

Solicitation K8A70-13-0003

Questions and Answers #1

0. In order for Bidders to accurately quote for desktop publishing (DTP) services, Environment Canada would need to provide additional details on the document. Are there many graphics/tables that will require reformatting after translation? Is it mostly straight text? Seeing as the total cost quoted will be the most important factor in the evaluation, it is crucial that Bidders provide this quote based on the same assumptions. Please be as specific as possible.

There are 3 tables and 3 figures. The tables are all text that require translation, although all three are summaries of information that is given in detail in the main text of the document (so repeated translation). The figures are all images that require no translation of text other than the figure legends.

1. The RFP states that the word count of 32,000 does not include references. Will the references require translation? If so, could you please provide an approximate volume (in words or references)?

The word count does not include references because the reference list will not require translation.

2. Based on the basis of selection, it seems as though the contract will be awarded to the lowest compliant price and that the reference check score would be used in the event of a tie. Does this mean that the score obtained from the reference checks will have no impact at all if there is no tie? Please confirm.

Yes, the reference score will have no impact if there is no tie based on price.

3. There is a requirement to produce documents that are compatible with Microsoft Word 2010. As far as I know, Word 2007 and Word 2010 are both "Open XML" formats and fully compatible. The initial compatibility problem (dropping space characters) has been solved with a patch that is part of [Office 2007 Service Pack 2](#). The Translation Bureau requires its accredited contractors – my case – to work exclusively with Word 2007 and it's virtually impossible to have both Word 2007 and Word 2010 installed and operational on the same machine because of problems in the Windows registry when trying to do so. Would a document generated with an up-to-date Word 2007 version be acceptable?

No, Terms of Reference asks for Word 2010.

4. There is a requirement that the translator either have a university diploma in translation OR a college diploma in translation + appropriate experience. Would 18 years of experience as an accredited translator (both with a Canadian registered professional association of translators AND the Translation Bureau (Environmental Sciences and

Biology Unit and the Medicine Unit of the Scientific Translation Division) + a university diploma in Sciences (PhD) be considered equivalent to this requirement?

No, a degree or college diploma in translation is required.

5. There is a requirement to provide three references of clients in the field of Health and Environmental protection. My activities in these fields have been exclusively with the Translation Bureau who is unfortunately not allowed to provide any reference for its suppliers. Would a recent performance report from the Translation Bureau AND a list of technical documents translated in these fields be appropriate to fulfill this requirement?

No, as stated in the Terms of Reference there are 4 questions that need to be asked and rated. A performance report could not provide an answer to these questions.