



RETURN BIDS TO:

Canadian Nuclear Safety Commission (CNSC)

Send by email to: solicitation-demandedesoumission@cnsccsn.gc.ca

BID SOLICITATION

Proposal to: Canadian Nuclear Safety Commission (CNSC)

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 and services listed herein and on any attached sheets at the price(s) set out thereof.

Instructions: See herein

Issuing office: CNSC

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

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Title: Production and Distribution of Documents in Alternative Formats (reformatting)	
Solicitation no.: 5000071545	
Date: May 21, 2024	
Solicitation closes: June 6, 2024 At 2 p.m.	Time zone: Eastern Daylight Time (EDT)
Address inquiries to: Janie Latouche solicitation-demandedesoumission@cnsccsn.gc.ca	
Destination: See herein	
Supplier name:	
Supplier address:	
Supplier Telephone:	



Bid Solicitation

For the Provision of

Production and Distribution of Documents in Alternative Formats (reformatting)



Table of Contents

PART 1 - GENERAL INFORMATION	5
1.1 Introduction	5
1.2 Summary	5
1.3 Debriefings	5
PART 2 - BIDDER INSTRUCTIONS7	7
2.1 Standard Instructions, Clauses and Conditions.....	7
2.2 Supplemental General Conditions	8
2.3 Submission of Bids	9
2.4 Former Public Servant.....	10
2.5 Enquiries - Bid Solicitation	10
2.6 Applicable Laws.....	10
2.7 Improvement of Requirement During Solicitation Period	10
2.8 Bid Challenge and Recourse Mechanisms.....	11
PART 3 - BID PREPARATION INSTRUCTIONS	12
3.1 Bid Preparation Instructions	12
3.2 Submission of Only One Bid:	12
3.3 Joint Venture Experience:	13
ATTACHMENT 1 TO PART 3 – PRICING SCHEDULE	15
ATTACHMENT 2 TO PART 3 – BID SUBMISSION FORM	20
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	22
4.1 Evaluation Procedures	22
4.2 Basis of Selection	22
ATTACHMENT 1 TO PART 4 – TECHNICAL CRITERIA	24
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	27
5.1 Certifications Required with the Bid	27
5.2 Certifications Precedent to Contract Award and Additional Information	27
PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS	31
6.1 Security Requirements	31
PART 7 - RESULTING CONTRACT CLAUSES	32
7.1 Statement of Work.....	33
7.2 Purpose of Task Authorization.....	34
7.3 Security Requirements	35
7.4 Standard Clauses and Conditions.....	36
7.5 Term of Contract.....	36
7.6 Authorities.....	37
7.7 Proactive Disclosure of Contracts with Former Public Servants.....	40
7.8 Payment.....	41
7.9 Time verification.....	41
7.10 Electronic Payments of invoices.....	41
7.11 Invoicing Instructions.....	Error! Bookmark not defined.
7.12 Certifications and Additional Information	42
7.13 Applicable Laws	42
7.14 Priority of Documents.....	42



7.15 Foreign Nationals 42
7.16 Insurance requirements 42
7.17 Dispute Resolution 42

ANNEX A - Statement of Work (SOW) 43
APPENDIX A TO ANNEX A – TASK AUTHORIZATION FORM (TA) 49
ANNEX B – Basis of Payment 51
ANNEX C - SECURITY REQUIREMENTS CHECK LIST 55



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

This bid solicitation is being issued to satisfy the requirement of the Canadian Nuclear Safety Commission (CNSC) for as and when requested services to produce documents and materials into alternate formats. Refer to Annex A – Statement of work herein.

It is intended to result in the award of one contract for approximately 3 years with 2 optional irrevocable one-year option periods.

The requirement is not subject to the trade agreements.

1.3 Debriefings

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

A de-brief is intended to:

1. Provide the Bidder with feedback on their proposal and the solicitation process;
2. Review the evaluation of the Bidder's proposal and explain where they met or failed to meet the criteria;



3. Identify strengths and weaknesses in the Bidder's proposal to assist them with preparing future proposals.

A de-brief is not an opportunity for the Bidder to debate the evaluation or request a re-evaluation of the proposal.



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 Standard Instructions [2003](#) (2023-06-08), Goods or Services – Competitive Requirements incorporated by reference above is modified as follows:

- i. With the exception of sections 1 and 3 of the 2003 (2023-06-08) Standard Instructions – Goods or Services – Competitive Requirements all references to the Minister of Public Works and Government Services are deleted and replaced with the President of the Canadian Nuclear Safety Commission (CNSC). Also, all reference to the Department of Public Works and Government Services are deleted and replaced with the Canadian Nuclear Safety Commission.

- ii. Subsection 5 – Submission of Bids, Subsection 4, is amended as follows:

Delete: 60 days

Insert: 180 consecutive days.

- iii. Section 6 - Late Bids, is amended as follows:

Delete: The content in its entirety.

For bids submitted electronically, the late bids will be deleted. Records will be kept documenting the transaction history of late bids submitted.

- iv. Section 7 - Delayed Bids, Subsection 1 and Subsection 3, are amended as follows:

Delete: The Subsections in their entirety.

- v. Section 8 - Transmission by Facsimile or by epost Connect, is amended as follows:

Delete: The Section in its entirety.

- vi. Section 18 - Conflict of Interest - Unfair Advantage, is amended as follows:

Insert: 4. The Canadian Nuclear Safety Commission (CNSC) reserves the right to review real, potential or apparent conflict(s) of interest. Bidders must disclose any of their activities related to the subject of the Statement of Work that are licensed by the CNSC. Bidders are also required to disclose any involvement in previous, current or planned work undertaken for a CNSC licensee that is or may be related to the subject of the Statement of Work. Such activities or work are not in themselves grounds for rejection; however, bids to review previous work contributed by the Bidder on behalf of a CNSC licensee, and bids to make recommendations affecting the CNSC licensing decisions in which the Bidder has a financial or non-financial interest may be rejected.



5. Bidders must address in detail, in their submitted bids, any real, potential or apparent conflict(s) of interest they may encounter while performing the work and must substantiate which measures they are taking to prevent the conflict(s). If in doubt about a particular situation, Bidders may contact the Contracting Authority before bid closing. The CNSC reserves the right to reject any bids in which a real, potential or apparent conflict of interest exists.

- vii. Section 20 - Further Information, Subsection 2, is amended as follows:
Delete: The Subsection in its entirety.

2.2 Supplemental General Conditions

1. [4008](#) (2008-12-12) Personal Information, apply to and form part of the Contract. The following changes are made:

- a) Replace section 2 – Ownership of Personal Information and Records –with the following:

To perform the Work, the Contractor will be provided with Personal Information from third parties. The Contractor acknowledges that it has no rights in the Personal Information or the Records and that CNSC owns the Records.

