



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

Bid Receiving/Réception des soumissions
BidReceipt@inspection.gc.ca

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Canadian Food Inspection Agency

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

Proposition aux : Agence canadienne d'inspection des aliments

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: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE
EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet Translation, Editing and Transcription Services		Date February 21, 2023
Solicitation No. – N° de l'invitation 2023-00283		
Client Reference No. - No. De Référence du Client 2023-00283		
Solicitation Closes – L'invitation prend fin		
At / à :	14 :00	EDT (Eastern DaylightTime) HAE (heure avancée de l'Est)
On / le :	April 3, 2023	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Teresa McKenny – Teresa.McKenny@inspection.gc.ca		
Telephone No. – No. de téléphone 343-573-4193	Facsimile No. – No. de télécopieur N/A	
Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée	
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	

TABLE OF CONTENTS

<u>PART 1 - GENERAL INFORMATION</u>	4
1.1 <u>SECURITY REQUIREMENTS</u>	4
1.2 <u>STATEMENT OF WORK</u>	4
1.3 <u>SET-ASIDE UNDER THE FEDERAL GOVERNMENT PROCUREMENT STRATEGY FOR INDIGENOUS BUSINESS (PSIB)</u>	4
1.4 <u>DEBRIEFINGS</u>	4
1.5 <u>CANADIAN CONTENT</u>	5
<u>PART 2 - BIDDER INSTRUCTIONS</u>	5
2.1 <u>STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS</u>	6
2.2 <u>SUBMISSION OF BIDS</u>	6
2.3 <u>FORMER PUBLIC SERVANT</u>	6
2.4 <u>ENQUIRIES - BID SOLICITATION</u>	8
2.5 <u>APPLICABLE LAWS</u>	8
2.6 <u>BID CHALLENGE AND RECOURSE MECHANISMS</u>	8
<u>PART 3 - BID PREPARATION INSTRUCTIONS</u>	9
3.1 <u>BID PREPARATION INSTRUCTIONS</u>	9
<u>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION</u>	10
4.1 <u>EVALUATION PROCEDURES</u>	10
4.2 <u>BASIS OF SELECTION</u>	16
<u>PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION</u>	18
5.1 <u>CERTIFICATIONS REQUIRED WITH THE BID</u>	18
5.2 <u>CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION</u>	18
<u>PART 6 - RESULTING CONTRACT CLAUSES</u>	21
6.1 <u>SECURITY REQUIREMENTS</u>	21
6.2 <u>STATEMENT OF WORK</u>	21
6.3 <u>STANDARD CLAUSES AND CONDITIONS</u>	23
6.4 <u>TERM OF CONTRACT</u>	23
6.5 <u>AUTHORITIES</u>	23
6.6 <u>PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS</u>	24
6.7 <u>PAYMENT</u>	24
6.8 <u>INVOICING INSTRUCTIONS</u>	26
6.9 <u>CERTIFICATIONS AND ADDITIONAL INFORMATION</u>	26
6.10 <u>APPLICABLE LAWS</u>	26
6.11 <u>PRIORITY OF DOCUMENTS</u>	27
6.13 <u>SACC MANUAL CLAUSES</u>	24
6.14 <u>DISPUTE RESOLUTION</u>	27
<u>ANNEX "A"</u>	28
<u>STATEMENT OF WORK</u>	28
<u>ANNEX "B"</u>	27
<u>BASIS OF PAYMENT</u>	27
<u>ANNEX "C"</u>	28
<u>SECURITY REQUIREMENTS CHECK LIST</u>	28
<u>ANNEX "D" TO PART 3 OF THE BID SOLICITATION</u>	29

Solicitation No. - N° de l'invitation

2023-00283

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

2023-00283

Amd. No. - N° de la modif.

File No. - N° du dossier
2023-00283

Buyer ID - Id de l'acheteur

D17

CCC No./N° CCC - FMS No./N° VME

<u>ELECTRONIC PAYMENT INSTRUMENTS</u>	29
<u>ANNEX "E" TO PART 5 OF THE BID SOLICITATION</u>	30
<u>FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION</u>	30
ANNEX "F"	31
TASK AUTHORIZATION FORM.....	31

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6.1 - Resulting Contract Clauses;
2. Before access to sensitive information is provided to the Bidder, the following conditions must be met:
 - (a) the Bidder's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 6.1 - Resulting Contract Clauses;
 - (b) the Bidder's security capabilities must be met as indicated in Part 6.1 - Resulting Contract Clauses.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clauses.

