



**CANADIAN HERITAGE**  
**REQUEST FOR PROPOSALS**

REQUEST NUMBER: 10210130

TITLE OF PROJECT: Translation services from French to English and English to French

REQUEST DATE: October 15, 2021, EDT

CLOSING DATE AND TIME: November 3<sup>rd</sup>, 2021, 2:00 p.m., EDT

ADDRESS ALL ENQUIRIES: Line Séguin  
Procurement and Contract Specialist  
Contracting and Materiel Management Directorate  
Canadian Heritage  
Email: [contrats-contracting@pch.gc.ca](mailto:contrats-contracting@pch.gc.ca)

The Department of Canadian Heritage (PCH) has a requirement for the above services to be carried out in accordance with the Statement of Work attached hereto as Annex "A". The services are to be performed from date of contract award to March 31, 2022. There is also a possibility of extending the period of the contract by up to two (2) additional one (1) year option periods.

If you are interested in undertaking this project, please submit your bid by 2:00 p.m., EDT, November 3<sup>rd</sup>, 2021, by using the following accepted submission method:

**IMPORTANT: Submission via e-mail**

Note that because of the present circumstances associated with the COVID-19 virus, PCH will only accept proposals by e-mail. Proposals transmitted by facsimile or mail to PCH will not be accepted.

The PCH e-mail server cannot accept any e-mail transmission that is 14 MB or plus. It is the responsibility of the Bidder to assure that their complete e-mail offer be delivered to PCH by the specified date and time. Indicate the title of the Request for Proposal (RFP) in the e-mail object. The e-mail address is the following:

[contrats-contracting@pch.gc.ca](mailto:contrats-contracting@pch.gc.ca)

**RFP: 10210130**  
**Attention: Line Séguin**

If due to e-mail or document size issues it is necessary to send documents using more than one e-mail, this is acceptable but they must be referenced to each other. Proposals that arrive after the specified date and time will not be accepted. Bidders are encouraged to keep a confirmation that the e-mail was sent and delivered.

Bidders submitting a proposal are also requested to complete the Offer of Services attached at Annex "D".



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - 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 6 - 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;
2. 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.

### **1.2 Statement of Work**

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

### **1.3 Debriefings**

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

### **1.4 Set-aside under the Federal Government Procurement Strategy for Aboriginal Business (PSAB)**

This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, refer to [Annex 9.4](#) of the Supply Manual.

This procurement is set aside from the international trade agreements under the provision each has for measures with respect to Aboriginal peoples or for set-asides for small and minority businesses.

Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.

### **1.5 Other information**

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$26,400 for goods and \$105,700 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information on OPO's services or to determine if your concerns are within the Ombudsman's mandate, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).



## 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.

### 2.2 Submission of Bids

Note that because of the present circumstances associated with the COVID-19 virus, PCH will only accept proposals by e-mail at [contrats-contracting@pch.gc.ca](mailto:contrats-contracting@pch.gc.ca). Proposals transmitted by facsimile or mail to PCH will not be accepted.

#### 2.2.1 Submission via e-mail

Proposals must only be submitted by e-mail by the date and time, and to the e-mail address indicated on page 1 of this RFP.

### 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.

#### 2.3.1 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 five (5) business days before the initial solicitation closing date. Enquiries received after that time may not be answered.

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



## 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 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**

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

Note that because of the present circumstances associated with the COVID-19 virus, PCH will exceptionally only accept proposals by e-mail at [contrats-contracting@pch.gc.ca](mailto:contrats-contracting@pch.gc.ca). Proposals transmitted by facsimile or mail to PCH will **not** be accepted.

#### **3.1.1 Submission via e-mail**

**IMPORTANT:** The PCH e-mail server cannot accept any e-mail transmission that is 14 MB or more. It is the responsibility of the Bidder to assure that their complete e-mail proposal be delivered to PCH by the specified date and time. If due to e-mail or document size issues it is necessary to send documents using more than one e-mail, this is acceptable but they must be referenced to each other. Proposals that arrive after the specified date and time will not be accepted.

