



**Request for Proposal: ISED 207751  
Translation, Editing and Proofreading Services**

**END BIDS TO:**

Innovation, Science and Economic Development Canada  
Contracts & Materiel Management  
235 Queen Street

Attention:  
**Shelley Bailey**

Shelley.Bailey@ised-isde.gc.ca

**REQUEST FOR PROPOSAL**

**Proposal to: Innovation, Science and Economic Development Canada**

We hereby offer to sell to His Majesty the King 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 hereof.

**Issuing Office:**

Innovation, Science and Economic Development Canada  
Contracts & Materiel Management  
235 Queen Street  
Ottawa, ON K1A 0H5

<b>Title</b> Translation, Editing and Proofreading Services	
<b>Solicitation N°</b> ISED207751	<b>Date</b> January 4 <sup>th</sup> , 2024
<b>Solicitation Closes</b> At 14:00 on February 13 <sup>th</sup> , 2024	<b>Time Zone</b> Eastern Standard Time (EST) or Eastern Daylight Time (EDT)
<b>F.O.B.</b> Destination	
<b>Address inquiries to:</b> Shelley Bailey Shelley.Bailey@ised-isde.gc.ca	
<b>Telephone N°</b> 343-596-3640	<b>Email address</b> Shelley.Bailey@ised-isde.gc.ca
<b>Destination – of Goods, Services or Construction</b> See Herein	

**Instructions: See Herein**

**Comments: This document contains a Security Requirement**

<b>Delivery Required:</b> See Herein	
<b>Vendor/firm Name and full address</b>	
<b>Telephone No.</b>	
<b>Name and title of person authorized to sign on behalf of the Bidder (type or print)</b>	
_____	_____
<b>Signature</b>	<b>Date</b>



# **Request for Proposal (RFP)**

**For the provision of**

**Translation, Editing, Proofreading  
Services**

**for**

**Innovation, Science and Economic  
Development Canada formerly known  
as Industry Canada**

Although IC was renamed Innovation, Science and Economic Development Canada (ISED) for communication purposes, the legal name remains Industry Canada in policy instruments and in legal documents including contracts.



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**PART 1 - GENERAL INFORMATION**

**1.1 Introduction**

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

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

**1.2 Summary**

1.2.1 Innovation, Science and Economic Development Canada is seeking to establish a contract for their Translation, Editing and Proofreading services defined in Annex A, Statement of Work, for a period of one (1) year with the irrevocable options to extend the terms of the Service Contract for four (4) irrevocable option (s) of one (1) year under the same terms and conditions. The work is to be performed from the contract award date until \_\_\_\_\_(To be completed at contract award)

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

The resulting contract will not include deliveries of services within locations within that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirements for deliveries of services within locations within that are subject to CLCAs will have to be treated as a separate procurement not forming part of the bid solicitation.



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### 1.2.2 Security Requirements

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

The requirement is limited to Canadian *services*.

### 1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within ten (10 ) working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### 1.4 Trade Agreements:

- North American Free Trade Agreement (NAFTA)
- World Trade Organization Agreement on Government Procurement (WTO GPA)
- Canada-Chile Free Trade Agreement (CCFTA)
- Canada-Peru Free Trade Agreement (CPFTA)
- Canada-Colombia Free Trade Agreement
- Canada-Panama Free Trade Agreement
- Canada-Honduras Free Trade Agreement
- Canada-Korea Free Trade Agreement (CKFTA)
- Canadian Free Trade Agreement (CFTA)
- Canada-European Union Comprehensive Economic and Trade Agreement (CETA)
- Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)
- Canada-Ukraine Free Trade Agreement (CUFTA)

### 1.5 Conditional Set-aside under the Federal Government Procurement Strategy for Indigenous Business (PSIB)

This is an open tender. However, it will be conditionally set-aside under the Government of Canada's Procurement Strategy for Indigenous Business (PSIB) if two or more bids have been received by Indigenous businesses who are certified under the Procurement Strategy for Indigenous Business (PSIB) criteria and who may be listed in the Government of Canada's Indigenous Business Directory (<https://www.sac-isc.gc.ca/eng/1100100033057/1610797769658>).