1.3 Set-aside under the Federal Government Procurement Strategy for Indigenous Business (PSIB)

This procurement has been conditionally set aside under the federal government Procurement Strategy for Indigenous Business (PSIB). The procurement is open to both Indigenous and non-Indigenous businesses. However, if two or more Indigenous businesses submit a bid, then the procurement is set aside under PSIB. In order to be considered under PSIB, a supplier must certify that it qualifies as an Indigenous business as defined under PSIB and that it will comply with all requirements of PSIB. For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business, refer to [Annex 9.4](#) of the Supply Manual."

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

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

1.4 Debriefings

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

1.5 Canadian Content

The requirement is subject to a preference for Canadian services.

The requirement is conditionally limited to Canadian services.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bids must be submitted via email only to the Bid Receiving Unit at the location specified below, by the date, time and place indicated in the bid solicitation.

Bids must be submitted only to cfia.bidreceipt-receptiondesoumission.acia@inspection.gc.ca no later than 2:00 pm (EDT) on **April 3, 2023**

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

2.3 Former Public Servant

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

Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or

- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- 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.

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **5** calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Bid Challenge and Recourse Mechanisms

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid in separately bound sections as follows:

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

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

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

Section IV: Certifications

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

Section V: Additional Information

3.1.1.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level, as indicated in Part 1, clause 1.1, Security Requirements.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine if there are two (2) or more bids with a valid Canadian content certification with the bids coming from two or more Bidders that are not affiliated within the meaning used in the Competition Act, R.S.C., 1985, c. C-34. In that event, only those bids with a valid certification will be eligible to be awarded a contract; otherwise, all bids will be eligible. If at any point in the evaluation process it is found, whether by determination of invalidity of certifications, determination that bids are non-responsive or withdrawal of bids by Bidders, that there are no longer two (2) or more responsive bids with a valid certification, then all responsive bids will be eligible to be awarded a contract. Canada may conduct the validation of Canadian content certifications at any time in the evaluation process including doing so concurrently with other steps.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Table A – M1 Translation Services

Item Number	Description	Required Documentation	Substantiation (reference page # where information can be found)	Compliance (met / not met)
M1.1	The Bidder must have a minimum of five (5) years' of demonstrated experience within the last ten (10) years, as of bid closing, in delivering translation services in both of Canada's official languages (English and French) on documents of a scientific nature which contain scientific, medical or disease terminology including, but not limited to, terms related to veterinary medicine, food safety measures, food, animal and plant risks and emergencies, disease control, systems agriculture aquaculture and fisheries agri-food	To demonstrate, the Bidder must provide the following <u>Required Documentation:</u> The Bidder must provide a minimum of three (3) contracts and include the following for each: <input type="checkbox"/> Organization Name <input type="checkbox"/> Contract Start and End Dates (month & year) <input type="checkbox"/> Specific examples that include scientific, medical or disease terminology containing names of diseases, pests, etc. <input type="checkbox"/> Reference Name and Title	Page # _____	

	products.	<input type="checkbox"/> Reference e-mail		
M1.2	The Bidder must have a minimum of three (3) years' demonstrated experience within the last six (6) years, as of bid closing, providing translation services for science based Canadian Federal, Provincial or Territorial public service Departments, Agency or Crown Corporation.	To demonstrate, the Bidder must provide the following Required Documentation: The Bidder must provide a minimum of two (2) contracts and include the following for each: <input type="checkbox"/> Organization Name <input type="checkbox"/> Contract Start and End Dates (month & year) <input type="checkbox"/> Reference Name and Title <input type="checkbox"/> Reference e-mail	Page # _____	

Table B – M2 Transcription Services

Item Number	Description	Required Documentation	Substantiation (reference the page number where the information can be found)	Compliance (met / not met)
M2.1	The Bidder must have a minimum of five (5) years' of demonstrated experience within the last ten (10) years, as of bid closing, in delivering transcription services in both of Canada's official languages (English and French) on documents of a scientific nature which contain scientific, medical or disease terminology including, but not limited to, terms related to: veterinary medicine; food safety; food, animal and plant risks and emergencies; disease control systems; agriculture, aquaculture and fisheries; agri-food products.	To demonstrate, the Bidder must provide the following Required Documentation: The Bidder must provide a minimum of three (3) contracts and include the following for each: <input type="checkbox"/> Organization Name <input type="checkbox"/> Contract Start and End Dates (month & year) <input type="checkbox"/> Specific examples that include scientific, medical or disease terminology containing names of diseases, pests, etc. <input type="checkbox"/> Reference Name and Title <input type="checkbox"/> Reference e-mail	Page # _____	
M2.2	The Bidder must have a minimum of three (3) years' demonstrated experience within the last	To demonstrate, the Bidder must provide the following	Page # _____	