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

- Section I: Technical Proposal
- Section II: Financial Proposal
- Section III: Certifications
- Section IV: Additional Information

#### **Section I: Technical Bid**

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

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

#### **Section II: Financial Bid**

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

#### **Section III: Certifications**

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

#### **Section IV: Additional Information**

Bidders must submit a completed Offer of Services Form with their bid – see Annex “D”.





### ATTACHMENT 1 TO PART 3 – PRICING SCHEDULE

The Bidder must complete this pricing schedule and include it in its financial bid once completed for all the periods specified below.

Travel (if applicable) and Customs duties are included. Applicable taxes are extra.

	<b>Initial period</b>	<b>Option period 1</b>	<b>Option period 2</b>
	Award to March 31, 2022	April 1, 2022 to March 31, 2023	April 1, 2023 to March 31, 2024
<b>Types of services*</b>	<b>Rate per word (Cdn\$<sup>1</sup>)</b>	<b>Rate per word (Cdn\$<sup>1</sup>)</b>	<b>Rate per word (Cdn\$<sup>1</sup>)</b>
Regular translation	\$____/word	\$____/word	\$____/word
Urgent translation	\$____/word	\$____/word	\$____/word
Express Translation	\$____/word	\$____/word	\$____/word
Comparative review/editing services	\$____/word	\$____/word	\$____/word

**\*Definitions/terminology:**

- Regular translation:** Translation work undertaken with a delivery time of more than one day and during normal working hours.
- Urgent Translation:** Translation work with a delivery time outside of regular working hours.
- Express Translation:** A translation whose delivery time is within four (4) hours on the same day as the request.
- Regular working hours:** Defined as Monday to Friday, from 7:00 a.m. to 6:00 p.m., excluding holidays.
- Statutory Holidays:** New Year's Day, Good Friday, Easter Monday, Victoria Day, St. Jean Baptiste Day (Quebec only), Canada Day, Civic Holiday (except Quebec and Yukon), Labour Day, National Day for Truth and Reconciliation, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day.

<sup>1</sup> Up to two (2) decimals only.



**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**

See Attachment 1 to Part 4

**4.1.1.2 Point Rated Technical Criteria**

See Attachment 1 to Part 4

**4.1.2 Financial Evaluation**

The tables below illustrates an example of the overall “Per Word” Rate calculation:

The Bidder will bid a firm “per word” rate for types of translation as indicated below.

Type of services	Initial Contract Cost per word	Option Period 1 Cost per word	Option Period 2 Cost per word
Regular Translation	A	B	C
Urgent Translation	D	E	F
Express Translation	G	H	I
Comparative review/editing services	J	K	L

The overall “Per Word” Rate will be calculated according to the following formula:  

$$((A+B+C) / 3 \times 50\%) + ((D + E + F) / 3 \times 40\%) + ((G + H + I) / 3 \times 5\%) + ((J + K + L) / 3 \times 5\%) = \text{Price for Evaluation purposes.}$$

The Price will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

**4.2 Basis of Selection**

**Highest Combined Rating of Technical Merit and Price**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation;
  - b. meet all mandatory criteria; and,
  - c. obtain the required minimum 21 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 31 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.



3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the Contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 31 (60%) and the lowest evaluated price is \$0.34 (40%).

<b>Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)</b>				
		<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>		22/31	25/31	29/31
<b>Bid Evaluated Price</b>		\$0.36	\$0.34	\$0.35
<b>Calculations</b>	<b>Technical Merit Score</b>	$22/31 \times 60 = 42.6$	$25/31 \times 60 = 48.4$	$29/31 \times 60 = 56.1$
	<b>Pricing Score</b>	$0.34/0.36 \times 40 = 37.8$	$0.34/0.34 \times 40 = 40$	$0.34/0.35 \times 40 = 38.9$
<b>Combined Rating</b>		80.4	88.4	95
<b>Overall Rating</b>		3	2	1

### 4.3 Internal Approval

Bidders should note that all contracts are subject to PCH's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Notwithstanding that a bidder may have been recommended for contract award, issuance of any contract will be contingent upon internal approval. If such approval is not given, no contract will be awarded.