- b) Replace section 3 – Use of Personal Information – with the following:

The Contractor agrees to collect, receive, manage, access, use, retain, and dispose of the Personal Information and the Records only to perform the Work in accordance with the Contract.

- c) Replace section 5 – Maintaining the Accuracy, Privacy and Integrity of Personal Information, with the following:

The Contractor must protect the privacy of the Personal Information. To do so, at a minimum, the Contractor must:

- i. segregate all Records from the Contractor's own information and records;
- ii. restrict access to the Personal Information and the Records to people who require access to perform the Work (for example, by using passwords or biometric access controls);
- iii. provide training to anyone to whom the Contractor will provide access to the Personal Information regarding the obligation to keep it confidential and use it only to perform the Work. The Contractor must provide this training before giving an individual access to any Personal Information and the Contractor must keep a record of the training and make it available to the Contracting Authority if requested;
- iv. if requested by the Contracting Authority, before providing anyone with access to the Personal Information, require anyone to whom the Contractor provides access to the Personal Information to acknowledge in writing (in a form approved by the Contracting Authority) their responsibilities to maintain the privacy of the Personal Information;
- v. secure and control access to any hard copy Records.



d) Replace section 6 with the following:

The Contractor must safeguard the Personal Information at all times by taking all measures reasonably necessary to secure it and protect its integrity and confidentiality. To do so, at a minimum, the Contractor must:

- i. store the Personal Information electronically so that a password (or a similar access control mechanism, such as biometric access) is required to access the system or database in which the Personal Information is stored;
- ii. ensure that passwords or other access controls are provided only to individuals who require access to the Personal Information to perform the Work;
- iii. not outsource the electronic storage of Personal Information to a third party (including an affiliate) The personal information will be stored at 1311 chemin Chambly, Longueuil, Québec as identified on the cover page of this Contract.
- iv. safeguard any database or computer system on which the Personal Information is stored from external access using methods that are generally used, from time to time, by prudent public and private sector organizations in Canada in order to protect highly secure or sensitive information;
- v. implement any reasonable security or protection measures requested by the CNSC from time to time; and
- vi. notify the Contracting Authority immediately of any security breaches; for example, any time an unauthorized individual accesses any Personal Information.

2. [N0002C](#) (2008-05-12) Limitation of Liability for Damages to Canada and Indemnification for Third Party claims, apply to and form part of this Contract:

1. This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees.
2. The Contractor agrees to pay to Canada the amounts of all of Canada's losses, liabilities, damages, costs, and expenses resulting from any claim made by a third party relating to the Contract, including the complete costs of defending any legal action by a third party. The Contractor agrees that Canada is not required to have satisfied its liability to the third party before the Contractor is obliged to pay Canada in respect of that liability. The Contractor also agrees, if requested by Canada, to defend Canada against any third party claims.

2.3 Submission of Bids

- a) Bids must be sent to, and received by, the Contracting Authority by the closing date and time of the solicitation at the email: solicitation-demandedesoumission@cnsccsn.gc.ca



The following information should appear in the subject line of the e-mail:

- i CNSC solicitation number; and
 - ii Solicitation title.
- b) Canada will not be responsible for late bids received at destination after the closing date and time, even if it was submitted before.
- c) CNSC is limited to individual emails of a maximum size of 15 MBs.
- d) Due to the nature of the solicitation, Bids transmitted by facsimile to CNSC will not be accepted.

2.4 Former Public Servant

Refer to Part 5 – Certifications and additional information herein.

2.5 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.

2.6 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.

2.7 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 5 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.



2.8 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

Copies of Bids: Canada requests that Bidders provide their Bid in separately bound sections as follows :

Section I: Technical Bid (1 soft copy via email)

Section II: Financial Bid (1 soft copy via email)

Section III: Certifications not included in the Technical Bid (1 soft copy via email)

Section IV: Additional Information (1 soft copy via email)

Prices must appear in the Financial Bid only. No prices are to be indicated in any other section of the Bid.

NB: Please note that in response to this RFP individual emails cannot exceed 15 MBs in size.

Format for Bid: Canada requests that Bidders follow the format instructions described below in the preparation of their Bid :

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b) use a numbering system that corresponds to the solicitation;
- c) include a title page at the front of each volume of the Bid that includes the title, date, solicitation number, Bidder's name and address and contact information of its representative; and
- d) Include a table of contents.
- e) Soft copies will be accepted in any of the following electronic formats:
 - Portable Document Format .pdf
 - Microsoft Word 97/2000 (.doc)

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

To assist Canada in reaching its objectives, Bidders should:

- 1) Include all environmental certification(s) relevant to your organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g. Forest Stewardship Council (FSC), ENERGYSTAR, etc.)

3.2 Submission of Only One Bid:

- i. A Bidder, including related entities, will be permitted to submit only one bid in response to this bid solicitation. If a Bidder or any related entities participate in more than one bid (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with two (2) working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all the affected bids being disqualified.



- ii. For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc), an entity will be considered to be "related" to a Bidder if:
 - A. they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
 - B. they are "related persons" or "affiliated persons" according to the *Canada Income Tax Act*;
 - C. the entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship);
or
 - D. the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.
- iii. Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture.

3.3 Joint Venture Experience:

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

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

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

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

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



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

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

That show in total 100 billable days.

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

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.

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.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Attachment 1 to Part 3 – pricing, **in Canadian dollars**.

Section III: Certifications

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

Section IV: Additional Information

Bidders must submit the additional information required under Part 6.



ATTACHMENT 1 TO PART 3 – PRICING SCHEDULE

A. Financial Bid

The Bidder should complete this pricing schedule table below 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 firm all-inclusive prices (in Cdn \$) for each of the Categories identified.

B. All Costs to be Included

The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period. The identification of all necessary costs incurred to meet the requirements of the bid solicitation and the associated costs in the preparation and performance of the Work and deliverables is the sole responsibility of the Bidder.

C. Blank Prices

Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

D. Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All Bids including such provision will render the Bid non-responsive.

Rates quoted by Bidders for each of the years of the contract as outlined below must not be lower than the corresponding rates quoted for previous year(s).

E. Electronic Payment of Invoices - Bid

Canada requests that Bidders:

1. select option 1 or, as applicable, option 2 below; and
2. include the selected option in Section II of their bid.

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

Option 1:

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

() Direct Deposit (Domestic and International)

Option 2:

() The Bidder does not accept to be paid by Electronic Payment Instruments.



F. Delivery fees

The delivery fees are not included in the price for the services.

The Contractor will be reimbursed its authorized delivery fees reasonably* and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead by providing the receipt.

*Based on the day’s market price for the standard shipping unless Project Authority has approved the quick shipping.

G. Master Copies

For the first time a document is requested to be reformatted, the CNSC will pay Master Copy fees, but for all the subsequent request for that same document, the CNSC will only pay the copy fees.

