



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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Linguistic Services Division / Division des services linguistiques

Les Terrasses de la Chaudière

10, rue Wellington, 5e étage

Gatineau

Québec

K1A 0S5

Title - Sujet Translation Services	
Solicitation No. - N° de l'invitation 24062-210104/A	Date 2022-01-12
Client Reference No. - N° de référence du client 24062-210104	
GETS Reference No. - N° de référence de SEAG PW-\$\$ZF-504-40440	
File No. - N° de dossier 504zf.24062-210104	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2022-02-07 Heure Normale du l'Est HNE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Lepage, Renée	Buyer Id - Id de l'acheteur 504zf
Telephone No. - N° de téléphone () - ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

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

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
File No. - N° du dossier
504zf.24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No. / N° VME - FMS

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION.....	3
1.1 INTRODUCTION	3
1.2 SUMMARY	4
1.3 DEBRIEFINGS.....	4
PART 2 - BIDDER INSTRUCTIONS.....	5
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	5
2.2 SUBMISSION OF BIDS.....	5
2.3 FORMER PUBLIC SERVANT	5
2.4 ENQUIRIES - BID SOLICITATION.....	7
2.5 APPLICABLE LAWS	7
2.6 BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY.....	7
2.7 BID CHALLENGE AND RECOURSE MECHANISMS.....	7
PART 3 - BID PREPARATION INSTRUCTIONS.....	8
3.1 BID PREPARATION INSTRUCTIONS	8
SECTION I: TECHNICAL BID.....	8
SECTION II: FINANCIAL BID.....	9
3.2 ELECTRONIC PAYMENT OF INVOICES – Bid	9
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....	13
4.1 EVALUATION PROCEDURES	13
4.2 BASIS OF SELECTION – HIGHEST COMBINED RATING OF TECHNICAL MERIT (70%) AND PRICE (30%).....	14
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION.....	25
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	25
5.1.1 INTEGRITY PROVISIONS -DECLARATION OF CONVICTED OFFENCES.....	25
5.1.2 COVID-19 VACCINATION REQUIREMENT CERTIFICATION	25
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD.....	25
5.2.1 INTEGRITY PROVISIONS – REQUIRED DOCUMENTATION	25
5.2.2 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY -Bid CERTIFICATION.....	25
5.2.3 CANADIAN CONTENT CERTIFICATION.....	26
PART 6 - SECURITY AND OTHER REQUIREMENTS.....	30
6.1 SECURITY REQUIREMENTS.....	30
6.2 INSURANCE REQUIREMENTS.....	30
PART 7 - RESULTING CONTRACT CLAUSES.....	31
7.1 STATEMENT OF WORK.....	31
7.2 STANDARD CLAUSES AND CONDITIONS.....	34
7.3 SECURITY REQUIREMENTS	34
7.4 TERM OF CONTRACT	36
7.5 AUTHORITIES.....	37
7.6 PAYMENT	38
7.8 INVOICING INSTRUCTIONS	39
7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	39
7.10 APPLICABLE LAWS	40
7.11 PRIORITY OF DOCUMENTS	40

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
File No. - N° du dossier
504zf.24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No./N° VME - FMS

7.12	INSURANCE	40
7.14	DISPUTE RESOLUTION.....	40
7.15	PERFORMANCE OF THE WORK	41
ANNEX A, STATEMENT OF WORK		42
ANNEX B, BASIS OF PAYMENT		58
ANNEX C, SECURITY REQUIREMENTS CHECK LIST		60
ANNEX D, TASK AUTHORIZATION FORM		64
ANNEX E, A SAMPLE OF AN MS OFFICE SPREADSHEET.....		66
ANNEX F TO PART 3 OF THE BID SOLICITATION.....		67

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
File No. - N° du dossier
504zf.24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No./N° VME - FMS

TITLE

Request for proposal # 24062-210104 for translation services purpose to translate texts from English to French and from French to English.

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

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

N° de l'invitation - Solicitation No.

24062-210104/A

N° de la modif - Amd. No.

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

24062-210104

File No. - N° du dossier

504zf. 24062-210104

Id de l'acheteur - Buyer ID

504zf

N° CCC / CCC No. / N° VME - FMS

1.2 Summary

- 1.2.1 The Treasury Board of Canada Secretariat (the Secretariat) has a requirement for translation services on an "as and when requested" basis. The purpose is to translate texts from English to French and from French to English.

The texts to be translated will be précis, decision letters, meeting agendas, memoranda to Cabinet, news releases, questions and answers, presentations, reports, correspondence and other texts such as policies, procedures, reports, labour relations documents, procedure manuals and a variety of sensitive and strategic communications prepared for or tabled in Parliament by the President of the Treasury Board.

Please consult section Annex A - Statement of work for details.

- 1.2.2 It is intended to result in the award of up to three (3) contracts of one (1) year each, plus four (4) one-year irrevocable options allowing Canada to extend the term of the contract. There is also a four (4) months optional transition period from the contract to a new contract with another supplier.
- 1.2.3 A resource from the contractor ranked first will be required to work at the client's site one day per week, depending on the level of security of the documents to be translated.
- 1.2.4 This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel.
- 1.2.5 This requirement is subject to Canadian Free Trade Agreement (CFTA).
- 1.2.6 This requirement is limited to Canadian services.
- 1.2.7 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website".
- 1.2.8 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer To Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.
- 1.2.9 This bid solicitation requires bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further Information.
- 1.2.10 This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside the resulting contract.

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.

N° de l'invitation - Solicitation No.

24062-210104/A

N° de la modif - Amd. No.

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

24062-210104

File No. - N° du dossier

504zf. 24062-210104

Id de l'acheteur - Buyer ID

504zf

N° CCC / CCC No. / N° VME - FMS

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](#) (2021-12-02) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days

Insert: 180 days

2.2 Submission of Bids

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

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated at page 1 of the bid solicitation.

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

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

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

2.3 Former Public Servant

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

Definitions

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

N° de l'invitation - Solicitation No.

24062-210104/A

N° de la modif - Amd. No.

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

24062-210104

File No. - N° du dossier

504zf. 24062-210104

Id de l'acheteur - Buyer ID

504zf

N° CCC / CCC No. / N° VME - FMS

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- 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;

N° de l'invitation - Solicitation No.

24062-210104/A

N° de la modif - Amd. No.

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

24062-210104

File No. - N° du dossier

504zf. 24062-210104

Id de l'acheteur - Buyer ID

504zf

N° CCC / CCC No. / N° VME - FMS

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- 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 (3) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Basis for Canada's Ownership of Intellectual Property

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

2.7 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
File No. - N° du dossier
504zf. 24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No. / N° VME - FMS

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

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

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

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

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

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

Section I: Technical Bid

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

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

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

N° de l'invitation - Solicitation No.

24062-210104/A

N° de la modif - Amd. No.

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

24062-210104

File No. - N° du dossier

504zf. 24062-210104

Id de l'acheteur - Buyer ID

504zf

N° CCC / CCC No. / N° VME - FMS

Section II: Financial Bid

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

B. Bidders must submit their prices and rates FOB destination; Canadian customs duties and excise taxes included, if applicable; and applicable taxes excluded.

C. When preparing their financial bid, bidders should review clause 4.1.2, Financial Evaluation, of Part 4; and section 7.7, Payment, of Part 7.

D. SACC Manual Clauses

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

3.2 Electronic Payment of Invoices – Bid

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

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

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

Section III: Certifications

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

Section IV: Additional Information

In Section IV of their bid, bidders should provide:

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

and

- b) As indicated in Part 6 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
File No. - N° du dossier
504zf.24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No./N° VME - FMS

City, Province, Territory / State
Postal Code / Zip Code
Country

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

N° de l'invitation - Solicitation No.

24062-210104/A

N° de la modif - Amd. No.

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

24062-210104

File No. - N° du dossier

504zf. 24062-210104

Id de l'acheteur - Buyer ID

504zf

N° CCC / CCC No. / N° VME - FMS

ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

NOTE : Bidders **MUST** provide their firm all inclusive prices.

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid the firm all-inclusive rate per word (in CAD\$).

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

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

<http://laws.justice.gc.ca/en/N-4/>;

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

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

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

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

The estimated word numbers provided will be allocated in rotation to a maximum of three (3) qualified contractors.

1. Pricing schedule

Pricing schedule				
Periods	Service Category	A	B	C
		Volumetric Data	Firm all-inclusive rate per word	Extended estimated price (A x B)
Initial Period	Translation, Regular hours	5,205,000 words	- \$	- \$
	Translation, Urgent	420,000 words	- \$	- \$
Option Period 1	Translation, Regular hours	5,270,000 words	- \$	- \$
	Translation, Urgent	440,000 words	- \$	- \$

N° de l'invitation - Solicitation No.
 24062-210104/A
 N° de réf. du client - Client Ref. No.
 24062-210104

N° de la modif - Amd. No.
 File No. - N° du dossier
 504zf.24062-210104

Id de l'acheteur - Buyer ID
 504zf
 N° CCC / CCC No./N° VME - FMS

Option Period 2	Translation, Regular hours	5,410,000words	- \$	- \$
	Translation, Urgent	340,000 words	- \$	- \$
Option Period 3	Translation, Regular hours	5,550,000 words	- \$	- \$
	Translation, Urgent	440,000 words	- \$	- \$
Option Period 4	Translation, Regular hours	5,690,000 words	- \$	- \$
	Translation, Urgent	340,000 words	- \$	- \$
Transition period	Translation, Regular hours	1,900,000 words	- \$	- \$
	Translation, Urgent	150,000 words	- \$	- \$
TOTAL ESTIMATED PRICE OF THE BID				- \$

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
File No. - N° du dossier
504zf.24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No. / N° VME - FMS

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 evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submitted this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or

N° de l'invitation - Solicitation No.

