

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services / Travaux
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Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067

Revision to a Request for a Standing Offer

Révision à une demande d'offre à commandes

Regional Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

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

Comments - Commentaires

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

Title - Sujet Translation Services in Ontario		
Solicitation No. - N° de l'invitation E6TOR-13RM05/A	Date 2015-05-20	
Client Reference No. - N° de référence du client E6TOR-13RM05	Amendment No. - N° modif. 003	
File No. - N° de dossier KIN-3-40169 (560)	CCC No./N° CCC - FMS No./N° VME	
GETS Reference No. - N° de référence de SEAG PW-\$KIN-560-6587		
Date of Original Request for Standing Offer		2015-04-27
Date de la demande de l'offre à commandes originale		
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-06-09		Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Address Enquiries to: - Adresser toutes questions à: Bellmore, Heather		Buyer Id - Id de l'acheteur kin560
Telephone No. - N° de téléphone (613) 545-8208 ()	FAX No. - N° de FAX (613) 545-8067	
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 Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.		

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

E6TOR-13RM05/A

Amd. No. - N° de la modif.

003

Buyer ID - Id de l'acheteur

kin560

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

E6TOR-13RM05

File No. - N° du dossier

KIN-3-40169

CCC No./N° CCC - FMS No/ N° VME

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This amendment number **003** is raised to respond to Questions received and amend the solicitation as follows:

Question 1:

To be eligible, are obliged to bid for each of the basis of payment (Annex B)?

- a) As an example, can we apply to the regular revision, but not to the urgent revision?
- b) If we are not selected for one, are we disqualified for the other?

Response:

The **Financial Evaluation states** “The Offeror must provide firm pricing in Canadian currency, applicable taxes excluded, FOB destination, Canadian customs duties and excise taxes included, for all items and pricing periods in Annex “B”, Basis of Payment without altering the format of the pricing basis. The evaluated price will be determined by multiplying the Offer’s Unit Pricing for all items in all Pricing Basis by the corresponding estimated usage for each pricing period and adding these values together.

The **Basis of Selection states** “An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

Response to #1a) The bid (offer) will be considered non-responsive if they do not provide pricing for the urgent revision.

Response to #1b) There will only be one standing offer issued so the evaluation of the bids (offers) will be based on both regular and urgent revision criteria and pricing.

Question 2:

Are we obliged to possess each of the four listed softwares described in annex A4.4?
Can we list the softwares which we possess to make a partial tender?

Response:

Yes, Offeror’s must have and be able to use all of the software as listed in the solicitation document with the exception of **AutoCad 2008** which has been deleted from this requirement.

Question 3:

Section A2.1: “...*the contractor shall be obliged to perform the Work in accordance with the conditions of the Contract if the Contractor is currently registered with the Translation Bureau in the required specialty.*” – Please clarify this. What if we are not registered? How do we register?

Response:

This was included in error and is deleted in this amendment.

Question 4:

Will Canada accept proposed candidates certified by the Quebec equivalent to the Canadian Translators, Terminologists, and Interpreters Council (CTTIC), the ordre de traducteurs, terminologues, et interpretes agrees du Québec (OTTIAQ) as well?

Response:

Since the OTTIAQ is affiliated with the CTTIC, Canada will accept proposed candidates certified by the OTTIAQ. This is in accordance with the mutual recognition agreement between associations conferring reserved titles or conferring a permit to use the reserved title or a permit to practice in translation, conference interpretation, terminology and court interpretation in Canada.

Question 5:

For revisers and translators, do you accept candidates for accreditation on the understanding that they will have their accreditation by the contract start date?

Response:

No. Offerors must provide, in their proposal, the necessary documentation to support and demonstrate compliance with each Mandatory Technical Criteria.

Question 6:

For revisers and translators with 5 years of experience and a recognized degree in translation, is it possible to waive accreditation?

Response:

Yes, accreditation is not required for revisers and translators with 5 years of experience and a recognized degree in translation in accordance with MTC 2. 2.3a. to c. or 3.3a. to c.

Question 7:

We understand the need to be: 2 SENIOR REVISORS and 1 SUBSTITUTE REVISOR. This amounts to 1 reviser into English and 1 reviser into French; the third one either way ?

Response:

The Offeror must provide the name of two (2) Primary Revisers and one (1) Backup Reviser as specified in A4.6.b of Annex A – Statement of Work.

The Primary Revisers must include one (1) French to English Reviser, and one (1) English to French Reviser. The Backup Reviser must be English to French.

