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Bid Receiving - PWGSC / Réception des soumissions
- TPSGC
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
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 DAMA-RFSA		
Solicitation No. - N° de l'invitation EN966-140305/E	Date 2015-01-30	
Client Reference No. - N° de référence du client 20140305	Amendment No. - N° modif. 007	
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-504-28289		
Date of Original Request for Supply Arrangement		2014-12-19
Date de demande pour un arrangement en matière d'app. originale		
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-02-24		Time Zone Fuseau horaire Eastern Standard Time EST
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	Yes - Oui	No - Non
Accusé de réception requis	<input type="checkbox"/>	<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		

Solicitation No. - N° de l'invitation

EN966-140305/E

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

20140305

Amd. No. - N° de la modif.

007

File No. - N° du dossier

504zfEN966-140305

Buyer ID - Id de l'acheteur

504zf

CCC No./N° CCC - FMS No/ N° VME

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REVISION 007

This revision to the Request for Supply Arrangement (RFSA) is to be used to answer questions from suppliers and postpone the solicitation closing date.

1. Closing Date

Solicitation closes on February 24, 2015

2. Questions and Answers

Question 24

I would like to know exactly what a valid reference with respect to word counts required in the RFSA means at the Translation Bureau (the Bureau).

Am I correct in assuming that the head of the unit from which the texts come is the right person?

In any case, the statement of contracts that I have had with the Bureau over the last five years indicates that various units no longer exist.

In this case, who could I use as a reference?

Answer 24

Please refer to answer 82 d) of the RFSA Spring 2014 Questions and Answers document currently posted on BuyandSell at the same location as the RFSA response forms.

Question 25

How will we be kept informed about the results of the RFSA (deadline and terms and conditions)? The reference document is not sufficiently clear on this issue.

Answer 25

Detailed results of the evaluation of your arrangement or arrangements will be sent to you in writing once the evaluation period is over.

Question 26

I have a question with regard to Tier 2 in EN966-140305/E for English-French and French-English translation. Please find it below:

Table 1 in Appendix 1 to Annex A requires that we provide resumes and certifications of our proposed resources for Tier 2. However, the checklist in the response form for Tier 2 in PDF indicates that the only supporting documentation we have to provide is proof of National Standard CAN/CGSB-131.10-2008, Translation Services certification.

Could you clarify whether we have to provide resumes and copies of certification of proposed resources for Tier 2 or if only a copy of our certification will suffice?

Answer 26

For the purpose of responding to the RFSA, for Tier 2 and Tier 3, suppliers do not need to propose resources, therefore do not need to provide resumes and copies of certification.

Appendix 1 to Annex A contains the minimum qualification and experience criteria for resources proposed by a Bidder when Canada is soliciting bids.

In Attachments 2 and 3 of Part 4 it is stated:

"In a bid solicitation, suppliers must demonstrate the competencies of their proposed resources in accordance with Appendix 1 to Annex A – Minimum Qualification and Experience Criteria."

Question 27

Because we plan on submitting a proposal as one of the world leading providers of language services and not as an individual freelance translator we plan on bidding for the Tier 3 option and therefore we don't believe we have to list translators as resources.

We believe that the original RFSA is a bit ambiguous in this respect:

- Attachment 3 to Part 4 (mandatory criteria for Tier 3) makes only a very brief mention to resources below the final table: "*In a bid solicitation, suppliers must demonstrate the competencies of their proposed resources in accordance with Appendix 1 to Annex A – Minimum Qualification and Experience Criteria.*"; however, there is nothing about translators or resources in the Tier 3 Form to fill in.
- Table 1 of Appendix 1 to Annex A (minimum qualification and experience criteria) indicates the documentation and degrees to provide for each resource but I assume this must be for Tier 1. Moreover, "Table 1 – Translation Experience – Tier 2 and Tier 3" specifies that we should either "*Be a certified member in good standing of the x association*" and "*Demonstrate translation experience in any field*" or "*Hold a bachelor's degree in translation from a recognize university*" and "*Demonstrate translation experience in any field.*"
- Moreover, in the original QAs document, Answer 61, it's clearly stated "Tier 2 and Tier 3: suppliers must demonstrate their own experience. They do not have to submit resources at that time."

Considering the information above:

Question: As we prepare our proposal for the Tier 3 option, do we have to include resources to our response with their corresponding documentation, degrees and OTTIAQ certifications as a sample demonstrating the type of criteria all of our translators meet, or not? If we have to, how many are we required to include (i.e. 1 sample translator for each language pair)?

Answer 27

For Tier 2 and Tier 3, suppliers do not have to submit resources at the time of responding to the RFSA.

Question 28

I am in the process of filling in the "fr_rfsa_response_form_tier1.pdf" form. Does it only have one page merely requesting the supplier's name and the PBN?

The only remaining solution is to click on "Modify/Add Resources," but as I am the sole supplier (sole proprietorship), I find it problematic to add myself as a resource if resource means "a person doing the work."

Other point: Is this the only form to be filled in, in addition to the "Certifications" form?

Answer 28

For Tier 1, suppliers must complete the form for the proposed resources even if you have only one resource (yourself).

You must click on "Modify/Add Resources" to enter information for all your resources.

If the form is not completed, your arrangement will be rejected.

You must complete the response form and the certifications form and provide all supporting documentation.

Question 29

With respect to the start and end dates that we need to indicate for each translation project, do we have to indicate the date on which we started to calculate the word count in order to meet the requirements, or do we have to indicate the project start date even if the date was prior to November 2009?

For example, one of our projects has been ongoing since 2004, but we only calculated the word count from November 2009 to November 2014. Do we need to indicate the 2004 start date or the date on which we started calculating the word count?

In addition, is it acceptable to write "ongoing" as the end date if one of our projects is still ongoing, or is it preferable to indicate November 30, 2014?

Answer 29

You cannot indicate any dates that are outside the period stipulated in the RFSA. The form does not allow you to enter any dates outside the stipulated period or to indicate "ongoing."

You must provide the period during which the words were translated and not the dates of your contracts.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED