

Solicitation No. - N° de l'invitation  
23-222499  
Client Ref. No. - N° de réf. du client  
23-222499

Amd. No. - N° de la modif.  
File No. - N° du dossier  
23-222499

Buyer ID - Id de l'acheteur  
Assane Ndiaye

**RETURN BID TO/ RETOURNER LES SOUMISSIONS  
À :**

[receptionsoumission-  
bidsreceiving.spp@international.gc.ca](mailto:receptionsoumission-bidsreceiving.spp@international.gc.ca)

**Department of Foreign Affairs, Trade and  
Development (DFATD)  
Ministère des Affaires étrangères, Commerce et  
Développement (MAECD)**

**Request for a Standing Offer (RFSO)  
Demande d'offres à commandes (DOC)**

**Offer to:**

Department of Foreign Affairs, Trade and Development  
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 here to, the goods,  
services, and construction listed herein and on any attached  
sheets at the price(s) set out therefore.

**Offre à:**

Ministère des Affaires Étrangères, Commerce et  
Développement  
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  
appendices ci-jointes, les biens, services et  
construction énumérés ici sur toute feuille ci-annexée,  
au(x) prix indiqué(s).

**Comments — Commentaires :**

**Issuing Office – Bureau de distribution**

Foreign Affairs, Trade and Development Canada  
200 Promenade du Portage,  
Gatineau, Québec, K1A 0G4

Affaires étrangères, Commerce et Développement Canada  
200 Promenade du Portage,  
Gatineau, Québec, K1A 0G4

<b>Title-Sujet:</b> Editing services	
<b>Solicitation No. — N° de l'invitation</b> 23-222499	<b>Date:</b> November 04, 2022
<b>Solicitation Closes — L'invitation prend fin</b>	<b>Time Zone — Fuseau horaire</b>
At /à: <b>2 :00 PM</b>	EST (Eastern Standard Time) / HNE (Heure Normale De l'Est)
On / le <b>December 16, 2022</b>	
F.O.B. — F.A.B. <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other — Autre:</b> <input type="checkbox"/>	
Address Enquiries to — Addresser les questions à: Assane Ndiaye <a href="mailto:assane.ndiaye@international.gc.ca">assane.ndiaye@international.gc.ca</a>	
Telephone No. – No de téléphone: 613-791-7185	
Destination of Goods and or Services/ Destination – des biens et/ou services : Department of Foreign Affairs, Trade and Development (DFATD) / Ministère des Affaires étrangères, Commerce et Développement (MAECD)	
Vendor/Firm Name and Address — Nom du Vendeur et adresse du fournisseur/de l'entrepreneur:	
Telephone No. – No de téléphone:	
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)	
Name, Title	
Signature	Date

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5            Certifications: includes the certifications to be provided;
- Part 6            Security and Financial Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7            7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Check List, the Non-Disclosure Agreement and the Periodic Usage Reports: Standing Offer.

### **1.2 Summary**

- 1.2.1            The mandate of the Department of Foreign Affairs, Trade and Development (the department) and the nature of its work mean that requests for document editing and publication are not only made during normal work hours. Because requests for communications products are submitted on behalf of the ministers, they are often urgent. It is therefore essential that Editorial Services be able to provide services on evenings and weekends. To offer these services, the department must have a team of editors on call on a rotating basis.

Furthermore, Editorial Services prioritizes departmental communications documents. All other documents—that is, those over 1,000 words—will be edited by on call editors under standing offer agreements.

The objective of this solicitation is to implement up to 16 standing offers with the aim of having French and English editors to provide editing services. These editors will offer on-call editing services for communications products after normal working hours and on weekends and statutory holidays; for documents over 1,000 words for the entire department; and to support and replace, as necessary, the editing team during the week during normal working hours.

Each offeror must offer at least 1 English or French editor who meets the mandatory technical evaluation criteria. The department is seeking a maximum of 9 French editors and 7 English editors. Each offeror may offer multiple editors in each language.

Only the 9 French editors and the 7 English editors who obtain the highest combined scores of technical merit and price will be retained for the issuance of standing offers.

### **1.3 Security Requirements**

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors 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.

### **1.4 Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

### **1.5 Anticipated migration to an e-Procurement Solution (EPS)**

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

## **PART 2 - OFFEROR INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2022-03-29) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### **2.2 Submission of Offers**

Offers must be submitted only to Department of Foreign Affairs, Trade and Development (DFATD) Bid Receiving Unit email address by the date, time and place indicated on page 1 of the RFSO.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to DFATD will not be accepted.

### **2.3 Former Public Servant**

Refer to Attachment 1 of Part 5 - Certifications Precedent to the issuance of a standing offer

### **2.4 Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors 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 Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

### **2.5 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 Offerors.

## 2.6 Improvement of Requirement During Solicitation Period

Should offerors consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, offerors are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Offerors must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular offeror will be given consideration provided they are submitted to the Contracting Authority at least 7 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 2.7 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential Offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages Offerors to first bring their concerns to the attention of the Contracting Authority. Canada's [CanadaBuys](#) 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) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

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

Section I: Technical Offer (one (1) electronic copy)  
Section II: Financial Offer (one (1) electronic copy)  
Section III: Certifications (one (1) electronic copy)

**Prices should appear in the financial offer only. No prices should be indicated in any other section of the offer.**

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

- a. use a numbering system that corresponds to the RFSO.
- b. include a title page at the front of each section of the offer that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative.

