



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

Public Health Agency of Canada

Attn: Drew Johnson

Email: drew.johnson@hc-sc.gc.ca

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Health Agency of
Canada**

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

Proposition à:

Agence de la santé publique du Canada

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Instructions : See Herein

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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 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.

1.2 Statement of Work

The Work to be performed is detailed under Annex A – Statement of Work.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 days

2.2 Submission of Bids

Bids must be submitted by email only to drew.johnson@hc-sc.gc.ca by the date, time and place indicated in the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by ePost or facsimile 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: 2012-2](#) 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:

- name of former public servant;

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to drew.johnson@hc-sc.gc.ca no later than seven (7) 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.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid - One electronic copy by email;
- Section II: Financial Bid - One electronic copy by email;
- Section III: Certifications –One electronic copy by email

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

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

- (a) use a numbering system that corresponds to the bid solicitation.

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

Due to the nature of the bid solicitation, bids transmitted by facsimile or Epost will not be accepted.

Section II: Financial Bid

The Bidder should complete the pricing schedule found at Annex B and include it in its financial bid. As a minimum, the Bidder must respond to the pricing schedule by inserting in its financial bid for each of the periods specified its quoted all-inclusive fixed hourly rate for each of the categories identified.

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

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

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

The bid must meet the mandatory criteria set out below. The Bidder must provide the necessary documentation to support compliance. Bids which fail to meet the mandatory criteria will be declared non-responsive. Mandatory criteria are evaluated on a simple pass or fail basis. This will be evaluated as either a "Met" or a "Not-Met."

Where experience is required to be demonstrated, the experience may be demonstrated through one, or multiple, example projects that collectively meet the minimum years of experience stated.

Two, or more, example projects that run concurrently in the same calendar period will not be added to attain the minimum required number of years of experience. For evaluation, the period from the start date of the earliest project to the end date of the latest project will be counted.

Examples that do not include the start date and, where applicable, the end date of each example project will not be evaluated.

Proposals must demonstrate compliance with all of the following Mandatory criterions and must provide the necessary documentation to support a determination of compliance. Proposals that fail to meet any of the mandatory criterions will be deemed non-compliant and will be given no further consideration.

#	Mandatory Technical Criteria (MTC)	Cross-Reference to bid
Corporate Experience		
MTC1	Example Documents of French technical, scientific and/or medical editing in the field of Canadian public health of the company	
	The Bidder must provide ten (10) technical, scientific and/or medical examples/documents of French technical editing and review of documents	



<p>focused on Canadian public health sciences that they have completed in the last five (5) years.</p> <p>Each example/document provided must include:</p> <ul style="list-style-type: none"> a) The name of the client organization; b) The Microsoft Word or PDF copy with track changes showing the French editing changes. 	
Proposed Resources	
<p>MTC2 The Bidder must propose three (3) resources that each have a minimum of 8 years of experience within the last ten (10) years providing services of French editing and review of technical, scientific and/or medical focused on public health sciences.</p> <p>The Bidder's response to MTC2 must include an up to date résumé for each resource proposed that clearly demonstrates how the required experience was gained.</p> <p>Years of experience are cumulative, and must be shown in months and years and must include the start and end dates for individual work periods used to demonstrate the required minimum experience (MM/YYYY).</p> <p>Separate periods of work that run concurrently will not be added to attain the minimum required number of years of experience. For evaluation, the period from the start date of the earliest example to the end date of the latest example will be counted. Any example current at the time of bid closing should be indicated as such.</p>	
<p>MTC3 The Bidder must provide copies demonstrating that each proposed resource identified in MTC2 is a certified member in good standing of a Canadian professional association of translators or the Canadian Translators, Terminologists and Interpreters Council (CTTIC). If they are not members, the resource must have an undergraduate degree (or higher) in translation, literature, language training, communications or a related discipline from a Canadian university recognized by a provincial or territorial Ministry of Education.</p> <p>Where studies were completed in an institution outside of Canada, only the Canadian equivalent granted by an institution accredited for ascertaining Canadian equivalencies will be accepted (http://www.cicic.ca/2/home.canada).</p> <p>The Bidder must provide proof of certification or education with the bid.</p>	

4.1.2 Point-rated Technical Criteria (RTC)

In addition to meeting the Mandatory Criteria, the Bidder must also address the Point-Rated Criteria identified below.