H. Calculation of Evaluated Total Bid Price

The evaluated total bid price will be determined for each Bidder by adding its firm all-inclusive prices (CAD), Applicable Taxes excluded, for each of the periods identified.

Evaluated Total Bid price:

(Initial contract period + Option Period 1 + Option Period 2)	
Total estimated Cost for Initial Period (Accumulative of all the price per unit)	\$
Total estimated Cost for Option Period 1 (Accumulative of all the price per unit)	\$
Total estimated Cost for Option Period 2 (Accumulative of all the price per unit)	\$
TOTAL BID PRICE	\$

Legend:

Level 1: The document consists mostly of text with few or no elements to adapt (figure, table, footnote, etc.)

Level 2: The document has text with many elements to adapt (figure, table, footnote, etc.) and/or the original document has a medium quality resolution or co-carries handwritten notes.

Level 3: The document has text with many elements to adapt (figure, table, footnote, etc.) and/or the original document has a low-quality resolution or co-carries handwritten notes. The document shall include scientific or mathematical technical material.



Initial Contract Period (3 years):

TABLE 1 – Original Contract Period				
Deliverables			Price per unit	Description of Price units
Braille	Master Copy: Transcription	Level 1 ¹		Per Page
		Level 2 ¹		Per Page
		Level 3 ¹		Per Page
	Copies			Per Page
	Handling			Per Request
Audio	Master Copy: Narration (human)			Per page
	Copies			Per CD
	Handling			Per Request
Large Characters	Master Copy: Modifications	Level 1 ¹		Per page (Big characters)
		Level 2 ¹		Per page (Big characters)
		Level 3 ¹		Per page (Big characters)
	Copies	Black & White		Per page (Big characters)
		Color		Per page (Big characters)
Handling			Per request	
E-Text	Master Copy: Modifications	Level 1 ¹		Per E-text page
		Level 2 ¹		Per E-text page
		Level 3 ¹		Per E-text page
	Copies			Per CD
Administrative fees			Per request	
PDF Accessible	Master Copy: Modifications	Level 1 ¹		Per PDF page
		Level 2 ¹		Per PDF page
		Level 3 ¹		Per PDF page
	Administrative fees			Per request
Delivery	Refer to section G. Delivery Fees			
Note: ¹ Refer to legend above.				



Option Periods:

TABLE 2 – Option period 1				
Deliverables			Price per unit	Description of Price units
Braille	Master Copy: Transcription	Level 1 ¹		Per Page
		Level 2 ¹		Per Page
		Level 3 ¹		Per Page
	Copies			Per Page
	Handling			Per Request
Audio	Master Copy: Narration (human)			Per page
	Copies			Per CD
	Handling			Per Request
Large Characters	Master Copy: Modifications	Level 1 ¹		Per page (Big characters)
		Level 2 ¹		Per page (Big characters)
		Level 3 ¹		Per page (Big characters)
	Copies	Black & White		Per page (Big characters)
		Color		Per page (Big characters)
Handling			Per request	
E-Text	Master Copy: Modifications	Level 1 ¹		Per E-text page
		Level 2 ¹		Per E-text page
		Level 3 ¹		Per E-text page
	Copies			Per CD
Administrative fees			Per request	
PDF Accessible	Master Copy: Modifications	Level 1 ¹		Per PDF page
		Level 2 ¹		Per PDF page
		Level 3 ¹		Per PDF page
	Administrative fees			Per request
Delivery	Refer to section G. Delivery Fees			
Note: ¹ Refer to legend above.				



TABLE 3 – Option period 2				
Deliverables			Price per unit	Description of Price units
Braille	Master Copy: Transcription	Level 1 ¹		Per Page
		Level 2 ¹		Per Page
		Level 3 ¹		Per Page
	Copies			Per Page
	Handling			Per Request
Audio	Master Copy: Narration (human)			Per page
	Copies			Per CD
	Handling			Per Request
Large Characters	Master Copy: Modifications	Level 1 ¹		Per page (Big characters)
		Level 2 ¹		Per page (Big characters)
		Level 3 ¹		Per page (Big characters)
	Copies	Black & White		Per page (Big characters)
		Color		Per page (Big characters)
Handling			Per request	
E-Text	Master Copy: Modifications	Level 1 ¹		Per E-text page
		Level 2 ¹		Per E-text page
		Level 3 ¹		Per E-text page
	Copies			Per CD
Administrative fees			Per request	
PDF Accessible	Master Copy: Modifications	Level 1 ¹		Per PDF page
		Level 2 ¹		Per PDF page
		Level 3 ¹		Per PDF page
	Administrative fees			Per request
Delivery	Refer to section G. Delivery Fees			
Note: ¹ Refer to legend above.				



ATTACHMENT 2 TO PART 3 – BID SUBMISSION FORM

Bidders are requested to complete the following Form and submit with their bids

BID SUBMISSION FORM	
Bidder's full legal name	
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name
	Title
	Address
	Telephone #
	Email
Board of Directors (use format: first name and last name)	
Bidder's Procurement Business Number (PBN) [see the Standard Instructions 2003] [Note to Bidders: Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.]	
Jurisdiction of Contract: Province or territory in Canada the Bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Bidder's Proposed Site(s) or Premises Requiring Safeguard Measures. See Part 6.	Address of proposed site or premise: _____ City: _____ Province: _____ Postal Code: _____ Country: _____
Security Clearance Level of Bidder [include both the level and the date it was granted] [Note to Bidders: Please ensure that the security clearance matches the legal name of the Bidder. If it does not, the security clearance is not valid for the Bidder.]	



On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:

1. The Bidder considers itself and its proposed resources able to meet all the mandatory requirements described in the bid solicitation;
2. This bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.

Signature of Authorized Representative of Bidder

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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.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified. The mandatory technical criteria are described in Attachment 1 to Part 4.

4.1.1.2 Point Rated Technical Criteria

Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. The rated requirements are described in Attachment 1 to Part 4.

4.1.2 Financial Evaluation

Bidders must submit their Financial Bid **in Canadian Dollars**, in accordance with the Pricing Schedule provided in Attachment 1 to Part 3 of this RFP. The total amount of Applicable Taxes should be shown separately, if applicable.

4.2 Basis of Selection

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

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum points overall for each resource for the technical evaluation criteria which are subject to point rating, as identified at Attachment 1 to Part 4.
2. Bids not meeting any of the requirements set out above in subsection 1 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 percent for the technical merit and 30 percent 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 percent.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 percent.
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.

In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in Attachment 1 to Part 4 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 70/30 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price of \$45,000 (45).

Basis of selection – Highest combined rating technical merit (70%) and price (30%)

		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	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 48.15$	$92/135 \times 70 = 47.70$
	Pricing score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30$
Combined rating		84.18	75.15	77.70
Overall rating		1st	3rd	2nd



ATTACHMENT 1 TO PART 4 – TECHNICAL CRITERIA

1.0 Mandatory Criteria

The Bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary information and documentation to clearly demonstrate compliance with each criterion. **Simply repeating the statement contained in the solicitation without supporting detail is not sufficient and does not demonstrate compliance.**

Any bid that fails to meet the mandatory technical criteria will be declared non-responsive and will receive no further consideration.

