French v) Translation services (English to French) vi) Translation services (French to English) vii) Graphic Design Services viii) Project Manager <p>M.1.2 To demonstrate that each proposed personnel meets the minimum required qualifications found below, the Bidder must provide the following information:</p> <ul style="list-style-type: none"> a) Language capability (English or French); b) Education; c) Training (if applicable); d) Number of years of experience; and e) Work experience including: <ul style="list-style-type: none"> i) Name of employer; ii) Start and end dates (month and year); and iii) Roles and responsibilities. <p>The Bidder may propose the same individual for more than one service category, provided that the individual meets the minimum required qualification for each service category.</p> <p>Additional years of experience exceeding the minimum three years' experience within the last seven years will be evaluated in R.1.</p>		

Minimum Qualification				
Service Category	Education/Training	Experience		
Editing services in English	<p>A university degree or college diploma with a specialization in one or more of the following: either English Literature, Journalism, or a field related to any of these, or equivalent as established by a recognized Canadian academic credentials assessment service if obtained outside of Canada.</p> <p>OR</p> <p>Ten years of experience within the last fifteen years in providing editing services in English.</p>	Three years of experience within the last seven years in providing editing services in English.		
Editing services in French	<p>A university degree or college diploma with a specialization in one or more of the following: French Literature, Journalism, or a field related to any of these, or equivalent as established by a recognized Canadian academic credentials assessment service if obtained outside of Canada.</p> <p>OR</p> <p>Ten years of experience within the last fifteen years in providing editing services in French.</p>	Three years of experience within the last seven years in providing editing services in French.		
Writing services in English	<p>A university degree or college diploma or equivalent as established by a recognized Canadian academic credentials assessment service if obtained outside of Canada.</p> <p>OR</p> <p>Ten years of experience within the last fifteen years in providing writing services in English.</p>	Three years of experience within the last seven years in providing writing services in English.		
Writing services in French	<p>A university degree or college diploma or equivalent as established by a recognized Canadian academic credentials assessment service if obtained outside of Canada.</p> <p>OR</p> <p>Ten years of experience within the last fifteen years in providing writing services in French.</p>	Three years of experience within the last seven years in providing writing services in French.		

<p>Translation services (English to French)</p>	<p>A university degree or college diploma with a specialty in languages or translation;</p> <p>OR</p> <p>Equivalent credentials as established by a recognized Canadian academic credentials assessment service if obtained outside of Canada;</p> <p>OR</p> <p>Certified translator as recognized by a provincial professional association for translators.</p>	<p>Three years of experience within the last seven years in providing translation services.</p>		
<p>Translation services (French to English)</p>	<p>A university degree or college diploma with a specialty in languages or translation;</p> <p>OR</p> <p>Equivalent credentials as established by a recognized Canadian academic credentials assessment service if obtained outside of Canada;</p> <p>OR</p> <p>Certified translator as recognized by a provincial professional association for translators.</p>	<p>Three years of experience within the last seven years in providing translation services.</p>		
<p>Graphic Design Services</p>	<p>A university degree or college diploma in Art and Design, with a specialty in graphic design, or equivalent as established by a recognized Canadian academic credentials assessment service if obtained outside of Canada.</p> <p>OR</p> <p>Ten years of experience within the last fifteen years in providing graphic design services.</p>	<p>Three years of experience within the last seven years in providing graphic design services.</p>		
<p>Project Manager</p>	<p>A high school diploma</p>	<p>Three years of experience within the last seven years in managing projects where communication documents were the deliverables.</p>		

Evaluation Criteria	Met	Not met
M.2 List of Projects		
<p>For each proposed personnel provided in response to M.1, the Bidder must provide a minimum list of at least three projects completed within the last seven years where the proposed personnel performed services for the category of service for which they have been proposed (i.e. editing, writing, etc.).</p> <p>The Bidder must provide the following information for each project:</p> <ul style="list-style-type: none"> a) Name and description of the project; b) Proposed personnel's role in the project; c) List of communication product(s) delivered for the project; d) One sample of a final version of a communications deliverable produced for the project (i.e. newsletter, journal, article, etc.); e) Start and end dates (month and year); and f) Client name for whom the work was performed. <p>The Bidder must clearly indicate on each sample the name of the proposed personnel the sample belongs to.</p> <p>The quantity of projects submitted will also be point-rated in R.2.</p>		

1.1.2 RATED TECHNICAL CRITERIA

Bids which meet all the mandatory evaluation criteria will be evaluated and scored as specified in the tables inserted below.

Each point rated evaluation criterion should be addressed separately. For point rated criteria below, points will be awarded for complete months of experience according to the scale provided for each criterion.

Proposals must demonstrate the experience and capability to complete the work as outlined in the Statement of Work. Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties, and relevance to the requirements will not be considered "demonstrated" for the purpose of this evaluation.

The Bidder must provide complete details as to where, when (month and year) and how (through which activities / responsibilities) the stated qualifications / experiences were obtained. Experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting.

The rating is performed on a scale of **210 points**.

Point Rated Technical Criteria	Bidders Instructions	Point Allocation
R.1 Additional Years of Experience		
In addition to the three years' experience demonstrated in response to	To demonstrate the additional years' experience for each proposed personnel proposed by the bidder in response to M.1, the Bidder must provide the following information:	Points will be awarded as follows for each additional year of experience per proposed resource (one per service category).