	<p>six (6) years, as of bid closing, providing transcription services for science based Canadian Federal, Provincial or Territorial public service Departments, Agency or Crown Corporation.</p>	<p><u>Required Documentation:</u></p> <p>The Bidder must provide a minimum of two (2) contracts and include the following for each:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Organization Name <input type="checkbox"/> Contract Start and End Dates (month & year) <input type="checkbox"/> Reference Name and Title <input type="checkbox"/> Reference e-mail 		
--	--	---	--	--

Table C – M3 Editing Services

Item Number	Description	Required Documentation	Substantiation (reference the page number where the information can be found)	Compliance (met / not met)
M3.1	The Bidder must have a minimum of five (5) years' of demonstrated experience within the last ten (10) years, as of bid closing, in delivering editing services in both of Canada's official languages (English and French) on documents of a scientific nature which contain scientific, medical or disease terminology including, but not limited to, terms related to veterinary medicine, food safety measures, food, animal and plant risks and emergencies, disease control, systems agriculture aquaculture and fisheries agri-food products.	To demonstrate, the Bidder must provide the following Required Documentation: The Bidder must provide a minimum of three (3) contracts and include the following for each: <input type="checkbox"/> Organization Name <input type="checkbox"/> Contract Start and End Dates (month & year) <input type="checkbox"/> Specific examples that include scientific, medical or disease terminology containing names of diseases, pests, etc. <input type="checkbox"/> Reference Name and Title <input type="checkbox"/> Reference e-mail	Page # _____	
M3.2	The Bidder must have a minimum of three (3) years' demonstrated experience within the last six (6) years, as of bid closing, providing editing services for science based Canadian Federal, Provincial or Territorial public service Departments, Agency or Crown Corporation.	To demonstrate, the Bidder must provide the following Required Documentation: The Bidder must provide a minimum of two (2) contracts and include the following for each: <input type="checkbox"/> Organization Name <input type="checkbox"/> Contract Start and End Dates (month & year) <input type="checkbox"/> Reference Name and Title <input type="checkbox"/> Reference e-mail	Page # _____	

Table D – M4 Quality Assurance

Item Number	Description	Required Documentation	Substantiation (reference the page number where the information can be found)	Compliance (met / not met)
M4.1	The Bidder must provide a detailed quality assurance plan demonstrating their ability to provide quality translation and meet deadlines.	To demonstrate, the Bidder must provide the following Required Documentation: The Bidder must provide <ul style="list-style-type: none"> <input type="checkbox"/> Identify each step of the quality assurance process, from planning to delivery; <input type="checkbox"/> Describe how the plan is applied on a day-to-day basis by the Bidder; and <input type="checkbox"/> Describe what steps are taken when the translation quality is deemed unsatisfactory by the client. 	Page # _____	

Table E – M5 Certification

Item Number	Description	Required Documentation	Cross-Reference to Proposal	Compliance (met / not met)
M5.1	The Bidder must provide proof of certification under national standard CAN/CGSB-131.10-2008, Translation Services.	To demonstrate, the Bidder must provide the following Required Documentation: The Bidder must provide <ul style="list-style-type: none"> <input type="checkbox"/> Proof of certification under national standard CAN/CGSB-131.10-2008, Translation Services. 	Page # _____	

4.1.1.2 Point Rated Technical Criteria

Table A – R1 Translation Services

Criteria	Requirement	Cross-Reference to Proposal	Points
R1.1	The Bidder should demonstrate its additional		

	experience in the provision of translation services for documents of a scientific nature over and above M1.1 10 to 14 years = 10 points 15 to 19 years = 15 points 20+ years = 20 points	Page # _____	/20
R1.2	The Bidder should demonstrate its additional experience in providing translation services for science based federal, provincial or territorial public service organization over and above M1.3 4 to 6 years = 5 points 7 to 9 years = 10 points 10+ years = 25 points	Page # _____	/25

Table B – R2 Transcription Services

Criteria	Requirement	Cross-Reference to Proposal	Points
R2.1	The Bidder should demonstrate its additional experience in the provision of transcription services for documents of a scientific nature over and above M2.1 10 to 14 years = 10 points 15 to 19 years = 15 points 20+ years = 20 points	Page # _____	/20
R2.2	The Bidder should demonstrate its additional experience in providing transcription services for science based federal, provincial or territorial public service organization over and above M2.2 4 to 6 years = 5 points 7 to 9 years = 10 points 10+ years = 25 points	Page # _____	/25

Table C – R3 Editing Services

Criteria	Requirement	Cross-Reference to Proposal	Points
R3.1	The Bidder should demonstrate its additional experience in the provision of editing services for documents of a scientific nature over and above M3.1 10 to 14 years = 10 points 15 to 19 years = 15 points 20+ years = 20 points	Page # _____	/20
R3.2	The Bidder should demonstrate its additional experience in providing editing services for science based federal, provincial or territorial public service organization over and above M3.2	Page # _____	/25

	4 to 6 years = 5 points		
	7 to 9 years = 10 points		
	10+ years = 25 points		

Maximum Available – 135

4.2 Basis of Selection

[A0027T - Basis of Selection - Highest Combined Rating of Technical Merit and Price - Buyandsell.gc.ca](#)

To be declared responsive, a bid must:

1.
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of zero (0) points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 135 points.

