

Questions and Answer Document #5

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 #18

As per the note in R5 (A vendor can only propose a team comprised of four individuals as defined in M), can a vendor propose only 3 individuals meeting all criteria and language combinations? I.e. One of the 3 translators proposed for Eng to Fre also being the translator for Fre to Eng requirements.

Response #18

The bidder must submit 4 translators as indicated in M2

Question #19

RE: Proposal Preparation Instructions (Item 13.1, Page 11) and Certification Requirements (Item 17, Page 15)

For section 1, Technical Proposal, several mentions are made to “attachments” and “appendices” being included in the technical proposal. Sections 3 and 4 are supposed to contain (on their own) Appendix E and Appendix G. Are we to include Appendices E and G in both Section 1 and the respective standalone section (3 or 4) as indicated in these sections of the RFP?

Response #19

Appendix E must only be provided in section 3 and Appendix G must only be provided in section 4

Question #20

RE: M5 and M6 (page 41)

Both these requirement refer to a “table below”. We are unable to find a “table”, and while there is also a reference to Appendix G, Appendix G does not request information specific to Comparative editing or

Source text editing. Could you please clarify if bidders simply need to provide the information requested in a) through c) for the required experience.

Response #20

In order to meet both M5 and M6 proposers need to provide the information requested in a) through c) for the required experience. The proposer must submit the name of the individuals proposed in Appendix G Part 2 if bidding under work Stream B. The proposed individual(s) will need to have a valid enhanced reliability clearance. Please provide this information so that we may verify the validity of the person(s) providing editing or Source text editing services.

Question #21

RE: R5 (Page 43)

Will a Bachelor Degree or higher count for 10 points (5 points for a, and 5 points for b) as well as meeting "at least two (2) of" the requirements listed?

Response #21

Bachelor's degree in translation = 10 points and meets requirements a) and b)
Master's in translation = 10 points and meets requirements a) and b)
Doctorate in translation = 10 points and meets requirements a) and b)
Bachelor's degree related to translation = 5 points and meets requirement b)
Master's degree related to translation = 5 points and meets requirement b)
Doctorate degree related to translation = 5 points and meets requirement b)

Question #22

What is the proportion of requests relevant to subject area judicial, quasi-judicial and paralegal relative to the other subject areas listed on **page 25** of the RFP? We just want to get an approximate idea (e.g. a few or a considerable number of requests)?

Response #22

In Work Stream A, requests for translation relevant to subject area judicial, quasi-judicial and paralegal relative to other subject areas listed on page 25 of the RFP is approximately 25%.

In Work StreamB, requests for translation relevant to subject area judicial, quasi-judicial and paralegal relative to other subject areas listed on page 25 of the RFP is approximately 90%.

End of Questions and Answers