If your Indigenous business is not yet registered in the Indigenous Business Directory, please do so at the link provided above. If bids from two or more Indigenous businesses are compliant with the terms of the Request for Proposal, the contracting authority will limit the competition to those Indigenous businesses and will not consider bids from any non-Indigenous businesses that may have been submitted.



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If the bids from the Indigenous businesses are found to be non-compliant or non-responsive or are withdrawn, such that fewer than two compliant bids from Indigenous businesses remain, bids from all of the non-Indigenous businesses that had submitted bids will then be considered by the contracting authority.

## **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](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **2.2 Submission of Bids**

2.2.1 Bids must be submitted only to Innovation, Science and Economic Development Canada's email account, time and place indicated on page 1 of the bid solicitation. Total email file size cannot exceed the servers' size limit (estimated at 10 MB).

2.2.2 Due to the nature of this bid solicitation, bids transmitted by facsimile to Innovation, Science and Economic Development Canada will not be accepted.

### **2.3 Former Public Servant**

As per SACC Manual clause [A3025C](#) in Part 7- refer to Annex I

### **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 7 business 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.



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The Contracting Authority is :

Name: Shelley Bailey  
Title: Contracting and Procurement Officer  
Email address: Shelley.Bailey@ised-isde.gc.ca  
Telephone Number: 343-596-3640

## **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.

## **Rights of Canada**

Canada reserves the right to:

- a. reject any or all bids received in response to the bid solicitation;
- b. enter into negotiations with bidders on any or all aspects of their bids;
- c. accept any bid in whole or in part without negotiations;
- d. cancel the bid solicitation at any time;
- e. reissue the bid solicitation;  
if no responsive bids are received and the requirement is not substantially modified, re-tender the requirement by inviting only the bidders who bid to re-submit bids within a period designated by Canada;
- f. negotiate with the sole responsive Bidder to ensure best value to Canada;
- g. accept, or waive, a non-material error of form in a Bidder's proposal or, where practical to do so, request a Bidder to correct a non-material error of form in the Bidder's proposal provided there is no change in the price quoted;
- h. award more than one contract for the requirement if it is determined that no single proposal satisfies the project objectives; and
- i. retain all proposals submitted in response to this bid solicitation.

## **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 [Canada Buys](#) 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)



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- (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** Bids **must** be submitted to ISED at the attention of the Contracting Authority by the date, time and to the location indicated on page 1 of the bid solicitation: Shelley.Bailey@ised-isde.gc.ca

Bids received after the closing date and/or time will not be considered and will be returned unopened.

Due to bids being transmitted by electronic mail, Canada will not be responsible for late bids received at destination after the closing date and time, even if it was submitted before.

Canada requests that Bidders prepare and submit their formal proposal as four (4) separate documents as follows:

Section I: Technical Bid	One (1) electronic copy (by email only )
Section II: Financial Bid	One (1) electronic copy (by email only)
Section III: Certifications	One (1) electronic copy (by email only)
Section IV: Additional Information	One (1) electronic copy (by email only)

The maximum size of an email: **10 MB.**

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

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

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

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

**Section I: Technical Bid**

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

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





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**Resumes for proposed resources:** Unless specified otherwise in the RFP, the technical bid must include resumes for the consultant(s) identified in the bid solicitation that demonstrate that each proposed individual meets the requirement(s).

**Education:** Academic Certification (Degree, etc.) must be obtained through a recognized academic institution in the field of expertise.

\*The list of recognized organizations can be found under the [Canadian Information Centre for International Credentials web site](#).



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**ATTACHMENT 1 TO PART 3  
PRICING SCHEDULE**

The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted all-inclusive rates (in CAD) for each item identified.

The Contractor shall be bound by the fixed cost prices quoted in its financial bid for the work. No increase in its rates or prices will be accepted during the period of the Contract.

**Basis of Payment:** (To be completed at contract award)

The Bidder's financial proposal must include a fixed price for this project, applicable taxes extra. Costs in the proposal must be broken down as follows:

- fixed price per word
- fixed hourly rate

The Bidder is to fill out the tables below.

The firm rates proposed by the Bidder must be all-inclusive rates, which are to include any related expenses.

Bidders must provide firm rates for the initial period as well as each of the four (4) potential Contract extension periods. Failure to provide the rates for the extension periods will be considered the same as for the first period. (No percentages or cost of living index will be accepted.)