2. Bids not meeting (choose "(a) or (b) or (c)" OR "(a) or (b) or (c) and (d)") will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

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

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the services offered are Canadian services, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the services offered being treated as non-Canadian services.

The Bidder certifies that:

- (a) the services offered are Canadian services as defined in paragraph 4 of clause [A3050T](#). For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#), Example 2, of the Supply Manual.

5.1.2.1.1 SACC Manual clause [A3050T](#) (2020-07-01) Canadian Content Definition

5.1.2.2 Set-aside for Indigenous Business

1. This procurement is set aside under the federal government Procurement Strategy for Indigenous Business, For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business, see [Annex 9.4](#), Supply Manual.
2. The Bidder:
 - i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;

-
- ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
 - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
 3. The Bidder must check the applicable box below:
 - i. The Bidder is an Indigenous business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.
OR
 - ii. The Bidder is either a joint venture consisting of two or more Indigenous businesses or a joint venture between an Indigenous business and a non-Indigenous business.
 4. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.
 5. By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

The Contracting Authority, requests the Bidder must provide the following certification for each owner who is Indigenous:

1. I am an owner of _____ (*insert name of business*), and an Indigenous person, as defined in [Annex 9.4](#) of the *Supply Manual* entitled "Requirements for the Set-aside Program for Indigenous Business".
2. I certify that the above statement is true and consent to its verification upon request by Indigenous Services Canada.

Printed name of owner

Signature of owner

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Security Requirements – Required Documentation

In accordance with the [requirements of 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>), the Bidder must provide a completed Contract Security Program Application for Registration (AFR) form to be given further consideration in the procurement process.

Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, bidders who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Bidder will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

5.2.3 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

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

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements – Reliability

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

The contractor must, at all times during the performance of the Contract, Standing Offer or Supply Arrangement, maintain a valid Designated Organization Screening (DOS) issued by Public Services and Procurement Canada – Industrial Security Program.

The contractor and/or its employees must EACH maintain a valid RELIABILITY STATUS, issued by Public Services and Procurement Canada – Industrial Security Program and approved by the Canadian Food Inspection Agency.

The contractor and/or its employees MUST NOT remove any CLASSIFIED information or assets from the identified work site(s). The contractor and/or its employees MUST NOT use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the Canadian Food Inspection Agency.

6.1.1.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level of document safeguarding capability.

6.2 Statement of Work

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

6.2.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

6.2.2.1 Task Authorization Process

1. The Contracting Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex E.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must not commence work until a TA authorized by the Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.2.2.2 Minimum Work Guarantee – All the Work – Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means five percent (5%).

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

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

6.2.2.3 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;

- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2010C](#) (2022-12-01), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the contract is from date of Contract Award for a period of two years.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Teresa McKenny
Contracting Officer
Canadian Food Inspection Agency
Corporate Management Branch
Financial Services and Procurement Directorate
59 Camelot Drive
Nepean, ON K1A 0Y9
343-573-4193

Teresa.McKenny@inspection.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: **to be completed at contract award**

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

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

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

6.5.3 Contractor's Representative

Offeror to fill in

Name: _____
Telephone No.: _____
E-Mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

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

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

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

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of **\$ To be completed at Contract Award**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Method of Payment – Multiple Payments

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

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

6.7.5 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.8 Invoicing Instructions

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

Invoices must be distributed as follows:

- a. The original must be forwarded to the following address for certification and payment.
_____ **(To be completed at contract award).**

6.9 Certifications and Additional Information

6.9.1 Compliance

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

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

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

6.9.3 SACC Manual Clauses

SACC Manual Clause [A3000C](#) Indigenous Business Certification

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2010C](#) (2022-12-01), General Conditions - Services (Medium Complexity)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the signed Task Authorizations (including all of its annexes, if any);
- (g) the Contractor's bid dated **to be completed at contract award**

6.12 Insurance – No Specific Requirement

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.

6.13 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 Buy and Sell website under the heading "[Dispute Resolution](#)".

ANNEX "A"

STATEMENT OF WORK

1. TITLE

Translation, Editing and Transcription Services for the Human Resources and Operations Branches.