**ATTACHMENT 1 TO PART 4 - TECHNICAL EVALUATION CRITERIA**

**1. MANDATORY TECHNICAL CRITERIA**

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

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

#	DESCRIPTION	Met/ Not Met	Cross reference to proposal/CV (Bidder to insert)
MT1	<p><b>BIDDER'S EXPERIENCE</b></p> <p>The bidder must demonstrate having a minimum of five (5) years of experience in providing translation services, within the last ten (10) years, prior to the bid closing date, for both:</p> <ul style="list-style-type: none"> <li>a) Translation services English to French</li> <li>b) Translation services French to English</li> </ul> <p>The following details should be included in the proposal for the evaluation of MT1:</p> <ul style="list-style-type: none"> <li>• Company or Department name,</li> <li>• Contact details including name, email and phone number,</li> <li>• Start/end dates, and</li> <li>• Description of the project including the work performed.</li> </ul>		
MT2	<p><b>BIDDER'S CERTIFICATION</b></p> <p>Proof of certification* that the bidder is certified to the National Standard of Canada CAN/CGSB-131.10-2017 (Supersedes CAN/CGSB-131.10-2008), Translation Services.</p> <p>* Proof of certification to the national standard must be submitted with the proposal.</p>		
MT3	<p><b>PROPOSED TEAM - EDUCATION AND EXPERIENCE</b></p> <p>The bidder must provide the curriculum vitae for two (2) proposed translation team members, clearly demonstrating the following education and experience:</p> <ul style="list-style-type: none"> <li>a) Both proposed team members must possess at a minimum a post-secondary degree in communications or a related field, and</li> <li>b) Both proposed team members must have a minimum of three (3) years of experience in translating content relating to communications, and/or socioeconomics, and/or culture, and/or arts, and/or broadcasting.</li> </ul>		



<p>Note: if more than two (2) resources are indicated for this mandatory requirement, only the first two (2) will be considered, in the order of presentation.</p>	
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## 2. POINT RATED TECHNICAL CRITERIA

Technical proposals meeting all of the mandatory technical criteria specified above will be evaluated and scored in accordance with the following point-rated technical criteria:

#	Rated Technical Criteria	Points / Weighting
RT1	<p><b>OVERALL QUALITY CONTROL PLAN</b></p> <p>The bidder should provide its Quality Control Plan used to ensure that the translated work will read as if it were originally written in the target language and will match the content of the original documentation provided for translation.</p> <p>This aspect of the proposal will be evaluated based on the following elements being addressed in the plan:</p> <ul style="list-style-type: none"> <li>• Ensures quality of spelling and grammar</li> <li>• Contains clear description of the structure or composition of the proposed team (e.g. names, titles, roles, levels of responsibility)</li> <li>• Provides a description of the Quality Control of the work by providing consistency, accuracy in the use of the terminology of the original application by accurately reflecting the form, content, tone and style of the original documentation provided</li> <li>• Mechanisms for controlling the quality of the work and deliverables</li> </ul> <p>The following scale will be used to evaluate RT1:</p> <p>15 points: All the above-mentioned elements are covered in the proposal. All the elements are covered in a detailed and exhaustive fashion in the proposal. The proposal provides specific details on all the elements.</p> <p>12 points: All the above-mentioned elements are covered in the proposal. Certain of the elements are covered in a detailed and exhaustive fashion in the proposal. The proposal provides specific details on some of the elements covered.</p> <p>8 points: All the above-mentioned elements are covered in the proposal. None of the elements are covered in a detailed and exhaustive fashion in the proposal. The proposal provides general details on all of the elements.</p> <p>4 points: All the above-mentioned elements are covered in the proposal. One or more of the elements covered provide few or no details.</p> <p>2 points: Only some of the above-mentioned elements are covered in the proposal.</p>	<p><b>Maximum 15 points</b></p>