**A) For Translation Services**

Regular	Firm rate of \$ _____/word
Urgent (during business hours as defined in section 5.0)	Firm rate of \$ _____/word
Urgent (outside business hours)	Firm rate of \$ _____/word

**B) For Editing Services**

Regular	Firm rate of \$ _____/hour
Urgent (during business hours as defined in section 5.0)	Firm rate of \$ _____/hour
Urgent (outside business hours)	Firm rate of \$ _____/hour



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**C) For Proofreading Services**

Regular	Firm rate of \$_____/hour
Urgent (during business hours as defined in section 5.0)	Firm rate of \$_____/hour
Urgent (outside business hours)	Firm rate of \$_____/hour

**Option to extend the Service Contract**

The Contractor grants ISED the irrevocable option to extend the period of the Contract by up to four (4) additional one (1) year periods under the same terms and conditions.

ISED may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days prior to the Contract expiry date.

The option may be exercised only by the Contracting Authority and will be evidenced for administrative purposes only through a Contract amendment.

**Method of Payment**

Payment will be made on delivery and acceptance of all the work.

All payments will be contingent upon ISED’s satisfaction with the deliverables.

**Section II: Financial Bid**

The financial bid **must** be submitted as a separate file to the technical bid.

Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3.

Bidders must submit their price(s) and/or rate(s), FOB destination; Canadian customs duties and excise taxes included, as applicable.

Any applicable taxes are to be shown separately.

**Section III: Certifications**

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

**Section IV: Additional Information**



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**Bidder's Proposed Sites or Premises Requiring Safeguarding Measures**

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

1. their legal name;
2. their Procurement Business Number (PBN) (for additional information on how to register to obtain a PBN, refer to the following website: <https://canadabuys.canada.ca/en/getting-started/preparing-sell-government>);
3. their complete mailing address;
4. the name of the contact person (including this person's mailing address, phone number and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
5. To allow for proper validation of the bidder's proposed resource(s)' security clearance(s), the Bidder should provide the following information for each of their proposed resources:
  - a. full name; and
  - b. file number.

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

**Accessibility Standards**

In accordance with the [Treasury Board Contracting Policy](#) and the *Accessible Canada Act*, federal departments and agencies must consider accessibility criteria and features when procuring goods or services. Therefore, bidders are encouraged to highlight all the accessibility features and components of their proposal for this requirement and must:

- i. demonstrate how the proposed goods and/or services meet the accessibility requirement at delivery; or
- ii. describe how it would deliver the proposed goods and/or services under any resulting contract in a way that satisfies the mandatory requirement.

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

**4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

**4.1.1** The Bidder must provide the necessary documentation to demonstrate compliance with this requirement.



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(a) The Bidder/Firm is advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will **not** constitute “demonstrated” for the purpose of the evaluation

(b) The Bidder/Firm must clearly demonstrate in the proposal how the experience was gained or knowledge was attained, supported by resumes and any necessary supporting documentation

(c) The Bidder/Firm must provide complete details as to where, when and how (through which activities/responsibilities) the stated qualifications/experience were obtained. In order to demonstrate when experience was obtained, the bidder must indicate the duration of such experience, specifying the start and end dates (month and year at a minimum). In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not normally be counted more than once

(d) It is recommended that the Bidder/Firm include a grid in their proposals, cross-referring statements of compliance with the supporting data and resume evidence contained in their proposals. Note: the compliance grid, by itself DOES NOT constitute demonstrated evidence

#### **4.1.2 Technical Evaluation**

##### **4.1.2.1 Mandatory Technical Criteria**

Refer to Attachment 1 to Part 4.

##### **4.1.1.3 Point Rated Technical Criteria**

Refer to Attachment 1 to Part 4. Point-rated technical criteria not addressed will be given a score of zero.

#### **4.1.3 Financial Evaluation**

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

##### **4.1.3.1 Mandatory Financial Criteria**

Refer to Attachment 1 to Part 4.