#	Criteria	Bidder's Response (cross-reference to proposal)
M1	<p>The Bidder must demonstrate that it has completed one (1) project in the last five (5) years, at solicitation closing date, for each reformatting type listed below.</p> <p>To demonstrate compliance with this criterion the Bidder must, at a minimum, provide the following information for each project:</p> <ul style="list-style-type: none"> (i) name of the client organization; (ii) The project's start date and end date; (iii) Type of reformatting <p>Types of reformatting:</p> <ul style="list-style-type: none"> - Large Prints - Braille (English and French Braille) - MP3 audio electronic files - CD containing audio and/or text files - DAISY – Digital Accessible Information System - Accessible PDF files 	
M2	<p>The bidder must demonstrate that it has delivered* 5 projects within the last 5 years, at solicitation closing date, that demonstrate the Bidder's capability to deliver* reformatting projects to the requestor's location.</p> <p>To demonstrate compliance with this criterion the Bidder must, at a minimum, provide the following information for each project:</p> <ul style="list-style-type: none"> (i) name of the client organization; (ii) The project's start date and end date; (iii) a brief description of the services (tasks & deliverables) provided; (iv) Location of production: Bidder's location (full address) 	



	<p>(v) Delivery location: the number of kilometers away from the Bidder's location of production**</p> <p>Notes: *In this context, delivery means Shipment, Transportation, distribution.</p> <p>**Considering the delivery locations can be sensitive/personal information, the CNSC does not require the specific addresses but only the distance between the location of production and the location of delivery of the reformatting product.</p>	
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2.0 Point Rated Technical Criteria

Any bid which meets all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below. The Bidder must provide the necessary documentation to clearly demonstrate compliance with these requirements. **Simply repeating the statement contained in the bid solicitation without supporting detail is not sufficient and does not demonstrate compliance.**

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

#	Criteria	Allocation of Points	Cross-reference Bid
R1	<p>The Bidder should demonstrate the complexity of each submitted re-formatting type for the mandatory criterion M1.</p> <p>To demonstrate the complexity of a project, the Bidder must at a minimum provide the following information:</p> <p>A) Number of pages to be reformatted (the original format);</p> <p>B) Identify and describe the number and nature of Tables, footnotes & references, illustrations that had to be reformatted, if applicable;</p> <p>C) Identify and describe any technical materials (e.g., scientific, mathematical) that</p>	<p>A maximum of 30 points for this criterion.</p> <p>Up to 5 points for each re-formatting type will be awarded as follows:</p> <p><u>Up to 2 points per re-formatting type for A):</u></p> <ul style="list-style-type: none"> • 0 point: 4 pages or less • 1 point: 5 to 14 pages • 2 points: 15 pages or more <p><u>Up to 2 points per re-formatting type for B):</u></p> <ul style="list-style-type: none"> • 0 point: 0 to 1 item* • 1 point: 2 to 3 items* • 2 points: 4 items or more* 	



	<p>had to be reformatted, if applicable.</p>	<p>*items are defined as: 1) Tables 2) Footnotes 3) References 4) Illustrations.</p> <p><u>Up to 1 point per re-formatting type for C):</u></p> <ul style="list-style-type: none"> • 0 point: no technical material** • 1 point: technical material** <p>**technical material is defined as scientific, mathematical wording or formulas.</p>	
Total available points		30 points	
Minimum points		21 points	
Bidder's score (points)			



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.

5.2 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. Refer to Attachment 2 to Part 3 – Bid submission form.

5.2.2 Security Requirements – Required Documentation

In accordance with the requirements of the Contract Security Program 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.

5.2.4 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

5.2.5 Submission of Only One Bid

By submitting a bid, the Bidder is certifying that it does not consider itself to be related to any other bidder.

5.2.6 Government of Canada's [Guidelines on alternative formats](#) and issues related to [Government information access](#)

By submitting a bid, the Bidder is certifying its knowledge and understanding of the Government of Canada's policy and Guideline on alternative formats as well as the main challenges, problems, issues and opportunities that may be faced.

<https://www.canada.ca/en/employment-social-development/programs/accessible-canada-regulations-guidance/alternate-formats.html>

[Access to information and privacy - Canada.ca](#)

5.2.7 Former Public Servants (FPS)

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:

- (i) an individual;
- (ii) an individual who has incorporated;
- (iii) a partnership made of former public servants; or
- (iv) 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:

- (i) name of former public servant;
- (ii) 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:



- (i) name of former public servant;
- (ii) conditions of the lump sum payment incentive;
- (iii) date of termination of employment;
- (iv) amount of lump sum payment;
- (v) rate of pay on which lump sum payment is based;
- (vi) period of lump sum payment including start date, end date and number of weeks;
- (vii) 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.

Signature

Date



PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 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 7 - Resulting Contract Clauses; and
 - (b) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 7 - 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 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 Purpose of TA

Services to be provided under the Contract on an “as-and-when-requested basis” will be ordered by Canada using the Task Authorization (“TA”) process. The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a valid and signed TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.

7.2.1 Process of Issuing a TA

If a requirement for a specific task is identified, a draft “statement of task” will be prepared by the Client and sent to the Contractor by the Contracting Authority. Once it receives the statement of task, the Contractor must submit a response to the Contracting Authority identified in the TA detailing the cost and time to complete the task. The Contractor's response must be based on the rates set out in the Contract. The Contractor will not be paid for providing the response or for providing other information required to prepare and issue the TA. The Contractor must provide any information requested by Canada in relation to the preparation of a TA within five (5) working days of the request, unless otherwise specified.

7.2.2 Approval Process

If Canada approves the Contractor's task response, Canada (by its authorized representative, as described in this contract) will issue the TA by forwarding a fully signed copy of the final TA form to the Contractor. Whether or not to approve or issue a TA is entirely within Canada's discretion.

7.2.3 Authority to Issue a TA

All TAs must be issued directly by the Contracting Authority.

7.2.4 Contents of a TA

A Task Authorization must contain the following information, if applicable:

- i. a task number;
- ii. the number of resources in each category required;
- iii. a statement of work for the task outlining the activities to be performed and identifying any deliverables;
- iv. the duration of the task is to be carried out (start and end dates);
- v. milestone dates for deliverables and payments (if applicable);
- vi. the number of person-hours of effort required;
- vii. the specific work location;



- viii. the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
- ix. any other constraints that might affect the completion of the task.

7.2.5 Charges for Work under a TA

The Contractor must not charge Canada anything more than the price set out in the TA unless Canada has issued a TA amendment authorizing the increased expenditure. 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 being incorporated into the Work.

