

NOTICE OF PROPOSED PROCUREMENT (NPP)

**For
PROFESSIONAL SERVICES**

GSIN: R109D: Translation Services

Reference Number:	20220536	Solicitation Number:	20220536
Organization Name:	<i>The Financial Consumer Agency of Canada (FCAC)</i>		
Solicitation Date:	2022-11-07	Closing Date:	2022-12-19, 2:00 PM Eastern Standard Time EST
Anticipated Start Date:	2023-02-01	Estimate Level of Effort:	Varies, see below
Estimated Delivery Date:	2023-02-01	Contract Duration:	<i>The contract period will be from the date of contract to 2024-03-31 with an irrevocable option to extend it for up to five additional one-year periods.</i>
Solicitation Method:	Competitive	Applicable Trade Agreements:	<i>World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canadian Free Trade Agreement (CFTA), Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Columbia Free Trade Agreement (CCoFTA), Canada-Honduras Free Trade Agreement, Canada-Korea Free Trade Agreement, the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), Canada-Ukraine Free trade agreement, and the Canada-Panama Free Trade Agreement (CPanFTA) if it is in force.</i>
Comprehensive Land Claim Agreement Applies:	No	Number of Contracts:	1

Requirement Details

Tendering Procedure: Open Tendering

Description of Work:

FCAC encourages financial institutions to communicate in plain language with consumers of financial products. In that spirit, FCAC uses plain language in its own communications with the public. The wider the audience likely to read an FCAC publication (or major segments of it), the greater the need to communicate in clear, simple, engaging terms. This does not mean ‘dumbing down’ documents. Rather, it means structuring and writing content so that it is appealing and easy for the wider target audience to grasp and appreciate.

The contractor will provide French editing, revision and translation services for a wide variety of communication products, such as but not limited to brochures, fact sheets, backgrounders, news releases, speeches, pamphlets, material for Web sites, communication plans, reports, publications, guides, promotional materials and newsletters on an “as required” basis. This can include technical and financial related documents such as financial statements, business plans, research reports, etc. This work benefits from a solid grasp of financial issues generally, and of FCAC in particular.

Security Requirement: *Common PS SRCL # 9 applies*

Minimum Corporate Security Required: *DOS – Reliability with documents safeguarding of up to Protected B*

Minimum Resource Security Required: *Reliability*

Contract Authority

Name: *Stephane Dupel*

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Inquiries

Inquiries regarding this RFP requirement must be submitted to the Contracting Authority named above. Request for Proposal (RFP) documents will be e-mailed directly from the Contracting Authority to the Qualified Supply Arrangement Holders who are being invited to bid on this requirement. BIDDERS ARE ADVISED THAT “BUYANDELL.GC.CA” IS NOT RESPONSIBLE FOR THE DISTRIBUTION OF SOLICITATION DOCUMENTS. The Crown retains the right to negotiate with any supplier on any procurement. Documents may be submitted in either official language.