



**RETURN BIDS TO : - RETOURNER LES SOUMISSION À:**

**Canada Revenue Agency  
Agence du revenu du Canada**  
*See herein / Voir dans ce document*

**Proposal to: Canada Revenue Agency**  
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 and/or attached hereto, the goods and/or services listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition à : l'Agence du revenu du Canada**  
Nous offrons par la présente de vendre à Sa Majesté la Reine du Chef du Canada, en conformité avec les conditions énoncées dans la présente incluses par référence dans la présente et/ou incluses par référence aux annexes jointes à la présente et ci-jointes, les biens et/ou services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Bidder's Legal Name and Address - (ensure the Bidder's complete legal name is properly set out)  
Raison sociale et adresse du Soumissionnaire - (s'assurer que le nom légal au complet du soumissionnaire est correctement indiqué)**

\_\_\_\_\_  
\_\_\_\_\_

***Bidder is required to identify below the name and title of the individual authorized to sign on behalf of the Bidder – Soumissionnaire doit identifier ci-bas le nom et le titre de la personne autorisée à signer au nom du soumissionnaire***

\_\_\_\_\_  
Name /Nom

\_\_\_\_\_  
Title/Titre

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (yyyy-mm-dd)/(aaaa-mm-jj)

(\_\_\_\_)\_\_\_\_\_  
Telephone No. – No de téléphone

(\_\_\_\_)\_\_\_\_\_  
Fax No. – No de télécopieur

\_\_\_\_\_  
E-mail address – Adresse de courriel

**AMENDMENT TO REQUEST FOR PROPOSAL / MODIFICATION DE DEMANDE DE PROPOSITION**

<b>Title – Sujet</b>	
Translation and Editing Services	
<b>Solicitation No. – No de l'invitation</b> 1000314717	<b>Date</b> 2014-09-10
<b>Amendment No. - N° modif.</b> 001	
<b>Solicitation closes – L'invitation prend fin</b>  <b>on – le 2014-09-17 at – à 2:00 P.M. / 14 h</b>	<b>Time zone – Fuseau horaire</b>  EDT/HAE Eastern Daylight Time/ Heure Avancée de l'Est
<b>Contracting Authority – Autorité contractante</b>	
Name – Nom: <b>Guillaume Doré</b>	
Address – Adresse - See original document/ voir document original	
E-mail address – Adresse de courriel - See original document/ voir document original	
<b>Telephone No. – No de téléphone</b> 613) 948-2452	
<b>Fax No. – No de télécopieur</b> (613) 948-2459	
<b>Destination - Destination</b>  See herein / Voir dans ce document	
<b>THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT. LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ.</b>	



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## SOLICITATION AMENDMENT # 001

This solicitation amendment is raised to:

1. Address the following questions submitted during the solicitation period as per RFP; and
  2. Amend the RFP.
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### 1. QUESTIONS AND ANSWERS

**Q1. Who currently provides these services to CRA?**

A1. There is no current external contract in place for Arabic translation.

**Q2. What is the estimated volume of work per year?**

A2. The estimated volume of work for this fiscal year is approximately 200 hours.

**Q3. Would on-site work be required in exceptional circumstances or is it foreseen that this could be a regular requirement?**

A3. Yes, from time to time on-site review of material may be required.

**Q4. For R2: Please confirm that the months of experience to be demonstrated are not in addition to the experience already demonstrated in R1, but simply that the experience in R2 must have been acquired while working for the government, an agency or Enterprise Organization?**

A4. The months of experience to be demonstrated in R2 are NOT in addition to the experience already demonstrated in R1. The experience in R2 must have been acquired while working for a government department or agency or an Enterprise Organization.

**Q5. Must we present CVs for the proposed resources or simply demonstrate the required experience in our proposal?**

A5. CVs are not mandatory; however, the supplier must be able to demonstrate the required experience in their proposal. The Bidder should include the client reference name, phone number, e-mail address, and job title.



**Q6. At Page 53, the RFP states that CRA will supply a laptop for all work to be done. What software will be loaded on the laptop? Are there any translation memory tools? Arabic reference material and dictionaries? Please specify.**

A6. CRA will provide standard laptops. There is no special software loaded. There are no translation memory tools, Arabic reference material and dictionaries. The CRA, whenever possible, will provide the Contractor with previously translated text, sample documents, lexis and other reference material to assist the translators/editors in maintaining the style, the cultural context and language level of the source text.

**Q7. Are references required to attest to additional experience in relation to M1.a (i.e R1, R2 & R3)?**

A7. The Bidder should include the client reference name, phone number, e-mail address, and job title for the experience in relation to R1, R2 & R3 if different from references in relation to M1.

**Q8. Translation Services: From Arabic audio/video to English text. Is this voice translation? Please describe what types of services are needed.**

A8. Arabic audio/video translations are to be transcribed by the contractor using Microsoft word.

**Q9. Section 7.7, item 3- Ordering Process: How often does the CRA anticipate they will need the contractor to pick-up materials? Is a courier service acceptable?**

A9. Generally the contractor will pick up and drop off the materials every one to two weeks, depending on the translation requirements. A courier service is not an acceptable substitute.

**Q10. It does not stipulate in the RFP that security requirements must be met before the closing date. Will CRA allow time for the winning contractor to get the necessary clearance for its resources if necessary? How much time? Will this be a factor in the evaluation?**

A10. All personnel must have Secret clearance only prior to contract award. CRA will allow the required time for the winning contractor to get the necessary clearance for its resources. This will not be a factor in the evaluation.

**Q11. Section IV: Supporting information – What exactly is required in this section? Appendices would normally be included with the Technical Proposal. Please clarify.**

A11. This section is open to the discretion of the bidder to provide any additional information they feel that would help to strengthen their proposal.



**Q12. Must the Confidentiality Certification at Annex D of the RFP be signed and included with the proposal or would this be done only upon contract award?**

A12. The Confidentiality Certification at Annex D of the RFP only needs to be signed upon contract award.

**Q13. At page 26 of 55, there is mention of training. Could CRA please elaborate as to what training would be required specifically for this contract?**

A13. Please note that this clause relates to any situation where the contractor needs to provide replacement resource during the period of the contract which means that it will be the Contractor responsibility to make sure the new resources will be trained/familiarized by the contractor without any reduction in service level.

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**2. AMENDMENTS TO THE RFP**

1. On page 1 of the Request for Proposal, under “Solicitation Closes”:

Delete: 2014-09-12

Insert: 2014-09-17

2. On page 29 of the Request for Proposal, under “Attachment 1: Mandatory Criteria”:

Delete: The Bidder **must** include the client reference name, phone number, e-mail address, and job title.

Insert: The Bidder **should** include the client reference name, phone number, e-mail address, and job title.

3. On page 29 of the Request for Proposal, under “Attachment 2: Point Rated Criteria”:

Insert: The Bidder must provide a minimum of two client references as required to demonstrate they have the above experience.

The Bidder should include the client reference name, phone number, e-mail address, and job title.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**