24062-210104/A

N° de la modif - Amd. No.

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

24062-210104

File No. - N° du dossier

504zf.24062-210104

Id de l'acheteur - Buyer ID

504zf

N° CCC / CCC No. / N° VME - FMS

- Contracts signed by B and contracts signed by A and B in joint venture.

That show in total 100 billable days.

- d) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

4.1.1.1 Mandatory Technical Criteria

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

Refer to Attachment 1 to Part 4.

4.1.1.2 Point Rated Technical Criteria

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

Refer to Attachment 1 to Part 4.

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection – 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 technical evaluation criteria; and
- c. obtain the required minimum points (74%) for the technical evaluation criteria which are described in Part 4, point rated technical criteria.

2. Bids not meeting 4.2.1 (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 three (3) responsive bids with the highest combined rating of technical merit and price will be recommended for award of a contract.

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
File No. - N° du dossier
504zf. 24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No./N° VME - FMS

8. The responsive bids will be ranked in descending order of combined rating of technical merit and price; the responsive bid with the highest combined rating of technical merit and price being ranked first. Of the highest ranked responsive bids in descending order of combined rating of technical merit and price, up to three (3) bids will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, these bids will be ranked in descending order of the overall scores obtained for all of the point rated technical criteria detailed in Attachment 2 to Part 4; the responsive bid obtaining the highest overall score being ranked the highest.

9. The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score Rated Technical Criteria		115/135	89/135	92/135
Bid evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing score	$45,000/55,000 \times 30 = 24.55$	$45,000/50,000 \times 30 = 27.00$	$45,000/45,000 \times 30 = 30.00$
Combined Score		84.18	73.15	77.7
Overall Ranking		1 st	3 rd	2 nd

N° de l'invitation - Solicitation No. 24062-210104/A	N° de la modif - Amd. No.	Id de l'acheteur - Buyer ID 504zf
N° de réf. du client - Client Ref. No. 24062-210104	File No. - N° du dossier 504zf: 24062-210104	N° CCC / CCC No. / N° VME - FMS

ATTACHMENT 1 to PART 4, TECHNICAL CRITERIA

MANDATORY TECHNICAL CRITERIA

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

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal non-responsive and it will not be given further consideration. Each mandatory technical criterion should be addressed separately.

Each mandatory technical criterion should be treated separately.

Technical bids must clearly demonstrate compliance with the mandatory criteria.

1. MANDATORY CRITERIA (MC)

No.	Mandatory Criteria	Instructions	Bidder Response
MC1	For the period between January 1, 2018, and the closing date of this Request for Proposal, the Bidder must have translated: a) a minimum of 8,100,000 words from English to French; b) a minimum of 900,000 words from French to English. c) The translated texts must deal with at least two of the following subject matters: 1 - communications (such as media lines, press releases, Q&As and speeches); 2 - administration and management (such as human resources management, budgetary and financial management, accounting and auditing, information management and management operations);	To demonstrate its experience, the Bidder must provide the following information: a) the name of the client organization to which the translation services were provided. b) the name of a person in authority in the client organization who can corroborate the information, along with a telephone number or email address where they can be reached; c) a description of the translated texts clearly indicating the following: i. the period during which the translation services were provided, specifying from (month/year) to (month/year); ii. the nature of the work and subject matter; iii. the source and target languages (English to French and French to English);	The response should be provided on the response template included in attachment 3 of Part 4, Technical Criteria. Please complete the template for <u>each experience period</u> submitted.

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
504zf
File No. - N° du dossier
504zf: 24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No. / N° VME - FMS

No.	Mandatory Criteria	Instructions	Bidder Response
	3 - policy instruments (guidelines, directives, policies, directions); 4 - informatics (such as software applications and office technology). Period: a maximum of 12 consecutive months.	iv. the total number of words translated for each period <i>Canada reserves the right, using its resources, to conduct any verification that may be required to verify the authenticity of the bidder's experience.</i>	
MC2	The Bidder must have a user licence for software that is compatible with LogitermWeb.	The Bidder confirms that it has a user licence for software that is compatible with LogitermWeb and that it will be able to read and edit .tmx files. If the Bidder does not have a licence for software that is compatible with LogitermWeb when it submits its bid, it commits to acquiring such a licence before a contract is awarded to it, if its bid is successful. Answer YES or NO.	

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif. - Amd. No.
504zf
N° CCC / CCC No. / N° VME - FMS
504zf: 24062-210104

Id de l'acheteur - Buyer ID
504zf

ATTACHMENT 2 to PART 4, TECHNICAL CRITERIA

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

Bids which fail to obtain the specified minimum number of points will be declared non-responsive. Each point rated technical criterion should be addressed separately.

For the purposes of the point rated technical criteria indicated below, the experience of the Bidder and its affiliates will be taken into account.

Point-Rated Criteria				
No.	Instructions	Points Allocation	Max. Points	Bidder Response
RC1	<p>The Bidder must demonstrate the experience acquired providing translation services for Government of Canada departments, agencies or corporations as listed in the <i>Financial Administration Act</i>, Schedules 1 (Section 2), I.1 (Sections 2 and 3), II (Section 2) and III (Section 3). The list can be found at: http://lois-laws.justice.gc.ca/eng/lois/F-11/index.html.</p> <p>To demonstrate its experience, the Bidder must provide the following information:</p> <ol style="list-style-type: none"> the name of the client organization to which the translation services were provided; The name of a person in authority in the client organization who can corroborate the information, along with a telephone number or email address where they can be reached; The period during which the translation services were provided, specifying from (month/year) to (month/year). <p><i>Canada reserves the right, using its resources, to conduct any verification that may be required to verify the authenticity of the bidder's experience.</i></p>	<p>Points will be awarded as follows:</p> <p>Under a year = 0 pts</p> <p>1 to 2 years = 10 pts</p> <p>2+ to 4 years = 20 pts</p> <p>4+ to 6 years = 30 pts</p> <p>6+ to 8 years = 40 pts</p> <p>8+ to 10 years = 50 pts</p> <p>Over 10 years = 60 pts</p>	60 points	The response should be provided on the response template included in attachment 4 of Part 4, Technical Criteria. You must complete the template for each experience period submitted.
RC2	<p>The Bidder should provide a detailed business plan demonstrating that it is able to provide quality translation services and meet the deadlines set out in the Statement of Work.</p> <p>To demonstrate its experience, the Bidder must provide the following information:</p>	<p>Points will be awarded as follows:</p> <p>Nil: The Bidder does not demonstrate in any way that it understands the various procedures for receiving,</p>	10 points	The response should be provided in a structured manner so that it is as clear as possible. All elements included in the

N° de l'invitation - Solicitation No. 24062-210104/A
 N° de réf. du client - Client Ref. No. 24062-210104
 N° de la modif - Amd. No. 504zf
 Id de l'acheteur - Buyer ID 504zf
 N° CCC / CCC No. / N° VME - FMS 504zf: 24062-210104

Point-Rated Criteria			
No.	Instructions	Points Allocation	Max. Points
	<p>A. A detailed description of procedures for receiving, translating and delivering texts:</p> <ul style="list-style-type: none"> i. Specify each step in the work execution process, from receipt of the task authorization and texts to delivery of the work; ii. Describe how each step in the work execution process, from receipt of the work authorization task and texts to delivery of the work, is implemented when an urgent request is involved; iii. Describe how each step in the work execution process, from receipt of the work authorization task and texts to delivery of the work, is implemented when it involves a request received outside regular business hours; iv. Describe how each step in the work execution process, from receipt of the work authorization task and texts to delivery of the work, is implemented when receipt, execution and delivery of the work must take place in TBS offices; 	<p>translating and delivering texts. (0 pts)</p> <p>Insufficient: The Bidder demonstrates an insufficient understanding of the various procedures for receiving, translating and delivering texts. (4 pts)</p> <p>Good: The Bidder demonstrates an adequate understanding of the various procedures for receiving, translating and delivering texts. (8 pts)</p> <p>Excellent: The Bidder demonstrates an in-depth understanding of the various procedures for receiving, translating and delivering texts. (10 pts)</p>	<p>instructions must be addressed.</p> <p>Below, please enter the number(s) of the page(s) in your bid where the information can be found.</p>
	<p>B. A detailed description of procedures for the quality control of the translated texts:</p> <ul style="list-style-type: none"> i. Specify each step in the quality assurance process, from planning to delivery; ii. Describe how the quality assurance plan is implemented on a daily basis by the Bidder; iii. Describe the measures taken when the quality of the translation is deemed unsatisfactory by the client; 	<p>Points will be awarded as follows:</p> <p>Nil: The Bidder does not demonstrate in any way that it understands the various procedures for the quality control of translated texts. (0 pts)</p>	<p>10 points</p> <p>The response must be provided in a structured manner so that it is as clear as possible. All elements included in the instructions must be addressed.</p>

