

**Translation Services
50100-14-2008494
Question and Answer #2**

Q1. Part 6 - 7.1 - Where is the "invoice submission" section?

A1. There is no separate invoice submission section. Invoices are to be distributed as per the instructions included in Part 6 - 7.2.

Q2. Annex A - 1.5 - How often might we be required to perform services at CSC work premises?

A2. Never

Q3. 1.6 - Do we simply need to respond in the same language, or does **all** written correspondence need to be bilingual?

A3. Simply respond in same language.

Q4. Annex B - 1.0 - What are CSC's ideal translator qualification requirements?

A4. This question does not correspond to Annex B – 1.0. I would require clarification as to what the enquirer is asking.

Q5. Is it required that all translations be revised by a second linguist?

A5. No.

Q6. How many contractors will be chosen?

A6. One.

Q7. How are expenses outside of the per word rate, (e.g. courier fees) to be captured?

A7. There should be no outside expenses as all translations should be returned electronically

Q8. In the Basis of Payment, it first says to propose a per diem rate, but in the table, a per word rate is required. Please confirm that we must present a per word rate, which would be in line with industry standard.

A8. Please present a per word rate.

Q.9 For evaluation purposes:

- a) 'Where' means the name of the employer as well as the position/title held by the proposed resource;
- b) 'when' means the start date and end date (e.g. from January, 2000 to March, 2002) of the period during which the proposed resource acquired the qualification/experience;
- c) 'how' means a clear description of the activities performed and the responsibilities assigned to the proposed resource under this position and during this period.

Where in the bid are we supposed to indicate these elements?

A9. These elements are to addressed in a written proposal and or resume submitted with your bid. In the past, our office has received a cover letter, synopsis of services provided etc. detailing past experience, knowledge and so on.

Q10. Who currently performs these services for CSC?

A10. Translation Bureau

Q11. At Annex D, it states that resumes should be included for each proposed resource. Are there any minimum requirements in terms of experience and/or credentials for the proposed resources?

A11. Resumes should address/make reference to mandatory requirements

Q12. Will the pertinent experience of the firm or its proposed resources play any role in the evaluation by CSC? Based on the RFP, once M1 through M5 are met, the lowest priced contractor will be awarded the business. Is this correct?

A12. Yes.