#### **Section I: Technical Offer**

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

#### **Section II: Financial Offer**

- A.** Offerors must submit their financial bid in Canadian funds and in accordance with the Basis of selection detailed in Annex "B".
- B.** Offerors must submit their price; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- C.** When preparing their financial offer, Offerors should review clause 4.1.2, Financial Evaluation, of Part 4 of the RFSO; and article 7.7, Payment, of Part 7 of the RFSO.
- D.** Electronic Payment of Invoices - Offer

The Offerors accepts to be paid by the following Electronic Payment Instrument(s):

- Direct Deposit

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

Offerors must submit the certifications required under Part 5.



## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Refer to Attachment 1 of Part 4.

##### **4.1.1.2 Point Rated Technical Criteria**

Refer to Attachment 1 of Part 4.

#### **4.1.2 Financial Evaluation**

Offerors must submit their financial offer in Canadian dollars, in accordance with the Basis of payment at Annex "B". The price submitted for each proposed editor for financial evaluation purpose is **the sum of the total cost of the initial period + total cost of all option periods**, applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

Offerors who propose more than one editor should complete the Basis of Payment in Annex "B" individually for each proposed editor.

Financial offers are subject to a minimum pass mark of 20/30. Proposed editors who receive a pricing score lower than 20/30 will be declared non-responsive. The minimum pass mark for financial offers will not apply if the fifth lowest evaluated price of all responsive offers receives a pricing score lower than 20/30. The pricing score calculation is described in the example table below.

#### **Substantiation of Rates Quoted by Offerors in Professional services offers**

In Canada's experience, Offerors will from time to time quote rates in professional services offers for one or more categories of resources that, when they are selected as the Offeror for the work, they refuse to honor during the period of the issued Standing Offer, including any extension thereof, on the basis that the rates they quoted do not allow them to recover their own costs and/or make a profit.

When evaluating the financial offers submitted by Offerors in response to this RFSO, Canada may, but will have no obligation to, require price support from Offerors for any of the rates (either for one, several or all categories of resources) they quoted in their financial offers.

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit 70% and Price 30%**

- a) To be declared responsive, an offer must:
  - i. comply with all the requirements of the request for Standing Offers; and

- ii. meet all the mandatory evaluation criteria for at least one proposed editor; and
  - iii. obtain the required minimum of 40 points for at least one proposed editor for the point rated evaluation criteria; and
  - iv. obtain the required minimum pricing score of 20/30. Unless the fifth lowest evaluated price of all responsive offers has a pricing score lower than 20/30; in which case the minimum pass mark of 20/30 will not apply on any offer.
- b) Offers not meeting (i) or (ii) or (iii) or (iv) will be declared non-responsive and cannot be selected as a standing offer.
- c) The selection will be made on an individual basis based on the highest responsive combined rating of technical merit and price for each proposed editor. The ratio will be 70% for the technical merit and 30% for the price.
- d) The department is seeking a maximum of 9 French editors and 7 English editors. Each offeror may offer multiple editors in each language. For Offerors proposing more than one editor, the evaluation and selection process will be done on an individual and independent basis among the proposed editors.
- e) For each proposed editor, to establish the technical merit score, the technical score will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70% (see example below).
- f) For each proposed editor, to establish the pricing score, the price submitted will be prorated against the lowest evaluated price and the ratio of 30% (see example below).
- g) For each proposed editor, the technical merit score and the pricing score will be added to determine its combined rating (see example below).
- h) Only the 9 French editors and the 7 English editors who obtain the highest combined scores of technical merit and price will be retained for the issuance of standing offers.

The overall value of the requirement will be divided equally among all standing offers issued.

The table below illustrates an example where the combined rating is determined by a 70/30 ratio of the technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

**Example for basis of selection - Highest Combined Rating Technical Merit (70%) and Price (30%)**

		<b>Editor A</b>	<b>Editor B</b>	<b>Editor C</b>
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00**	\$50,000.00**	\$45,000.00*
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135^{***} \times 70 = 59.63$	$89/135^{***} \times 70 = 46.15$	$92/135^{***} \times 70 = 47.70$
	<b>Pricing Score</b>	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
<b>Combined Rating</b>		84.18	73.15	77.70
<b>Overall Rating</b>		<b>1st</b>	<b>3rd</b>	<b>2nd</b>

## ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA

### Mandatory Technical Criteria

Offers must meet all the mandatory technical criteria specified below. Offerors must provide the necessary documentation to support compliance with this requirement. Each mandatory technical criterion should be addressed separately.

For Offerors who propose more than one editor, the proposed editors who meet all mandatory technical criteria will be retained for the next step while proposed editors who do not meet all mandatory technical criteria will be disqualified.