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid

#### **4.2 Basis of Selection**

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

1. To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all the mandatory evaluation criteria; and



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- (c) obtain the required minimum number of points specified in Attachment 1 to Part 4 for the point rated technical criteria.
- 2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.
- 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.
- 8. To determine the combined rating of technical merit and price of each proposal, the following calculation shall be used:

$$1. \quad \frac{\text{Overall score obtained in the rated criteria}}{\text{XXX}} \times 70\% = (\text{Total \#1})$$

$$2. \quad \frac{\text{Lowest responsive assessed price}}{\text{Bidder's total assessed price}} \times 30\% = (\text{Total \#2})$$

(Total #1) + (Total #2) = Combined rating of technical merit and price

**Note: for evaluation purposes the Bidder's financial proposal will be the total of the five (5) years averaged out.**



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**ATTACHMENT 1 TO PART 4**

**EVALUATION CRITERIA**

**1.0 Mandatory Technical Criteria**

The Offer must comply with the mandatory technical criteria specified below. The Offeror must provide in their proposal the necessary documentation to support and demonstrate compliance with the mandatory technical criteria.

	<b>Mandatory Technical Criterion</b>	<b>Cross Reference/Section/Page In Bidder's Proposal</b>
<b>MT1</b>	<p>The Bidder <b>must</b> have a minimum of five (5) years demonstrated experience in the past seven (7) years in a minimum of three (3) projects, demonstrating English to French and French to English in all of the three streams below:</p> <ul style="list-style-type: none"> <li>• Translation</li> <li>• Editing</li> <li>• Proofreading</li> </ul>	
<b>MT2</b>	<p>The Bidder must include within their proposal a detailed curriculum vitae (c.v.) for the proposed resources named in its proposal. The c.v. must include:</p> <ul style="list-style-type: none"> <li>• Experience in the provision of Translation, Editing and Proofreading as it related to the deliverables listed in the SOW;</li> </ul> <p>The proposed resources must meet the following minimum qualifications:</p> <ul style="list-style-type: none"> <li>• A minimum of 5 years of experience within the past 7 years</li> <li>• Evidence of a university degree in one the following fields: Translation, Editing, Proofreading, English, French ,Linguistics, Literature, Interpretation, Journalism, Education, Public Relations.</li> </ul>	

Offers which fail to meet the mandatory technical criteria will be declared non-responsive and will receive no further evaluation. Each mandatory technical criteria must be addressed separately.



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**2.0 Point Rated Technical Criteria**

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

Ref #	Point Rated Technical Requirement	Minimum Points	Maximum Points	Cross Reference Section in Bidders Proposal
RT1	<p>The Bidder must provide a clear description and methodology to ensure quality output, including a description of procedures in place for quality control of texts and for standardization of terminology.</p> <p>(up to 20 points)</p>	15	20	
RT2	<p>The bidder should provide a detailed risk management plan defining how it would deal with, the following:</p> <ul style="list-style-type: none"> <li>• technical problems (electricity, internet, etc.)</li> <li>• shortage of resources (i.e. due to illness);</li> <li>• management of heavy work flow;</li> <li>• dealing with culture nuances</li> </ul> <p>(up to 5 points each to a maximum of 20 points)</p>	15	20	
RT3	<p>The proposed Resource must demonstrate experience within the past <i>five (5)</i> years in offering the services relevant to the requirements of the RFP such as Translation, Editing, Proofreading. The Bidder is to provide three (3) projects the proposed resource was involved in as a Translator, Editor or Proofreader to demonstrate this experience.</p> <p>(Up to 5 points per project to a maximum of 15 points)</p>	10	15	
RT4	<p>The Bidder must demonstrate experience within the past <i>five (5)</i> years in offering the services relevant to the requirements of the RFP such as Translation, Editing, Proofreading. The Bidder is to provide <i>three (3)</i> projects to demonstrate this experience.</p> <p>(up to 10 points per project to a maximum of 30 points)</p>	20	30	





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RT5	The Bidder is registered in the Government of Canada's Indigenous Business Directory* and is in good standing.  (10 points)	0	10	
	<b>Minimum passing score is</b>	<b>60</b>	<b>95</b>	

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

In addition, to be further evaluated, the Bidder's proposal must achieve an overall minimum technical rating of 60 points.

Innovation, Sciences and Economic Development Canada may choose to terminate the evaluation upon the first finding of non-compliance with a rated requirement.