7.2.6 Refusal of Task Authorizations

The Contractor is required to submit a valid response to every draft statement of task issued by Canada. Canada may immediately, and without further notice, terminate the Contract for default if the Contractor does not submit a response to a draft statement of task issued during the Contract Period. A valid response is one that is submitted within the required time period and meets all requirements of the TA issued, including proposing the required number of resources who each meet the minimum experience and other requirements of the categories identified in the TA at pricing not exceeding the rates set out in Annex B, Basis of Payment.

7.2.7 Minimum Work Guarantee

- (a) In this clause, “**Minimum Contract Value**” means \$800.00. The Contractor must perform the Work described in the Contract as and when requested by Canada during the Contract Period. 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 (c). In consideration of this obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract.
- (b) If Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work performed.
- (c) Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.3 Security Requirements

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



- a) The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), and obtain approved Document Safeguarding Capability at the level of PROTECTED A, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
- b) The Contractor personnel requiring access to PROTECTED information, assets, or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CSP, PWGSC, the Contractor/ personnel MAY NOT HAVE ACCESS to PROTECTED information or assets, and MAY NOT ENTER sites where such information or assets are kept, without an escort.
- c) The Contractor MUST NOT utilize its facilities to process, produce, or store PROTECTED information or assets until the CSP, PWGSC has issued written approval.
- d) The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce, or store PROTECTED information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED A.
- e) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
- f) The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List, attached at Annex C;
 - (b) *Contract Security Manual* (Latest Edition)

7.3.1 Contractor's Sites or Premises Requiring Safeguarding Measures

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

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.

7.4 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.



7.4.1 General Conditions

2010B (2022-12-01), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract with the following replacements:

Section 15 - Interest on Overdue Accounts - will not apply to payments made by credit cards.

Section 27 – Conflict of Interest and Values and Ethics Codes for the Public – is deleted and replaced with the following:

1. The contractor acknowledges that individuals who are subject to the provisions of the Conflict of Interest Act (S.C. 2006, c. 9, s. 2) the Conflict of Interest Code for Members of the House of Commons, the Values and Ethics Code for the Public Sector, the Treasury Board Policy on Conflict of Interest and Post-Employment, the CNSC Values and Ethics Code, the CNSC Conflict of Interest and Post-Employment Policy, the CNSC Directive on Reporting and Managing Financial Conflicts of Interest and/or all other codes of conduct applicable within specific federal organizations cannot derive any direct benefit resulting from the contract.
2. Contractors, subcontractors, or any of their respective employees working full-time on CNSC premises must comply with the Values and Ethics Code for the Public Sector, the Treasury Board Policy on Conflict of Interest and Post-Employment, the CNSC Values and Ethics Code, the CNSC Conflict of Interest and Post-Employment Policy and the CNSC Directive on Reporting and Managing Financial Conflicts of Interest.
3. Post-employment procedures apply to individuals who have left the public sector.
4. The CNSC Values and Ethics Code, CNSC Conflict of Interest and Post-Employment Policy and the CNSC Directive on Reporting and Managing Financial Conflicts of Interest can be found at <http://www.nuclearsafety.gc.ca/eng/about-us/values-and-ethics/index.cfm>

7.5 Term of Contract

7.5.1 Period of the Contract

The period of the Contract is from date of Contract to *[insert at Contract award]* inclusive

7.5.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 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 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.



7.6 Authorities

7.6.1 Contracting Authority

The Contracting Authority for the Contract is: *[insert at Contract award]*

Name: _____

Title: _____

Canadian Nuclear Safety Commission (CNSC)

Address: _____

E-mail address: _____

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

7.6.2 Project Authority

The Project Authority for the Contract is: *[insert at Contract award]*

Name: _____

Title: _____

Canadian Nuclear Safety Commission (CNSC)

Address: _____

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.

7.6.3 Contractor's Representative

[insert at Contract award]

7.7 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.



7.8 Payment

One or more of the basis of payment options below will be specified in each TA:

A) Firm Lot Price TA

In consideration of the Contractor satisfactorily completing all of its obligations under the approved TA, the Contractor will be paid the firm price stipulated in the approved TA, as determined in accordance with the basis of payment, in Annex B. Customs duty is included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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 TA Approval Authority before their incorporation into the Work.

B) TA subject to a Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the approved TA, as determined in accordance with the basis of payment, in Annex B, to the limitation of expenditure specified in the approved TA.

Canada's total liability to the Contractor under the approved TA must not exceed the limitation of expenditure specified in the approved TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the liability of Canada or in the price of the Work specified in the approved TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the TA Approval Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the TA Approval Authority. The Contractor must notify the TA Approval Authority in writing as to the adequacy of this sum:

- i. when it is 75 percent committed, or
- ii. four (4) months before the final delivery date specified in the approved TA, or
- iii. as soon as the Contractor considers that the approved TA funds are inadequate for the completion of the Work specified in the approved TA,

whichever comes first.

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



C) TA subject to a ceiling price

For the Work described in the Statement of Work in Annex A:

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B to a ceiling price. Customs duty is included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment.

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.

7.8.1 Travel and Living Expenses

Canada will not reimburse the Contractor for travel and living expenses incurred to perform the Work.

7.8.2 Competitive Award

The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

7.8.3 Canada's Total Responsibility

7.8.3.1 Limitation of Expenditure - Cumulative Total of all Approved Task Authorizations

- a. Canada's total liability to the Contractor under the Contract for all approved Task Authorizations, inclusive of any amendments, must not exceed \$[to be inserted at contract award]. Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
- b. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - i. when it is 75 percent committed, or
 - ii. four (4) months before the Contract expiry date, or
 - iii. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.



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

7.8.4 Methods of Payment - Approved TA

The following methods of payment may form part of the approved TA:

7.8.4.1 For a Firm Price TA:

1. Single Payment

For the Work specified in an approved firm price TA:

Canada will pay the Contractor upon completion and delivery of the Work or upon completion and delivery of milestone deliverables 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 delivered has been accepted by Canada.

2. Milestone Payment

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- a. an accurate and complete claim for payment and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all required certificates have been signed by the respective authorized representatives;
- c. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

7.8.4.2 Limitation of Expenditure and Ceiling Price TAs:

For the Work specified in an approved TA subject to a limitation of expenditure or ceiling price:

1. Single Payment

Canada will pay the Contractor upon completion and delivery of the Work 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 delivered has been accepted by Canada.

2. Monthly Payments

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

- 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.

7.9. **Time Verification**

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

If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time worked each day by each individual performing any part of the Work.

Canada reserves the right to recover amounts and make adjustments to amounts payable to the Contractor where an examination of the Contractor's records has identified amounts allocated to the Contract that are not in accordance with the Contract terms. Where the results of an examination indicate that an overpayment by Canada has occurred, such overpayment is due and payable on the date indicated in the notice of overpayment.