N° de l'invitation - Solicitation No. 24062-210104/A
 N° de réf. du client - Client Ref. No. 24062-210104
 N° de la modif - Amd. No. 504zf
 Id de l'acheteur - Buyer ID 504zf
 N° CCC / CCC No. / N° VME - FMS 504zf: 24062-210104

Point-Rated Criteria			
No.	Instructions	Points Allocation	Bidder Response
	iv. Describe how the quality assurance plan is implemented when an urgent request is involved.	<p>Insufficient: The Bidder demonstrates an insufficient understanding of the various procedures for the quality control of translated texts. (4 pts)</p> <p>Good: The Bidder demonstrates an adequate understanding of the various procedures for the quality control of translated texts. (8 pts)</p> <p>Excellent: The Bidder demonstrates an in-depth understanding of the various procedures for the quality control of translated texts. (10 pts)</p>	Below, please enter the number(s) of the page(s) in your bid where the information can be found.
	C. A detailed description of the procedures for handling a high work volume: i. Describe how the contractor may respond to a work request temporarily exceeding, in peak periods, the average daily production rate estimated in Section A4 of the Statement of Work – Work Capacity.	<p>Points will be awarded as follows: Nil: The Bidder does not demonstrate in any way that it understands the procedures for handling a high work volume. (0 pts) Insufficient: The Bidder demonstrates an insufficient understanding of the various procedures for</p>	<p>The response must be provided in a structured manner so that it is as clear as possible. All elements included in the instructions must be addressed.</p> <p>Below, please enter the number(s) of the page(s) in your bid</p>

N° de l'invitation - Solicitation No. 24062-210104/A
 N° de réf. du client - Client Ref. No. 24062-210104
 N° de la modif - Amd. No. 504zf
 Id de l'acheteur - Buyer ID 504zf
 N° CCC / CCC No. / N° VME - FMS 504zf

Point-Rated Criteria			
No.	Instructions	Points Allocation	Bidder Response
		<p>handling a high work volume. (4 pts)</p> <p>Good: The Bidder demonstrates an adequate understanding of the various procedures for handling a high work volume. (8 pts)</p> <p>Excellent: The Bidder demonstrates an in-depth understanding of the various procedures for handling a high work volume. (10 pts)</p>	<p>where the information can be found.</p>
	<p>D. A detailed description of the risks and issues that could affect the contractor's productivity and mitigation procedures and problem resolution strategies that could be put in place:</p> <ul style="list-style-type: none"> i. Potential problems and risks that could affect the contractor's productivity (e.g. power outage, computer failure; shortage of staff); ii. Mitigation and prevention measures put in place to reduce risk and prevent potential problems that could affect the contractor's productivity; iii. A resolution and problem-tracking strategy when problems recur. 	<p>Points will be awarded as follows:</p> <p>Nil: The Bidder does not demonstrate in any way that it understands the risks and issues that could affect its productivity and the mitigation procedures and problem resolution strategies that could be put in place. (0 pts)</p> <p>Insufficient: The Bidder demonstrates an insufficient understanding of the risks and issues that could affect its productivity and</p>	<p>The response must be provided in a structured manner so that it is as clear as possible. All elements included in the instructions must be addressed.</p> <p>Below, please enter the number(s) of the page(s) in your bid where the information can be found.</p>

N° de l'invitation - Solicitation No.
24062-210104/A

N° de la modif - Amd. No.
504zf

N° de réf. du client - Client Ref. No.
24062-210104

Id de l'acheteur - Buyer ID
504zf

N° CCC / CCC No. / N° VME - FMS

Point-Rated Criteria			
No.	Instructions	Points Allocation	Bidder Response
		mitigation procedures and problem resolution strategies that could be put in place. (4 pts) Good: The Bidder demonstrates an adequate understanding of the risks and issues that could affect its production and mitigation procedures and problem resolution strategies that could be put in place. (8 pts) Excellent: The Bidder demonstrates an in-depth understanding of the risks and issues that could affect its production and mitigation procedures and problem resolution strategies that could be put in place. (10 pts)	
	Maximum available points	100 points	
	Minimum points required	74 points	

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
File No. - N° du dossier
504zf.24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No. / N° VME - FMS

ATTACHMENT 3 to PART 4, TECHNICAL CRITERIA

Optional template for mandatory criteria MC1

Mandatory Criterion - MC1 for Contracts A and B & MC1 for Contract C		
Name of the client organization to which the translation services were provided		
Client's organization resource who can confirm the claimed experience	Name	
	Telephone	
	Email	
Number of experience		
Start of experience (month / year)		
End of experience (month / year)		
The nature of the work carried out (Briefly explain the work carried out)		
The subject of the work carried out (What were the subjects of the translated texts)		
Source language of the translation (English or French)		
Target language of the translation (English or French)		
Total number of words translated for the period		

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
File No. - N° du dossier
504zf.24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No./N° VME - FMS

ATTACHMENT 4 to PART 4, TECHNICAL CRITERIA

Optional template rated criteria RC1

Rated Criteria RC1		
Name of the client organization to which the translation services were provided		
Client's organization resource who can confirm claimed experience	Name	
	Telephone	
	Email	
Number of experience		
Start of experience <i>(month / year)</i>		
End of experience <i>(month / year)</i>		
The nature of the work carried out <i>(Briefly explain the work carried out)</i>		
The subject of the work carried out <i>(What were the subjects of the translated texts)</i>		
Source language of the translation <i>(English or French)</i>		
Target language of the translation <i>(English or French)</i>		
Total number of words translated for the period		

N° de l'invitation - Solicitation No.

24062-210104/A

N° de la modif - Amd. No.

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

24062-210104

File No. - N° du dossier

504zf. 24062-210104

Id de l'acheteur - Buyer ID

504zf

N° CCC / CCC No. / N° VME - FMS

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 COVID-19 vaccination requirement certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

5.2 Certifications Precedent to Contract Award

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real 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" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
File No. - N° du dossier
504zf.24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No. / N° VME - FMS

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

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

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

5.2.3 Canadian Content Certification

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

N° de l'invitation - Solicitation No.

24062-210104/A

N° de la modif - Amd. No.

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

24062-210104

File No. - N° du dossier

504zf.24062-210104

Id de l'acheteur - Buyer ID

504zf

N° CCC / CCC No./N° VME - FMS

Attachment 1 to PART 5 OF THE BID SOLICITATION**FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION**

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

OR

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

B. Check only one of the following:

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

OR

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

2. Canadian Content**2.1 SACC Manual clause A3050T (2020-07-01) - Canadian Content Definition**

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
File No. - N° du dossier
504zf. 24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No. / N° VME - FMS

2.2 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

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

3. COVID-19 vaccination requirement certification

Certification

I, _____ (*first and last name*), as the representative of
_____ (*name of business*) pursuant to Contract
_____ (*contract number*), warrant and certify that all personnel that
_____ (*name of business*) will provide on this Contract who access
federal government workplaces where they may come into contact with public servants will be:

- (a) fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s) as of November 15, 2021; or
- (b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures as of November 15, 2021 that have been presented to and approved by Canada;

until such time that Canada indicates that the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by _____ (*name of business*) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the _____ (*name of business*) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default if a certification is found to be untrue, whether made knowingly or unknowingly, during the contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: _____

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
File No. - N° du dossier
504zf.24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No. / N° VME - FMS

Date: _____

Optional

For data purposes only, initial below if your business already has its own vaccination policy or requirements for employees in place. Initialing below **is not** a substitute for completing the mandatory certification above.

Initials: _____

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.

N° de l'invitation - Solicitation No.

24062-210104/A

N° de la modif - Amd. No.

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

24062-210104

File No. - N° du dossier

504zf.24062-210104

Id de l'acheteur - Buyer ID

504zf

N° CCC / CCC No./N° VME - FMS

PART 6 - SECURITY AND OTHER REQUIREMENTS

6.1 Security Requirements

6.1.1 Before award of a contract, the following conditions must be met:

- a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

6.1.2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

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

6.2 Insurance Requirements

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

N° de l'invitation - Solicitation No.

24062-210104/A

N° de la modif - Amd. No.

File No. - N° du dossier

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

24062-210104

504zf. 24062-210104

Id de l'acheteur - Buyer ID

504zf

N° CCC / CCC No. / N° VME - FMS

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation (When awarding the contract, delete this sentence.)

7.1 Statement of Work

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

7.1.1 Order of ranking - contract allocation

____ (insert number) contracts were awarded as a result of Public Works and Government Services Canada bid solicitation number: _____ (insert number).

