



Conseil des arts
du Canada

Canada Council
for the Arts

Canada Council for the Arts

Standing Offer: Writing and Editing Services

Deadline for submissions: August 31, 2017, at 5 p.m. (EST)

This Standing offer is divided in six parts, as follows:

- Part 1** – General information
- Part 2** – Information for Suppliers
- Part 3** – Preparation and Delivery of the proposal
- Part 4** – Evaluation Procedures and Basis of Selection
- Part 5** – Requirements of the Canada Council
- Part 6** – Appendix 1: Rates and services

PART 1 - GENERAL INFORMATION

The purpose of this Standing Offer is to add suppliers to the existing list of prequalified suppliers the Canada Council can call upon to obtain **writing and editing services** (in French or in English) for certain projects. A Standing Offer Agreement is an arrangement to provide goods and services at prearranged prices with set terms and conditions, for specific periods of time on an “as requested” basis. A Standing Offer is not a Contract and an Order against a Standing Offer is a “Call-up”. Each Call-up is a separate Contract between the Council and the prequalified supplier.

About the Canada Council for the Arts

The Canada Council is a federal crown corporation created by an Act of Parliament in 1957 to “foster and promote the study and enjoyment of, and the production of works in, the arts.” The Canada Council offers a broad range of grants, services and prizes to professional Canadian artists and arts organizations (www.canadacouncil.ca). The Canada Council is also responsible for the operation of the Art Bank, the Canadian Commission for UNESCO and the Public Lending Right Commission.

Context: Writing and Editing for the Canada Council for the Arts

The Canada Council writes and edits a wide variety and a vast quantity of documents each year. The Council’s Communications Content team does not have the capacity to process all requests and must occasionally call upon external suppliers.

Languages

This standing offer concerns writing and editing texts in French or English.

Period Covered by the Standing Offer

This Standing Offer will begin in September 2017 and end on September 30, 2019, with the option to renew for two (2) additional periods of one (1) year.

Eligibility

Public corporations, small businesses and independent professionals (freelancers) offering at least one of the above-mentioned services may apply for inclusion on this list.

Requested Services

The purpose of this Request for Standing Offers is to seek proposals from bidders interested in providing writing and editing services on an “as and when requested” basis to the Canada Council for the Arts in the following service areas:

- Web writing
- Policy writing
- Plain language editing for documents (policy, research)
- Content marketing (ad, messages, aditorial, others)
- Social media content
- Video transcription
- Speechwriting
- Editing

PART 2 - INFORMATION FOR SUPPLIERS

Enquiries

All enquiries must be submitted by email to the Canada Council for the Arts no later than five (5) working days before the standing offer closing date. Enquiries received after that time may not be answered.

Confidentiality and Council's Obligation

All information, including the SO provided to the Agencies, shall remain the exclusive property of the Council. As such, all data and information shall be kept strictly confidential and shall not be disclosed to any third party without the express written consent of the Council.

The issuance of this SO and Council's receipt of any proposal shall not, in any manner, obligate Council to perform any act, incur any liabilities, or reimburse or compensate any Supplier for preparation costs or other losses incurred in the preparation of their response to this SO. The Council shall have the right to use, for any purpose, any information submitted in connection with the SO unless it has been marked Confidential.

Extent of the obligations of the Canada Council for the Arts

This invitation to submit a proposal as supplier and the Council's receipt of that submission in no way obliges the Council to offer work to a supplier, nor does it entitle the supplier to receive work from the Council.

The Council retains full decision-making authority regarding proposals that respond to the requirements laid out in the standing offer and regarding evidence demonstrating the respect of these requirements. As well, the Council reserves the right, at its sole discretion:

- to suspend the standing offer at any time;
- to negotiate with none of the suppliers who have submitted proposals;
- to ask, orally or in writing, for clarifications regarding any additional information concerning proposals judged to be adapted to its needs.

Intellectual Property

Any intellectual property rights arising from the performance of the Work under the resulting contract(s) will belong to the Canada Council for the Arts, unless otherwise negotiated.

Modification or Withdrawal of the Request for Proposals

Suppliers may modify their proposal up to the closing date of the competition, as specified.

Any correction or clarification relating to the request for proposals will be published in the form of an addendum and sent to all concerned suppliers. No interpretation, correction, clarification or modification to the request presented in any form other than an addendum shall engage the Council. Suppliers must acknowledge receipt of all addenda in their proposals.

PART 3 – FORMAT AND DELIVERY OF THE PROPOSAL

Format of the proposal

The entire proposal should be contained in a single PDF document containing:

- a) Information about the supplier's business status: nature of the business (e.g., incorporated, partnership, self-employed), business number and GST number;
- b) Contact information (including web site and email addresses);
- c) Years of experience and/or date of incorporation;
- d) List of current clients in the arts and culture sector, as well as references or testimonials from two clients;
- e) Names and experience of key staff; status of employees and names of writers who will be assigned to the Council;
- f) Writing capacity: Approximate number of words that can be processed (specify in French or in English) on any given day;
- g) A brief description of the supplier (60 words);
- h) Two examples of work representative of the type of work and quality that it typically produces;
- i) Quality assurance statement: The supplier must provide a description of how it ensures the quality and accuracy of its work (40 words maximum);
- j) The *Rates and Services Grid* (see Appendix 1) duly completed.

Your proposal must be no longer than 3 pages (excluding examples of works and Appendix 1).