2. BACKGROUND

The Canadian Food Inspection Agency (CFIA) is dedicated to safeguarding food, animals and plants, which enhances the health and well-being of Canada's people, environment and economy. The Agency works with its partners to implement food safety measures; manage food, animal and plant risks and emergencies; and promote the development of food safety and disease control systems to maintain safety to Canada's high-quality agriculture, aquaculture and fisheries, and agri-food products.

The Human Resources Branch is comprised of the Vice-President's Office as well as five (5) directorates. In the past, each Directorate procured individual translation contracts for these services. In order to maintain consistency in the quality and uniformity of these services, as well as improve process efficiencies, the Branch is seeking to consolidate these services into one single contract. In addition to translation and editing services, HRB's Learning Division has a requirement for transcription services in order to prepare training materials into bilingual presentations for in-class, hybrid and virtual training.

CFIA's Operations Branch leads front-line delivery and enforcement of programs. The Business and Workforce Enablement (BWE) Directorate, reporting directly to the Vice President of Operations Branch, manages communications to front line, internal branch and Agency staff, stakeholders and industry on behalf of the President and Branch Vice President's Offices on a variety of topics and often requires translation of communications at a moment's notice (i.e. posted to inter/intranet and/or circulated within one to two hours) and all messaging and accompanying documents are required to be available in both official languages.

HRB and BWE are seeking a joint contract with the objective of optimizing translation services in order to achieve best value for money spent by reducing costs while providing easier access to quality services delivered in a timely manner, possibly within tight timeframes (potential for delivery within one to two hours)/by deadlines prescribed by requestors.

3. ACRONYMS

BWE	Business and Workforce Enablement
CFIA	Canadian Food Inspection Agency
HRB	Human Resources Branch
VPO	Vice-President's Office

4. DEFINITIONS

Translation	Rewriting text in another language, while respecting the meaning, tone, style and terminology used by the author and the grammar rules of the target languages. For the purpose of this contract, the only languages that will be used are English and French.
Source text editing	Reviewing a text in its original language to correct grammar, spelling, usage and typography, to make basic stylistic improvements, fix unclear or illogical sentences or paragraphs, and to check the accuracy and consistency of terminology in order to ensure the overall quality and enhance the flow, readability and structure.
Comparative editing	Comparing the content of a translated text to its original text to ensure consistency in content, terminology, tone and style, as well as to correct spelling, grammar, usage and typography.
Transcription	Reproduction and preparation of transcripts from recordings into an electronic text document.
Word	A continuous series of letters set apart from other words by spaces
Urgent request	For the purpose of this contract, an urgent request is defined as the requirement to deliver the requested product, within one (1) to two (2) hours from the time the request has been sent to the Contractor.
Regular Hours	For the purpose of this contract, regular working hours are defined as Monday to Friday 7:00 a.m. to 6:00 p.m., client local time, with the exception of federal statutory holidays.
Outside Regular Hours	For the purpose of this contract, work to be performed outside the regular work hours is defined as 6:00 p.m. to 7:00 a.m. , client local time, Monday to Friday, 6:00 p.m. to 7:00 a.m., client local time, weekends, and Federal statutory holidays.
Federal Statutory Holidays	For the purpose of this contract, a statutory holiday means: <ul style="list-style-type: none"> • New Year's Day • Good Friday • Easter Monday • Victoria Day • Saint-Jean Baptiste (Quebec only) • Canada Day • Civic holiday (except Quebec) • Labour Day • National Day for Truth and Reconciliation • Thanksgiving • Remembrance Day • Christmas Day • Boxing Day

5. TASKS

5.1	The services requested for this contract will be provided by the contractor on an "as and when requested" basis, up to the total value of each task authorization.
5.2	The Contractor must acknowledge receipt of service requests within 30 minutes of receipt.
5.3	The Contractor must develop, use and maintain a terminology bank (i.e. lexicon) for

	specific technical terminology for reference/consistency purposes. If not already defined, the translated technical words will then be added to the terminology bank.
5.4	<u>TRANSLATION</u> The Contractor must provide translation services and ensure that: <ul style="list-style-type: none">• Requests are processed by the requested deadlines. For urgent requests, delivery could be requested within one (1) to two (2) hours;• Documents/texts/messaging are translated in a style that is concise and maintains the nature of the original text while respecting spelling, grammar, tone and syntax/terminology as well as giving consideration to the intended purpose and audience;• The number of different translators working on large texts will be limited, as far as is reasonable, in order to ensure quality throughout as well as consistency in terminology and style;• Text in icons, graphics, and illustrations are translated, keeping the same format; and• Translated documents are returned in the same format as the source document.
5.5	<u>SOURCE TEXT EDITING</u> The Contractor must provide source text editing services and ensure that: <ul style="list-style-type: none">• Correct grammar, spelling, usage and typography;• Make basic stylistic improvements;• Fix unclear or illogical sentences or paragraphs; and• Check the accuracy and consistency of terminology.
5.6	<u>COMPARATIVE EDITING</u> The Contractor must provide comparative editing of texts already translated and ensure: <ul style="list-style-type: none">• their resource is an editor fluent in both the source language and the target language;• the accuracy of the translation aligns with the original text;• the content and style of the translation is edited and reworked as necessary; and• both texts include the same aspects of stylistic editing.
5.7	<u>TRANSCRIPTION</u> The Contractor must provide transcription services and ensure to: <ul style="list-style-type: none">• Reproduce English and/or French audio and video files into electronic written documents; and• Review written transcription documents against the source audio/video files for thoroughness and language and to make any necessary corrections.
5.8	<u>QUALITY ASSURANCE</u> In order to deliver error free documents, the Contractor must make sure that for all

