



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

**Citizenship and Immigration Canada**  
[BRU@CIC.gc.ca](mailto:BRU@CIC.gc.ca)  
Attn: Jason Solomon

**Amendment 2 / Modification 2**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Citizenship and Immigration Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

**Proposition à : Citoyenneté et Immigration Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s).

**Instructions : See Herein**  
**Instructions: Voir aux présentes**  
**Issuing Office – Bureau de distribution**  
**Citizenship and Immigration Canada**  
**70 Crémazie**  
**Gatineau, Québec K1A 1L1**

|  |                                 |
|--|---------------------------------|
| <b>Title – Sujet</b>   |                                 |
| Editing services, translation of revisions and quality control services for Citizenship and Immigration Canada (CIC)   |                                 |
| <b>Solicitation No. – N° de l’invitation</b>   | <b>Date</b>                     |
| 142007   | June 10, 2014                   |
| <b>Solicitation Closes – L’invitation prend fin at – à</b>   | <b>Time Zone Fuseau horaire</b> |
| 2:00PM<br>on – Jun 18, 2014  | EDT                             |
| F.O.B. - F.A.B.<br>Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>                |                                 |
| Address Inquiries to: - Adresser toutes questions à :  |                                 |
| <a href="mailto:BRU@cic.gc.ca">BRU@cic.gc.ca</a>   |                                 |
| Telephone No. – N° de téléphone :  |                                 |
| 819-934-2648   |                                 |
| Destination – of Goods, Services, and Construction:<br>Destination – des biens, services et construction :<br>See Herein                                       |                                 |
| Delivery required - Livraison exigée<br>See Herein   |                                 |
| Vendor/firm Name and address<br>Raison sociale et adresse du fournisseur/de l’entrepreneur   |                                 |
|  |                                 |
| Facsimile No. – N° de télécopieur<br>Telephone No. – N° de téléphone   |                                 |
| Name and title of person authorized to sign on behalf of Vendor/firm<br>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur |                                 |
|  |                                 |
| (type or print)/ (taper ou écrire en caractères d’imprimerie)  |                                 |
|  |                                 |
| Signature  | Date                            |



**REQUEST FOR PROPOSAL (RFP)**  
**AMENDMENT #2**

**FOR THE PROVISION OF**

**EDITING AND TRANSLATION SERVICES**

**FOR**

**CITIZENSHIP AND IMMIGRATION CANADA**



**CITIZENSHIP AND IMMIGRATION CANADA  
REQUEST FOR PROPOSAL  
SOLICITATION : 142007  
RFP AMENDMENT 02**

**This amendment is raised to respond to bidder questions.**

1. Question:  
In M4, are we only to provide editors as resources? If so, how many English editors do you require and how many French editors do you require?

Answer:

As stated in the bid, the bidder should provide resources that have experience in editing services and education in editing, translation or a field related to editing (as specified in Note 2). It is at the bidder's discretion to propose the number of resources required to produce the work as stated in Appendix D, Statement of Work, 4 Tasks i), Provide sufficient resources to meet the deadlines of production.

2. Question:  
Are we to provide any translators for this solicitation? If so, what qualifications do they require?

Answer:

The resources proposed must, as per Appendix D, Statement of Work, 4 Tasks b), Translate any changes to the English version during the approval stage... and the resources should meet the education criteria as stipulated in M4.

3. Question:  
On M4 you are asking that the vendor have experience with Canadian departmental reports or reports to Parliament. Can you please give us a little more information on what are departmental reports or reports to Parliament?

Answer:

As indicated on page 34 of the RFP, the Contractor will be required to work on the Departmental Performance Report (DPR) the Report on Plans and Priorities (RPP) and the Annual Report to Parliament on Immigration. Examples of previous versions of these reports can be found at:

- <http://www.cic.gc.ca/english/resources/publications/rpp/2013-2014/index.asp>
- <http://www.cic.gc.ca/english/resources/publications/dpr/2013/index.asp>.
- <http://www.cic.gc.ca/english/resources/publications/annual-report-2013/index.asp>.



4.      **Question:**  
Regarding Appendix “E”, Basis of Payment, specifically the fourth paragraph, “Canada's total liability to the Contractor under the Contract shall not exceed \$XXX.XX, including all options, travel expenses and all applicable taxes.” To my knowledge, “applicable taxes” are not included in a financial proposal.

Is this something CIC will fill in, or does CIC really need us to calculate “all applicable taxes”?

Answer:

Bidders need only fill in the tables. CIC will calculate the taxes.