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Alberta
T5J 1S6
Bid Fax: (780) 497-3510

SOLICITATION AMENDMENT MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

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Issuing Office - Bureau de distribution
Public Works and Government Services Canada
Telus Plaza North/Plaza Telus Nord
10025 Jasper Ave./10025 ave. Jasper
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Title - Sujet Scientific Editing Services	
Solicitation No. - N° de l'invitation 23295-112995/B	Amendment No. - N° modif. 002
Client Reference No. - N° de référence du client 23295-11-2995	Date 2012-06-18
GETS Reference No. - N° de référence de SEAG PW-\$EDM-607-9426	
File No. - N° de dossier EDM-0-32934 (607)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-07-03	Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Jenkinson, Lorraine	Buyer Id - Id de l'acheteur edm607
Telephone No. - N° de téléphone (780) 497-3593 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
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Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

TITLE: SCIENTIFIC EDITING SERVICES

This amendment is to provide for clarifications regarding the Request for Proposal (RFP).

QUESTIONS/ANSWERS

- Q1.** a) What is the average length, in number of words, of the reports?
b) What is the range of lengths?
- A1. a) This question was answered in solicitation amendment 001.
b) These reports vary in length from a one pages abstract to reports in excess of a hundred pages. The norm is in the 50-60 page range with graphics taking up approximately half of those pages.

- Q2.** Would it be possible to get a sample of an unedited report, or sample pages from an unedited report?

- A2. Yes, a sample article that has gone through the editing process is available. There are 3 attachments:
- a. 23295-112995 - Sample article -1. PRE EDIT.pdf
 - b. 23295-112995 - Sample article -2. POST EDIT.pdf
 - c. 23295-112995 - Sample article -3. FINAL ARTICLE PREPRINT.pdf

[NOTE1: For those bidders who requested a bid package before 2012-June-18, the sample will be emailed to the address on the MERX Document Request List. Those bidders who request a bid package after 2012-June-18 must also request the sample report from Lorraine Jenkinson, telephone (780) 497-3593, fax (780) 497-3510, email lorraine.jenkinson@pwgsc-tpsgc.gc.ca.

NOTE2: The sample reports are only available in English.]

- Q3.** Approximately how many different authors are responsible for writing the reports? Is each report written by a single author, or are the reports typically written by multiple authors?

- A3. On average there are three authors per paper. This reflects that fact that sometimes there is a solitary author and other times there can be as many as seven or eight. There is always a primary author for the purpose of editorial discussion so the need to confer with numerous authors is not an issue.

- Q4.** a) The RFP mentions checking for "technical accuracy." What level of fact-checking will be expected?
b) Will Canmet expect editors to fact-check information beyond the scope of general knowledge?
c) Will editors be expected to liaise directly with subject-matter experts to confirm research results?

- A4. a) Prior to an edit being requested, each report will have had a technical review to confirm the research results, theory, data, etc. While it is more than a copy edit, it is not an in depth technical review. There is a need to ensure that the arguments portrayed in the report are clear and understandable and are logical and consistent. It involves altering expressions for good technical prose and accuracy, and altering organization so long as it clarifies rather than changes the author's

meaning. Often these reports are written by individuals for whom English is not their first language.

- b) No.
- c) No. (See Q3 above.)

Q5. With regard to the \$80,000 limitation of expenditure mentioned on p. 17, does this limitation refer to only the contract year, or to both the contract year and option year combined?

A5. The \$80,000 limitation of expenditure is for the contract year and option year.

Q6. On page 16, item 4.1, the RFP states: "In the event that a hard copy, CD or flashdrive media is required because of size limitations the Contractor will be expected to pick the work up from the CanmetENERGY lab in Devon." Will it be acceptable for the Contractor to arrange for courier pickup of the items at the Canmet offices, or do you require that the editor pick up the items in person?

A6. We do not expect the editor to pick up the documents in person unless there were some rare extenuating circumstances. We have an ftp site that will accommodate the transfer of large files eliminating the need and expense of couriers.

Q7. On page 16, item 4.3, the RFP states that we are to "review proposed changes to the edited documents with the author in person at the Devon location of CanmetENERGY." Do you require that the editor be physically present at the Canmet offices for this review, or can the in-person review take place by phone or Skype?

A7. While other means of communication to discuss proposed revisions with authors are acceptable, face-to-face meetings may be necessary at Canmet Energy in Devon, AB. CanmetEnergy will not be reimbursing the contractor for travel expenses.

Q8. On page 20, item 1.1.2.a, the RFP requests a "summary of up to five 25.0 (5) related projects." Do you want a summary of five projects total for the entire firm, or a summary of up to five projects for each of the listed project personnel?

A8. Item 1.1.2.a says in full --- "Relevant training & experience **of personnel**: provide a summary of up to five (5) related projects demonstrating a scientific background and experience providing scientific editing services."
Yes we do want a summary of 5 projects per person.

If your bid has already been submitted, you may wish to revise it. Revisions to your bid must be submitted in a sealed envelope with the contents clearly identified on the outside of the envelope. Any revisions to your bid must be received by the Bid Receiving Unit on or before the time and date stated on page 1 of this document. Any revisions to your bid received after the closing date and time will be considered late and will be returned unopened.