Minimum overall score

There is no minimum pass mark required for any individual Point Rated Criterion, however; the Bid must score a minimum of 70% of the maximum points allocated, or 70 points of a possible 100 points, in order to proceed to the Financial Evaluation. Bids that fail to meet the minimum score of 70 points will be declared non-responsive and no further consideration will be given to the bid.

RTC1 Production Management Experience		Maximum Points Possible	Cross-Reference to bid	
The Bidder should demonstrate its procedures for managing work from the time it is entered into production to delivery of the final product. The Bidder should describe its procedures for:		15		
Item	Criteria	Points allocated for the criteria	Page #	
1.1	Production entry - recording of work entered into production, evaluation of estimated cost and providing a quote to the client.	3		
1.2	Work assignment - review of staff workload against deadlines.	3		
1.3	Work tracking - monitoring status of individual editing requirements against multiple, concurrent /interdependent deadlines.	3		
1.4	Communication plan – process on how to discuss editing issues and any other clarification needed with client.	3		
1.5	Contingency planning – how the Bidder will manage unexpected factors affecting normal production, such as increased work load, staffing issues, short timelines or changing deadlines.	3		

Point Allocation	
RTC 1.1 – 1.5 will be evaluated and points awarded as follows:	
Information not provided or not relevant to the criteria.	0 points
Information provided for the production management processes is incomplete; missing a description of the critical activities; does not demonstrate the capability to meet the criteria.	One (1) point
Information provided for the production management processes is listed; description of the critical activities is provided but is incomplete; demonstrates the capability to meet the criteria.	Two (2) points
Information provided for the production management processes is very detailed; activities necessary to complete the requirement identified are also very detailed; fully demonstrates capability to meet the criteria.	Maximum of three (3) points

RTC2 Quality Assurance		Maximum Points Possible	Cross-Reference to bid	
The Bidder should describe its procedures for managing the Quality Assurance of work from the time it is entered into production to delivery of the final product. At a minimum the Bidder should describe its procedures for:		25		
Item	Criteria	Points allocated for the criteria	Score	Page #
2.1	Review of documents submitted before work is entered into production,	5	/5	

2.2	Technical editing and checking for errors in comparison to the English version document.	5	/5	
2.3	Ensuring consistency with the English language versions of the same documents and the French language versions of related documents.	5	/5	
2.4	Informing the Project Authority of errors, typos or inconsistencies identified in the English and French language version of the documents via track changes and email.	5	/5	
2.5	Standardizing documents edited by more than one Editor and completing a thorough second internal review.	5	/5	

Point Allocation	
RTC 2.1-2.5 will be evaluated and points awarded as follows:	
Information not provided or not relevant to the criteria	0 points
Information provided regarding the QA processes is incomplete; missing a description of the critical activities; does not demonstrate the capability to meet the criteria.	One (1) point
Information provided regarding the QA processes is listed; description of the critical activities is provided but is incomplete; demonstrates the capability to meet the criteria.	Two (2) points
Information provided regarding the QA processes is very detailed; activities necessary to complete the requirement identified are also very detailed; fully demonstrates capability to meet the criteria.	Maximum of three (3) points

RTC3	Proposed Resources - Editing Samples	Maximum Points Possible	Cross-Reference to bid (indicate page #)
	<p>The Bidder should provide five (5) examples for each resource provided in MTC2 demonstrating French editing and review of technical, scientific and/or medical documents focused on public health sciences.</p> <p>Each French example should be in either MS Word or PDF format with the editorial edits in track changes. To obtain maximum points, the bidder must also provide the English version of each French document submitted with editorial track changes if any were captured.</p> <p>The Bidder must include the following for each example submitted:</p> <ol style="list-style-type: none"> The name of the client organization; French version with editorial track changes. English version of French document submitted with editorial track changes, if applicable; and MS Word or PDF format with the editorial edits in track changes. 	60	
French editing of technical, scientific and/or medical documents focused on public health sciences			Allocation of Points
Proposed Resource #1			
No example provided			0 Points
Example one (1) of a French public health document with the editorial edits in track changes in MS Word or PDF format and name of client organization.			/3