	<p>translation requests:</p> <ul style="list-style-type: none">• there is a quality control process in place to ensure that the documents are exact and complete and that they match the original documents;• terminology is uniform throughout all documents of a same request;• all generally recognized rules and principles of translation have been followed;• revision has been done by a person other than the person who translated the request
--	--

6. DELIVERABLES

6.1	<p><u>TRANSLATION</u></p> <p>The Contractor must produce translated documents consistent terminology, meaning, style, level of language, format, font and layout as requested by the Identified User or the Project Authority in the Request for Translation.</p>
6.2	<p><u>SOURCE TEXT EDITING</u></p> <p>The Contractor must produce edited documents that clearly reflects the writer's voice and tone and ensures consistency and correctness in terminology, formatting and style.</p>
6.3	<p><u>COMPARATIVE EDITING</u></p> <p>The Contractor must produce edited versions of translated documents, ensuring the translation is faithful to the original, and respects the style and meaning of the original document.</p>

6.4	<p><u>TRANSCRIPTION</u></p> <p>The Contractor must provide transcripts that respect the following format:</p> <ul style="list-style-type: none"> • with the exception of the cover, front and last page, the number of words per page must be optimized (i.e.: unnecessary spaces and gaps must not be added to the transcripts) while still following the other format requirements listed below; • font to be used is 12-point Arial • with the exception of the cover, front and last page, margins to be used are: <ul style="list-style-type: none"> ▪ Top 1" (2.54 cm); ▪ Left 1.5" (3.81 cm); ▪ Bottom 1" (2.54 cm); and ▪ Right 1" (2.54 cm). • the Canadian Style spelling and grammar rules must be used; • clearly indicate with yellow highlight and the word inaudible, any parts that couldn't be transcribed, e.g. inaudible, static, etc. • the date, commencement and completion times for hearings must be indicated on all transcripts; • have a page header identifying the File Number assigned by the Technical Authority (TA), the name of the interviewee and the date of the interview. This information must also be identified on the first page in the body area of the Word Document; • have a footer identifying the page number and the total number of pages; • the commencement of each new line with a different speaker must have the speaker identified
6.5	<p><u>QUALITY ASSURANCE</u></p> <p>The Contractor must assign a Quality Assurance Reviewer to:</p> <ul style="list-style-type: none"> • Thoroughly proofread all translated and transcribed text to ensure that all typing, grammatical, vocabulary, semantics, and syntax errors are corrected. • Ensure the tone of the translated text is equivalent to the tone used in the original version. • Ensure the length is approximately the same. In other words, the quality of the translated version should be equivalent to the quality of the original version. The quality assurance reviewers must review and approve the translated or edited text for accuracy, sentence structure, language rules, grammar, and spelling prior to delivering the completed work to the client.

7. CONSTRAINTS

7.1	<p><u>SOFTWARE</u></p> <p>The translation work must be done in an electronic format using Microsoft and Adobe software such as, but not limited to, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Acrobat PDF.</p>
7.2	<p><u>ELECTRONIC FORMATS</u></p>