Item	Mandatory Criteria	Met	Not Met
<b>M1</b>	<p>The offeror must propose at least 1 English or French editor who meets all the mandatory technical evaluation criteria. The offeror may propose several editors for each language, but each proposed editor must be designated for only 1 language, either English or French.</p> <p>To meet the criterion, the offeror must, before the offer closing date, provide the curriculum vitae (CV) of each proposed editor and identify each editor's language.</p> <p><b>Note:</b> Only the 9 French editors with the highest combined (technical + financial) scores and the 7 English editors with the highest combined scores will be considered for the issuance of standing offers.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Demonstration:</u></b>			
<b>M2</b>	<p>The offeror must demonstrate that the proposed editor has a bachelor's degree from a recognized Canadian institution or, if the degree was obtained outside Canada, the equivalent as determined by a recognized credential assessment service in Canada.</p> <p>The list of recognized organizations can be found on the Canadian Information Centre for International Credentials (CICIC) website: <a href="https://www.cicic.ca/2/home.canada">https://www.cicic.ca/2/home.canada</a>.</p> <p>To meet the criterion, the offeror must, before the offer closing date, provide a copy of each proposed editor's diploma.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Demonstration:</u></b>			
<b>M3</b>	<p>The offeror must demonstrate that the proposed editor has a minimum 60 months of experience acquired within the past 120 months (November 2012 to October 2022) in providing professional editing services, either in English for the English editors or in French for the French editors. This experience must include, but is not limited to, correcting syntax, punctuation, grammar and spelling, as well as fact-checking. The resource must have revised a minimum of 500,000 words in total during this period.</p>	<input type="checkbox"/>	<input type="checkbox"/>

Item	Mandatory Criteria	Met	Not Met
	<p>To meet the criterion, the offeror must, before the offer closing date, provide descriptions of the projects the proposed editor worked on that demonstrate the experience required above. The offeror must provide the following for each project:</p> <ul style="list-style-type: none"> <li>a. the name of the client to whom the services were provided</li> <li>b. the name and email address of a contact for each client who can confirm the information provided by the offeror</li> <li>c. the period during which the services were provided (from month and year to month and year)</li> </ul> <p>As part of 1 of the project descriptions provided, the offeror must also include a sample edit of between 350 and 450 words. The document must show the edits made in tracked changes. The offeror must indicate to whom the service was provided.</p>		
<b><u>Demonstration:</u></b>			
<b>M4</b>	<p>The offeror must demonstrate that the proposed <b>French</b> editor has a minimum of 60 months' experience within the past 120 months (November 2012 to October 2022) in doing comparative editing of French translations against their original English versions to identify and correct differences in content and meaning between the translation and the original version and, as needed, to rework the translation into idiomatic French. The resource must have edited a minimum of 300,000 words in total during this period.</p> <p>To meet the criterion, the offeror must, before the offer closing date, provide descriptions of the projects the proposed editor worked on that demonstrate the required experience above. The offeror must provide the following for each project:</p> <ul style="list-style-type: none"> <li>a. the name of the client to whom the services were provided</li> <li>b. the name and email address of a contact for each client who can confirm the information provided by the offeror</li> <li>c. the period during which the services were provided (from month and year to month and year)</li> </ul> <p>As part of 1 of the project descriptions provided, the offeror must also include a sample comparative edit of between 350 and 450 words. The document must show the edits made in track changes. The offeror must indicate to whom the service was provided and include the original English document.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Demonstration:</u></b>			

Item	Mandatory Criteria	Met	Not Met
M5	<p>The offeror must demonstrate that the proposed editor has experience using Microsoft Word 2016 or later or an equivalent software tool.</p> <p>For any other equivalent tool, the offeror must, 10 days before the offer closing date, submit by email a request for acceptance of equivalency. A response will be provided by way of addenda.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Demonstration:</u></b>			
M6	<p>The offeror must demonstrate that, throughout their on-call period, the proposed editor will be reachable by email and telephone and will have access to a computer with high-speed Internet.</p> <p>To meet the criterion, the offeror must, before the offer closing date, provide the following information for each proposed editor:</p> <ul style="list-style-type: none"> <li>a. a valid email address</li> <li>b. a cellphone number</li> <li>c. a cellphone service agreement indicating a voice mail service</li> <li>d. a computer model name and number</li> <li>e. a high-speed Internet service agreement</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Demonstration:</u></b>			
M7	<p>The offeror must demonstrate that the proposed editor has experience in providing timely and accurate professional editing services.</p> <p>To meet the criterion, the offeror must, before the offer closing date, provide descriptions of 2 projects that the proposed editor worked on that demonstrate that the resource edited 800 words in a 1-hour time frame. They must demonstrate that they corrected syntax, punctuation, grammar and spelling. They must provide the following for each sample:</p> <ul style="list-style-type: none"> <li>a. the name of the client to whom the services were provided</li> <li>b. the name and email address of a contact for each client who can confirm the information provided by the offeror</li> <li>c. the period during which the services were provided (from month and year to month and year)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Demonstration:</u></b>			

### **Point-rated technical criteria**

Offers will be evaluated and scored as specified in the tables inserted below. Each point rated technical criterion should be addressed separately. Proposed editors who fail to obtain the required minimum number of points specified will be disqualified.