English version of example one (1) provided, with editorial track changes if any were captured.	/1
Example one (2) of a French public health document with the editorial edits in track changes in MS Word or PDF format and name of client organization.	/3
English version of example one (2) provided, with editorial track changes if any were captured.	/1
Example one (3) of a French public health document with the editorial edits in track changes in MS Word or PDF format and name of client organization.	/3
English version of example one (3) provided, with editorial track changes if any were captured.	/1
Example one (4) of a French public health document with the editorial edits in track changes in MS Word or PDF format and name of client organization.	/3
English version of example one (4) provided, with editorial track changes if any were captured.	/1
Example one (5) of a French public health document with the editorial edits in track changes in MS Word or PDF format and name of client organization.	/3
English version of example one (5) provided, with editorial track changes if any were captured.	/1
Total points for Proposed Resource #1	/20
Proposed Resource #2	
No examples provided.	0 Points
Example one (1) of a French public health document with the editorial edits in track changes in MS Word or PDF format and name of client organization.	/3
English version of example one (1) provided, with editorial track changes if any were captured.	/1
Example one (2) of a French public health document with the editorial edits in track changes in MS Word or PDF format and name of client organization.	/3
English version of example one (2) provided, with editorial track changes if any were captured.	/1
Example one (3) of a French public health document with the editorial edits in track changes in MS Word or PDF format and name of client organization.	/3
English version of example one (3) provided, with editorial track changes if any were captured.	/1
Example one (4) of a French public health document with the editorial edits in track changes in MS Word or PDF format and name of client organization.	/3
English version of example one (4) provided, with editorial track changes if any were captured.	/1
Example one (5) of a French public health document with the editorial edits in track changes in MS Word or PDF format and name of client organization.	/3
English version of example one (5) provided, with editorial track changes if any were captured.	/1
Total points for Proposed Resource #2	/20
Proposed Resource #3	
No examples provided.	0 Points
Example one (1) of a French public health document with the editorial edits in track changes in MS Word or PDF format and name of client organization.	/3
English version of example one (1) provided, with editorial track changes if any were captured.	/1
Example one (2) of a French public health document with the editorial edits in track changes in MS Word or PDF format and name of client organization.	/3
English version of example one (2) provided, with editorial track changes if any were captured.	/1
Example one (3) of a French public health document with the editorial edits in track changes in MS Word or PDF format and name of client organization.	/3

English version of example one (3) provided, with editorial track changes if any were captured.	/1
Example one (4) of a French public health document with the editorial edits in track changes in MS Word or PDF format and name of client organization.	/3
English version of example one (4) provided, with editorial track changes if any were captured.	/1
Example one (5) of a French public health document with the editorial edits in track changes in MS Word or PDF format and name of client organization.	/3
English version of example one (5) provided, with editorial track changes if any were captured.	/1
Total points for Proposed Resource #3	/20

Maximum Points	100
Minimum Points Required Overall	70

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit (70%) and Price (30%)

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 70 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 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 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The 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 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

	Bidder 1	Bidder 2	Bidder 3

Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

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 procurement agreement of the [Ineligibility and Suspension Policy](#), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Additional Certifications Precedent to Contract Award

5.2.2.1 Status and Availability of Resources

[A3005T](#) (2010-08-16), Status and Availability of Resources

5.2.2.2 Education and Experience

[A3010T](#) (2010-08-16) Education and Experience

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

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

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

6.3.2 Supplemental General Conditions

6.3.2.1 Specific Persons

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract:_____.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to November 30 2022 inclusive.

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 three (3) option periods of twelve (12) months each 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 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.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Drew Johnson
Title: Senior Procurement and Contracting Officer
Public Health Agency of Canada
Telephone: (613) 941-2102
E-mail address: drew.johnson@hc-sc.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 (to be identified at contract award)

Name: _____
Title: _____
Telephone: ____ _
E-mail address: _____

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

6.5.3 Contractor's Representative (to be identified at contract award)

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____ _
E-mail address: _____



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: 2012-2 of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment - Firm hourly rates

Contractor will be paid firm hourly rates as identified in Annex B, Basis of Payment, for work performed in accordance with the Contract. Customs duties are excluded 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 \$ _____. 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 Time Verification

SACC Manual clause [C0711C](#) (2008-05-12) Time Verification, applies to and forms part of this contract.