<b>RT2</b>	<p><b>EXPERIENCE WITH FEDERAL GOVERNMENT</b></p> <p>The bidder should demonstrate that the two (2) proposed translators (MT3) have experience in providing translation services for Federal Government departments, Agencies or Portfolio Agencies.</p> <p>Note: if more than two (2) resources are indicated for this rated requirement, only the first two (2) will be considered, in the order of presentation.</p> <p>The following details should be included in the proposal for the evaluation of RT2:</p> <ul style="list-style-type: none"> <li>• Company or Department name</li> <li>• Client contact information (name, email address and phone number)</li> <li>• Start/end dates</li> <li>• Description of the project including the work performed</li> </ul> <p>The following scale will be used to evaluate RT2:</p> <p>0 point: No relevant experience  2 points: Up to 1 year  4 points: From more than 1 year to 2 years  6 points: From more than 2 years to 3 years  8 points: From more than 3 years and over</p>	<p><b>Maximum 16 points</b> (8 points per proposed resource)</p>
<b>Maximum points</b>		<b>31 points</b>
<b>Minimum of required points = 21 points (70%)</b>		<b>21 points</b>



## 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 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 provided will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#)" list available at the bottom of the page of [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.



### 5.3 Set-aside for Aboriginal Business

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#), Supply Manual.
2. The Bidder:
  - i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
  - ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
  - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Bidder must check the applicable box below:
  - i. ( ) The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.  
**OR**
  - ii. ( ) The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.
4. The Bidder must check the applicable box below:
  - i. ( ) The Aboriginal business has fewer than six full-time employees.  
**OR**
  - ii. ( ) The Aboriginal business has six or more full-time employees.
5. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.
6. By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

### 5.4 Set-aside under the Procurement Strategy for Aboriginal Business

This procurement is set aside from the international trade agreements under the provision each has for measures with respect to Aboriginal peoples or for set-asides for small and minority businesses.

Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.





**ATTACHMENT 1 to PART 5 – ADDITIONAL CERTIFICATIONS PRECEDENT TO CONTRACT AWARD**

**1. Status and Availability of Resources**

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

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

The bidder certifies their ability to provide translation services on short notice, evenings, weekends and statutory holidays.

\_\_\_\_\_  
*Signature of authorized representative*

**2. Education and Experience**

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

\_\_\_\_\_  
*Signature of authorized representative*

**3. Owner/employee Certification - Set-aside for Aboriginal Business**

If requested by the Contracting Authority, the Bidder must provide the following certification for each owner and employee who is Aboriginal:

I am \_\_\_\_\_ (*insert "an owner" and/or "a full-time employee"*) of \_\_\_\_\_ (*insert name of business*), and an Aboriginal person, as defined in [Annex 9.4](#) of the *Supply Manual* entitled "Requirements for the Set-aside Program for Aboriginal Business".

I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
Printed name of owner and/or employee

\_\_\_\_\_  
Signature of owner and/or employee



## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

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

1. The Contractor must, at all times during the performance of the contract, hold a valid Facility Security Clearance at the level of **secret**, with approved Document safeguarding at the level of **secret**, issued by the CSP of the ISS, PSPC.
2. The Contractor personnel requiring access to **protected/classified** information, assets or sensitive work site(s) must **each** hold a valid personnel security screening at the level of **reliability status** or **secret** as required, granted or approved by the CSP/ISS/PSPC.
3. The Contractor **must not** utilize its Information Technology systems to electronically process, produce or store any sensitive **protected/classified** information until the CSP/ISS/PSPC has issued written approval. After approval has been granted, these tasks may be performed up to the level of **secret**.
4. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP/ISS/PSPC.
5. The Contractor must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex "C".
  - b. *Industrial Security Manual* (Latest Edition)

### 6.2 Statement of Work

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

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

[2010B](#) (2020-05-28), General conditions: Professional services (medium complexity), apply to and form part of the Contract.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from date of contract award to March 31, 2022.