<b>Point-Rated Criteria</b>	<b>Points Awarded</b>
<p><b>R1 – Experience revising communications products</b></p> <p>The offeror should demonstrate that the proposed editor has a minimum of 12 months' experience revising communications documents, either strategic communications or media communications documents—for example, the following:</p> <ul style="list-style-type: none"> <li>▪ news releases</li> <li>▪ backgrounders</li> <li>▪ statements</li> <li>▪ speeches</li> <li>▪ tweets and infographics</li> <li>▪ internal departmental messages</li> <li>▪ articles</li> <li>▪ departmental messages</li> </ul> <p>To meet the criterion, the offeror must, before the offer closing date, provide project descriptions for each proposed editor that include the period (from month and year to month and year) and the types of documents edited.</p>	<p>60+ months = 30 points 36 to 59 months = 20 points 12 to 35 months = 10 points</p> <p><b>Maximum 30 points</b></p>
<p><b><u>Demonstration:</u></b></p>	<p><b>Score: /30</b></p>
<p><b>R2 – Experience translating</b></p> <p>The offeror must demonstrate that the proposed editor has a minimum of 12 months' experience translating documents from French to English or vice versa.</p> <p>To meet the criterion, the offeror must, before the offer closing date, provide project descriptions for each proposed editor that include the period (from month and year to month and year).</p>	<p>60+ months = 10 points 36 to 59 months = 5 points 12 to 35 months = 3 points</p> <p><b>Maximum 10 points</b></p>
<p><b><u>Demonstration:</u></b></p>	<p><b>Score: /10</b></p>
<p><b>R3 – Experience editing various types of products</b></p> <p>The offeror must demonstrate that the proposed editor has experience in editing various types of documents.</p> <p>To meet the criterion, the offeror must, before the offer closing date, provide project descriptions for each proposed editor that demonstrate the experience required.</p>	<p>1 point per product demonstrated</p> <p><b>Maximum 10 points</b></p>

<p><b><u>Demonstration:</u></b></p>	<p style="text-align: center;"><b>Score: /10</b></p>
<p><b>R4 – Education and training</b></p> <p>The offeror must provide details of the proposed resource’s education and training in editing, writing, translation, journalism or literature.</p> <p>To meet the criterion, the offeror must, before the offer closing date, provide a copy of the diplomas and certificates for each proposed editor.</p>	<p>University degree in one of the following fields: editing, writing, translation, journalism, literature = 15 points</p> <p>College diploma or university certificate in one of the following fields: editing, writing, translation, journalism, literature = 10 points</p> <p>Any other diploma or certificate in one of the following fields: editing, writing, translation, journalism, literature = 3 points</p> <p><b>Maximum 28 points</b></p>
<p><b><u>Demonstration:</u></b></p>	<p style="text-align: center;"><b>Score: /28</b></p>
<p><b>R5 – Professional editing or translation certification</b></p> <p>The offeror must demonstrate the certifications of the proposed editor from among the following options:</p> <ol style="list-style-type: none"> <li>1. Editors Canada certification program</li> <li>2. Certification from a provincial professional translators’ association: <ul style="list-style-type: none"> <li>• Alberta: <a href="#">ATIA</a></li> <li>• British Columbia: <a href="#">STIBC</a></li> <li>• Manitoba: <a href="#">ATIM</a></li> <li>• Ontario: <a href="#">ATIO</a></li> <li>• Quebec: <a href="#">OTTIAQ</a></li> <li>• Saskatchewan: <a href="#">ATIS</a></li> <li>• New Brunswick: <a href="#">CTINB</a></li> <li>• Nova Scotia: <a href="#">ATINE</a></li> <li>• Prince Edward Island: <a href="#">CTIC</a></li> <li>• Newfoundland and Labrador: <a href="#">CTIC</a></li> <li>• Nunavut: <a href="#">CTIC</a></li> <li>• Northwest Territories: <a href="#">CTIC</a></li> </ul> </li> </ol>	<p>Each certification demonstrated = 10 points</p> <p><b>Maximum 20 points</b></p>

<p>For any equivalent tool, the offeror must submit a request for acceptance of equivalency by email 10 days before the offer closing date. A response will be provided by way of addenda.</p> <p>To meet the criterion, the offeror must provide, before the offer closing date, proof of certification for each proposed editor.</p>		
<p><b><u>Demonstration:</u></b></p>		<p><b>Score: /20</b></p>
<p><b>R6 – Comparative revision of translations from French to English</b></p> <p>The offeror must demonstrate that the proposed <b>English</b> editor has a minimum of 12 months' experience in comparative editing of English translations against their original French version to identify and correct the differences in content and meaning between the translation and the original version and, as needed, to rework the translation into idiomatic English.</p> <p>To meet the criterion, the offeror must, before the offer closing date, provide project descriptions for each proposed editor, including the period (from month and year to month and year) and the types of documents revised.</p>		<p>60+ months = 20 points 36 to 59 months = 15 points 12 to 35 months = 10 points</p> <p><b>Maximum 20 points</b></p>
<p><b><u>Demonstration:</u></b></p>		<p><b>Score: /20</b></p>
<p><b>Pass mark for each proposed editor:</b></p>	<p><b>40</b></p>	<p><b><u>Final score</u></b></p>
<p><b>Maximum score for each French editor:</b></p>	<p><b>98</b></p>	<p><b>French editor: /98</b></p>
<p><b>Maximum score for each English editor:</b></p>	<p><b>118</b></p>	<p><b>English editor: /118</b></p>



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## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Offerors must provide the required certifications and additional information to be issued a Standing Offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a Standing Offer, or will declare an Offeror in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### **5.1 Certifications Required with the Offer**

Offerors must submit the following duly completed certifications as part of their offer.

