

# Questions and Answer Document #3

## RFP Reference Number: P1400256

---

CLOSING DATE: February 17, 2014

CLOSING TIME and TIME ZONE: 2:00pm EST

PROJECT TITLE: PROVISION OF TRANSLATION SERVICES TO THE CANADIAN HUMAN RIGHTS COMMISSION

To All Bidders:

The purpose of this document is to give effect to the following:

Questions and Answers: The following information is issued in response to questions received from bidders:

### Question #8

Who is the incumbent?

### Response #8

The Commission obtains its translation services from the Translation Bureau of Public Work and Government Services Canada and from various vendors.

### Question #9

What are the incumbent's rates?

### Response #9

This information cannot be divulged.

### Question #10

Will you modify 15.3 to include proposed rates for Desktop Publishing (DTP) services per industry standard? Does the Human Rights Commission intend to have work requiring DTP (Power Points and pamphlets usually require DTP). The contractors assumes so based on Section 41.1 number 5.

### Response #10

Desktop Publishing should be included in your rate per word for translation since it is required to provide the text in its original format

### Question #11

Would you modify 15.3 to include a minimum fee for translation per industry standard?

Response #11

No

Question #12

42.8 requires the Invoice to include the name of the translator: this is against the contractor's confidentiality clauses, but the contractor can include a translator ID. Will that suffice?

Response #12

Yes, a translator ID would suffice. In the RFP (under Section 48.8 Mandatory Requirements) it is stipulated that "The Proposal identifies a team of resources to perform services described in Appendix A". Their translator ID should be added to this information.

Question #13

It is assumed any company can respond to this solicitation. Does preference go to Canadian based companies?

Response #13

All interested suppliers may submit a bid. Note that this requirement is subject only to Canada's Agreement on Internal Trade.

Question #14

Can you clarify the definition of "comparative editing services" and "source text editing services"?

Response #14

See pages 26 – Section 41.2.1. Language

Comparative editing means **comparing a translation with the original text** to ensure consistency in content, terminology, tone and style, as well as to correct spelling, grammar and typography of the translated text only.

Source text editing means **reviewing a text in its original language** to correct grammar, spelling, usage and typography, to make basic stylistic improvements, fix unclear or illogical sentences or paragraphs, and to check the accuracy and consistency of terminology.

Question #15

How is it decided if a project goes to a primary or secondary vendor? Who distributes the work and on what basis?

Response #15

See section 42.9 Request Procedures

Question #16

What is the average project size in number of words?

Response #16

The average project size is 700 words

End of Questions and Answers