Question 8:

Same question for translators (substituting the term “translators” for “revisers”).

Response:

The Offeror must provide the name of two (2) Primary Translators and one (1) Backup Translator as specified in A4.6.c of Annex A – Statement of Work.

The Primary Translators must include one (1) French to English Translator, and one (1) English to French Translator. The Backup Translator must be English to French.

Question 9:

Among the software required is AutoCAD 2008. Frankly, we do not have this software, and we cannot guarantee that our translators could work in it even if we acquire it. Is this a requirement which would disqualify us, or can we still bid?

Response:

AutoCAD 2008 is removed from this requirement.

Question 10:

What is the volume of words translated over the past three years for the specialities required, and for any others that may be applicable:

- _ ADM 00 (Administration and Management – General)
- _ ADM 10 (Human Resources Management)
- _ MIL 00 (Military – Institutional and General)

Response:

Approximate Usages from March 2010 to Jan 2015:

Editing: 11,396 words;
Revision: 67,134 words;
French to English Translation: 45,011 words;
English to French Translation: 1,625,870 words.

Question 11:

What are the proportions of translation and revision toward English and toward French? A percentage answer would help us too.

Response:

See response to question number 10.

Question 12:

Individual call-ups against standing offers must not exceed \$60,000.00 (applicable taxes included). What is the total value of this standing offer? (particularly for the first 12 months, from June 1, 2015 to May 31, 2016)

Response:

Request for Standing Offers are based on estimates only. The estimated usages as stated in Annex "B" Basis of Payment are estimates made in good faith. The Standing Offer will be limited to the actual services ordered and delivered.

Question 13:

The certifications listed below should be completed and submitted with the offer, but may be submitted later.

- 1 Provisions regarding integrity
2. Bidder not included in the list of "limited-eligibility" bidders

3. Attestation of Canadian content
4. Status and availability of personnel
5. Studies and experience

Can we simply affirm that we respect and comply with these requirements, or must we write paragraphs on them into our bid?

Response:

Yes, in your response to the RFSO you may simply affirm that you respect and comply with these requirements. The certifications listed in Part 5 of the RFSO should be completed and submitted with the offer, but may be submitted afterwards.

Question 14:

Concerning the submission of reports for standing offers, you have indicated the following quarterly breakdown:

First quarter: April 1 to June 30;
Second quarter: July 1 to September 30;
Third quarter: October 1 to December 31;
Fourth quarter: January 1 to March 31

We are already almost in May, and the results of the RFSO will probably only be released in late May. Knowing this, must we still consider the first quarter to be April 1 to June 30?

Response:

Dates will be adjusted accordingly per date of issuance of the Standing Offer.

Question 15:

Does Annex C, on insurance requirements, have to be submitted with the bid, or is it required only after the winner has been selected (before the contract is signed)?

Response:

The Contractor (successful Offeror) must forward to the Contracting Authority within ten (10) days after date of award of the Contract (Standing Offer), a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy comply with the requirements is in force.

Question 16:

Must pages 4 and 5 of the tender documents be submitted with the bid even if the answers are negative, likewise page 7 on payment by credit card, or can we just elucidate this information in our bid?

Response:

With respect to pages 4 and 5 (Former Public Servant) and page 7 (Payment by Credit Card): While it is preferred that Offerors complete and submit this information with their offer; Offerors must provide the information required before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure

to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Question 17:

Are bids accepted in French and English?

Response:

Yes.

Question 18:

MTC 1.

Please confirm that bidders are only required to demonstrate that each coordinator has managed a translation volume of at least 2,000,000 words over any contiguous 12-month period since August 2010.

Response:

Yes, this requirement must be demonstrated for each proposed co-ordinator including the Primary co-ordinator and the Backup co-ordinator.

Question 19:

MTC 2.

May bidders present the same resource as both a reviser and a translator? For example, could a primary translator serve as a backup reviser?

Response:

Yes.

Question 20:

MTC 2 and MTC 3

Is there a minimum number of revisers/translators required for each language/language pairing, or can all three resources be for the same language/language pairing.

Response:

Revisers:

The Offeror must provide the name of two (2) Primary Revisers and one (1) Backup Reviser as specified in A4.6.b of Annex A – Statement of Work.

The Primary Revisers must include one (1) French to English Reviser, and one (1) English to French Reviser. The Backup Reviser must be English to French.