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

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

### **5.2 Certifications Precedent to the Issuance of a Standing Offer**

The certifications listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications listed below within the time frame provided will render the offer 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 Offeror 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 - Standing Offer Certification**

(Refer to Attachment 1 to Part 5)

#### **5.2.3 Status and Availability of Resources**

(Refer to Attachment 1 to Part 5)

#### **5.2.4 Education and Experience**

(Refer to Attachment 1 to Part 5)

#### **5.2.5 Language requirements**

Solicitation No. - N° de l'invitation  
23-222499  
Client Ref. No. - N° de réf. du client  
23-222499

Amd. No. - N° de la modif.  
File No. - N° du dossier  
23-222499

Buyer ID - Id de l'acheteur  
Assane Ndiaye

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(Refer to Attachment 1 to Part 5)

### **5.2.6 Former Public Servant**

(Refer to Attachment 1 to Part 5)

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## **ATTACHMENT 1 TO PART 5 – CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER**

### **FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - STANDING OFFER CERTIFICATION**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](https://www.canada.ca/en/employment-social-development/canada-labour/s website) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

### **STATUS AND AVAILABILITY OF RESOURCES**

The Offeror certifies that, should it be issued a Standing Offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement.

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

### **EDUCATION AND EXPERIENCE**

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

### **LANGUAGE REQUIREMENTS**

The Offeror certifies that, should it be authorized to provide services under this Standing Offer, resulting from this request for Standing Offers, it will provide resources who are bilingual in French and English.

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## **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 FPS, Offerors must provide the information required below before the issuance of a Standing Offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed timeframe will render the offer non-responsive.

### **Definitions**

For the purposes of this clause,

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

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

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

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

### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Offeror a FPS in receipt of a pension?

YES ( ) NO ( )

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror'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**

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Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

**YES ( ) NO ( )**

If so, the Offeror must provide the following information:

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

**Person authorized to sign on behalf of the offeror:**

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**Name and title**

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**Signature**

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**Date**

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## PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 6.1 Security Requirements

1. Before issuance of a Standing Offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a Standing Offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, Offerors 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.

To validate that all proposed resources have a valid security clearance as indicated in Part 7A - Standing Offer; the Offeror should provide for each proposed resource:

- a. the legal name; and
- b. security file number or date of birth or both

### 6.2 Financial Capability

SACC Manual clause [M9033T](#) (2011-05-16) Financial Capability

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## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### 7.2 Security Requirements

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

##### **COMMON PS SRCL #06**

1. The offeror must, at all times during the performance of the standing offer, hold a valid designated organization screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC)
2. The offeror personnel requiring access to **protected** information, assets or sensitive work site(s) must **each** hold a valid **reliability** status, granted or approved by the CSP, PWGSC
3. Subcontracts which contain security requirements **are not** to be awarded without the prior written permission of the CSP, PWGSC
4. The offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex "C".
  - b. Industrial Security Manual (Latest Edition)

#### 7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

##### 7.3.1 General Conditions

[2005](#) (2022-01-28), General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### 7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in annex entitled "E" Periodic Usage Reports: Standing Offer. If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than thirty (30) calendar days after the end of the reporting period.

## **7.4 Term of Standing Offer**

### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from the date of Standing Offer issuance to mars 31, 2026.

### **7.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer by up to two (2) additional one (1) year period(s) under the same conditions and at the rates or prices specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority ten (10) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## **7.5 Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Assane Ndiaye  
Title: Senior Procurement specialist  
Address: 200 Promenade du Portage, Gatineau, Québec Canada K1A 0G4  
Telephone: 613-791-7185  
E-mail address: [assane.ndiaye@international.gc.ca](mailto:assane.ndiaye@international.gc.ca)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### **7.5.2 Project Authority (to be inserted at Standing Offer issuance)**

The Project Authority for the Standing Offer is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: Foreign Affairs, Trade and Development  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_



The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 7.5.3 Offeror's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: Foreign Affairs, Trade and Development  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Foreign Affairs, Trade and Development Canada (DFATD)

### 7.8 Call-up Procedures

Should multiple Standing Offers be issued, the requirement will be divided equally among the qualified offerors for each period. Call-ups will be issued either for all Standing Offer Holders at the same time or on a rotational basis between Standing Offer Holders based on the descending order of the combined score of the editors. The first round of call-ups will be issued to all Standing Offer Holders at the same time.

Once the call-ups have been issued, DFATD will establish two lists: one for English editors and one for French editors. DFATD will request editors' availability for on-call duty and prepare an on-call schedule, one week in advance, for a period of approximately two months. Editors will work on-call periods of one week. In preparing the schedule, and contingent on individual editors' availability, we will attempt to distribute the weeks in an equitable fashion among the editors. DFATD will try not to schedule on-call editors twice in the same two-month period, twice in a row or for two weeks that are too close together.

A Standing Offer does not guarantee the Offeror any amount of work. Furthermore, there is no guarantee that an Offeror will receive call-ups totaling the proportion dollar values by the end of the Standing Offer period.

### 7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using a duly completed call-up form

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.

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2. The electronic call-up document will contain at a minimum the following information:

- Standing Offer number;
- statement that incorporates the terms and conditions of the Standing Offer;
- description of services required and the level of effort
- unit price and total value of the call-up;
- confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

### 7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$100,000.00** (Applicable Taxes included).

### 7.11 Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (to be inserted at Standing Offer issuance) (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups, which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

### 7.12 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2022-01-28), General Conditions - Standing Offers - Goods or Services
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) Annex C, Security Requirements Check List;
- g) the Offeror's offer dated \_\_\_\_\_ (to be inserted at standing offer issuance)

### 7.13 Certifications and Additional Information

#### 7.13.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

#### **7.14 Specific person(s) (to be inserted at Standing Offer issuance)**

The Offeror must provide the following person(s) to perform the work required in the call-ups:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### **7.15 Non-Disclosure Agreement**

At Standing Offer issuance, the Offeror must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex "D", and provide it to the Contracting Authority before they are given access to information by or on behalf of Canada in connection with the work.