7.1.2 Task Authorization

- A. The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.
- B. With respect to the Work mentioned under paragraph 1.2.1 of this clause,
 - 1. an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;
 - 2. the TA Authority and limit will be determined in accordance with paragraph C of this clause;
 - 3. the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;
 - 4. the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and
 - 5. the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex D - Task Authorization Form. An authorized TA is a completed Annex "D" and sent to the Contractor by the TA Authority.

C. TA Authority and Limit of a TA

The Project Authority (or designated representative) may authorize individual task authorizations up to a limit of \$40,000, Applicable Taxes extra. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor.

N° de l'invitation - Solicitation No.

24062-210104/A

N° de la modif - Amd. No.

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

24062-210104

File No. - N° du dossier

504zf. 24062-210104

Id de l'acheteur - Buyer ID

504zf

N° CCC / CCC No. / N° VME - FMS

D) The authority specified under paragraph C of this clause is granted subject to the sum specified in the Contract under clause 7.6.2 Canada's Total Liability - Cumulative Total of all authorized TAs not being exceeded.

E) Multiple Contracts Task Authorisations will be allocated on a rotational basis between Contractors

The tasks authorizations will be allocated as follows:

Contractors will be placed on a list managed by the Project Authority. As requirements are identified, the Project Authority will contact contractors on a rotational basis to ensure a more or less equal distribution of the work.

Once contacted, the first Contractor will be given one (1) day to accept the work as described within the email request. The contractor may accept the work per the terms of the task authorization email request, or the Project Authority may decline to complete the work. The task authorization will be offered to the next one in case of refusal or lack of response within the designated time frame. Then the next requirement issued by the Project Authority will be offered to the Contractor next on the list in the same fashion. This process is repeated until the list of Contractors is exhausted, after which the process is started once more from the top of the list of Contractors.

A Contractor will not be penalized for declining the work proposed by a given email request.

Below is an example of the list that will be managed by the Project Authority to ensure rotational distribution of the work, based on three (3) qualified Contractors:

Offeror	Task Authorization #	Task authorization value	Date
Contractor 1	001	\$4,500.00	Jan 16
Contractor 2	002	\$987.00	Jan 18
Contractor 3	003	\$16,000.00	Jan 20
Contractor 1	004	\$8,900.00	Jan 22
Contractor 2	005	\$2,200.00	Jan 22
Contractor 3	006	\$29,000.00	Jan 23
Contractor 1	007	Declined	Jan 27
Contractor 2	007	\$17,000.00	Jan 27
Contractor 3	008	\$7,000.00	Jan 30
Contractor 1			

(Insert the number of contracts issued) contracts were awarded under the bid solicitation number 24062-210104.

The ranking order of Contractors is as follows:

Contractor ranked first: _____

Contractor ranked second: _____

Contractor ranked third: _____

N° de l'invitation - Solicitation No.

24062-210104/A

N° de la modif - Amd. No.

File No. - N° du dossier
504zf. 24062-210104

Id de l'acheteur - Buyer ID

504zf

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

24062-210104

N° CCC / CCC No. / N° VME - FMS

F) Task Authorization Process

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

A) the task or revised task description of the Work required, including:

1. the Contract number
2. the task authorization number;
3. the task authorization approval name and telephone number
4. the instructions on the services to be delivered;
5. the total estimated number of words and cost;
6. the number and title of documents;
7. the reference documents;
8. the security classification of the document;
9. the task or revised task description of the Work required.

B) After receipt of the TA, the Contractor must provide the Task Authorization Authority with a response to the TA including as a minimum:

1. acknowledgement of receipt of the TA and the documents;
2. acceptance or refusal of the TA
3. confirmation of the number of words (if apply) and;
4. the proposed estimated total cost for performing the task established in accordance with Annex B, if apply.

C) Task Authorization Approval

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

D) Minimum Work Guarantee - All the Work - Authorized TAs

1. "Maximum Contract Value" means the sum specified in Contract clause 7.6.2 (Canada's Total Liability, Cumulative Total of all authorized TAs, Cumulative Total of all authorized TAs) ; and "Minimum Contract Value" means 5 % of the Maximum Contract Value at contract award date.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph D.3 of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request Work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
File No. - N° du dossier
504zf. 24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No. / N° VME - FMS

Minimum Contract Value and the cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.

4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

E) Periodic Usage Reports - Contracts with Task Authorizations

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

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

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

[2035](#) (2021-12-02), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

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

7.3 Security Requirements

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
File No. - N° du dossier
504zf.24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No./N° VME - FMS

2. The Contractor/Offeror personnel requiring access to CLASSIFIED/PROTECTED information, assets or sensitive site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by the CSP, PWGSC.
3. The Contractor/Offeror MUST NOT remove any CLASSIFIED/PROTECTED information or assets from the identified site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex
 - (b) Contract Security Manual (Latest Edition).

N° de l'invitation - Solicitation No.

24062-210104/A

N° de la modif - Amd. No.

File No. - N° du dossier
504zf.24062-210104

Id de l'acheteur - Buyer ID

504zf

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

24062-210104

N° CCC / CCC No. / N° VME - FMS

7.3.2 Contractor's Sites or Premises Requiring Safeguarding Measures

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

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

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

7.4 Term of Contract**7.4.1 Period of the Contract**

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

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

7.4.3 Option to Extend - Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of four (4) months under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least thirty (30) calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
File No. - N° du dossier
504zf.24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No./N° VME - FMS

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____
Title: _____
Public Works and Government Services Canada
Acquisitions Branch
Directorate: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

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

7.5.2 Project Authority

(Fill in at time of contract award.)

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

In its absence, the Project Authority is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

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

N° de l'invitation - Solicitation No.

24062-210104/A

N° de la modif - Amd. No.

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

24062-210104

File No. - N° du dossier

504zf. 24062-210104

Id de l'acheteur - Buyer ID

504zf

N° CCC / CCC No. / N° VME - FMS

7.5.3 Contractor's Representative*(Fill in at time of contract award.)*

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

7.6 Payment**7.6.1 Basis of Payment - TA Subject to a limitation of expenditures**

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

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

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.6.2 Canada's Total Liability - Cumulative Total of all Task Authorizations

- A. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. *(Fill in at time of contract award.)* Customs duties are included and Applicable Taxes are extra.
- B. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- C. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - 1. when it is 75 percent committed, or
 - 2. four (4) months before the contract expiry date, or
 - 3. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.6.3 Method of Payment – Approved TA

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

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

7.6.3.1 Monthly Payments

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

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
File No. - N° du dossier
504zf.24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No. / N° VME - FMS

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

7.6.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
C035C (2014-06-26), Cost Submission - Limitation of Expenditure

7.6.5 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

7.7 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only).

7.8. 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.

2. Each invoice must be supported by:

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

7.9 Certifications and Additional Information

7.9.1 Compliance

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

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

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

N° de l'invitation - Solicitation No.

24062-210104/A

N° de la modif - Amd. No.

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

24062-210104

File No. - N° du dossier

504zf. 24062-210104

Id de l'acheteur - Buyer ID

504zf

N° CCC / CCC No. / N° VME - FMS

7.9.3 SACC Manual ClausesA3060C (2008-05-12), Canadian Content Certification**7.10 Applicable Laws**

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4007 (2010-08-16) – Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2035 (2021-12-02) - Higher Complexity - Services;
- (d) Annex "A", Statement of Work;
- (e) Annex "B", Basis of Payment;
- (f) Annex "C", Security Requirements Check List;
- (g) Signed Tasks Authorizations (including all of its annexes, if any) and;
- (i) the Contractor's bid dated _____, (insert date of bid) (If the bid was clarified or amended, insert at the time of contract award:", as clarified on _____ " or ", as amended on _____ " and insert date(s) of clarification(s) or amendment(s)).

7.12 Insurance

SACC Manual clause G1005C (2016-01-28), Insurance

7.13 Proactive Disclosure of Contracts with Former Public Servants

If the selected Bidder provided in accordance with the article 2.3, Former Public Servant, information on its status with respect to being a Former Public Servant in receipt of a Public Service Superannuation Act (PSSA) pension, you must insert here the full text of SACC Manual clause A3025C, Proactive Disclosure of Contracts with Former Public Servants.

7.14 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
File No. - N° du dossier
504zf.24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No./N° VME - FMS

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- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

7.15 Performance of the Work

SACC Manual clause B4078C (2008-05-12), Performance of the Work

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
File No. - N° du dossier
504zf. 24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No./N° VME - FMS

ANNEX A, STATEMENT OF WORK

A.1 SCOPE OF WORK

A.1.1 Purpose

The Treasury Board of Canada Secretariat (the Secretariat) has a requirement for translation services on an "as and when requested" basis. The purpose is to translate texts from English to French and from French to English.

A.1.2 Background

As the administrative arm of the Treasury Board, the Secretariat has a dual mandate: to support the Treasury Board as a committee of ministers and to fulfill the statutory responsibilities of a central government agency. The Secretariat is tasked with providing advice and support for Treasury Board ministers in their role of ensuring value for money and providing oversight of the financial management functions in departments and agencies. The Secretariat also plays a key role in supporting the activities of the Expenditure Review Committee of Cabinet.