Translators:

The Offeror must provide the name of two (2) Primary Translators and one (1) Backup Translator as specified in A4.6.c of Annex A – Statement of Work.

The Primary Translators must include one (1) French to English Translator, and one (1) English to French Translator. The Backup Translator must be English to French.

Question 21:

MTC 2 and MTC 3

Other than stating the reviser's/translator's daily revision/translation capacity, is any other information required to demonstrate the reviser's/translator's production capacity?

Response:

The method by which Offerors demonstrate this criteria is at the Offerors discretion. Statements and attestations are acceptable.

Question 22:

Annex B

Would it be possible for PWGSC to provide an MS Word or Excel file for bidders to complete the Basis of Payment?

Response:

Yes. See attached Excel file.

Offerors may complete their Financial Offer using the attached Excel file (Annex B-1). In addition to the soft copy (Excel file), One (1) hard copy **must** be submitted by the date, time and place indicated on page 1 of the Request for Standing Offers.

Question 23:

Will only one (1) Standing Offer be established as a result of this process?

Response:

Yes.

Question 24:

Who currently provides these services (incumbent)?

Response:

The Masha Krupp Translation Group Ltd.

Question 25:

The SOW states that English to French and French to English translation but it appears as though Bidders can present linguists in only one language combination. Is this correct?

Response:

This requirement is for the provision of translation from either English to French or French to English. Bidders must demonstrate they have the capability to translate from English to French and from French to English.

Question 26:

The SOW requirement to maintain a daily production capacity of 10,000 words per day does not align with the number of linguists required in the mandatory requirements. Please explain.

Response:

A correction has been made to reflect a daily production capacity of 1,500 words per day for translation and 3,500 words per day for revisions.

Question 27:

With the understanding that there are no guarantees made in regards to volume of work, please confirm that the estimated usage shown in Annex B – Basis of Payment is provided in good faith and that it is a realistic estimate of the volume that can be expected.

Response:

The estimated usages have been decreased (see Annex “B” Basis of Payment, below and excel file Annex B-1 attached). These estimated usages are Canada’s best estimations, made in good faith. No guarantee in regards to volume of actual work.

Question 28:

Would PWGSC consider changing the billing method for Editing services from “per word” to “per hour” to match the industry standard?

Response:

PWGSC will not consider changing the billing method for Editing or Translation services from per word to per hour because there is no means of verifying how many hours it took to do the work.

Question 29:

I have a query regarding RFSO Translation Services in Ontario. In section 4.1.1.2 Mandatory Technical Criteria, it is stated in subsection 3.2.c that translators proposed by the Offeror must be able to translate a minimum of 1,500 words a day. In addition, in subsection 3.1 in the same section, it is stated that the Offeror must propose no more than 3 resources for consideration. However, in section A4.2.a, it is stated that the Contractor must provide regular translation services at a rate of 10,000 words per Working Day, including receipt of the text for translation, quality control and return of the completed work.

Even if each minimum daily word count for each translator (1,500) were doubled, it would still not equal 10,000 words per day, not including all other requirements. Should Offerors consider a capacity to translate 10,000 words in 1 working day the minimum when applying (and, in addition, a minimum capacity for each translator to translate 3,333 words per day as well)?

Response:

See response to question # 26.

Question 30:

We still have one more question regarding AUTOCAD, this software is expensive and we would like to know "in what proportion"/"how often" we will need to use AUTOCAD. I had already asked the question of price which will be impossible to amortize into the cost of the translation. Therefore, will be authorised to charge additional fees in this case ? In regards to point A2.1, it doesn't appear that there are things that would require AUTOCAD, or perhaps I am mistaken.

Response:

See response to question # 9.

Question 31:

We would like to have clarifications in reference to point CTO 2- 2.2 b 2.2.b The offeror must demonstrate that each of the revisers proposed have at least 60 months experience since February 2010 as an English or French reviser.

Can you clarify by what means we must demonstrate that ? CV? Client references

Response:

The method by which Offerors demonstrate this criteria is at the Offerors discretion. CV is the standard method of demonstration for this type of experience criteria. Please do not include references for this particular Mandatory Technical Criteria as they are only required for Mandatory Technical Criteria #4 and will not be considered otherwise.

Question 32:

We would like to know if the rates for the translation must include the Desktop Publishing fees example for the translations in AUTOCAD6

Response:

See response to question #9.

Question 33:

Of the two primary revisers and one backup reviser, how many should be French revisers and how many should be English?

Response:

See response to question #7.