7.10 **Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using the following Electronic Payment Instrument: Direct Deposit (Domestic and International).

7.11 **Invoicing Instructions**

- (a) The Contractor must submit invoices in accordance with the information required in the General Conditions.
- (b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision.



- (c) By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- (d) The Contractor must email invoices to finance@cnsccsn.gc.ca
- (e) The Contractor must include the appropriate Applicable Taxes registration number on all invoices pertaining to the contract as well as the Task Authorization number or the invoice will be rejected and sent for correction.
- (f) The Contractor must submit a copy of the receipts for the shipping along with the invoice for the services rendered.
- (g) The last and final invoice under each Task Authorization should be clearly marked "final invoice".
- (h) If applicable, payment of the final invoice will not be processed until all equipment and/or information has been returned to the CNSC.

7.12 Certifications and Additional Information

7.12.1 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.

7.13 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **[to be inserted at contract award]**

7.14 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions :
 - 4008 (2008-12-12) Personal Information;
 - N0002C (2008-05-12) Limitation of Contractor's Liability for Damages to Canada and Third Parties;
- (c) the general conditions 2010B (2022-12-01), General Conditions - Professional Services (Medium Complexity);
- (d) the Signed Task Authorizations including any required certifications;
- (e) Annex A, Statement of Work ;
- (f) Annex B, Basis of Payment;
- (g) Annex C, Security Requirements Check List;



(h) the Contractor's bid dated [to be inserted at contract award].

7.15 Foreign Nationals - [to be modify at contract award].

A2001C (2006-06-16), Foreign Nationals (Foreign Contractor);

or

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor).

7.16 Insurance 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.

7.17 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 (SOW)

1.0 TITLE

Production and Distribution of Documents in Alternative Formats (reformatting)

2.0 OBJECTIVE

The objective of this work is to produce alternate formats of documents such as the Canadian Nuclear Safety Commission (CNSC) Accessibility Plan, based on an as and when requested basis from the CNSC.

3.0 BACKGROUND

As per the Accessible Canada Regulations ([ACA regulations](#)), we must be able to provide the accessibility plan and Accessible report* in an alternate format upon request.

Alternate formats:

The regulations require that upon request we provide our accessibility plans and Accessible report* in, but not limited to, the following formats:

- Print
- Large print (increased font size and clarity)
- Braille (a system of raised dots that people who are blind or who have low vision can read with their fingers)
- Audio (a recording of someone reading the text out loud)
- Electronic (an electronic format that is compatible with adaptive technology that is intended to assist persons with disabilities)

*Although we reference the accessibility plan and Accessible report, the CNSC could ask for other CNSC documents to be reformatted in alternate formats, if the need arises.

4.0 SCOPE OF WORK

On an as and when requested basis, through the issuance of Task Authorizations (TAs), the Contractor will provide a full range of one-stop-shop production and distribution of documents in alternative formats services for print, web publishing and electronic media, production art, illustration services to meet the alternative publishing and other needs of the Government of Canada.

CNSC anticipates providing various documents in alternate formats - either electronically or in conventional print form in English and French to the Canadian public. Many documents prepared for conventional print publication contain elements that are not comprehensible in an alternate format (e.g., footnotes, charts, sidebars, etc.). It will be the responsibility of the Contractor to provide the services required to prepare the texts for production in alternate formats which entails modifying the original electronic final English and French text versions to ensure comprehension.



5.0 TASKS

Each Task Authorization will specify the tasks to be completed. The Contractor may be required to perform, but not limited to, the following:

5.1 Guidelines and Specifications for Each Alternate Format

In order to provide the information in an alternate format, the Contractor will be required to comply with the following guidelines and specifications.

5.1.1 Large Print

Some partially sighted people can read print if the type is larger than that used for conventional print material. For others, printed matter is accessible through the use of large print in conjunction with magnification devices such as closed-circuit television (CCTV).

- Master Regular commercial CDR or CDROM IBM-formatted or Zip IBM- formatted.
- PostScript file as ASCII, formatted for 21.59 cm x 27.94 cm (8 1/2" x 11") paper. Formatting conforms to professional graphic design and typesetting standards.
- Sans serif fonts (such as Arial, Univers, Geneva, Helvetica Regular).
- 18 point type for body text, 20% leading (standard default); headings and subheadings proportionally larger and bold; upper and lower case for all text, including headings and subheadings.
- Body text (single column only), headings and subhead type set flush left, ragged right (left justified).
- One hard space only between sentences: no hyphenation of single words at ends of lines: no italics - underline to represent italics.
- Page margins: Documents of 1-15 sheets: 2.54 cm (1") top, bottom, outside, inside. Documents of more than 15 sheets: 2.54 cm (1") top, bottom, outside; 3.175 cm (1 1/4") inside.
- Black print on 24lb (120M, bound) - white smooth opaque paper; no gloss; no screens.

A. Binding

- Documents of 2-15 sheets: stapled top left corner.
- Documents of more than 15 sheets: spiral binding with front and back cover.
- Specify the title of the document on the CDROM.

B. Labelling

- Large print label.
- Sans serif fonts (such as Arial, Univers, Geneva, Helvetica Regular).18 point type for body text

C. Packaging

- Bubble mailing envelope or cardboard/shrink-wrap packaging marked 'Free Matter for the Blind/Information pour personnes aveugles - Port gratuit'.



5.1.2 Braille

Many blind, deaf-blind and partially sighted people gain access to the printed word through Braille, a tactile reading system composed of embossed dots on paper. The system has three levels: grade I (basic) and grade II (contracted) are used for publishing Braille documents in accordance with standards set by the Braille Authority of North America (BANA). Grade III (shorthand) is not used for publication. Professional Braille transcribers and proofreaders must ensure accuracy of transcription, and use Unified English Braille Code

To obtain details on format specifications please visit the following web sites:

- Braille Authority of North America at <http://braille.brl.org/formats>; and
- Canadian Braille Authority at <http://www.canadianbrailleauthority.ca>
- [Québec braille français uniformisé \(CBFU\)](#)

A. Master

- Regular commercial CDR or CDROM containing MS-DOS Grade II Braille file. Labelled CDROM with the document title in Braille.
- Formatted according to BANA standards for 21.59 cm x 27.94 cm ((8 1/2" x 11") acid free Braille paper.
- 1.9 cm (3/4") inside margins.
- 30 characters maximum per line.
- 25 lines maximum per page - page number only on line 25.
- Double-sided (interpoint) printing.

B. Binding

- Documents of 2-10 sheets stapled top-left corner.
- Documents of more than 10 sheets cerlox binding.
- Large print and Braille cover page.

C. Packaging

- Bubble mailing envelope or cardboard/shrink-wrap packaging marked 'Free Matter for the Blind/Information pour personnes aveugles - Port gratuit'.