\*<https://www.sac-isc.gc.ca/eng/1100100033057/1610797769658>

**PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

**5.1 Certifications Required with the Bid**

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

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

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



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**5.1.2 Set-aside for Indigenous Business**

Certification of requirements for the Conditional Set-aside for Indigenous Business

This procurement may be conditionally set aside under the federal government Procurement Strategy for Indigenous Business (PSIB). If the certification below is not provided by the Bidder, the bid will be evaluated as being from a non-Indigenous business. For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business, see Eligibility for Indigenous procurement set aside and Procurement information for Indigenous business owners.

A bidder who submits, under this program, a bid or proposal in response to a solicitation must complete and submit this certification.

1. i) I, \_\_\_\_\_ (Name of duly authorized representative of business) hereby certify that \_\_\_\_\_ (Name of business) meets, and shall continue to meet throughout the duration of the contract, the requirements for this program as set out in "Requirements for bidders in the Set-Aside Program for Indigenous Business", which document I have read and understand.

ii) The aforementioned business agrees to ensure that any subcontractor it engages with respect to the contract shall, if required, satisfy the requirements set out in "Requirements for bidders in the Set-Aside Program for Indigenous Business."

iii) The aforementioned business agrees to provide to ISC, immediately upon request, information to substantiate a subcontractor's compliance with this program.

2. Please check the applicable box:

i) The aforementioned business is an Indigenous business which is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization, [ ]  
OR

ii) The aforementioned business is a joint venture between 2 or more Indigenous businesses or an Indigenous business and a non-Indigenous business. [ ]

3. The aforementioned business agrees to immediately furnish to ISC, such evidence as may be requested by ISC from time to time, corroborating this certification. Such evidence shall be open to audit during normal business hours by a representative of ISC, who may make copies and take extracts from the evidence. The aforementioned business agrees to provide all facilities for audits and to furnish information requested by ISC with respect to the certification.

3. It is understood that the civil consequences of making an untrue statement in the bid documents, or of not complying with the requirements of the program or failing to produce satisfactory evidence to ISC regarding the requirements of the program, may include:

- forfeiture of the bid deposit
- retention of the holdback
- disqualification of the business from participating in future contracts under the program
- termination of the contract



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In the event that the contract is terminated because of an untrue statement or non-compliance with the requirements of the program, ISC may engage another contractor to complete the performance of the contract and any additional costs incurred by ISC shall, upon the request of ISC, be borne by the aforementioned business.

- 4. Date \_\_\_\_\_
- Signature \_\_\_\_\_
- Title (duly authorized representative of business) \_\_\_\_\_
- For (name of business) \_\_\_\_\_

**5.2 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid. If any of these required certifications or additional information is not completed and submitted at bid submission the bid will be considered non-responsive.

**5.2.1 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.

**5.2.2 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.



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If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder 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 Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

### **5.2.3 Education and Experience**

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

*SACC Manual* clause [A3010T](#) (2010-08-16) Education and Experience

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

1. At bid submission, the following conditions must be met:

- (a) the Bidder must hold a valid Secret organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.

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 7 - Resulting Contract Clauses;
- (b) the Bidder's security capabilities must be met as indicated in Part 7 - 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.



## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

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

### 7.3 Security Requirements

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. PR-207751

1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of **SECRET**, and obtain approved issued by the Contract Security Program (CSP), Public Works and Government Services Canada PSPC.
2. The Contractor personnel requiring access to CLASSIFIED/PROTECTED information, assets, or sensitive site(s) **must be citizens of Canada** and EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by the CSP, PWGS.
3. The Contractor **MUST NOT** utilize its facilities to process, produce, or store CLASSIFIED/PROTECTED information or assets until the CSP, PWGSC has issued written approval.
4. The Contractor **MUST NOT** utilize its Information Technology systems to electronically process, produce, or store any sensitive CLASSIFIED/PROTECTED information until the CSP, PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of **SECRET**.
5. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of the CSP, PWGSC.
6. The Contractor must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex B;
  - (b) Contract Security Manual (Latest Edition).



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

**7.3.2 Contractor's Sites or Premises Requiring Safeguarding Measures**

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

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

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

**7.4 Term of the Contract**

The period of the Contract is from Contract award to (*specify at contract award*)-

**7.4.1 Option to Extend the Contract**

SACC manual clause A9009C (2008-12-12) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 4 additional 1 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 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

**7.5 Authorities**

**7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Shelley Bailey  
Title: Contracting and Procurement Officer  
Organization: Innovation, Science and Economic Development Canada  
Address: 235 Queen Street / 235 rue Queen, Ottawa, Ontario, K1A 0H5  
Telephone: 343-596-3640  
E-mail address: shelly.bailey@ised-isde.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.