1. REFER: Offer Preparation Instructions
DELETE: In its entirety
INSERT:

Canada requests that offerors provide their offer in separately bound sections as follows:

- Section I: Technical Offer (one (1) hard copy)
- Section II: Financial Offer (one (1) hard copy) and 1 (one) soft copy (Annex "B-1") Excel file
- Section III: Certifications (one (1) hard copy)

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 offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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>). To assist Canada in reaching its objectives, offerors 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 Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Annex B-1 – Basis of Payment (Excel File)

The Offerors may complete their Financial Offer using the Excel file. Offerors must ensure that it has been properly filled out and contains all required information.

1. **Hard (Paper) Copy:** One (1) hard copy **must** be submitted by the date, time and place indicated on page 1 of the Request for Standing Offers.

2. **Soft (Excel file, Annex B-1, Basis of Payment) Copy:** *In addition to the hard copy*, PWGSC is requesting offerors send in an electronic copy of Excel file, by e-mail at the following address: kingston.procurement@pwgsc.gc.ca. A soft (Electronic Copy) is not mandatory.

- 2. REFER: Annex A – Statement of Work, A4.4 Software Applications
DELETE: AutoCad 2008
- 3. REFER: Annex A – Statement of Work, A2.1 Nature of Texts for Translation or Copy Editing
DELETE: Should this occur, the Contractor shall be obligated to perform the Work in accordance with conditions of the Contract if the contractor is currently registered with the Translation Bureau in the required specialty.
- 3. REFER: 4.1.1.2 Mandatory Technical Criteria
DELETE: In its entirety
INSERT:

4.1.1.2 Mandatory Technical Criteria

The Offer must comply with the mandatory technical criteria specified below. The Offeror must provide in their proposal the necessary documentation to support and demonstrate compliance with each mandatory technical criteria.

Offers which fail to meet each of the mandatory technical criteria will be declared non-responsive and will receive no further evaluation. Each mandatory technical criteria must be addressed separately.

“Translation” in these Mandatory Technical Criteria will be acceptable for either French into English or English into French.

“Annually” in these Mandatory Technical Criteria means over a period of twelve (12) or more consecutive months.

MTC No.	Description of Mandatory Technical Criteria
MTC 1.	<p>C o-ordinator:</p> <p>1.1 The Offeror must provide the name of one (1) Primary co-ordinator and one (1) backup co-ordinator as specified in A4.6.a of Annex A – Statement of Work.</p> <p>The proposed co-ordinators cannot be proposed for work as translators and/or revisers.</p> <p>If more than two (2) individuals are proposed for the primary co-ordinator and backup co-ordinator, only the first two (2) in the order presented in the Offeror’s proposal will be evaluated. Further, if the Offeror does not identify the primary co-ordinator and backup co-ordinator, the first will be evaluated as the primary and the second as the backup.</p> <p>1.2 The Offeror must demonstrate that each proposed co-ordinator have experience, since August 2010, in managing a translation volume of at least 2,000,000 words annually.</p>
MTC 2.	<p>Reviser:</p> <p>2.1 The Offeror must provide the name of two (2) primary revisers and one (1) backup reviser as specified in A4.6.b of Annex A – Statement of Work.</p> <p>The primary revisers must include one (1) French to English Reviser, and one (1) English to French Reviser. The Backup Reviser must be English to French.</p> <p>If more than three (3) individuals are proposed, only the first three (3) in the order presented in the Offerors proposal will be evaluated. Further, if the Offeror does not identify the primary reviser and the backup reviser, the first two (2) will be evaluated as the primary and the third</p>