#### 6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods under the same terms and conditions. The Contractor agrees that,



during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor 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 formal contract amendment

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Line Séguin  
Procurement and Contract Specialist  
Contracting and Materiel Management  
Financial Management Branch  
Canadian Heritage  
15 Eddy Street, 9<sup>th</sup> Floor (15-9-G)  
Gatineau, Québec K1A 0M5

Tel.: 819-360-5062

Email: [contrats-contracting@pch.gc.ca](mailto:contrats-contracting@pch.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### **6.5.2 Project Authority**

The Project Authority for the Contract is *(to be identified at contract award)*:

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

### **6.5.3 Technical Authority**

The Technical Authority for the Contract is *(to be identified at contract award)*:

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.

### **6.5.4 Contractor's Representative**

*(to be identified at contract award)*



## 6.6 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.

## 6.7 Payment

### 6.7.1 Basis of Payment

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

### 6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ (*to be inserted at contract award*). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 6.7.3 Method of Payment – Monthly Payments

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

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

### 6.7.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using the following Electronic Payment Instrument:

- a. Direct Deposit (Domestic and International).



## 6.8 Invoicing Instructions

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

An electronic copy must be forwarded to the Project Authority named in article 6.5.2 of the contract for certification and payment.

## 6.9 Certifications and Additional Information

### 6.9.1 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.

## 6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*to be inserted at contract award*).

## 6.11 Priority of Documents

If there is a discrepancy between the wordings 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) 2010B (2020-05-28) General conditions: Professional services (medium complexity);
- (c) Annex "A" - Statement of Work;
- (d) Annex "B" - Basis of Payment;
- (e) Annex "C" - Security Requirements Check List; and
- (f) the Contractor's bid dated \_\_\_\_\_, 2021 (*to be inserted at contract award*).

## 6.12 Official Languages

The Department is under the obligation to respect the spirit and the letter of the Official Languages Act R.S.1985, C.31 (4th Suppl.). It is therefore imperative that the Contractor when representing the Crown ensures that verbal communications are in the preferred official language of the participants. Written communications will be in the language(s) of the participants and must be submitted to the Project Authority before they are issued. If participants are required to communicate by telephone with the Contractor or his/her representatives, the Contractor must ensure that all persons, including receptionists and other contacts who will be receiving these calls, are bilingual.

## 6.13 Green Procurement

The Contractor should make every effort to ensure that all documents prepared or delivered under this contract are printed double-sided on Ecologo certified recycled paper or on paper with equivalent post-consumer recycled content, to the extent it is procurable.

It is desirable that the Contractor, in provisioning the Service, procure electronic equipment, such as computer equipment, peripherals and telephony equipment, that meet the most current ENERGY STAR technical specifications for energy efficiency and other environmental specifications such as ISO 14000,



WEEE, RoSH, EPEAT and IEEE 1680 standards, without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for GC customers.

It is desirable that the Contractor, in provisioning the Service, procures equipment and implements solutions that minimize the overall energy use without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for GC customers.

It is desirable that the Contractor abide by the guidelines set by the Electronics Product Stewardship Canada's organization for the disposal and recycling of electronic products owned by the Contractor and used to deliver the Service whether this equipment is located on the Contractor's premises or on GC customer premises.

#### **6.14 Dispute Resolution**

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

#### **6.15 Contract Administration**

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

#### **6.16 Aboriginal Business Certification**

1. The Contractor warrants that its certification of compliance is accurate and complete and in accordance with the "Requirements for the Set-aside Program for Aboriginal Business" detailed in [Annex 9.4](#) of the *Supply Manual*.
2. The Contractor must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Contractor must obtain the written consent of the Contracting Authority before disposing of any such records or documentation before the expiration of six years after final payment under the Contract, or until settlement of all outstanding claims and disputes, under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audits.
3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.



## ANNEX "A"

### STATEMENT OF WORK

#### 1. Title

Translation services from French to English and English to French.

#### 2. Objective

Provide translation services of various types of documents from English to French and French to English.