The Secretariat makes recommendations and provides advice to the Treasury Board on policies, directives, regulations and program expenditure proposals with respect to the management of the government's resources. Its responsibilities for the general management of the government affect initiatives, issues and activities that cut across all policy sectors managed by federal departments and organizational entities. The Secretariat is also responsible for the comptrollership function of government.

Under the broad authority of sections 5 to 13 of the *Financial Administration Act*, the Secretariat supports the Treasury Board in its role as the general manager and employer of the public service.

A.1.3 Additional information

Additional information about the Secretariat is available at <http://www.tbs-sct.gc.ca/>.

A.2 DEFINITIONS

The following list contains terms commonly used in Annex A – Statement of Work.

Outside Regular Hours: work to be performed outside the Regular Hours, namely from 5:00 p.m. to 8:00 a.m. (Ottawa time), Monday to Friday, on weekends and on statutory holidays.

Quality Control: an in-depth comparison of the translation with the source text, evaluation of the accuracy and linguistic quality and correction of the form and the substance of the translation in accordance with the quality standards as specified in Annex A – Quality Standards.

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

Federal Statutory Holidays: New Year's Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday (first Monday in August); Labour Day; National day for truth and reconciliation; Thanksgiving; Remembrance Day; Christmas Day; Boxing Day.

Modification: where changes are brought to a source text by the Secretariat and where the Contractor is tasked with making the same changes to the initial target text regardless of whether the Contractor did or did not perform the initial translation.

N° de l'invitation - Solicitation No.

24062-210104/A

N° de la modif - Amd. No.

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

24062-210104

File No. - N° du dossier

504zf.24062-210104

Id de l'acheteur - Buyer ID

504zf

N° CCC / CCC No./N° VME - FMS

Word: a continuous series of letters separated from other words by spaces.

Translation services: refers to translation and modification of a document.

Translation: language activity that consists in transferring the content of a document into another language, for example, from English to French or from French to English, without losing the message in the source text. Source texts may be general, institutional or specialized in nature and relate to the programs and operations of Government of Canada departments and agencies. A quality translation reflects the tone, style and terminology used by the author.

Urgent: consists of high-priority translation work to be performed at the request of Canada in its entirety or partly outside of normal business hours, on weekends, and during federal statutory holidays, the same day or within fewer than 24 hours.

A.3 NATURE OF TEXTS

The texts to be translated will be précis, decision letters, meeting agendas, memoranda to Cabinet, news releases, questions and answers (Qs&As), presentations, reports, correspondence and other texts.

Précis and decision letters: are documents prepared from Treasury Board submissions, namely:

- a) summaries (précis) of Treasury Board submissions, which are submitted to the Treasury Board ministers at their weekly meetings; and
- b) decision letters to inform departments and agencies of the decisions made by the Treasury Board ministers at their weekly meetings with respect to the submissions brought before them.

Agendas: are documents prepared for Treasury Board meetings. These documents are accessible on the Secretariat's computer network and are often amended by authorized persons.

Memoranda to Cabinet: are documents for members of Cabinet which are subject to frequent last-minute modifications. These documents are normally classified as "Secret".

Other texts: may include policies, procedures, reports, labour relations documents, procedure manuals and a variety of sensitive and strategic communications prepared for or tabled in Parliament by the President of the Treasury Board.

In general, the texts for translation have to do with the following subjects:

- Communications (media lines, press releases, questions and answers and speeches);
- Administration and management (general information, human resources management, budgetary and financial management, government accounting and auditing, information management, and management operations);
- Policy instruments (guidelines, directives, policies, directions, etc.);
- Informatics (general information, software and applications, and office technology); and federal programs.

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
File No. - N° du dossier
504zf. 24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No./N° VME - FMS

The texts for translation may be from French to English or from English to French. The Contractor must be able to provide the same level of productivity as the requested translation, either from French to English or from English to French.

A.4 REQUIRED CAPACITY

TBS requirements for translation services correspond to an estimated total work volume of 6,000,000 words per year. TBS provides no guarantee in terms of work volume for any successful Contractors following this request for proposals or as part of task authorizations (TAs) that will be issued on an “as and when required basis”. To meet its requirement, TBS will issue up to three contracts.

The Contractor who holds a contract must provide French to English and English to French translation services for up to 365 calendar days per year, on an “as and when requested basis” at a production rate of up to 15,000 words per day, including receipt of the text to be translated, quality control and delivery of the work completed.

A.5 CONTRACTOR MANAGEMENT TEAM

A.5.1 Contractor

The required services include, but are not limited to, the following:

- a) Provide the services of a sufficient number of coordinators for the requested volume of translation services;
- b) Provide the services of a sufficient number of translators to produce the volume of work as specified in section A4 – Required Capacity.
- c) Establish adequate procedures to receive TAs during regular hours and outside regular hours and to handle urgent requests.
- d) Develop, implement and maintain measures to provide the service during the contract term. These measures must be incorporated into a business plan, which must be submitted to the Secretariat, and include the following:
 - i. A detailed description of procedures related to the receipt, translation and delivery of texts:
 - a. Indicate each step in the work execution process, from receipt of the TA and texts to delivery of the work;
 - b. Describe how each step in the work execution process, from receipt of the TA and texts to delivery of the work, is implemented for urgent requests;
 - c. Describe how each step in the work execution process, from receipt of the TA and texts to delivery of the work, is implemented for requests received outside of regular business hours;
 - d. Describe how each step in the work execution process, from receipt of the TA and texts to delivery of the work, is implemented when the receipt, completion and delivery of the work must be done in TBS offices.
 - ii. A detailed description of procedures for performing quality control of translated texts:
 - a. List each step of the quality assurance, planning and delivery process;
 - b. Outline how the quality assurance plan is implemented on a daily basis by the Contractor;
 - c. Describe the measures taken when the quality of a translation is deemed unsatisfactory by the client;
 - d. Explain how the quality assurance plan is implemented for urgent requests.

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
File No. - N° du dossier
504zf. 24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No./N° VME - FMS

- iii. A detailed description of procedures for processing a high volume of work:
 - a. Describe how the Contractor can temporarily handle an excess workload during peak periods. The estimated average daily production rate is in section A4 – Work capacity in the Statement of Work.
- iv. A detailed description of the risks and issues that could affect the Contractor's productivity and mitigation and problem-solving procedures that can be implemented:
 - a. Potential risks and issues that could affect the Contractor's productivity (e.g., power outage, IT failure, labour shortage, etc.);
 - b. Mitigation and prevention measures to reduce risks and prevent potential problems that could affect the Contractor's productivity;
 - c. Problem-solving and follow-up strategy for when these problems occur.

The Contractor must adhere to its business plan for the term of the contract. Contractors that fail to comply with their business plans will be considered in breach of their contractual obligations.

A.5.2 Coordinators

Coordinators play a critical role in the distribution and completion of the translation work. The Contractor's resources assigned to this role should have an excellent understanding of the various steps in the translation process, from receiving tasks to delivering high-quality work.

The required services include, but are not limited to, the following:

- a) Manage TAs submitted by the Project Authority. This includes the timely delivery of the work in the requested format and all correspondence concerning the work;
- b) Manage the documentation supplied by the Project Authority;
- c) Receive and promptly resolve complaints satisfactorily;
- d) Ensure that quality control of the translated texts is performed before the texts are delivered to the Project Authority.

Given the close collaboration required between the coordinators and the Secretariat in managing and completing the translation work, Contractors must ensure that the resources assigned to the coordinator role help operations run smoothly. Contractors assigning resources whose performance is deemed insufficient will solve the problem as soon as possible by providing appropriate resources for the coordination task. Contractors failing to solve a problem raised by the Secretariat with regard to the coordinators will be considered in breach of their contractual obligations.

A.5.3 Translators

The required services include, but are not limited to, the following:

- a) Translate documents and make modifications in accordance with quality standards as specified in Appendix 1 of Annex A – Quality Standards.

A.6 QUALITY CONTROL

- a) The Contractor must perform quality control for all translations prior to delivery to the Project Authority, in accordance with the quality standards outlined in Appendix 1 of Annex A – Quality Standards.

N° de l'invitation - Solicitation No.

24062-210104/A

N° de la modif - Amd. No.

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

24062-210104

File No. - N° du dossier

504zf. 24062-210104

Id de l'acheteur - Buyer ID

504zf

N° CCC / CCC No. / N° VME - FMS

- b) For each job, the Contractor must return the approved TA form to the Project Authority, indicating in the relevant section the names of the coordinator, translator and revisor who performed the quality control. All work must be dated and certified by the translator prior to delivery to the Project Authority. The translator who did the translation cannot be the same one who performs the quality control.

A.7 WORD COUNT – TRANSLATION

The Secretariat has acquired a translation memory tool (LogitermWeb). This software avoids translating previously translated segments and ensures greater consistency in terminology. In addition to the texts to be translated, the Contractor will now receive one or more .tmx files (universal files containing data useful for the translation of a text and compatible with all translation memory software) and the analysis report on which the source text word count is based.