#### **7.16 Inspection and Acceptance**

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

#### **7.17 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

#### **7.18 Transition to an e-Procurement Solution (EPS)**

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **7.1 Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

[2035](#) (2022-05-12), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The Contractor must perform the Work described in the Call-up against the Standing Offer.

#### **7.3.2 Delivery Date**

Delivery must be completed in accordance with the call-up against the Standing Offer.

### **7.4 Proactive Disclosure of Contracts with Former Public Servants**

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

### **7.5 Payment**

#### **7.5.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid for the Work performed, in accordance with the Basis of payment at annex "B", to the limitation of expenditure specified. Customs duties are included and Applicable Taxes are extra.

#### **7.5.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under for call-ups against this Standing Offer shall not exceed the value of the Standing Offer resulting from this RFSO, unless otherwise authorized in writing by DFATD.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75% committed, or
- b. four months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

### **7.5.3 Method of Payment**

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

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

### **7.5.4 Electronic Payment of Invoices – call-up**

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

- a. Direct Deposit

### **7.5.5 Discretionary Audit**

The following are subject to government audit before or after payment is made:

- a. The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.
- b. The accuracy of the Contractor's time recording system.
- c. The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is reasonable and justifiable based on the estimated amount of profit included in earlier price or rate certification(s).
- d. Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.

Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess.

### **7.5.6 Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

### **7.6 Invoicing Instructions**

The Contractor must submit invoices in accordance with the following instructions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must specify the following:

- a. Company name, address, etc.;
- b. Client address;
- c. Date of the invoice;
- d. Call-up Number;
- e. Details of billed days
- f. Total dollar amount;

Applicable Taxes must be calculated on the total amount of the invoice.

Invoices must be distributed as follows:

- One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.

### **7.7 Insurance**

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.

### **7.8 Dispute Resolution**

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's [CanadaBuys](#) website under the heading "[Dispute Resolution](#)".

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## ANNEX "A"

### STATEMENT OF WORK

#### 1. Title

Editing services

#### 2. Background

The mandate of the Department of Foreign Affairs, Trade and Development (the department) and the nature of its work mean that requests for document editing and publication are not only made during normal work hours. Because requests for communications products are submitted on behalf of the ministers, they are often urgent. It is therefore essential that Editorial Services be able to provide services on evenings and weekends. To offer these services, the department must have a team of editors on call on a rotating basis.

Furthermore, Editorial Services prioritizes departmental communications documents. All other documents—that is, those over 1,000 words—will be edited by on-call editors under standing offer agreements.

#### 3. Objective

The department wishes to implement a maximum of 16 standing offers with the aim of having French and English editors to provide editing services. These editors will offer on-call editing services for communications products after normal working hours and on weekends and statutory holidays; for documents over 1,000 words for the entire department; and to support and replace, as necessary, the editing team during the week during normal working hours.

#### 4. Professional resources

Each offeror must offer at least 1 English or French editor who meets the mandatory technical evaluation criteria. The department is seeking a maximum of 9 French editors and 7 English editors. Each offeror may offer multiple editors in each language.

Only the 9 French editors and the 7 English editors who obtain the highest combined scores of technical merit and price will be retained for the issuance of standing offers.

#### 5. Scope of work

The offeror must provide on-call editing services. This requires being available on call for 1 week approximately every 2 months to edit media products after regular working hours and on weekends. One French editor and 1 English editor will be on call for each weekly period. The editors retained must also be available to edit media products on statutory holidays as necessary.

The editors must also be available to replace the departmental editors during regular working hours during the week, as necessary, to edit media and other communication products.

The editors must also be available to be on call as backup editors to assist the editor on call during busy periods and, as necessary, to edit other products outside their on-call period upon request.

Media products include, but are not limited to, news releases and backgrounders, statements, speeches, tweets, op-eds and letters to the editor.

Other communications products include, but are not limited to, texts for the web, internal corporate messages, calls for proposals, web pages, leaflets, brochures, articles and reports.

## 6. Specific tasks

The specific tasks of the on-call editor include, but are not limited to, the following:

### Editing

- Analyze texts to check language and content
- Review texts to ensure that content is correct and clear and conforms to departmental style and that the treatment of sensitive subjects is in keeping with the highest standards of editorial quality
- Ensure consistency and agreement between the English and French versions of texts (perform comparative reads)
- Conduct research to check facts and identify problems in the content
- Proofread
- Work closely with strategists, spokespersons, speech writers, editors and other departmental employees
- At the end of each evening or weekend shift, email the coordinator a report of the editor's on-call editing activities, as well as the latest edited version of all documents the editor worked on
- Liaise with clients and representatives of the department's Public Affairs Branch

### Translation of social media products

- Translate social media products (for Facebook, LinkedIn and Twitter)
- Translate minor modifications to documents

### Rereading of transcriptions

- Reread transcriptions to identify spelling, punctuation and typographical errors

### Proofreading

- Verify texts before printing or publication to eliminate spelling and typographical errors left during linguistic editing or added during the formatting process

## 7. Deadline

Each task will have a deadline that must be respected. Products must be delivered by the deadline requested by the client.