#### 3. Background and Assumptions

##### 3.1 Background

The Contractor will provide translation services (English to French and/or French to English) to the Broadcasting, Copyright and Creative Marketplace Branch of Canadian Heritage Department, while respecting established timelines for the delivery of services.

The Broadcasting, Copyright and Creative Marketplace Branch must be able to quickly develop and deliver a wide range of specialized documents in both official languages in support of its mandate. The Broadcasting, Copyright and Creative Marketplace Branch uses the expertise of external translation services to meet the numerous and often urgent request for product such as specialized documents like Memorandum to Cabinet (MC), Treasury Board submissions, briefing notes, factsheets and policy papers containing advice/recommendations, presentations, studies and communications products such as speeches and Q&As.

##### 3.2 Assumptions

The deadlines for the delivery of translated products must be respected at all time. The Contractor will have extensive experience and expertise in translation services and Government of Canada specific vocabulary and meet the required quality standards for this vocabulary (consistent, accurate and up-to-date use of terminology); and have the necessary resources to do the work at all times.

#### 4. Tasks, activities, process and terminology

The Contractor will translate specialized documents from English to French or French to English. On occasions, proofreading and comparative review services may be required. The Broadcasting, Copyright and Creative Marketplace Branch, when possible, can provide reference information as needed.

##### 4.1 Translation services request process

- The Broadcasting, Copyright and Creative Marketplace Branch will submit a request by email to the Contractor that will contain preliminary info for the service request. This request will provide a word count of document to be translated and the timeline to be met.
- Only a list of pre-determined representatives are authorized to submit request for services (*to be indicated at contract award*). The Technical Authority will notify the Contractor of any additional authorized requestors or replacements.

###### 4.1.1 Regular request:

- The Contractor must acknowledge receipt of a regular request within an hour of receiving the request and must confirm the expected timelines and provide a quote to the client;



#### 4.1.2 Urgent and Express requests:

- The Contractor must acknowledge receipt of an urgent or express request within 30 minutes of receiving the request and must confirm the expected timelines and provide a quote to the client;
  - The client will indicate in the subject line of the request URGENT/EXPRESS when requesting translation services.
- Once all parties agree to the terms (availability of service/level of effort (cost)/delivery date), the Broadcasting, Copyright and Creative Marketplace Branch will submit by either email, encrypted email or by USB encrypted security key, all required documents to be translated as well as any reference documentation, if available.
  - Once the translation is completed, including quality control, the Contractor shall return the translation and original documentation to the Broadcasting, Copyright and Creative Marketplace Branch client using appropriate methods based on the level of security of the information. Only when information is classified as secret, will the client pick-up the encrypted key, containing the translated document.
  - Upon receipt of the completed work, the client will inspect the translated documents to ensure that it is of high quality and will inform the Contractor of the results of its inspection within 2-3 business days.
  - If the revision of the translation is deemed unsatisfactory by the client, he/she will inform the Contractor to continue revising the work at no additional cost to the client to achieve the required quality.
  - If a Contractor refuses a request, the Broadcasting, Copyright and Creative Marketplace Branch will refer the request to another Contractor.

## 4.2 Quality control procedures

The Contractor must make sure that quality control measures are in place to ensure that the final translations are read as if they were written in the target language and that the content matches the documentation provided, including:

- Ensuring high standard of proofing and correctness of grammar, spelling and consistency throughout the text.
- The translation is consistent, accurate, and terminology is up-to-date to in order to accurately reflect its intent, content, and style of the original documentation.
- All work is subject to quality control measures by the client prior to acceptance.
- Once a deadline for the delivery of the translation has been agreed upon, the deadline must be faithfully met.