<p>M.1, the Bidder should demonstrate additional years' experience for each proposed resource within the last seven years.</p>	<p>a) Number of years of experience within the last seven years providing services related to the service category; and b) Work experience including: i) Client name; ii) Start and end dates (month and year) within the last seven years; and iii) Roles and responsibilities.</p> <p>For the purposes of evaluating R.1:</p> <ul style="list-style-type: none"> The Bidder may propose the same individual for more than one service category provided it is the same individual proposed for the same service category in response to M.1. One year is defined as 12 calendar months. The experience does not need to be acquired in consecutive months. 	<p>For the English Editor and French Editor service categories, the following points will apply:</p> <p>4 years' experience = 5 points 5 years' experience = 10 points 6 years' experience = 15 points 7 years' experience = 20 points</p> <p>For the English Writer, French Writer, Translator (English to French), Translator (French to English), Graphic Designer, and Project Manager service categories, the following points will apply:</p> <p>4 years' experience = 2.5 points 5 years' experience = 5 points 6 years' experience = 7.5 points 7 years' experience = 10 points</p>
<p>Points awarded for the English Editor:</p>		<p>/20 points</p>
<p>Points awarded for the French Editor:</p>		<p>/20 points</p>
<p>Points awarded for the English Writer:</p>		<p>/10 points</p>
<p>Points awarded for the French Writer:</p>		<p>/10 points</p>
<p>Points awarded for the English to French Translator:</p>		<p>/10 points</p>
<p>Points awarded for the French to English Translator:</p>		<p>/10 points</p>
<p>Points awarded for the Graphic Designer:</p>		<p>/10 points</p>
<p>Points awarded for the Project Manager:</p>		<p>/10 points</p>
<p>Total Points for R.1:</p>		<p>/100 points</p>

Point Rated Technical Criteria	Bidders Instructions	Point Allocation
<p>R.2 Additional Projects of Experience</p>		
<p>In addition to the list of projects provided in response to M.2, the Bidder should demonstrate additional project experience for each proposed resource within the last seven years.</p>	<p>To demonstrate additional project experience, the Bidder must provide the following information for each proposed personnel:</p> <p>a) Name and description of the project; b) Individual's role in the project (must be related to the category of service for which they have been proposed); c) Start and end dates (month and year) within the last seven years; d) List of communication product(s) delivered to the client during that period; and e) Client for whom the work was performed.</p> <p>For the purposes of evaluating R.2:</p>	<p>Points will be awarded as follows for each additional project experience per proposed resource (one per service category).</p> <p>For the English Editor, French Editor and Graphic Designer service categories, the following points will apply:</p> <p>4 projects = 5 points 5 projects = 10 points 6 projects = 15 points 7 projects = 20 points</p>

	<ul style="list-style-type: none"> The Bidder may propose the same individual for more than one service category provided it is the same individual proposed for the same service category in response to M.1. 	<p>For the English Writer, French Writer, Translator (English to French), Translator (French to English), and Project Manager service categories, the following points will apply:</p> <p>4 projects = 2.5 points 5 projects = 5 points 6 projects = 7.5 points 7 projects = 10 points</p>
Points awarded for the English Editor:		/20 points
Points awarded for the French Editor:		/20 points
Points awarded for the Graphic Designer:		/20 points
Points awarded for the English Writer:		/10 points
Points awarded for the French Writer:		/10 points
Points awarded for the English to French Translator:		/10 points
Points awarded for the French to English Translator:		/10 points
Points awarded for the Project Manager:		/10 points
Total Points for R.2:		/110 points


Solicitation No. - N° de l'invitation
 W8482-229158/A
 Client Ref. No. - N° de réf. du client
 W8482-229158

Amd. No. - N° de la modif.
 File No. - N° du dossier
 2183A-01190-05-W8482-229158

Buyer ID - Id de l'acheteur
 8715100
 CCC No./N° CCC - FMS No./N° VME

ANNEX E

DND 626 TASK AUTHORIZATION

 National Défense		Défense nationale	
TASK AUTHORIZATION AUTORISATION DES TÂCHES			
All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. - N° du contrat	
		Task no. - N° de la tâche	
Amendment no. - N° de la modification		Increase/Decrease - Augmentation/Réduction	
Previous value - Valeur précédente			
To - À		TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract. À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.	
Delivery location - Expédié à		Date _____ for the Department of National Defence pour le ministère de la Défense nationale	
Delivery/Completion date - Date de livraison/d'achèvement			
Contract Item no. N° d'article du contrat	Services	Cost Prix	
		GST/HST TPS/TVH	
		Total	
APPLICABLE ONLY TO PWG&C CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. NE S'APPLIQUE QU'ÀUX CONTRATS DE TP&C : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.			
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux			

DND 626 (01-05)

Design: Forms Management 903-000
 Conception: Gestion des formulaires 903-000

**Instructions for completing
DND 626 - Task Authorization**

Contract no.
Enter the PWGSC contract number in full.

Task no.
Enter the sequential Task number.

Amendment no.
Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease
Enter the increase or decrease total dollar amount including taxes.

Previous value
Enter the previous total dollar amount including taxes.

To
Name of the contractor.

Delivery location
Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date
Completion date for the task.

for the Department of National Defense
Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services
Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/celling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost
The cost of the Task broken out into the individual costed items in **Services**.

GST/HST
The GST/HST cost as appropriate.

Total
The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts
This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:
Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

**Instructions pour compléter le formulaire
DND 626 - Autorisation des tâches**

N° du contrat
Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche
Inscrivez le numéro de tâche séquentiel.

N° de la modification
Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction
Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente
Inscrivez le montant total précédent, y compris les taxes.

À
Nom de l'entrepreneur.

Expédiez à
Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement
Date d'achèvement de la tâche.

pour le ministère de la Défense nationale
Signature du représentant du MDN auquel on a délégué le pouvoir d'approbation en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services
Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliqueront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de réitérer ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix
Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH
Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total
Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC
Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrit dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :
Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

ANNEX F to PART 3 OF THE BID SOLICITATION

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)

ANNEX G to PART 5 OF THE BID SOLICITATION

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).