	<p>as the backup.</p> <p>2.2 .a. The Offeror must demonstrate that each proposed reviser is a member in good standing of a provincial or territorial professional association affiliated with the Canadian Translators, Terminologists and Interpreters Council (CTTIC) and must be certified in translation by that association.</p> <p>2.2.b. The Offeror must demonstrate that each proposed reviser have at least sixty (60) months of experience, since February 2010, as an English or French reviser.</p> <p>2.2.c. The Offeror must demonstrate that each proposed reviser have a production capacity of revising at least 3,500 words per day.</p> <p>To demonstrate, the Offeror must indicate, for each proposed reviser, as a minimum:</p> <ul style="list-style-type: none"> ➤ the education acquired or certification held*; ➤ the daily revision production capacity; and ➤ the reviser's experience. <p>* The Offeror must supply proof by providing a copy of the degree obtained or its equivalent (if it was conferred by a foreign institution) or a copy of the membership card for the current fiscal year from the professional association concerned. Canada reserves the right to conduct, using its own resources, any verification that may be required to ascertain whether the person is a member in good standing, in accordance with CTTIC certification criteria, or to verify the authenticity of the degree obtained.</p> <p>OR</p> <p>2.3.a. The Offeror must demonstrate that each proposed reviser, at a minimum, holds a degree in translation, literature, language training, communications or a related discipline from a recognized Canadian University or, if the degree has been conferred by a foreign institution, an equivalent degree, as established by a recognized Canadian credentials assessment service. A list of recognized organizations is available on the Canadian Information Centre for International Credentials' Web site at http://cicic.ca/indexe.stm</p> <p>2.3.b The Offeror must demonstrate that each proposed reviser have at least sixty (60) months of experience, since February 2010, as an English or French reviser.</p> <p>2.3.c The Offeror must demonstrate that each proposed reviser have a production capacity of revising at least 3,500 words per day.</p> <p>To demonstrate, the Offeror must indicate, for each proposed reviser, as a minimum:</p> <ul style="list-style-type: none"> ➤ the education acquired or certification held*; ➤ the daily revision production capacity; and ➤ the reviser's experience. <p>* The Offeror must supply proof by providing a copy of the degree obtained or its equivalent (if it was conferred by a foreign institution) or a copy of the membership card for the current fiscal year from the professional association concerned. Canada reserves the right to conduct, using its own resources, any verification that may be required to ascertain whether the person is a member in good standing, in accordance with CTTIC certification criteria, or to verify the authenticity of the degree obtained.</p>
MTC 3.	<p>Translator:</p> <p>3.1 The Offeror must provide the names of two (2) primary translators and one (1) backup translator, as specified in A4.6.c of Annex "A" of the Statement of Work.</p>

The Primary Translators must include one (1) French to English Translator, and one (1) English to French Translator. The Backup Translator must be English to French.

If more than three (3) individuals are proposed, only the first three (3) in the order presented in the Offeror's proposal will be evaluated. Further, if the Offeror does not identify the Primary Translator and the backup Translator, the first two (2) will be evaluated as the primary and the third as the backup.

3.2.a. The Offeror must demonstrate that each proposed translator is a member in good standing of a provincial or territorial professional association affiliated with the Canadian Translators, Terminologists and Interpreters Council (CTTIC) and be certified in translation by that association for the current fiscal year.

3.2.b The Offeror must demonstrate that each proposed translator have at least thirty-six (36) months of experience, since February 2011, as an English into French translator or a French into English translator.

3.2.c The Offeror must demonstrate that each proposed translator have a production capacity of translating at least 1,500 words per day.

To demonstrate, the Offeror must indicate, for each proposed translator, as a minimum:

- the education acquired and the certification held*;
- the daily translation production capacity; and
- the translators experience.

* The Offeror must supply proof thereof by providing a copy of the degree obtained or its equivalent (if it was conferred by a foreign institution) or a copy of the membership card for the current fiscal year from the professional association concerned. Canada reserves the right to conduct, using its own resources, any verification that may be required to ascertain whether the person is a member in good standing, in accordance with CTTIC certification criteria, or to verify the authenticity of the degree obtained.

OR

3.3.a. The Offeror must demonstrate that each proposed translator, at a minimum, holds a degree in translation, literature, language training, communications or a related discipline from a recognized Canadian university or, if the degree has been conferred by a foreign institution, an equivalent degree, as established by a recognized Canadian credentials assessment service. A list of recognized organization is available on the Candian Information Centre for International Credentials' Web site at <http://cicic.ca/home.canada>.

3.3.b The Offeror must demonstrate that each proposed translator have at least thirty-six (36) months of experience, since February 2011, as an English into French translator or a French into English translator.

3.3.c The Offeror must demonstrate that each proposed translator have a production capacity of translating at least 1,500 words per day.

To demonstrate, the Offeror must indicate, for each proposed translator, as a minimum:

- the education acquired and the certification held*;
- the daily translation production capacity; and
- the translators experience.