## 4.3 Terminology

The following definitions apply to the types of translations:

Regular translation:	Translation work undertaken with a delivery time of more than one day and during normal working hours.
Urgent Translation:	Translation work with a delivery time outside of regular working hours.
Express Translation:	A translation whose delivery time is within four (4) hours on the same day as the request.
Regular working hours:	Defined as Monday to Friday, from 7:00 a.m. to 6:00 p.m., excluding holidays.
Statutory Holidays:	New Year's Day, Good Friday, Easter Monday, Victoria Day, St. Jean Baptiste Day (Quebec only), Canada Day, Civic Holiday (except Quebec and Yukon), Labour Day, National Day for Truth and Reconciliation, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day.





**5. Format of deliverables**

The Contractor will be required to deliver products in the following formats, but not limited to: MS Office (Word, PowerPoint, and Excel).

**6. Interdependencies**

The Contractor must have the capacity to send and receive encrypted emails with a security requirement up to and including protected B level information (Entrust Cisco Secure, MyKey).

**7. Language of work**

The Contractor's translation services expertise is required for translating products from English to French and French to English. Therefore, the Contractor needs to be able to communicate in both official languages (English and French).

**8. Location of work, work site, delivery site**

The majority of the work is expected to be completed at the Contractor's premises.



**ANNEX “B”**

**BASIS OF PAYMENT**

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to the Contract.

**A- Initial Contract Period – Date of contract award to March 31, 2022.**

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

**1.0 Professional Fees**

The Contractor will be paid on the basis of firm all-inclusive rates, in accordance with the table below for the periods specified in this document.

The firm all-inclusive rates specified below must include all expenses associated with the work in accordance with the conditions set out in Annex “A” - Statement of Work. These expenses could include word processing, reports, photocopies, courier services, software expenses, telephone calls, and the sending and receiving and/or delivery of documents and any other related expenses.

Travel (if applicable) and Customs duties are included. Applicable taxes are extra.

Type of services	Rate per Word (in Cdn \$)
Regular Translation	\$ / word
Urgent Translation	\$ / word
Express Translation	\$ / word
Comparative review/editing services	\$ / word

**Total Estimated Cost of Professional Services to a Limitation of Expenditure: \$ \_\_\_\_\_**  
*(amount to be inserted at contract award), applicable taxes extra.*



**B- Option to Extend the Term of the Contract**

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

**B-1 Option Period 1 (From April 1, 2022 to March 31, 2023)**

Type of services	Rate per Word (in Cdn \$)
Regular Translation	\$ / word
Urgent Translation	\$ / word
Express Translation	\$ / word
Comparative review/editing services	\$ / word

**B-2 Option Period 2 (From April 1, 2023 to March 31, 2024)**

Type of services	Rate per Word (in Cdn \$)
Regular Translation	\$ / word
Urgent Translation	\$ / word
Express Translation	\$ / word
Comparative review/editing services	\$ / word



ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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	Canadian Heritage	
2. Branch or Directorate / Direction générale ou Direction	BCCM	
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		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input checked="" type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of Information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input checked="" type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**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?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité:

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?  No / Non  Yes / Oui  
Short Title(s) of material / Titre(s) abrégé(s) du matériel:  
Document Number / Numéro du document:

**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 type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:  
Commentaires spéciaux: \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  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?  No / Non  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?  No / Non  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?  No / Non  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?  No / Non  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?  No / Non  Yes / Oui

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Security Classification / Classification de sécurité





Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**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 suppliers 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	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Receivements / Items Production	✓	✓	✓	✓	✓											
T Media / Support TI T 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”  
OFFER OF SERVICES**