A.7.1 Definitions

The following definitions apply to the word count sections:

- a) **Word:** an unbroken series of characters, including figures.
- b) **Segment:** a string of words beginning with a capital letter and ending with a period or return.
- c) **Match:** a segment already translated in full or in large part (75% or more) found in a translation memory.
- d) **Repetition:** the recurrence of identical segments within a given text or set of texts. The first occurrence of each segment that repeats is counted as a new segment requiring translation.

A.7.2 Word Count Process

- (a) The word count process is used to establish the pricing basis.
- (b) The supplier is paid based on the number of weighted words.
- (c) The weighting is performed by the Secretariat's translation memory.
- (d) The Secretariat's translation memory calculates the match and repetition rates.
- (e) The match and repetition rates are calculated as follows:

Match Rate	Multiplier
Total number of words from exact matches (segments with a match rate of 100%), including repetitions	X 0.25
Total number of words from fuzzy matches (segments with a match rate of between 75% and 99%)	X 0.50

N° de l'invitation - Solicitation No.

24062-210104/A

N° de la modif - Amd. No.

File No. - N° du dossier

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

24062-210104

504zf.24062-210104

Id de l'acheteur - Buyer ID

504zf

N° CCC / CCC No./N° VME - FMS

Total number of words from new segments (match rate between 0 to 74%) remain as is.	None
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N° de l'invitation - Solicitation No.

24062-210104/A

N° de la modif - Amd. No.

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

24062-210104

File No. - N° du dossier

504zf. 24062-210104

Id de l'acheteur - Buyer ID

504zf

N° CCC / CCC No./N° VME - FMS

CALCULATION EXAMPLE: 10,553-WORD TEXT			
	Word Count	Conversion Factor	Weighted Word Count
Exact matches (segments with a match rate of 100%), including repetitions	4,646	0.25	1,162
Fuzzy matches (segments with a match rate of between 75% and 99%)	4,749	0.50	2,375
New segments	1,158	None	1,158
TOTAL	10,553		4,695
The pricing basis is 4,695 weighted words.			

- (f) The Contractor must translate new segments and revise exact and fuzzy matches to ensure that the translation proposed by the translation memory is accurate and that the style and level of language are appropriate.
- (g) If the calculation cannot be performed using the word count process above, a separate process, to be identified in the subsequent contract, will be used.

A.7.3 Elements Included in the Word Count

The following table shows which elements are included in the word count generated by the Secretariat's analyzer and which are not.

Elements	Included*
Bullets and automatic numbering	No
Comments	Yes
Content of all Excel and Visio tabs	Yes
Headers and footers	Yes
Hyperlink tooltips	No
Comments markup	No
Images	No
Integrated org charts made with publishing software	No
Nested Excel tables	No
Notes pages (PowerPoint)	Yes
PDFs (image format)	No
PDFs (text format—editable content)	Yes
"Personalized" sections in dynamic forms	Yes
Smart Art sections (PowerPoint 2007) e.g., vertical chevron list or horizontal bulleted list	Yes, if the images have been ungrouped and the word count recalculated
Tables	Yes

N° de l'invitation - Solicitation No.

24062-210104/A

N° de la modif - Amd. No.

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

24062-210104

File No. - N° du dossier

504zf. 24062-210104

Id de l'acheteur - Buyer ID

504zf

N° CCC / CCC No./N° VME - FMS

Text boxes	Yes
Text boxes integrated into image data	Yes
Tracked changes (automatically accepted by the analyzer)	Yes
*If the content of excluded elements requires translation, it will be manually added to the weighted word count.	

A.7.4 Specific Rules for Word Counts

Spaces serve as word separators;	Except between figures.
	Except before a non-alphanumeric character.
Commas do <u>not</u> serve as word separators;	Except where immediately followed by a space.
	Except where immediately followed by a new line character.
Periods do <u>not</u> serve as word separators;	Except where immediately followed by a space.
	Except where immediately followed by a new line character.
Non-alphanumeric characters do <u>not</u> serve as word separators;	Except where they are immediately preceded AND followed by a string of exclusively alphanumeric characters, which may be preceded or followed by a space.
Hyphens do <u>not</u> serve as word separators;	Not applicable.
Apostrophes serve as word separators;	Not applicable.
Note	Two or more spaces count as a single space for processing.

A.7.5 Word Count for Figures

Figure Format	Example	Word Count if Stand-Alone	Word Count if Included in a Sentence
Figure without spaces	1000000	0	1
Figure with hard space(s)	1 000 000	0	3
Figure with soft space(s)	1 000 000	0	3
Figure with comma(s) (to separate triads)	1,000,000	0	1
Figure without spaces followed by a symbol (e.g., \$, %, °C) preceded by a hard or soft space	1000000 \$	0	2
Figure with hard space(s) followed by a symbol (e.g., \$, %, °C), preceded by a hard or soft space	1 000 000 \$	0	3

N° de l'invitation - Solicitation No.

24062-210104/A

N° de la modif - Amd. No.

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

24062-210104

File No. - N° du dossier

504zf. 24062-210104

Id de l'acheteur - Buyer ID

504zf

N° CCC / CCC No./N° VME - FMS

Figure with soft space(s) followed by a symbol (e.g., \$, %, °C), which is preceded by a hard or soft space	1 000 000 \$	0	4
Figure without spaces followed by a symbol (e.g., \$, %, °C), which is not preceded by a space	1000000\$	0	1
Figure with hard space(s) followed by a symbol (e.g., \$, %, °C), which is not preceded by a space	1 000 000\$	0	3
Figure with soft space(s) followed by a symbol (e.g., \$, %, °C), which is not preceded by a space	1 000 000\$	0	3
Figure with comma(s) preceded by a symbol (e.g., \$, %, °C), which is not followed by a space	\$1,000,000	0	1
Figure accompanied by a word	1 million	2	2

A.8 EQUIPMENT AND SUPPLIES

- a) The Contractor must have the required equipment for receiving and transmitting documents whether by facsimile, email, by means of certain electronic devices (zip document, CD, USB key or others) or by using a courier service, at no additional cost to Canada.
- b) The Contractor must be equipped with an approved dispatch case for carrying Protected A, B or C documents. The list of approved dispatch cases can be found at the following link:
http://www.rcmp-grc.gc.ca/physec-secmat/res-lim/pubs/seg/html/list_0003_e.htm
- c) All encrypted USB keys will be provided by the Secretariat.
- d) The Contractor must have the required licenses to use software compatible with the LogitemWeb translation memory.
- e) The Contractor must be responsible for acquiring all new and upgraded versions of software required to perform the Work, at no additional cost to Canada.

A.9 DOCUMENTATION AND TERMINOLOGY

- a) The Project Authority will provide the Contractor with the names of resource personnel, as well as documentation and terminology sources related to the Secretariat, when available, by email or facsimile.
- b) In addition, the Project Authority will provide the Contractor with the appropriate templates to produce the translated documents in the same format as the source document.
- c) In carrying out the translation work, the Contractor must augment the Secretariat's terminology translation database by submitting, with the translated texts, the list of terms and expressions contained in the text that are not found in common reference works and terminology banks, at no additional cost to Canada. This list must be presented in a format and software compatible with that used by the Project Authority.
- d) In carrying out the translation work, the Contractor must acquire all other relevant materials and documentation, such as dictionaries, specialized glossaries, and copies of legislation and use the terminology accepted throughout the government, at no additional cost to Canada.

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
File No. - N° du dossier
504zf.24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No. / N° VME - FMS

A.10 RESOURCE PERSONNEL FOR TERMINOLOGY

The Contractor must contact the Project Authority named in the approved TA if they wish to obtain clarification about difficult passages in a text or to translate terms and expressions not found in the cited reference documents.

The Contractor is encouraged to promptly submit its requests to the person named in the approved TA.

A.11 LOCATION OF WORK

- Secret and classified work MUST be done at TBS locations or facilities using TBS-approved IT equipment. A resource from Contract A will be required to work at the client's site one day per week.
- Protected A, B and C work IS ONLY ALLOWED to be carried out at the Contractor's locations or facilities, at the TBS Project Authority's discretion, using TBS-approved IT equipment.
- Unclassified work may be done at the Contractor's locations or facilities, at the TBS Project Authority's discretion.

A.12 RECEIPT AND DELIVERY OF TEXTS

A.12.1 Texts must be received and delivered during normal business hours, unless otherwise requested by the Project Authority in the TA.

A.12.2 The Project Authority shall send the text(s) to be translated, any reference material and the TA by email, internet (using an FTP site) or courier, at its discretion, depending on the size and/or security level of the documents.

A.12.3 The Contractor shall use the method indicated by TBS for delivery of Protected A, B or C files and files classified as Confidential or Secret. All methods for receiving and delivering work must comply with the security requirements in the contract.

A.12.4 TBS may require the Contractor to collect and deliver the work by hand to the address specified in section 13 of Schedule A – Statement of Work or by courier at the Contractor's expense.

