

REQUEST FOR PROPOSAL #K0180

QUESTIONS AND ANSWERS

PART 5

Question 13

Please confirm the closing date. The RFP document states March 17th while the GETS website says March 19th.

Answer 13

The closing date of the RFP is Wednesday, March 19th, 2014 at 14:00 EST. However, we have decided to extend the solicitation period until Monday, March 24th, 2014 at 14:00 EDT. An amendment to the RFP will follow.

Question 14

At 2.0 of Section 4 - Financial Proposal, we feel that it would be important to further clarify "Translation Services" and "Translation and editing".

- a. Seeing as most translation suppliers would systematically revise/edit their work, please clearly state what the difference is between these categories? Is CFIA wanting a rate for translation ONLY, where no revision will be done? Or is it that CFIA wants a rate where additional revision would be done for certain high visibility documents?
- b. Or perhaps "Translation and editing" refers to "Amendment services" as described at Page 16 (4.11 c.), in which case "Translation and editing" should be changed to "Amendment services" in the Basis of Payment table at Page 23. If this is the case, would CFIA consider asking for an hourly rate, which is the industry standard for this type of service?

Answer 14

- a. Translation means that only a translator works on the document while translation and editing means that both a translator and an editor will work on the document. Editing services means that we require an editor to edit the text in the language it was written.

It has not been our experience at the CFIA that translation suppliers systematically revise or edit their work. Hence, we found it appropriate to identify these as a separate service, to ensure that we will receive the desired quality of work.

It is also conceivable that the CFIA will want a document translated but not edited, for example, and urgent requirement.

- b. Amendment services are distinct from the above. In this situation, a document which has already been translated - possibly by the supplier, possibly by another party - has undergone changes in the English and requires a re-examination of the French.

An amendment to the RFP will follow.