<i>(to be filled in by Bidder)</i>	
<b>Bidder’s full legal name</b>	
<b>Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)</b>	Name
	Title
	Address
	Telephone #
	Fax #
	Email
<b>Bidder’s Procurement Business Number (PBN)</b> <i>(see the <a href="#">Standard Instructions 2003</a>)</i>	
<b>Bidder’s GST/HST/QST number</b>	
<b>Tax rate to be charged on any resulting contract</b>	Specify percentage: _____ %
<b>Jurisdiction of Contract:</b> Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
<b>Former Public Servants</b>  See the Article in Part 2 of the bid solicitation for a definition of “Former Public Servant”.	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____  If yes, provide the information required by the Article in Part 5 entitled “Former Public Servant Certification”
	Is the Bidder a FPS who received a lump sum payment under the terms of a work force reduction program? Yes ____ No ____  If yes, provide the information required by the Article in Part 5 entitled “Former Public Servant Certification”
<b>Integrity Provisions</b> <i>(as per Part 5 of the bid solicitation)</i>	<p><b>Integrity Declaration Form</b></p> <p>An Integrity declaration form must be submitted <b>only</b> when:</p> <ol style="list-style-type: none"> <li>The supplier, one of its affiliates or a proposed first-tier subcontractor has, in the past three years, been charged with or convicted of a criminal offense in a country other than Canada, that, to the best of the supplier’s knowledge and belief, may be similar to one of the listed offences in the <a href="#">Ineligibility and Suspension Policy</a> (the “policy”); and/or</li> <li>The supplier is unable to provide any of the certifications required by the <a href="#">Integrity Provisions</a></li> </ol> <p>Click <a href="#">here</a> to complete the form and instructions for its submittal.</p>



	<p><b>List of names for integrity verification form</b></p> <p>Section 17 of the <i>Ineligibility and Suspension Policy</i> (<a href="http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html">http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html</a>) requires suppliers, regardless of their status under the policy, to submit a list of names with their bid or offer. The list differs depending on the bidder's organizational structure:</p> <ul style="list-style-type: none"> <li>- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors</li> <li>- Privately owned corporations must provide a list of the owners' names</li> <li>- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners</li> <li>- Suppliers that are a partnership do not need to provide a list of names</li> </ul> <p>Suppliers may use this <a href="#">form</a> to provide the list of names. Failure to submit this information, where required, will render a bid or offer non-responsive, or the supplier disqualified for award of a contract.</p> <p>Complete the <a href="#">form</a> online, print, sign and attach it to the bid.</p>															
<p><b>Security Clearance Level of Bidder</b></p> <p>i. Bidder's (Company) name and full address as they appear on the security clearance application:</p> <p>ii. Security clearance level granted and file number:</p> <p>iii. Expiry date:</p>	<p>i.</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">Designated Organization Screening (DOS)</td> <td style="width: 15%;">Yes <input type="checkbox"/></td> <td style="width: 15%;">No <input type="checkbox"/></td> </tr> <tr> <td></td> <td colspan="2">Specify file number:</td> </tr> <tr> <td>Facility Security Clearance (FSC)</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td></td> <td colspan="2">Specify file number:</td> </tr> <tr> <td>Document Safeguarding Capability (DSC)</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </table> <p>iii.</p>	Designated Organization Screening (DOS)	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Specify file number:		Facility Security Clearance (FSC)	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Specify file number:		Document Safeguarding Capability (DSC)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Designated Organization Screening (DOS)	Yes <input type="checkbox"/>	No <input type="checkbox"/>														
	Specify file number:															
Facility Security Clearance (FSC)	Yes <input type="checkbox"/>	No <input type="checkbox"/>														
	Specify file number:															
Document Safeguarding Capability (DSC)	Yes <input type="checkbox"/>	No <input type="checkbox"/>														
<p><b>Security Clearance Level of Bidder's Individual Resources <i>[add additional resources on another page, if required]</i></b></p> <p>i. Name of Individual as it appears on security clearance application:</p> <p>ii. Level of security clearance obtained and expiry date:</p> <p>iii. Security Screening Certificate and Briefing Form file number</p> <p>iv. Name of Department from which security clearance was obtained</p>	<p>i.</p> <p>ii.</p> <p>iii.</p> <p>iv.</p>															
<p>On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"> <li>1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;</li> <li>2. This bid is valid for the period requested in the bid solicitation;</li> <li>3. All the information provided in the bid is complete, true and accurate; and</li> <li>4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in Part 6 -Resulting contract clauses, included in the bid solicitation.</li> </ol>																
<p><b>Signature of Authorized Representative of Bidder</b></p>																
<p>Signature: _____ Date: _____</p>																