

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving - PWGSC / Réception des soumissions
- TPSGC
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0A1/ Noyau 0A1
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

**Revision to a Request for Supply
Arrangement - Révision à une demande
pour un arrangement en matière
d'approvisionnement**

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

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Linguistic Services Division / Division des services
linguistiques
PSBID, PWGSC / DIASP,TPSGC
11 Laurier St. / 11, rue Laurier
10C1/Place du Portage, Phase III
Gatineau
Québec
K1A 0S5

Title - Sujet RFSA	
Solicitation No. - N° de l'invitation EN966-140305/D	Date 2014-02-26
Client Reference No. - N° de référence du client 20140305	Amendment No. - N° modif. 003
File No. - N° de dossier 504zf.EN966-140305	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$\$ZF-504-27143	
Date of Original Request for Supply Arrangement 2014-02-10 Date de demande pour un arrangement en matière d'app. originale	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-03-24	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Address Enquiries to: - Adresser toutes questions à: Cardinal, France	Buyer Id - Id de l'acheteur 504zf
Telephone No. - N° de téléphone (819) 956-1778 ()	FAX No. - N° de FAX (819) 956-9235
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	
Security - Sécurité This revision does not change the security requirements of the solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required Accusé de réception requis	Yes - Oui <input type="checkbox"/>	No - Non <input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
For the Minister - Pour le Ministre		

AMENDMENT 003

This amendment provides answers to questions from the industry.

Question 1

Is there a limit to the number of supply arrangements that will be issued?

Answer 1

No.

Question 2

The response forms do not open in PDF file viewer programs.

Answer 2

To use the response forms, you must download them to your computer. To download the forms, place your cursor on the document that you want to download and click on the right mouse button, then select the option "Save target as."

Question 3

Concerning OTTIAQ membership, the RFSA includes the words "a certificate issued by a professional association confirming that the proposed resource has taken steps to obtain the certification," to cover suppliers who have applied for certification but have not yet received it (like me).

I have in my possession an email from OTTIAQ acknowledging receipt of my application for certification, and a tax receipt issued by OTTIAQ for the cost of studying my file.

Is this sufficient or do I need something more?

Answer 3

A copy of the email and the tax receipt from OTTIAQ are sufficient.

Question 4

Minimum number of words. Does this mean at least 300,000 words for each field or for all the fields in which we are seeking to qualify? (ref. p. 26: "For English to French translation, the supplier must demonstrate translation experience in any fields of at least 300,000 words over the last five years as of the date of the RFSA.").

Answer 4

If you are referring to the administrative field:

For English to French translation, the supplier must demonstrate translation experience of at least 300,000 words in any fields over the past five years as of the date of the RFSA.

For French to English translation, the supplier must demonstrate translation experience in any fields of at least 300,000 words over the past five years as of the date of the RFSA.

When we use the expression "in any fields" or "in any field," we are referring to any general or administrative document dealing with various Government of Canada business lines.

Be sure to read the requirements for the other fields carefully because they are not the same.

Question 5

Aside from the PDF form required for each tier and the certifications to be provided (degree, proof of accreditation, etc.), is the supplier required to submit any other supporting documents?

Answer 5

The requirements vary, depending on the tier. Suppliers must therefore read the Request for Supply Arrangement carefully, to be sure to meet all the requirements.

Question 6

Where can suppliers who are already registered with the Bureau find their PBN?

Answer 6

For questions concerning the Procurement Business Number (PBN), suppliers should send an email to NCR.ContractsCanada@tpsgc-pwgsc.gc.ca or call the InfoLine at 1-800-811-1148.

Question 7

What would happen to a supply arrangement entered into with my firm, if it subsequently ceased operations or declared bankruptcy?

Answer 7

The supply arrangement would be rejected.

Question 8

The RFSA covers translation services. Many suppliers also provide revision services for the Government of Canada or for private sector organizations. As we know, a person must be a good translator before he

or she can become a reviser. Will revision experience be taken into consideration in this RFSA? If your answer is no, why not? This would penalize a lot of very competent suppliers.

Answer 8

No. The RFSA requires the supplier to demonstrate translation experience.

Question 9

Does translation experience acquired with private sector clients count? If so, the supplier would give the name of the client (or its representative), the type of work done, the dates and the number of words. Many good government suppliers also have clients in the private sector (I work for an outside firm that provides services for Aboriginal people). Please provide an explicit answer to this question.

Answer 9

Yes. Suppliers are required to provide the name of the client, the name of the contact person, the email address, the start and end dates for the jobs, and the number of words translated. For more information, please review the appropriate response forms.

Question 10

"If Canada checks references, the checking will be done by email. Canada will email all reference check requests on the same day to references provided by bidders. The references will have five (5) working days from the date of the sending of the email to reply." Would Canada agree to extend the amount of time references have to reply?

Answer 10

No.

Question 11

What information will you be requesting from the references? Is the purpose solely to confirm the number of words translated or will the references also be asked about the quality of the work?

Answer 11

The references will be required to confirm the number of words translated.

Question 12

What is meant by "translation project."

- a) Does this refer to a contract covering a given period, for example, four months, six months, a year, etc.?
- b) Or are you referring to each text assigned to a translator, whether it consists of 400 words or 75,000 words?

Answer 12

- a) A translation project consists of a number of words translated in a specific field during a set time period.
- b) No.

Question 13

Do you expect the supplier to specify the topic or the field for each document translated?

Answer 13

Suppliers must indicate the field for each translation project. For more information, please review the appropriate response forms.

Question 14

Could you please clarify what is meant by "The supplier cannot use the same translation experience for more than one domain."