## 8. Work schedule

**Note:** All working hours are in Eastern Time.

8.1. Editing services are required for 1-week periods beginning Monday at 4:30 pm and ending Sunday at 11:59 pm. Editors must be on call:

- Monday to Friday from 4:30 pm to 11:59 pm
- Saturday to Sunday from 9:00 am to 11:59 pm



- 
- 8.2. On-call editing services will also be required on statutory holidays from 9:00 am to 11:59 pm and, from time to time, for up to 7.5 hours on certain business days between 8:30 am and 5:30 pm to assist or replace departmental editors.
- 8.3. While on call, the editor must be reachable by phone and ready to perform their tasks within 30 minutes of being called. The editor must provide an email address and a reliable cellphone number; these will be included in the on-call schedule provided to the strategists, spokespersons, speech writers and other departmental employees.
- 8.4. Each editor will be consulted on their availability before the on-call work schedule is established. Once the schedule has been distributed, the editor must adhere to it and avoid replacing themselves unless warranted by exceptional circumstances. In such cases, it is the editor's responsibility to find a replacement among the other on-call editors and to inform the responsible Editorial Services representative so an updated on-call schedule may be prepared and distributed.
- 8.5. In the event of an operational reorganization during the period of the standing offer, the on-call schedule may be modified to meet new requirements. A written notice will be sent to the on-call editors 30 days before the implementation of such a change.
- 8.6. The editor must implement the software and system updates necessary to communicate effectively with the department.
- 8.7. **Emergencies:** When called upon between 12:00 am (midnight) and 8:30 am on any day during their on-call period, the editor will be compensated for a minimum of 1 hour at the hourly rate for emergency requirements listed in **Annex B—Basis of Payment**, regardless of the time the editor was released from duty. It is understood that this emergency measure will only be used in exceptional circumstances.

## 9. Editing rates

This agreement establishes several rates, which depend on the type of editing service. These rates are defined below:

**Regular hourly rate for editing services:** This rate will apply to the hours the editor spends editing any communications product.

**Weekly on-call rate:** This is the billable rate for each weekly period the editor is on call, in addition to any hours spent editing during that week.

**Hourly rate for emergency editing services:** This rate will replace the regular hourly rate for all editing services rendered between 12:00 am (midnight) and 8:30 am.

## 10. Statutory holidays

- New Year's Day
- Good Friday
- Easter Monday
- Victoria Day
- Saint-Jean-Baptiste Day in Quebec or August civil holiday in Ontario
- Canada Day
- Labour Day
- National Day for Truth and Reconciliation
- Thanksgiving Day

- Remembrance Day
- Christmas Day

### **11. Location of services**

All work will be effected on the offeror's premises.

### **12. Official language proficiency**

The offeror must be able to provide all requested services either in English or in French. The proposed editors must be bilingual (French and English).

### **13. Travel**

No travel costs will be paid under this standing offer. The offeror is responsible for all travel-related costs.

**ANNEX « B »**

**BASIS OF PAYMENT - FRENCH EDITOR**

The Offeror must provide firm all-inclusive rates of remuneration for each period for all work to be performed, which includes the cost of labor, direct materials and supplies, equipment, fringe benefits, general and administrative expenses, overhead and profit, and any other expenses that may be incurred for call-ups.

All overhead expenses normally incurred in providing the services such as project office space and furnishings, word processing, work estimates, photocopying, courier, telephone charges and travel are included in the firm rates identified hereunder and will not be permitted as direct charges.

Travel and living expenses will not be paid for any part of this Standing Offer, including any relocation necessary to satisfy the terms of the Standing Offer.

The volumetric data specified below is provided solely for the purpose of determining the offer evaluation price. They are not to be considered a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment on the part of Canada that future use of the services described in the RFSO will be in accordance with this data.

The firm rates of remuneration to be provided are defined in Section 9 of Annex "A" Statement of Work.

**A- Rates of remuneration for each French editor**

<b>Standing Offer Initial Period</b>			
<b>April 01, 2023 to Mars 31, 2026</b>			
	<b>(A)</b>	<b>(B)</b>	<b>(C)</b> <b>A x B</b>
<b>Description</b>	<b>Volumetric data (Estimated level of effort)</b>	<b>All-Inclusive Hourly Rate</b>	<b>Total Cost</b>
<b>Regular hourly rate for editing services</b>	800 hours	_____ \$	_____ \$
<b>Weekly on call rate</b>	18 weeks	_____ \$	_____ \$
<b>Hourly rate for emergency editing services</b>	30 hours	_____ \$	_____ \$
<b>Total Cost – Initial Period</b>			_____ \$

**Applicable taxes extra (GST + QST)**

<b>Option Period 1</b>			
<b>April 01, 2026 to Mars 31, 2027</b>			
	<b>(A)</b>	<b>(B)</b>	<b>(C) A x B</b>
<b>Description</b>	<b>Volumetric data (Estimated level of effort)</b>	<b>All-Inclusive Hourly Rate</b>	<b>Total Cost</b>
<b>Regular hourly rate for editing services</b>	300 hours	_____ \$	_____ \$
<b>Weekly on call rate</b>	6 weeks	_____ \$	_____ \$
<b>Hourly rate for emergency editing services</b>	10 hours	_____ \$	_____ \$
<b>Total Cost – Option Period 1</b>			_____ \$

Applicable taxes extra (GST + QST)