A.12.5 TBS may require the Contractor to collect, deliver and perform the work at its offices at the address set out in section 13 of Annex A – Statement of Work.

A.12.6 The Contractor shall acknowledge receipt of any work sent during normal business hours by email to the Project Authority indicated on the TA within 15 minutes of receipt of the TA. For any work requests sent to the Contractor outside normal business hours, the Contractor shall acknowledge receipt of the work within one hour of the work being sent by the Project Authority.

A.12.7 The Contractor shall ensure that there is a person available at the Contractor's office each business day of the year to acknowledge receipt of the work.

A.12.8 The Contractor shall provide the contact information of a person who is available outside normal business hours to acknowledge receipt of work sent in an emergency.

A.12.9 If documents are delivered electronically, the Contractor shall ensure that the translated texts are delivered free of viruses.

A.12.10 No extension of time shall be granted without the written approval of the Project Authority.

A.12.11 The Project Authority may ask the Contractor to deliver work outside normal business hours if notified by email on the business day prior to the scheduled delivery date or if indicated in the initial TA. The

N° de l'invitation - Solicitation No.

24062-210104/A

N° de la modif - Amd. No.

File No. - N° du dossier
504zf.24062-210104

Id de l'acheteur - Buyer ID

504zf

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

24062-210104

N° CCC / CCC No. / N° VME - FMS

Contractor will be provided with written instructions by email on how to deliver the work (email, Internet, courier or hand delivery) to the delivery address specified in section 13 of Schedule A – Statement of Work.

A.13 ADDRESS OF TEXT RECEIPT AND DELIVERY LOCATION

90 Elgin Street (Flaherty Building)
Ottawa, Ontario
K1A 0R5

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
File No. - N° du dossier
504zf.24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No. / N° VME - FMS

Appendix 1 – Annex A

QUALITY STANDARDS

1. Definitions

In these quality standards, the following terms have the following meanings:

1.1. Translation

Language activity that consists in transferring the content of a document into another language, for example, from English to French or from French to English, without losing the meaning of the source text. Source texts may be general, institutional or specialized in nature, and relate to the programs and operations of Government of Canada departments and agencies. A quality translation reflects the tone, style and terminology used by the author.

1.2 Official Government of Canada Titles

Official title of an organization, program or administrative body of the Government of Canada, often accompanied by an initialism or acronym. The English and French equivalents of official federal government titles (including any abbreviations, initialisms or acronyms) can be found in TERMIUM Plus®, the Government of Canada's terminology and linguistic data bank. Official parliamentary titles can be found on the Parliament of Canada website.

1.3 Government of Canada Terminology

Terminology relating to an activity, initiative, program or concept associated with a Government of Canada department or agency. The English and French terminology applicable to federal programs can be found in TERMIUM Plus® or in the glossaries, packages or reference works supplied under this contract.

1.4 Guidelines with Respect to Preferential Use

All instructions provided to the supplier under the contract or in any document provided under the contract. This may include a list of reference works on language, grammar and style. To ensure consistency across translations, these guidelines specify the order in which these references are to be consulted.

2. QUALITY STANDARDS FOR OFFICIAL LANGUAGES TRANSLATION

The quality standards below apply to all translation work and serve as a reference for evaluating contractors' work.

The quality standards cover two areas:

- a) Timeliness;
- b) Translation quality.

The Contractor must:

- a) Meet deadlines;
- b) Ensure that the translation accurately reflects the meaning of the source text;
- c) Ensure that the translation is consistent with spelling, grammar and syntax rules, with usage and with writing conventions.

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
File No. - N° du dossier
504zf. 24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No. / N° VME - FMS

The Contractor must be guided by the following references:

- i. The reference package supplied by the client, which contains the client's official titles, terminology and usage preferences;
 - ii. The latest edition of the Guide du rédacteur for translation from English to French and the latest edition of The Canadian Style for translation from French to English, available on the Bureau's website;
 - iii. TERMIUM Plus®;
 - iv. The terminology bulletins (Translation Bureau) found on the Bureau's website, where applicable;
- Note: In the event of inconsistency between the instructions for the above work, the reference works higher on the list take precedence over all those further down the list.*
- d) Ensure that the translation is clear, concise, consistent and tailored to the audience, and that constructions are idiomatic and natural;
 - e) Ensure that the translator uses the client's official titles and terminology and respects the client's usage preferences:
 - i. The Contractor must do the research necessary to familiarize itself with client-specific terminology and concepts;
 - ii. The Contractor must use current, official titles as well as correct technical terminology and the terminology applicable to government programs;
 - iii. The Contractor must use any reference package or other documentation made available to it containing terminology requirements, reference documents and related lexicons and glossaries;
 - f) Ensure that the names and addresses of websites Web pages and hyperlinks are correct in the target language, unless the client has instructed the Contractor not to change them;
 - g) Exercise discretion in using reference documents:
 - i. The Contractor may consult previous translations, government websites and other reference material, but must exercise discretion, as these are not always reliable sources;
 - (h) Deliver translations that are ready for use:
 - i. Translations should not include any notes, questions, highlighted passages or options for the client to choose from; if a translation needs to be delivered before all the issues have been resolved, the translator's notes are to be submitted in a separate file;
 - (i) Produce the translations using the agreed-upon software in the agreed-upon format:
 - i. The Contractor must follow the specific instructions given by the client with respect to software and format; absent any direction from the client, the translation is to be produced using the same software (and the same version of that software) and the same format used for the source text;
 - (j) Adhere to the following guidelines regarding initialisms and acronyms:
 - i. If the source text contains an initialism or acronym, the supplier shall observe the following rule in the target language, even if the source text does not: the first instance of the expression is to be written out in full, followed by the initialism or acronym in parentheses; thereafter, the initialism or acronym may be used alone, where necessary.

3. QUALITY STANDARDS FOR TRANSCRIPTION AND DESKTOP PUBLISHING

The quality standards below apply to all transcription and desktop publishing work and serve as the basis for evaluating contractors' work.

N° de l'invitation - Solicitation No.

24062-210104/A

N° de la modif - Amd. No.

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

24062-210104

File No. - N° du dossier

504zf.24062-210104

Id de l'acheteur - Buyer ID

504zf

N° CCC / CCC No./N° VME - FMS

The quality standards cover two areas:

- (a) Timeliness;
- (b) Translation quality.

The Contractor must:

- (a) Meet deadlines;
- (b) Deliver work that adheres to formatting rules that include:
 - i. Preserving the page layout;
 - ii. Using the same font as in the source text;
 - iii. Rendering hyperlinks accurately;
 - iv. Making optimal use of the software used;
- (c) Deliver work that is consistent with spelling, grammar and agreement rules;
- (d) Deliver work that accurately reflects the dictation;
- (e) Deliver work that is consistent with the rules set out in the following reference works:
 - i. The latest edition of The Canadian Style;
 - ii. The Triguide;
 - iii. Sticky Notes;
 - iv. The Canada.ca Content Style Guide;
 - v. The Table of Conventions;

Note: If the above documents should happen to disagree, the Triguide takes precedence for all documents for parliamentary committees, while The Canadian Style takes precedence for any other documents.

- (f) Do the necessary research on the internet and in any other relevant source, exercising discretion.

4. QUALITY STANDARDS FOR WORK DELIVERED

4.1 The quality of work delivered under the contract must follow the following rules:

- Use the appropriate style and language that accurately renders the message of the source text;
- Ensure that the work contains standardized and consistent terminology;
- Take into account comments received;
- Deliver work that is free from errors.

Errors include, but are not limited to:

- a) Minor errors:
 - Typos, gallicisms, inaccuracies, grammatical errors;
 - Lack of concision and clarity;
 - Use of a term other than the term indicated in the terminology database to designate a concept that is of limited importance or that is defined in the text;
 - Failure to respect generally recognized typographical rules;
 - Minor failure to respect the format or layout of the source document (including font).
- b) Major errors:

N° de l'invitation - Solicitation No.

24062-210104/A

N° de la modif - Amd. No.

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

24062-210104

File No. - N° du dossier

504zf.24062-210104

Id de l'acheteur - Buyer ID

504zf

N° CCC / CCC No./N° VME - FMS

- Opposite meaning;
- Gibberish;
- Non-sense;
- Omission of a sentence, of part of sentence containing important details, of a date;
- Omission of a name, if this could create some confusion;
- Mistranslation that could have an impact (especially in a decision);
- Errors in dates;
- Name misspelled;
- Highly inadequate research (that is to say, the research must be redone; quotes, terminology, etc.);
- Flagrant failure to respect reference material;
- Major failure to use the format or layout of the source document (the document needs a lengthy reformatting due to the loss of the format or failure to respect it).
- Deliver the work in the application, format, style and layout of the source document as sent by the translation coordinator, unless otherwise requested in the original TA.
- Use a virus detection and elimination system and agree to take the necessary measures to ensure that the delivery of its translation using electronic media or systems is free from viruses.
- Do not insert unnecessary coding not already found in the source document.
- Return all documentation supplied to the translation coordinator.