Answer 14

To illustrate, let us take the following example:

- Contract period: February 1, 2012 to January 31, 2014 (two years)
- Total number of words translated during this period: 700,000 words
- Fields: Military and Transportation

If you indicate in the response form that you translated 700,000 words in the "Military" field and 700,000 words in the "Transportation" field, this would be an example of using the same translation experience for more than one domain/field, which is not allowed.

On the other hand, you could indicate that you translated 350,000 words in the "Military" field and 350,000 words in the "Transportation" field. Naturally, this information would have to be corroborated by the reference.

Question 15

Could I include the entire contract by dividing the number of words in two parts: 350,000 GENERAL AND ADMINISTRATIVE TEXTS (GAT) and 350,000 MILITARY?

- Contract period: February 1, 2012 to January 31, 2014 (two years)
- Specialties: ADM 00, ADM 10, MIL 00, MIL 20 and MIL40
- Total number of words translated during this period: 700,000 words

Answer 15

No. The 700,000 words translated should be distributed as follows:

- ADM00 and MIL00 = Administrative fields – General and Administrative texts
- ADM10 = Institutional fields – Employment
- MIL20 and MIL40 = Institutional fields – Military

Naturally, the breakdown of the number of words translated must be representative of the actual work performed. Thus, if one third of the work was in each of the above-mentioned fields, you should divide the number of words translated into three equal parts.

Question 16

Can more than one reference be given for each project?

Answer 16

No.

Question 17

What should we do when the translation requests involve more than one specialty (e.g., ADM 00 – MIL 10)?

Answer 17

You must use the concordance table provided in Attachment 2 to Part 1 to determine the correspondance between the old specialties and the new fields.

Question 18

There is no clear indication of who to contact with respect to security clearance. There is a vague reference to a directorate, but there is no phone number or email address.

Answer 18

The information on industrial security is provided in Part 6 – Supply Arrangement and Resulting Contract Clauses, in point (g) of section 2.1 – Before award of a contract, the following conditions must be met.

Question 19

My last two contracts were with the Parliamentary documents unit, i.e., 90,000-word contracts translated over six months while Parliament was sitting. That brings the total number of words translated over two years to 180,000 words. I would like to keep working in this area (had I started doing this work five years ago, I would be well over the required 300,000 words); however, I am only on my second contract with the Interpretation and Parliamentary Translation Directorate.

Can I tick the box for the Parliamentary unit in the registration form for the new Directory?

Answer 19

No. You must satisfy the requirements set out in the RFSA.

Question 20

I have been a supplier of English transcription services with PWGCS for many years and would like to register in the new system but don't really understand how to go about it. I have filled out the Supply Arrangement - Transcription and Desktop Publishing form... then pressed Validate/Print. Am I to email this form to a specific address so that I may be tested?

Answer 20

Arrangements must be submitted to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Supply Arrangement (RFSA). Please ensure that you read all of the documentation concerning the RFSA carefully. If you fail to submit one or more supporting documents, your arrangement will be declared non-responsive.

Question 21

Do I simply need to submit the completed attachment and my certifications?

Answer 21

The requirements vary, depending on the tier and the field. Be sure to read all of the documentation concerning the RFSA carefully and to satisfy all the requirements.

Question 22

- a) Are candidates who register in Tier 2 automatically registered in Tier 1?
- b) More specifically, for a given field, does Tier 2 encompass Tier 1?
- c) Or is it necessary to submit a separate request for the two tiers?

Answer 22

- a) No
- b) No

- c) Yes. A separate arrangement must be submitted for each tier. Suppliers are urged to read the Request for Supply Arrangement carefully because the requirements differ among the tiers.

Question 23

Do the contracts I have had with the government over the past 35 years and the fields that I have now count as proof?

Answer 23

The translation experience must meet the requirements set out in the RFSA.

Question 24

To justify the number of words translated, I mentioned my previous open contracts with the Bureau. However, in two cases, the contact person no longer holds the position of project officer for the unit concerned. I nonetheless provided this information along with the contract number. Is that sufficient?

Answer 24

You are required to give the name of a person who can corroborate the information.

Question 25

If an entry is erroneous, or if you consider it incomplete, will you contact us to enable us to correct the error instead of simply rejecting the file?

Answer 25

An arrangement that does not comply with the requirements set out in the RFSA will be declared non-responsive.

Question 26

- a) Can I simply indicate the contracts that I have had or do I have to indicate the actual number of words translated?
- b) In the latter case, could I ask my client to give me the number of words? Would the client have the total number of words on file?

Answer 26

- a) You must indicate the number of words translated.
- b) If you are referring to work done for the Translation Bureau, you can definitely contact the Bureau to obtain that information. You can contact Acquisitions and Directory Services at the following address:

Translation Bureau
Acquisitions and Directory Services (ADS)
975 St. Joseph Blvd

Solicitation No. - N° de l'invitation

EN966-140305/D

Client Ref. No. - N° de réf. du client

20140305

Amd. No. - N° de la modif.

003

File No. - N° du dossier

504zfEN966-140305

Buyer ID - Id de l'acheteur

504zf

CCC No./N° CCC - FMS No/ N° VME

Gatineau, Quebec K1A 0S5

Telephone: 819-953-2588

TTY: 1-800-926-9105

Fax: 819-956-4335

Email: BTRepertoire.TBDirectory@tpsgc-pwgsc.gc.ca

Question 27

There appears to be a problem with some response forms.

Answer 27

Errors were found in the response forms. Therefore, all the response forms are going to be replaced. Suppliers must use the new response forms. A notice informing suppliers about this change will be posted on Buyandsell.gc.ca.

**ALL CLAUSES AND CONDITIONS OF THE RFSA
REMAIN UNCHANGED.**