6.7.4 Method of Payment

SACC Manual clause [H1008C](#) (2008-05-12) Monthly Payment, applies to and forms part of this contract.

6.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract;
- b. a copy of the monthly report outlining each request submitted during that period;
- c. a copy of time sheets to support the time claimed.

2. Invoices must be distributed as follows:
One (1) copy must be forwarded to the Project Authority and p2p.invoices-factures@hc-sc.gc.ca 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 Ontario, Canada.

6.11 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 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 Requirement Checklist; and
- f) the Contractor's bid dated _____ (to be updated at contract award).

6.12 Insurance

[G1005C](#) (2016-01-28), Insurance – No Specific Requirement

ANNEX A - STATEMENT OF WORK

1. TITLE

French Technical Editing Services

2. SCOPE

2.1. Introduction

The Public Health Agency of Canada (PHAC) requires French technical editing services for a series of new and revised National Advisory Committee on Immunization (NACI) documents.

2.2. Objectives of the Requirement

The objective of this requirement is to provide standard technical editing of the French language version of NACI scientific and/or medical guidance documents (i.e., statements, literature reviews, economic analysis and chapters of the Canadian Immunization Guide). The technical editing of the French language version of the NACI scientific documents will ensure that the French language versions have the same language, terminology and tone with the English language versions of the same documents (i.e., using standard medical terms) and that they contain the same said language, terminology and tone compared to other French language versions of NACI products. The French language version of the NACI documents must be technically edited and quality checked for errors and use standardized medical terms applicable to both the English and French versions before they can be posted on PHAC's website for use by health professionals, public health policy experts from the Provinces and Territories (P/Ts) and the general public. It is anticipated that the work will be requested on a weekly or bi-weekly basis but it is not a guarantee.

2.3. Background and Specific Scope of the Requirement

The NACI documents are posted on PHAC's website (<https://www.canada.ca/en/public-health/services/immunization/national-advisory-committee-on-immunization-naci.html>), in both English and French, for use primarily by health professionals and public health policy experts from the P/Ts. PHAC requires new and existing documents to be updated and or revised so that each version is identical in language, terminology and tone before they are posted on the web.

3. REQUIREMENTS

3.1. Tasks, Activities, Deliverables and/or Milestones

3.1.1 The Request Process

The contractor will receive requests from the Project Authority with either a standard timeline* request or a rush/urgent** request. Rush/Urgent requests may require immediate turnaround without advance warning. Documents will be provided to the Contractor via an email attachment. Upon receipt the Project Authority and the Contractor will agree on a deadline for the Contractor to complete its technical editing of the document and record the timeline and value associated within the email exchange. The Project Authority will make every effort possible to give a heads-up to the Contractor of forecasted requests.

The Contractor may complete the copy editing of a document ahead of the established return date. If the volume of the material to copy edit exceeds the determined timelines, the Contractor must consult with the Project Authority early to determine a mutually agreeable return date. Should it not be possible to achieve a mutually agreeable return date, the Project Authority reserves the right to complete the work through other means.

* Standard timeline is defined as a review of up to 2000 words per day of the French document to be reviewed.

** Rush/Urgent is defined as up to 24 hours and the word count of the document exceeds 2000 words per day.

3.1.2 Tasks

The Contractor must:

- Conduct a full comparative read of the French document against the English version for content, accuracy and consistency.
- Ensure the French document against the English version is consistent in relation to the technical, scientific and/or medical terms
- Correct typos, spelling, inappropriate or inconsistent use of acronyms (as per the group's lexicon) and basic grammar.
- Assess the document for consistency with other French language versions of NACI products if required by the Project Authority.
- Liaise with the Project Authority if any content questions arise during the review.
- Update the official Lexicon with new/amended entries in track changes upon discussion with the Project Authority.
- Inform the Project Authority of any errors, typos or inconsistencies identified in the NACI English language version of the document via track changes when applicable.
- Work collaboratively with the Project Authority;
- Liaise with the Project Authority for virtual meetings and other related project management activities if needed;
- Ensure the timely delivery of all deliverables and advise the Project Authority when delays arise; and
- Provide the Project Authority with all deliverables electronically in Microsoft Word format using "track changes" for reviews.

Due to existing workload and deadlines, all resources assigned to the Contract must be ready to work in close and frequent contact with the Project Authority and other PHAC personnel.