4.2 Examples of errors

Accuracy

Mistranslation, shift in meaning, omission, addition, ambiguity, illogical rendering, lack of clarity, improper use of terminology.

Language

- Syntax (improper sentence structure);
- Calque (expression from one language adopted by another in a more or less literally translated form);
- Under/over-translation;
- Incorrect use of prepositions, conjunctions, adverbs, pronouns;
- Grammar (lack of agreement, improper verb use); usage (including faulty usage, gallicisms, incorrect collocations, barbarisms, improper choice of words or expressions);
- Typography (failure to comply with typographical conventions, punctuation and capitalization rules; typos, errors in figures).

Style and adaptation

Awkward rendering, poor formulation, word-for-word translation, unidiomatic rendering (whose meaning does not follow from the meaning of the individual words of which it is composed), incorrect adaptation of any of the following with respect to the end user: tone, conciseness and level of language.

Official titles and terminology

Incorrect use of official titles, acronyms, terminology, client usage, lack of consistency.

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
File No. - N° du dossier
504zf. 24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No. / N° VME - FMS

Formatting

Problems concerning layout; alignment of paragraphs and headings; the translation does not mirror the original of any of the following: tables, charts, table of contents, bibliography; incorrect hypertext links; consistency.

4.3 Error levels

To be deemed satisfactory and for work to be accepted by the translation coordinator, the Contractor must comply with the following:

All administrative translations (Stream I) shall contain no more than one major error per 2,000 words and/or no more than 3 minor errors per 400 words. For example:

- In a 2,000-word document, there shall be no more than one major error and no more than 15 minor errors.
- In a 1,000-word document, there shall be no major errors and no more than 7 minor errors.

4.4 Quality assurance

4.4.1 TBS will evaluate the work to ensure that it complies with the requirements outlined in Appendix 1 – Annex A and to all other regulations or policies in effect.

4.4.2 Unsatisfactory translations that contain more than one major error or more than fifteen minor errors per 2,000 words may result in one or more of the following penalties at the sole discretion of TBS:

- a. TBS may return the work to the Contractor to be redone at no additional cost to TBS. The work to be redone will be completed within the time frame requested by TBS, even if it must be completed outside of normal business hours to comply with the requested time frame;
- b. TBS may assign the retranslation of work deemed unsatisfactory to another contractor or internally by TBS. In such a case, the Contractor would be informed that their translation work is unacceptable and they would not be authorized to submit an invoice;
- c. The contract may be terminated by TBS if the Contractor's work is found to be unsatisfactory in relation to the standards of quality set out in Appendix 1 of Annex A – Statement of Work.

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
File No. - N° du dossier
504zf. 24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No./N° VME - FMS

ANNEX B, BASIS OF PAYMENT

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

1. FIRM ALL-INCLUSIVE RATE

If the Contractor satisfactorily meets all its obligations under this contract, the Contractor will be paid on the basis of a firm all-inclusive rate per word for translation services based on the rates recorded in the table(s) below for the periods specified hereinafter.

The firm all-inclusive rates must include all expenses associated with the delivery of the services required under this Contract, as specified in Annex A – Statement of Work. These expenses may include the following: word processing, reports, photocopies and courier services, in addition to the costs and time associated with software, telephone calls, and transmission/delivery of documents and all other related expenses. Customs charges are included if applicable.

All deliverables are free on board (FOB) destination.

No other costs, charges, expenses or rates shall be accepted or paid by Canada.

Basis of payment

Basis of Payment		
Period	Service Category	Bidder's proposed Firm all-inclusive rate per word (GST/HST extra)
Initial contract period	Translation, Regular hours	\$ / word
	Translation urgent	\$ / word
Option 1	Translation, Regular hours	\$ / word
	Translation urgent	\$ / word
Option 2	Translation, Regular hours	\$ / word
	Translation urgent	\$ / word
Option 3	Translation, Regular hours	\$ / word
	Translation urgent	\$ / word

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
File No. - N° du dossier
504zf.24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No./N° VME - FMS


Option 4	Translation, Regular hours	\$ / word
	Translation urgent	\$ / word
Transition period	Translation, Regular hours	\$ / word
	Translation urgent	\$ / word

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
File No. - N° du dossier
504zf.24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No./N° VME - FMS

ANNEX C, SECURITY REQUIREMENTS CHECK LIST

	Government of Canada Gouvernement du Canada	Contract Number / Numéro du contrat 24062-21-104 Security Classification / Classification de sécurité
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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 TBS	2. Branch or Directorate / Direction générale ou Direction CASD	
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 Translation Services		
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input checked="" type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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"/> Not releasable À ne pas diffuser <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A <input checked="" type="checkbox"/> PROTÉGÉ A <input checked="" type="checkbox"/> PROTECTED B <input checked="" type="checkbox"/> PROTÉGÉ B <input checked="" type="checkbox"/> PROTECTED C <input checked="" type="checkbox"/> PROTÉGÉ C <input checked="" type="checkbox"/> CONFIDENTIAL <input checked="" type="checkbox"/> CONFIDENTIEL <input checked="" type="checkbox"/> SECRET <input checked="" type="checkbox"/> SECRET <input checked="" type="checkbox"/> TOP SECRET <input type="checkbox"/> TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) <input type="checkbox"/> TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/> NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED <input type="checkbox"/> NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL <input type="checkbox"/> NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET <input type="checkbox"/> COSMIC TRÈS SECRET <input type="checkbox"/>	PROTECTED A <input type="checkbox"/> PROTÉGÉ A <input type="checkbox"/> PROTECTED B <input type="checkbox"/> PROTÉGÉ B <input type="checkbox"/> PROTECTED C <input type="checkbox"/> PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) <input type="checkbox"/> TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité



N° de l'invitation - Solicitation No.

24062-210104/A

N° de la modif - Amd. No.

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

24062-210104

File No. - N° du dossier

504zf.24062-210104

Id de l'acheteur - Buyer ID

504zf

N° CCC / CCC No./N° VME - FMS

Government
of CanadaGouvernement
du Canada

Contract Number / Numéro du contrat

24062-21-104

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 ☐ Yes
Non 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 ☐ Yes
Non 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

☐ RELIABILITY STATUS

COTE DE FIABILITÉ

☐ CONFIDENTIAL

CONFIDENTIEL

☒ SECRET

SECRET

☐ TOP SECRET

TRÈS SECRET

☐ TOP SECRET - SIGINT
TRÈS SECRET - SIGINT☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL☐ NATO SECRET
NATO SECRET☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET☐ 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 ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
N° du dossier
504zf. 24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No. / N° VME - FMS



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

24062-21-104

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 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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COMSEC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
File No. - N° du dossier
504zf. 24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No. / N° VME - FMS

ANNEX D, TASK AUTHORIZATION FORM

Contract number: Task authorization number: Amendment number (if applicable):	Date: Hour:
---	----------------

Contractor name: Email: Telephone number: Fax number:	Task Authorization Approval Authority name: Email: Telephone number: Fax number: Address:
--	---

Contact(s) other than the Task Authorization Approval Authority		
Name	Document number	Telephone / Email
1.		
2.		
3.		

Document number and title	English to French	French to English	Number of words	Deadline date and time	Regular	Urgent	Security classification				
							Protected A	Protected B	Protected C	Confidential	Secret
1.											
2.											
3.											

Reference documents:

Instructions:

	Total number of words		Rate		GST/HST
Regular	(insert total number of words for regular translation)	X	(insert regular rate)	= \$ _____ +	= _____ \$
Urgent	(insert total number of words for urgent translation)	X	(insert urgent rate)	= \$ _____ +	= _____ \$
Total estimated cost					_____ \$

Task authorization approvals		
Contractor contact name By signing the TA form, the contractor certifies its acceptance of the authorized tasks.	Signature <input type="checkbox"/> See TA amendments	Date et hour
Task Authorization Approval Authority name By signing the TA form, the TA Approval Authority certifies its acceptance of the TA, including all amendments.	Signature	Date
Contracting Authority name For any task authorization whose financial limit (including changes) exceeds \$40,000 (GST/HST included).	Signature	Date

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
File No. - N° du dossier
504zf.24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No./N° VME - FMS

Amendments to the Task Authorization Form

Number and title of documents	Amendment of number of words	Regular	Urgent
1.			
2.			
3.			

	Total number of words	Rate	GST/HST	
Regular	(insert total number of words for regular translation)	X (insert regular rate)	= \$	+ = \$
Urgent	(insert total number of words for urgent translation)	X (insert urgent rate)	= \$	+ = \$
Amendment to total estimated cost				\$

Comments:

Receipt of translated documents

Number and title of documents	Date	Hour
1.		
2.		
3.		

Comments:

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
File No. - N° du dossier
504zf.24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No./N° VME - FMS

ANNEX E, A SAMPLE OF AN MS OFFICE SPREADSHEET

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

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
File No. - N° du dossier
504zf.24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No./N° VME - FMS

ANNEX F to PART 3 OF THE BID SOLICITATION**ELECTRONIC PAYMENT INSTRUMENTS**

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

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only);