	<ul style="list-style-type: none"> • Conversions to or from other electronic formats (other than those specified by the Identified Users) will not be accepted in any form. Consequently, it will not be possible to convert from one type of system to another (for example, from a Macintosh to an IBM-compatible), or to save texts in an earlier or later version of one of the applications requested. • The Identified Users will specify to the Contractors within each Request for Translation Form how the work will be delivered and in which electronic format the translated texts are to be submitted. All work must follow the format, layout and font of the text to be translated (with pagination and no handwritten corrections), and must be usable as is without any intervention by the Identified Users. • At all times, the Contractor must use standard, commercially available data compression software (i.e. PKZip, WinZip, etc.) to transmit lengthy texts. • At all times, the Contractor must use up-to-date virus detection and elimination software to ensure the delivery of virus-free texts, and must refrain from using unauthorized codes for word processing. The Contractor must take necessary measures to ensure that texts delivered on electronic media or systems are virus-free in accordance with the Government of Canada Industrial Security Program.
<p>7.3</p>	<p><u>RECEIVING AND TRANSMITTING MATERIAL</u></p> <p>The Contractor must ensure that completed work is returned to the sender by the same delivery method as the one initially used to send the work to the Contractor.</p>
<p>7.4</p>	<p><u>SERVICE STANDARDS AND DELIVERY DATES</u></p> <ul style="list-style-type: none"> • The Contractor must confirm receipt of request, and confirm whether they can deliver products by requested due date within 30 minutes. • The Contractor must process requests by prescribed deadline, including those deemed urgent (required within one (1) to two (2) hours). • The Contractor cannot extend a deadline without written consent from the requester. If adjustments are needed to the requested delivery date/time, the Contractor must notify the requester within thirty minutes from the time the request has been submitted for action. • For documents exceeding 10,000 words, the Contractor must prepare and submit a timeframe for completion to the Project Authority within 24 hours of request. The Project Authority and Contractor must also negotiate a mutually acceptable deadline.
<p>7.5</p>	<p><u>TERMINOLOGY</u></p> <p>The Contractor must use and maintain a terminology bank (i.e. lexicon) for specific technical words for reference/consistency purposes. If not already defined, the translated technical words will then be added to the terminology bank.</p>
<p>7.6</p>	<p><u>WORD COUNT</u></p> <p>Words in headers, footers and footnotes are to be counted only once, if repeated. A manual count will be done for words within an image or graphic.</p>
<p>7.7</p>	<p><u>LOCATION OF WORK</u></p> <p>All work must be performed at the Contractor's place of business.</p>

8. DATE OF DELIVERY

To be specified in each request.

9. LANGUAGE OF WORK

English and French.

10. TRAVEL

None

11. MEETINGS

None

12. GOVERNMENTS SUPPLIED MATERIAL

None

13. GOVERNMENT FURNISHED EQUIPMENT

None

14. SPECIAL CONSIDERATIONS

None

ANNEX "B"

BASIS OF PAYMENT

A - Initial Term of the Contract

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

Initial Contract Period:

Initial Contract Period				
Date of Contract award to two years later				
Services	Year 1		Year 2	
	Regular Working Day Rate (Cost per Word) Monday to Friday 7:00 a.m. to 6:00 p.m., client local time, with the exception of <u>Federal</u> statutory holidays	Outside Regular Working Day Rate (Cost per Word) 6:00 p.m. to 7:00 a.m. , client local time, Monday to Friday, 6:00 p.m. to 7:00 a.m., client local time, weekends, and <u>Federal</u> statutory holidays	Regular Working Day Rate (Cost per Word) Monday to Friday 7:00 a.m. to 6:00 p.m., client local time, with the exception of <u>Federal</u> statutory holidays	Outside Regular Working Day Rate (Cost per Word) 6:00 p.m. to 7:00 a.m. , client local time, Monday to Friday, 6:00 p.m. to 7:00 a.m., client local time, weekends, and <u>Federal</u> statutory holidays
Translation	\$	\$	\$	\$
Translation Urgent within one (1) to two (2) hours from the time the request has been sent to the Contractor.	\$	\$	\$	\$

Transcription	\$	\$	\$	\$
Transcription Urgent within one (1) to two (2) hours from the time the request has been sent to the Contractor.	\$	\$	\$	\$
Editing	\$	\$	\$	\$
Editing Urgent within one (1) to two (2) hours from the time the request has been sent to the Contractor.	\$	\$	\$	\$

Total Estimated Cost of Services: \$815,000 per year

Bidder Instructions: The Bidder must complete this pricing schedule and include it in its financial bid. The proposed rates will be added together and the mean will be the final cost proposed by the Bidder. The proposed rates will be exclusive of applicable taxes.

B - Option to Extend the Term of the Contract

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

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

B - 1 Extended Contract Period (Year 3, Dates TBC at contract award)

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

Option Period 1:

Option Period 1		
Services	Year 3	
	Regular Working Day Rate (Cost per Word) Monday to Friday 7:00 a.m. to 6:00 p.m., client local time, with the exception of <u>Federal</u> statutory holidays	Outside Regular Working Day Rate (Cost per Word) 6:00 p.m. to 7:00 a.m. , client local time, Monday to Friday, 6:00 p.m. to 7:00 a.m., client local time, weekends, and <u>Federal</u> statutory holidays
Translation	\$	\$
Translation Urgent within one (1) to two (2) hours from the time the request has been sent to the Contractor.	\$	\$
Transcription	\$	\$
Transcription Urgent within one (1) to two (2) hours from the time the request has been sent to the Contractor.	\$	\$
Editing	\$	\$
Editing Urgent within one (1) to two (2) hours from the time the request has been sent to the Contractor.	\$	\$

