



**SOLICITATION AMENDMENT  
MODIFICATION DE L'INVITATION**

<b>Proposal to:</b> Statistics Canada Distribution Centre MACS Bid Receiving Room 0702, Main Building 150 Tunney's Pasture Driveway Ottawa, Ontario K1A 0T6 ATTN: David Brazeau RFP # 1920-0013905	<b>Propositions aux:</b> Le Centre de distribution de Statistique Canada SMC réception des soumissions Pièce 0702, Immeuble principal 150, promenade Tunney's Pasture Ottawa, Ontario K1A 0T6 ATTN: David Brazeau DP No. 1920-0013905
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The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par le présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

<b>Solicitation No – N° de l'invitation :</b>  1920-0013905
<b>Solicitation closes – L'invitation prend fin</b>  At – à : 14 :00 EDT  On – le : March 31, 2015

<b>Name and title of person authorized to sign on behalf of vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression).</b>
<b>Name – Nom :</b>
<b>Title – Titre :</b>

<b>Amendment No. – N° modif.</b> 001	<b>Page</b> 1 of/de 6
<b>Date :</b> March 11, 2015	
<b>Address inquiries to – Adresser toute demande de renseignements à:</b> David.Brazeau@statcan.gc.ca	
<b>Area code and Telephone No.</b> <b>Code régional et N° de téléphone</b> (613) 882-0156	
<b>Destination</b> Statistics Canada Materiel and Contracts Services Main Bldg, Room 1405 150 Tunney's Pasture Driveway Ottawa, Ontario K1A 0T6	

**Instructions :**  
See herein

**Instructions:**  
Voir aux présentes

<b>Delivery required – Livraison exigée</b>	<b>Delivery offered – Livraison proposé</b>
<b>Vendor Name and Address – Raison sociale et adresse du fournisseur</b>  <b>Facsimile No – N° de télécopieur :</b> <b>Telephone No – N° de téléphone :</b>	
<b>Signature</b>	<b>Date</b>

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## AMENDMENT 001

The purpose of this amendment is to:

- Advise Bidders of questions and answers; and
- Replace Part 3 of the RFP

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### **Question 1**

The security requirements in this RFP mean that only companies can be awarded contracts; individual independent translators cannot be awarded contracts, even if they meet the technical criteria, because they cannot obtain a Designated Organization Screening with approved Document Safeguarding Capability (one of the criteria for this status is "At least two security officers must be physically located at each site holding Document Safeguarding Capability"). Requiring all contractors to have this status doesn't make sense, for two reasons. First, not all Statistics Canada documents to be translated are PROTECTED. In the years that I have been providing contract translation services to Statistics Canada, only a very small proportion of the documents I received for translation were classified PROTECTED. Second, translation services obtained under contract will cost Statistics Canada more if only organizations can meet the contract conditions. Because individual independent translators have low overhead, they can charge much lower rates than companies. Statistics Canada could easily open this RFRP up to individual independent translators by setting up a two-tier system similar to the one in the Translation Bureau's recent RFSA. There might be somewhat higher administrative costs for such a system, but this would easily be outweighed by the savings generated by contracting out to individuals. So my question is, Will Statistics Canada, in the interests of fairness, issue an RFP under which individual independent translators can be awarded a contract?

### **Answer 1**

Statistics Canada has identified a security requirement associated with the translation services required under this RFP.

### **Question 2**

We would like to request an extension to respond. The requirements of these two requests for proposal call for quite a bit of information. Some additional time would really be appreciated.

### **Answer 2**

The closing date has been changed to March 31, 2015, at 14:00 EDT.

### **Question 3**

Would it be possible to send the Word version of the request for proposal mentioned in the subject line so we can complete the attachments and annexes?

### **Answer 3**

The MS Word versions of the requests for proposal are now available.

#### **Question 4**

In Part 6.1 Security Requirements, as shown on page 24 of 52, it is stated that “the Bidder must provide the address(es) of proposed site(s) or premises of work performance and document safeguarding as indicated in Part 3 – Section IV Additional Information”. Please note that Section IV is missing.

#### **Answer 4**

Part 3 is amended as per changes below.

#### **Question 5**

As a Translation Agency, we hire only professional free-lance translators who work in their homes. And, although our firm has a Facility Security Clearance, Level II (Secret), our free-lancers do not, even though they may have Secret Security Clearances.

My question: does this then preclude Translation Agencies such as ours from bidding?

#### **Answer 5**

Refer to Part 7 – Resulting Contract Clauses, 7.2 Standard Clauses and Conditions, 7.2.1 General Conditions:

2035 06 (2013-06-27) Subcontracts:

1. Except as provided in subsection 2, the Contractor must obtain the Contracting Authority's written consent before subcontracting or permitting the subcontracting of any part of the Work. A subcontract includes a contract entered into by any subcontractor at any tier to perform any part of the Work.
2. The Contractor is not required to obtain consent for subcontracts specifically authorized in the Contract. The Contractor may also without the consent of the Contracting Authority:
  - a. purchase "off-the-shelf" items and any standard articles and materials that are ordinarily produced by manufacturers in the normal course of business;
  - b. subcontract any portion of the Work as is customary in the carrying out of similar contracts; and;
  - c. permit its subcontractors at any tier to make purchases or subcontract as permitted in paragraphs (a) and (b).
3. In any subcontract other than a subcontract referred to in paragraph 2.(a), the Contractor must, unless the Contracting Authority agrees in writing, ensure that the subcontractor is bound by conditions compatible with and, in the opinion of the Contracting Authority, not less favourable to

Canada than the conditions of the Contract, with the exception of requirements under the Federal Contractors Program for employment equity which only apply to the Contractor.

4. Even if Canada consents to a subcontract, the Contractor is responsible for performing the Contract and Canada is not responsible to any subcontractor. The Contractor is responsible for any matters or things done or provided by any subcontractor under the Contract and for paying any subcontractors for any part of the Work they perform.

Refer also to Part 7 – Resulting Contract Clauses, 7.3 Security Requirements, 7.3.1

4. Subcontracts, which contain security requirements, are **NOT** to be awarded without the prior written permission of CISD/PWGSC.

### **Question 6**

With regard to MTC3, my OTTIAQ certification application is being processed. If I include a copy of the acknowledgement of receipt of my application and a receipt for the fees, can I submit a proposal? My experience and skills satisfy all the other criteria.

### **Answer 6**

Only bids that meet ALL the mandatory criteria on the closing date will be declared responsive and move on to the evaluation of point-rated technical criteria phase.

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### **1- At Part 3:**

**Delete in its entirety.**

**Replace with:**

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (4 hard copies and 1 soft copy on CD)

Section II: Financial Bid (1 hard copy and 1 soft copy on CD)

Section III: Certifications (1 hard copy and 1 soft copy on CD)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### **Section I: Technical Bid**

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

### **Section II: Financial Bid**

**3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment at Annex B. The total amount of Applicable Taxes must be shown separately.

#### **3.1.2 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

### **Section IV: Additional Information**

#### **3.1.3 Bidder's Proposed Site(s) or Premises Requiring Safeguarding Measures**

**3.1.3.1** As indicated in Part 6 under Security Requirements, the Bidder must provide the full address(es) of the Bidder's and proposed individual(s)' site(s) or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

**3.1.3.2** The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Bidder and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

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**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**