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### **7.5.2 Project Authority**

(Will be named upon issuance of contract award)

Project Authority for the Contract is:

Name:

Title:

Organization: Innovation, Science and Economic Development Canada

Address: 235 Queen Street / 235 rue Queen, Ottawa, Ontario, K1A 0H5

Telephone:

Email:

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.

### **7.5.3 Contractor's Representative**

(Will be named upon issuance of contract award)

## **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 Payment**

### **7.7.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of according to (*Amount to be inserted at contract award*). Customs duties are included, and Applicable Taxes are extra, if applicable.

Canada will not pay the Contractor for any changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### **7.7.2 Limitation of Price**

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price



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**7.7.3 Method of Payment – Monthly**

SACC Manual clause H1008C (2008-05-12) 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.

**7.7.5 Electronic Payment of Invoices – Contract**

Canada requests that Bidders complete option 1 or 2 below:

1.  Electronic Payment Instruments will be accepted for payment of invoices.  
The following Electronic Payment Instrument(s) are accepted:
  - 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)
2.  Electronic Payment Instruments will not be accepted for payment of invoices.

The Bidder is not obligated to accept payment by Electronic Payment Instruments.

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

**7.7.6 Discretionary Audit**

The Contractor's certification that the price or rate is not in excess of the lowest price or rate charged anyone else, including the Contractor's most favoured customer, for the like quality and quantity of the goods, services or both, is subject to verification by government audit, at the discretion of Canada, before or after payment is made to the Contractor.

If the audit demonstrates that the certification is in error after payment is made to the Contractor, the Contractor must, at the discretion of Canada, make repayment to Canada in the amount found to be in excess of the lowest price or rate or authorize the retention by Canada of that amount by way of deduction from any sum of money that may be due or payable to the Contractor pursuant to the Contract.

If the audit demonstrates that the certification is in error before payment is made, the Contractor agrees that any pending invoice will be adjusted by Canada in accordance with the results of the audit. It is further agreed that if the Contract is still in effect at the time of the verification, the price or rate will be lowered in accordance with the results of the audit.

**7.8 Invoicing Instructions**





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Payment will be made on delivery and acceptance of all the work.

All payments will be contingent upon ISED's satisfaction with the deliverables. The invoice(s) shall be sent to address indicated below. Each invoice should include

- a) the contract number,
- b) the Contractor's name, address
- c) tax registration number(s):
- d) and a detailed description of the work performed, including:

- i. the name of the resource
- ii the number of hours days worked
- iii. Breakdown of regular or after hours fees;

and the

- ii. or the report provided at the satisfaction of the Project Authority during the period covered by the invoice.

The applicable tax(es) shall be submitted as a separate amount(s) on the invoice.

Send invoices to:

*(Will provide the name, title, address, telephone number and email address at time of contract award).*

All of the above will be to the satisfaction of the Project Authority.

## **7.9 Certifications and Additional Information**

### **7.9.1 Compliance**

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

### **7.9.3 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.



#### 7.9.4 SACC Manual Clauses Canadian Content Certification

1. The Contractor warrants that the certification of Canadian Content submitted by the Contractor is accurate and complete, and that the goods, services or both to be provided under the Contract are in accordance with the definition contained in clause [A3050T \(2020-07-01\)](#).
2. The Contractor must keep proper records and documentation relating to the origin of the goods, services or both provided to Canada. The Contractor must not, without obtaining before the written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of six (6) years after final payment under the Contract, or until settlement of all outstanding claims and disputes under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.
3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

#### Indigenous Business Certification

1. The Contractor warrants that its certification of compliance is accurate and complete and in accordance with the "Requirements for the Set-aside Program for Indigenous Business" detailed in [Annex 9.4](#) of the *Supply Manual*.
2. The Contractor must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Contractor must obtain the written consent of the Contracting Authority before disposing of any such records or documentation before the expiration of six years after final payment under the Contract, or until settlement of all outstanding claims and disputes, under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audits.
3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

#### 7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force \_\_\_\_\_ (*specify province or territory at contract award*).