3.2. Method and Source of Acceptance

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

4. ADDITIONAL INFORMATION

4.1. Canada's Obligations

Project Authority will:

- Provide access to relevant documentation, weblinks to previous publications and Lexicon.
- Plan and arrange for all meetings virtually.
- Provide feedback on the deliverables, provided by the contractor, within the agreed upon timeline.
- Liaise with the Contractor and provide comments on any deliverables in accordance with this Statement of Work.
- Provide a look ahead calendar for up to three months of anticipated project timelines (i.e., tasking early-mid or late for a specific month), which will be updated on a monthly basis.

4.2. Contractor's Obligations

The Contractor must:

- Use its own equipment to do the work;
- Ensure that the resources have valid certifications throughout the period of the contract.

4.3. Location of Work, Work site and Delivery Point

All Work will be completed at the Contractor's premises.

4.4. Language of Work

The Contractor must be able to communicate orally and in writing, in French or English languages. Deliverables must be provided in both French and English.

ANNEX B – BASIS OF PAYMENT

1. Initial Contract Period

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract. Customs duties are excluded and Applicable Taxes are extra.

Category	Services	Hourly Rate (A)	Estimated Level of Effort (hours) (B)	Estimated Contract Value (A) x (B) = (C)
Standard Rate*	French Technical Editing	\$ Bidder to provide in proposal	Up to 1000 hours	
Rush/Urgent Rate**	French Technical Editing	\$ Bidder to provide in proposal	Up to 200 hours	

* Standard timeline is defined as a review of up to 2000 words per day of the French document to be reviewed.

** Rush/Urgent is defined as up to 24 hours and the word count of the document exceeds 2000 words per day.

2. Option to Extend the Contract

During the extended period of the Contract, the Contractor will be paid the following firm hourly rates to perform all the Work in relation to the contract extension.

2.1 Option Period 1 – December 1, 2022 to November 30, 2023

Category	Services	Hourly Rate (A)	Estimated Level of Effort (hours) (B)	Estimated Contract Value (A) x (B) = (C)
Standard Rate*	French Technical Editing	\$ Bidder to provide in proposal	Up to 1000 hours	
Rush/Urgent Rate**	French Technical Editing	\$ Bidder to provide in proposal	Up to 200 hours	

* Standard timeline is defined as a review of up to 2000 words per day of the French document to be reviewed.

** Rush/Urgent is defined as up to 24 hours and the word count of the document exceeds 2000 words per day.

2.2 Option Period 2 – December 1, 2023 to November 30, 2024

Category	Services	Hourly Rate (A)	Estimated Level of Effort (hours) (B)	Estimated Contract Value (A) x (B) = (C)
Standard Rate*	French Technical Editing	\$ Bidder to provide in proposal	Up to 1000 hours	
Rush/Urgent Rate**	French Technical Editing	\$ Bidder to provide in proposal	Up to 200 hours	

* Standard timeline is defined as a review of up to 2000 words per day of the French document to be reviewed.

** Rush/Urgent is defined as up to 24 hours and the word count of the document exceeds 2000 words per day.

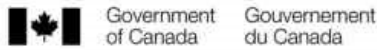
2.3 Option Period 3 – December 1, 2024 to November 30, 2025

Category	Services	Hourly Rate (A)	Estimated Level of Effort (hours) (B)	Estimated Contract Value (A) x (B) = (C)
Standard Rate*	French Technical Editing	\$ Bidder to provide in proposal	Up to 1000 hours	
Rush/Urgent Rate**	French Technical Editing	\$ Bidder to provide in proposal	Up to 200 hours	

* Standard timeline is defined as a review of up to 2000 words per day of the French document to be reviewed.

** Rush/Urgent is defined as up to 24 hours and the word count of the document exceeds 2000 words per day.

ANNEX C – SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat 1000234231
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 Public Health Agency of Canada		2. Branch or Directorate / Direction générale ou Direction Immunization Program; Centre for Immunization Readiness	
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 French Technical Editing for the National Advisory Committee on Immunization and Canadian Immunization Guide Chapters.			
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 type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	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 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"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified





Contract Number / Numéro du contrat 1000234231
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? 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 checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input 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 EMBLEMES | | | |

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



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	COMSEC TOP SECRET / COMSEC 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).