5.1.3 MP3 audio electronic files

With the handheld device MP3 audio electronic files are very much in demand. They are easily downloaded on Smartphone, Ipads, and good in Daisy readers.

5.1.4 CD containing audio and/or text files

The demand for CDs containing audio and/or text files will increase as upgraded computer technology and hardware are made available to people with disabilities.

A. Master

- Regular commercial CDR or CDROM containing text and audio files as specified in items 3.1 and 3.2.



B. Labelling

- Large print and plastic strip with Grade II Braille on upper side of CD.

C. Packaging

- Bubble mailing envelope or cardboard/shrink-wrap packaging marked 'Free Matter for the Blind/Information pour personnes aveugles - Port gratuit'.

5.1.5 DAISY—Digital Accessible Information System

DAISY is an internationally recognized standard audio device used by the blind and/or visually impaired for reading print material. This technology allows the user to navigate through printed materials either page by page, or chapter by chapter, and use a table of content. All DAISY materials must adhere to the ANSI/NISO Z39.86-2005 international standard.

A. Master

- DAISY disk(s) containing synchronized files for electronic Braille, and audio and text navigation.

B. Labelling

- Large print and plastic strip with Grade II Braille on upper side of disk.

C. Packaging

- Bubble mailing envelope or cardboard/shrink-wrap packaging marked 'Free Matter for the Blind/Information pour personnes aveugles - Port gratuit'.

5.1.6 Accessible PDF files

Accessible PDF files contain information about the structure of the document. The information about the structure is transported via so-called "PDF tags". Tagging a PDF usually makes it more accessible to screen readers used by many blind and other disabled users, handhelds and similar devices.

A. Master

- Regular commercial CDR or CDROM containing files.

B. Labelling

- Large print and plastic strip with Grade II Braille on upper side of CD.

C. Packaging

- Bubble mailing envelope or cardboard/shrink-wrap packaging marked 'Free Matter for the Blind/Information pour personnes aveugles - Port gratuit'.

5.2 Delivery of the Alternate format

If the Task Authorization specifies a delivery location, the Contractor must deliver the alternate format to the location by the delivery date identified in the Task Authorization form.



6.0 DELIVERABLES

Each Task Authorization will specify the deliverables to be produced as well as the associated schedule.

The Contractor may be required to provide, but not limited to, the following:

- Departmental Plans
- Internal documents (ex. directives, policies)
- Feedback surveys
- CNSC external website content
- Documents through access to information request
- Commission hearing minutes

The Contractor may be required to deliver the Alternate formats to a specific location which will be specified in each Task Authorization. Most of the delivery will be within Canada's geographic boundaries but might be International.

6.1 Format of Deliverables

Each Task Authorization will identify the specific format of the deliverables.

The Contractor may be required to provide the deliverables in, but not limited to, the following formats:

- Master copies created in English and French at the time of the first request
- Follow templates
- Use of logos
- in English and or French, depending on the requestor
- Braille
- Large text
- E-text
- PDF

6.2 Deliverables Schedules

The CNSC has strict timelines in which they need to provide the requested format. **The following timelines must be adhered once a request for an alternate has been made, refer to [Canada Gazette, Part 2, Volume 155, Number 26](#):**

Any requests for alternate formats must be completed no later than the following timelines:

- a) 45 days after the day on which the request is received, in the case of a request for a plan in Braille or audio format; or
- b) in the case of a request for a plan in any other format, 15 days after the day on which the request is received.



7.0 GOVERNMENT FURNISHED EQUIPMENT/INFORMATION

The CNSC will not provide any equipment for the contractor to perform the work. The contractor must have any tools, equipment required to complete the required work.

All information provided to the Contractor for conversion to an accessible format belongs to the CNSC and must be returned upon completion of the task.

8.0 LANGUAGE OF WORK

The language that work will be performed and delivered will be either in English and or French, dependent on the alternate format request submitted.

9.0 TRAVEL REQUIREMENTS

There is no travel required in the performance of the work.

10.0 LOCATION OF WORK

The location of work is at the vendor premises, they will be producing the alternate format and then shipping it directly to the recipient's address.

11.0 CONSTRAINTS

We are required to adhere to the Government of Canada accessibility requirements, please refer to the following, updated version of the following apply:

[Canada.ca Content Style Guide - Canada.ca](#)

[WCAG 2 Overview | Web Accessibility Initiative \(WAI\) | W3C](#)

[Making communications accessible in the Government of Canada - Canada.ca](#)



APPENDIX A TO ANNEX A – TASK AUTHORIZATION FORM (TA)

TASK AUTHORIZATION				
Contractor:		Contract Number:		
Task Number: [#sequence & SAP #]		TA Date:		
Amendment Number:		TA AMD Date:		
1. TA REQUEST (For completion by Project Authority)				
Title:				
Background/Objective:				
Tasks:				
Deliverables and Associated Schedule:				
Format of Deliverables:				
2. PERIOD OF SERVICES		From:	To:	
3. DELIVERY DATE (delivery requested by)				
4. WORK LOCATION				
5. OTHER CONDITIONS / RESTRAINTS		[] Yes [] No Specify:		
6. TRAVEL		[] Yes [] No Specify:		
7. BASIS OF PAYMENT		[] Limitation of Expenditure [] Ceiling Price [] Firm Price		
8. METHOD OF PAYMENT		[] Single [] Monthly [] Milestones		
9. LEVEL OF SECURITY CLEARANCE REQUIRED FOR THE CONTRACTOR’S PERSONNEL		[] No Security [] Reliability Status [] Confidential [] Secret		
10. BILINGUALISM (if applicable)		[] English [] French		
TA PROPOSAL (For completion by Contractor)				
11. ESTIMATED COST CONTRACT				
Reformatting Type & Type of copy: Master copy or copies	Level of complexity	Price per unit	Unit	Total cost
<i>[example] Braille – Master copy</i>	<i>Level 2</i>	\$	<i>Per page</i>	\$



Sub-total Professional Fees:		\$
HST:		\$
Total:		\$
TA APPROVAL		
12. SIGNING AUTHORITIES		
Signatures of Authorized Representatives		Date
Name & Title of Individual Authorized to Sign on Behalf of Contractor:		
Name & Title of Contracting Authority:		
13. INVOICING		
<p>Payment to be made based on receipt of detailed invoices for services rendered, subject to full acceptance by the Project Authority. Total of payments not to exceed the grand total.</p> <p>Invoices must be sent electronically via email to: finance@cnsccsn.gc.ca</p>		
Financial Coding: <i>(to be inserted at TA issuance)</i>		



ANNEX B – Basis of Payment

1.0 Deliverables Pricing

In consideration of the Contractor satisfactorily completing all of its obligations under a Task Authorization under the Contract, the Contractor will be paid the in accordance with the following pricing tables. Customs duties are included and Applicable Taxes are extra.

For the first time a document is requested to be reformatted, the CNSC will pay Master Copy fees, but for all the subsequent request for that same document, the CNSC will only pay the copy fees.