B - 2 Extended Contract Period (Year 4, Dates TBC at contract award)

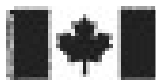
During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

Option Period 2:

Option Period 2		
Services	Year 4	
	Regular Working Day Rate (Cost per Word) Monday to Friday 7:00 a.m. to 6:00 p.m., client local time, with the exception of <u>Federal</u> statutory holidays	Outside Regular Working Day Rate (Cost per Word) 6:00 p.m. to 7:00 a.m. , client local time, Monday to Friday, 6:00 p.m. to 7:00 a.m., client local time, weekends, and <u>Federal</u> statutory holidays
Translation	\$	\$
Translation Urgent within one (1) to two (2) hours from the time the request has been sent to the Contractor.	\$	\$
Transcription	\$	\$
Transcription Urgent within one (1) to two (2) hours from the time the request has been sent to the Contractor.	\$	\$
Editing	\$	\$
Editing Urgent within one (1) to two (2) hours from the time the request has been sent to the Contractor.	\$	\$

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



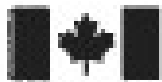
Government
of Canada

Gouvernement
du Canada



**SECURITY REQUIREMENT
LISTE DE VÉRIFICATION DES EXIGENCES**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACT	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Canadian Food Inspection	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Nam
4. Brief Description of Work / Brève description du travail Contract to procure translation, editing and transcription services for the Human Resources Branch.	
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	
5. b) Will the supplier require access to unclassified military technical data subject to Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées sur le contrôle des données techniques?	
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 CL Le fournisseur ainsi que les employés auront-ils accès à des renseignements (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	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require 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 renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est p	
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 entrepo	



Government
of Canada

Gouvernement
du Canada

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC
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
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC

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



RELIABILITY STATUS
COTE DE FIABILITÉ



CONFIDENTIAL
CONFIDENTIEL



TOP SECRET- SIGINT
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL
NATO CONFIDENTIEL



SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:

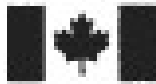
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification is required.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont identifiés, une classification de sécurité est requise.

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties de travail?

If Yes, will unscreened personnel be escorted?



Government
 of Canada

Gouvernement
 du Canada

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

For users completing the form manually use the summary chart below to indicate site(s) or premises.

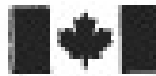
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le niveau de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is located in the summary table.
 Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet) dans le tableau récapitulatif.

SUMMARY CHART / T

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

12. a) Is the description of the work contained within this SRCL PROTECTED and
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE



Government
of Canada

Gouvernement
du Canada

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)		Title - Titre
Christine McCormack		Issues Manager

Telephone No. - N° de téléphone 613-295-7799	Facsimile No. - N° de télécopieur	E-n chr
---	-----------------------------------	------------

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)		Title - Titre
Brenda Stimota		National Manager

Telephone No. - N° de téléphone (613) 818-1624	Facsimile No. - N° de télécopieur	E-n bre
---	-----------------------------------	------------

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide)
 Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification)

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)		Title - Titre
Teresa McKenny		Contracting Officer

Telephone No. - N° de téléphone 343-573-4193	Facsimile No. - N° de télécopieur N/A	E- ter
---	--	-----------

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)		Title - Titre
---	--	---------------

ANNEX "D" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

ANNEX "E" to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
 - A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

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

B. Check only one of the following:

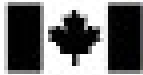
- B1. The Bidder is not a Joint Venture.

OR

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

ANNEX F

TASK AUTHORIZATION FORM PWGSC-TPSGC 572



Public Works and Government
Services Canada

Travaux publics et Serv
gouvernementaux Cana

Task Authorization Autorisation de tâche

Contractor's Name and Address - Nom et l'adresse de l'entrepreneu

[Empty text box for Contractor's Name and Address]

Security Requirements: This task includes security requirements
Exigences relatives à la sécurité : Cette tâche comprend des exigen

No - Non

Yes - Oui

If YES, refer to the Security Requ
Si OUI, voir la Liste de vérificatio



For Revision only - Aux fins de révision seulemen

TA Revision Number, if applicable
Numéro de révision de l'AT, s'il y a lieu

[Empty text box for TA Revision Number]

Total Estimated (taxes extra) befo
Coût total estima
applicables en su

\$

[Empty text box for Total Estimated Cost]

Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

1. Required Work: - Travaux requis :

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

Name and title of authorized client - No

Signature

PWGSC Contracting Authority - A