All proposals must be signed by a duly authorized officer and include a statement that the supplier has examined and understood the SO and accepts the conditions contained therein.

The proposal must state that the supplier has the technical and financial resources and personnel to provide the services as identified in this standing offer, and within the timeframes specified in this proposal.

Period of Validity of Proposal

Proposals submitted must remain open for acceptance by the Council for a period of not less than sixty (60) days from the specified closing date.

Deadline and delivery of the proposal

Proposals must be sent via email to ana.crossman@canadacouncil.ca no later than August 31, 2017, at 5 p.m. (EST) (with Standing Offer in the subject line):

For any information about the Standing Offer:
Lana Crossman
Communications Content
Canada Council for the Arts

PART 4 – ACCEPTANCE, MODIFICATION, EVALUATION AND SELECTION

Acceptance or Rejection of Proposals

The Council reserves the right to reject any or all proposals or to accept any proposal at its discretion.

Proposals will not be opened prior to the specified closing date and time. Any proposal received after the specified closing date and time will be returned unopened to the supplier.

Modification or Withdrawal of the Request for Proposals

Suppliers may modify their proposal up to the closing date of the competition, as specified.

Any correction or clarification relating to the request for proposals will be published in the form of an addendum and sent to all concerned suppliers. No interpretation, correction, clarification or modification to the request presented in any form other than an addendum shall engage the Council. Suppliers must acknowledge receipt of all addenda in their proposals.

Period of Validity of Proposal

Proposals submitted must remain open for acceptance by the Council for a period of not less than sixty (60) days from the specified closing date.

Evaluation of Proposals

All proposals will be rated on the basis of a "points earned" matrix that will involve an analysis of the complete proposal including, but not limited to, such areas as:

- Ability of bidder to supply that service
- Professional experience
- Quality of support material
- Type of writing services (see the list of requested services)
- Price per service (Rates will remain in effect through 31, March, 2018. Provide details on rush rate if applicable.)

Extent of the obligations of the Canada Council for the Arts

This invitation to submit a proposal as supplier and the Council's receipt of that submission in no way obliges the Council to offer work to a supplier, nor does it entitle the supplier to receive work from the Council.

The Council retains full decision-making authority regarding proposals that respond to the requirements laid out in the standing offer and regarding evidence demonstrating the respect of these requirements. As well, the Council reserves the right, at its sole discretion:

- to suspend the standing offer at any time;
- to negotiate with none of the suppliers who have submitted proposals;
- to ask, orally or in writing, for clarifications regarding any additional information concerning proposals judged to be adapted to its needs.

PART 5 – REQUIREMENTS OF THE CANADA COUNCIL

Quality of work, response time and respect for deadlines

It is expected that all suppliers offering writing and editing services to the Canada Council will provide these services in a timely manner, with the highest possible level of accuracy. To this end, suppliers are expected to verify the quality of their own work before delivering the finished product to the Canada Council. The Council may choose to refuse a job or ask for compensation if the work is considered to be poor quality (work that requires extensive revision by the Council).

Requests for writing or editing will be sent to suppliers by email and suppliers are expected to accept or refuse by email any request from the Council **within the 24 hours following the request** (normal hours of work). Once a job is accepted, the supplier must respect the required deadline.

Requests for Service or Requests Subsequent to the Standing Offer

The Canada Council shall provide the supplier with the necessary information by email, including the documentation and information required for the work, delivery dates and a description of the work, to permit the supplier to determine whether it can accept and process the work requested within the deadlines specified by the Canada Council.

Technical, Operational and Organizational Environment

Suppliers must be able to share electronic documents in Microsoft Word or Microsoft Excel or other MS Office formats.

Location of Work Site and Delivery

Suppliers are expected to work from their own locations and communicate with the Canada Council by phone and/or by email. All completed work is to be delivered to the Canada Council in electronic format via email or electronic file transfer.

Confidentiality

The supplier must ensure the confidentiality of all texts assigned to it for writing or editing.

Special Requirements

The Canada Council will describe any special requirements of the work on the request for service. Suppliers must seek approval for any surcharges or additional costs (above and beyond those identified in the *Rates and Services Grid*) prior to commencing work on any such request. Suppliers must also notify Communications Content staff if they expect any delays or upsets due to the special requirements.

PART 6 – APPENDIX 1: RATES AND SERVICES

Tasks

The main duties involve writing and editing of a variety of texts:

- Unilingual writing (in English or in French) of speeches, stories on the arts, text for the web, and other
- Unilingual editing (French or English)

Language

Suppliers must state whether they are able to perform the writing (English or French) and editing (English or French) work specified in the *Rates and Services grid*.

Rush Work

From time to time, the supplier may be asked to respond to urgent or “rush” call-ups. If the supplier accepts such work, it shall be invoiced at the rush rates specified in the Supplier’s *Rates and Services Grid* submitted in response to this SO Agreement.

This Rates and Services Grid must be completed by the supplier as part of its application to be included on the list of pre-qualified suppliers.

Rates remain in effect through to 31, March, 2018. Provide details on rush rate if applicable.

Services (enter N/A for services not offered.)			
	Specify the type of writing or editing	Regular rate (hourly rate)	Rush rate* (hourly rate)
Writing			
Editing			

** If rush rates are applicable, describe how these are applied on a separate sheet appended to this grid.*

Invoices must be submitted by email as follows:

Communications Content Team
 Communications Marketing
 Canada Council for the Arts
translation@canadacouncil.ca;