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**7.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2022-12-01) General Conditions: Medium Complexity – Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Security Requirements Check List ;
- (f) the Contractor's bid dated \_\_\_\_\_, *(To be entered at contract award)*.

**7.12 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 Buys website under the heading "[Dispute Resolution](#)".



## ANNEX A

### Statement of Work

#### 1.0 Project Title :

Translation, Editing and Proofreading Services

#### 2.0 Background :

The Strategic Innovation Fund (SIF) provides major investments in innovative projects that will help grow Canada's economy for the well-being of all Canadians. Therefore has a need for translation services for various documents such as Memoranda to Cabinet and Treasury Board Submissions, Annual Reports, letters internal and external to government and between elected officials, company correspondence, decks, briefings, guidance/directives, contribution agreements, and communications materials, including speeches, news releases, website updates and others. Therefore requires the need for fast, efficient and reliable translation, editing and/or proofreading of large documents that are critical to operations in the two official languages (ENG/FR)(FR/ENG).

#### 3.0 Objective:

Provision of as and when required English to/from French translation, editing and/or proofreading services.

#### 4.0 Scope of Work:

SIF requires the supplier from award of contract to (*specify at contract award*) to do the following :

##### 4.1 Tasks :

Translation, editing and/or proofreading of large documents in *both* official languages (ENG/FR)(FR/ENG). These include but not limited to Memoranda to Cabinet and Treasury Board Submissions, Annual Reports, letters internal and external to government and between elected officials, company correspondence, decks, briefings, guidance/directives, contribution agreements, and communications materials, including speeches, website updates, news releases and others.

##### 4.2 Deliverable:

All documents are to be received in MS word format in the required language identified by the project authority.

##### 4.3 Timelines

All work will be on a as and when requested basis and identified as follows:

- Regular,
- Urgent,
- After Hours



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**5.0 Constraints :**

The supplier must adhere to the timelines especially where work is considered urgent and requiring short turn around times.

**6.0 Client Support :**

ISED is to provide technical support (detailed explanation, terminology, etc.) to the supplier upon request to ensure the uninterrupted flow of contracted services.

**7.0 Work Location;**

The supplier will perform the work at their own place of business

**8.0 Official Languages:**

English and French

**9.0 Travel :**

No travel expenses will be paid under this contract

**10.0 Security:**

The Contractor **must** have a security clearance to the level of "Secret". No contract will be awarded unless this requirement is met. The contractor(s) will be required to provide evidence of the security level upon submission of the proposal.

To allow for proper validation of the individual / team members' current security clearance(s), the proposal **must** clearly indicate for the individual or each member, the following information:

- a) security clearance level;
- b) security clearance number;
- c) the department holding the clearance;
- d) the expiry date; and
- e) date of birth.

Furthermore the Bidder must provide the address(es) containing the information below of proposed location(s) of work performance or document safeguarding.

Address:

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

City, Province, Territory / State

Postal Code / Zip Code

Country



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**12.0 Intellectual Property :**

Not applicable

**13.0 Management of the Project:**

Management of the project will be done by SIF

Project Authority for the Contract is:

Name:

Title:

Organization: Innovation, Science and Economic Development Canada

Address: 235 Queen Street / 235 rue Queen, Ottawa, Ontario, K1A 0H5

Telephone:

Email:



**ANNEX "B"**

**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 "C"**  
**SECURITY REQUIREMENTS CHECK LIST (SRCL)**



Government of Canada /  
Gouvernement du Canada

Contract Number / Numéro du contrat <b>PR #207751</b>
Security Classification / Classification de sécurité unclassified

**SECURITY REQUIREMENTS CHECK LIST (SRCL)**  
**LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	<b>ISED</b>	2. Branch or Directorate / Direction générale ou Direction <b>Strategic Innovation Fund / ISC</b>
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 <b>Provide fast, efficient and reliable translation of large documents in the two official languages - primarily Treasury Board submissions.</b>		
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 type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input checked="" type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>





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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui  
Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

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

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

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



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Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat pr 207751
Security Classification / Classification de sécurité unclassified

**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	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production		X		X	X											
IT Media / Support TI		X		X	X											
IT Link / Lien électronique																

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

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).