Legend:

Level 1 : The document consists mostly of text with few or no elements to adapt (figure, table, footnote, etc.)

Level 2 : The document has text with many elements to adapt (figure, table, footnote, etc.) and/or the original document has a medium quality resolution or co-carries handwritten notes.

Level 3 : The document has text with many elements to adapt (figure, table, footnote, etc.) and/or the original document has a low-quality resolution or co-carries handwritten notes. The document shall include scientific or mathematical technical material.

2.0 Initial Contract Period (3 years):

TABLE 1 – Original Contract Period				
Deliverables			Price per unit	Description of Price units
Braille	Master Copy: Transcription	Level 1 ¹		Per Page
		Level 2 ¹		Per Page
		Level 3 ¹		Per Page
	Copies			Per Page
	Handling			Per Request
Audio	Master Copy: Narration (human)			Per page
	Copies			Per CD
	Handling			Per Request
Large Characters	Master Copy: Modifications	Level 1 ¹		Per page (Big characters)
		Level 2 ¹		Per page (Big characters)
		Level 3 ¹		Per page (Big characters)
	Copies	Black & White		Per page (Big characters)
		Color		Per page (Big characters)
Handling			Per request	
E-Text	Master Copy: Modifications	Level 1 ¹		Per E-text page
		Level 2 ¹		Per E-text page
		Level 3 ¹		Per E-text page
	Copies			Per CD
	Administrative fees			Per request
	Master Copy:	Level 1 ¹		Per PDF page



PDF Accessible	Modifications	Level 2 ¹		Per PDF page
		Level 3 ¹		Per PDF page
	Administrative fees			Per request
Delivery fees	<p>The delivery fees are not included in the price for the services.</p> <p>The Contractor will be reimbursed its authorized delivery fees reasonably* and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead by providing the receipt.</p> <p>*Based on the day's market price for the standard shipping unless Project Authority has approved the quick shipping.</p>			
Note: ¹ : Refer to legend above.				

2.1 Cost Reimbursable Expenses

Other Direct Expenses

The Contractor will be reimbursed the other direct expenses it reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead. These expenses will be paid upon submission of an itemized statement supported by receipt vouchers with no additional taxes as these are already paid by the supplier.

Estimated delivery fees \$900.00

2.2 Total Estimated Cost – Initial Contract Period

A	Estimated Cost of Professional services excluding taxes	\$ [insert amount at contract award]
B	Estimated Cost of taxes of Professional services	\$ [insert amount at contract award]
C	Estimated total cost of other direct expenses, taxes already included	\$ [insert amount at contract award]
D	Estimated total contract value: (A+B+C=D)	\$ [insert amount at contract award]

3.0 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.



3.1 Option Period 1:

TABLE 2 – Option Period 1				
Deliverables			Price per unit	Description of Price units
Braille	Master Copy ¹ : Transcription	Level 1 ²		Per Page
		Level 2 ²		Per Page
		Level 3 ²		Per Page
	Copies			Per Page
	Handling			Per Request
Audio	Master Copy ¹ : Narration (human)			Per page
	Copies			Per CD
	Handling			Per Request
Large Characters	Master Copy ¹ : Modifications	Level 1 ²		Per page (Big characters)
		Level 2 ²		Per page (Big characters)
		Level 3 ²		Per page (Big characters)
	Copies	Black & White		Per page (Big characters)
		Color		Per page (Big characters)
	Handling			Per request
E-Text	Master Copy ¹ : Modifications	Level 1 ²		Per E-text page
		Level 2 ²		Per E-text page
		Level 3 ²		Per E-text page
	Copies			Per CD
	Administrative fees			Per request
PDF Accessible	Master Copy ¹ : Modifications	Level 1 ²		Per PDF page
		Level 2 ²		Per PDF page
		Level 3 ²		Per PDF page
	Administrative fees			Per request
Delivery Fees	<p>The delivery fees are not included in the price for the services.</p> <p>The Contractor will be reimbursed its authorized delivery fees reasonably* and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead by providing the receipt.</p> <p>*Based on the day's market price for the standard shipping unless Project Authority has approved the quick shipping.</p>			
Note: ¹ Refer to legend above.				

3.2 Other Direct Expenses

The Contractor will be reimbursed the other direct expenses it reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead. These expenses will be paid upon submission of an itemized statement supported by receipt vouchers with no additional taxes as these are already paid by the supplier.

Estimated delivery fees \$300.00



4.0 Option period 2

TABLE 3– Option Period 2				
Deliverables			Price per unit	Description of Price units
Braille	Master Copy ¹ : Transcription	Level 1 ²		Per Page
		Level 2 ²		Per Page
		Level 3 ²		Per Page
	Copies			Per Page
	Handling			Per Request
Audio	Master Copy ¹ : Narration (human)			Per page
	Copies			Per CD
	Handling			Per Request
Large Characters	Master Copy ¹ : Modifications	Level 1 ²		Per page (Big characters)
		Level 2 ²		Per page (Big characters)
		Level 3 ²		Per page (Big characters)
	Copies	Black & White		Per page (Big characters)
		Color		Per page (Big characters)
	Handling			Per request
E-Text	Master Copy ¹ : Modifications	Level 1 ²		Per E-text page
		Level 2 ²		Per E-text page
		Level 3 ²		Per E-text page
	Copies			Per CD
	Administrative fees			Per request
PDF Accessible	Master Copy ¹ : Modifications	Level 1 ²		Per PDF page
		Level 2 ²		Per PDF page
		Level 3 ²		Per PDF page
	Administrative fees			Per request
Delivery ³	Within Canada			
	Outside of Canada			

4.1 Other Direct Expenses

The Contractor will be reimbursed the other direct expenses it reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead. These expenses will be paid upon submission of an itemized statement supported by receipt vouchers with no additional taxes as these are already paid by the supplier.

Estimated delivery fees \$300.00



ANNEX C - SECURITY REQUIREMENTS CHECK LIST

Amended # 1



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 5000071575
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 Canadian Nuclear Safety Commission		2. Branch or Directorate / Direction générale ou Direction Human Resources Division	
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 Production and Distribution of Documents in Alternative Formats: the Supplier will receive a document from the CNSC representative to translate in an alternative format (eg. braille) and send it to the CNSC employee residence or work address.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	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 checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input 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 type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input 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"/>	



Amended # 1



Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat 5000071575
Security Classification / Classification de sécurité Unclassified

PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets? No Yes
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET-SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> 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 : Documents not protected / Personal information Protected A (Name, email)

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? No Yes
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? Non Oui

If Yes, will unscreened personnel be escorted? No Yes
Dans l'affirmative, le personnel en question sera-t-il escorté? Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? No Yes
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? Non Oui

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



Amended # 1



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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	✓															
IT Media / Support TI	✓															
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).