<b>Option Period 2</b>			
<b>April 01, 2027 to Mars 31, 2028</b>			
	<b>(A)</b>	<b>(B)</b>	<b>(C) A x B</b>
<b>Description</b>	<b>Volumetric data (Estimated level of effort)</b>	<b>All-Inclusive Hourly Rate</b>	<b>Total Cost</b>
<b>Regular hourly rate for editing services</b>	300 hours	_____ \$	_____ \$
<b>Weekly on call rate</b>	6 weeks	_____ \$	_____ \$
<b>Hourly rate for emergency editing services</b>	10 hours	_____ \$	_____ \$
<b>Total Cost – Option Period 2</b>			_____ \$

Applicable taxes extra (GST + QST)

**Total for Evaluation Purpose for French editors:**

**Evaluated price** (total cost initial period + total cost of all option periods): \_\_\_\_\_ \$

**ANNEX « B »**

**BASIS OF PAYMENT - ENGLISH EDITOR**

The Offeror must provide firm all-inclusive rates of remuneration for each period for all work to be performed, which includes the cost of labor, direct materials and supplies, equipment, fringe benefits, general and administrative expenses, overhead and profit, and any other expenses that may be incurred for call-ups.

All overhead expenses normally incurred in providing the services such as project office space and furnishings, word processing, work estimates, photocopying, courier, telephone charges and travel are included in the firm rates identified hereunder and will not be permitted as direct charges.

Travel and living expenses will not be paid for any part of this Standing Offer, including any relocation necessary to satisfy the terms of the Standing Offer.

The volumetric data specified below is provided solely for the purpose of determining the offer evaluation price. They are not to be considered a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment on the part of Canada that future use of the services described in the RFSO will be in accordance with this data.

The firm rates of remuneration to be provided are defined in Section 9 of Annex "A" Statement of Work.

**A- Rates of remuneration for each English editor**

<b>Standing Offer Initial Period</b>			
<b>April 01, 2023 to Mars 31, 2026</b>			
	<b>(A)</b>	<b>(B)</b>	<b>(C)</b> <b>A x B</b>
<b>Description</b>	<b>Volumetric data (Estimated level of effort)</b>	<b>All-Inclusive Hourly Rate</b>	<b>Total Cost</b>
<b>Regular hourly rate for editing services</b>	800 hours	_____ \$	_____ \$
<b>Weekly on call rate</b>	24 weeks	_____ \$	_____ \$
<b>Hourly rate for emergency editing services</b>	30 hours	_____ \$	_____ \$
<b>Total Cost – Initial Period</b>			_____ \$

**Applicable taxes extra (GST + QST)**

<b>Option Period 1</b>			
<b>April 01, 2026 to Mars 31, 2027</b>			
	<b>(A)</b>	<b>(B)</b>	<b>(C) A x B</b>
<b>Description</b>	<b>Volumetric data (Estimated level of effort)</b>	<b>All-Inclusive Hourly Rate</b>	<b>Total Cost</b>
<b>Regular hourly rate for editing services</b>	300 hours	_____ \$	_____ \$
<b>Weekly on call rate</b>	8 weeks	_____ \$	_____ \$
<b>Hourly rate for emergency editing services</b>	10 hours	_____ \$	_____ \$
<b>Total Cost – Option Period 1</b>			_____ \$

Applicable taxes extra (GST + QST)

<b>Option Period 2</b>			
<b>April 01, 2027 to Mars 31, 2028</b>			
	<b>(A)</b>	<b>(B)</b>	<b>(C) A x B</b>
<b>Description</b>	<b>Volumetric data (Estimated level of effort)</b>	<b>All-Inclusive Hourly Rate</b>	<b>Total Cost</b>
<b>Regular hourly rate for editing services</b>	300 hours	_____ \$	_____ \$
<b>Weekly on call rate</b>	8 weeks	_____ \$	_____ \$
<b>Hourly rate for emergency editing services</b>	10 hours	_____ \$	_____ \$
<b>Total Cost – Option Period 2</b>			_____ \$


Applicable taxes extra (GST + QST)

**Total for Evaluation Purpose for English editors:**


**Evaluated price** (total cost initial period + total cost of all option periods): \_\_\_\_\_ \$

**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

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

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





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

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No  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

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

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

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No  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







Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

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**ANNEX "D"**

**NON-DISCLOSURE AGREEMENT**

I, \_\_\_\_\_ (*resource name*), recognize that in the course of my work as an employee or subcontractor of \_\_\_\_\_, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Standing Offer No. \_\_\_\_\_ between Her Majesty the Queen in right of Canada, represented by the Minister of Foreign Affairs, Trade and Development Canada and \_\_\_\_\_, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Offeror as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Standing Offer.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Offeror by or on behalf of Canada must be used solely for the purpose of the Standing Offer and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Standing Offer No.:

\_\_\_\_\_.

\_\_\_\_\_  
Signature                      Date

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**ANNEX "E "**

**PERIODIC USAGE REPORTS: STANDING OFFER**

In accordance with Section 7.3.2 of the Standing Offer, the Offeror must report on a quarterly basis the following information:

The Offeror must complete all of the data fields identified below, as applicable.				
Standing Offer Number:				
Reporting Period: _____ to: _____				
Call-up Number	Date of Call-up	Initial Value of Call-up (excluding taxes)	Value of amendments (excluding taxes)	Total Value including amendments (excluding taxes)