* The Offeror must supply proof thereof by providing a copy of the degree obtained or its equivalent (if it was conferred by a foreign institution) or a copy of the membership card for the current fiscal year from the professional association concerned. Canada reserves the right to conduct, using its own resources, any verification that may be required to ascertain

	whether the person is a member in good standing, in accordance with CTTIC certification criteria, or to verify the authenticity of the degree obtained.
MTC 4.	<p>The Offeror must demonstrate that it has at least one (1) year of experience in the past sixty (60) months as a company administering translation contract(s) in which at least 2,000,000 words were translated annually.</p> <p>To demonstrate, the Offeror must indicate, as a minimum:</p> <ul style="list-style-type: none"> ➤ the duration of the contract(s); ➤ the approximate number of words translated annually; ➤ description of the documents translated; and ➤ *client contact information. This client contact information must include: current contact name address, phone number and email as applicable. <p>*For reference checks, Canada will conduct the reference check in writing by e-mail. Canada will send all e-mail reference check requests to contacts supplied by all the Offerors within a 48 hour period using the e-mail address provided in the Offer. An Offeror will not meet the mandatory experience requirement (as applicable) unless the response is received within 5 working days of the date that Canada's e-mail was sent.</p> <p>On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Offeror by e-mail, to allow the Offeror to contact its reference directly to ensure that it responds to Canada within 5 working days. If the individual named by an Offeror is unavailable when required during the evaluation period, the Offeror may provide the name and e-mail address of an alternate contact person from the same customer. Offerors will only be provided this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Offeror will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The 5 working days will not be extended to provide additional time for the new contact to respond.</p> <p>Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.</p> <p>An Offeror will not meet the mandatory experience requirement (as applicable) if (1) the reference customer states he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Offeror itself (for example, the customer cannot be the customer of an affiliate of the Offeror instead of being a customer of the Offeror itself). Nor will a mandatory be met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Offeror.</p>

REFER: Statement of Work, A3.a Regular Translation

DELETE: In its entirety

INSERT: A3.a Regular Translation: Translation and editing Work to be done during one (1) Working Day with a daily production capacity of 1,500 words per day.

REFER: Statement of Work, A4.2.a Daily Production Rate

DELETE: In its entirety

INSERT: A4.2.a Daily Production Rate: The Contractor must provide regular translation services at a rate of 1,500 words per Working Day, and revision services of 3,500 words per Working day, including the receipt of the text for translation, quality control and return of the complete Work.

REFER: Annex B, Basis of Payment
 DELETE: In its entirety
 INSERT:

Instructions to Bidders: (these instructions will be deleted and will not form part of the resultant Standing Offer).

Offerors are to provide firm pricing FOB Destination for the items listed below.

The estimated usage as stated herein is an estimate of the requirement made in good faith. The Standing Offer will be limited to the actual services ordered and delivered.

GST or HST are not to be included in the pricing and will be extra and are to be shown as a separate item on all invoices.

No other costs, fees, expenses or rates will be considered or will be payable by Canada.

Periods: 1st period: 01 June 2015 to 31 May 2016
 2nd period (option): 01 June 2016 to 31 May 2017
 3rd period (option): 01 June 2017 to 31 May 2018

Pricing Basis A, Regular Non-Technical Translation

Item	Period	Offeror's Cost per word	Estimated Usage
1	1 st Period	\$ _____	500,000 words
2	2 nd Period	\$ _____	500,000 words
3	3 rd Period	\$ _____	500,000 words

Pricing Basis B, Regular Technical Translation

Item	Period	Offeror's Cost per word	Estimated Usage
1	1 st Period	\$ _____	500,000 words
2	2 nd Period	\$ _____	500,000 words
3	3 rd Period	\$ _____	500,000 words

Pricing Basis C, Urgent Non-Technical Translation

Item	Period	Offeror's Cost per word	Estimated Usage
1	1 st Period	\$ _____	50,000 words
2	2 nd Period	\$ _____	50,000 words
3	3 rd Period	\$ _____	50,000 words

Pricing Basis D, Urgent Technical Translation

Item	Period	Offeror's Cost per word	Estimated Usage
1	1 st Period	\$ _____	50,000 words
2	2 nd Period	\$ _____	50,000 words
3	3 rd Period	\$ _____	50,000 words

Pricing Basis E, Regular Non-Technical Copy Editing

Item	Period	Offeror's Cost per word	Estimated Usage
1	1 st Period	\$ _____	15,000 words
2	2 nd Period	\$ _____	15,000 words
3	3 rd Period	\$ _____	15,000 words

Pricing Basis F, Regular Technical Copy Editing

Item	Period	Offeror's Cost per word	Estimated Usage
1	1 st Period	\$ _____	15,000 words
2	2 nd Period	\$ _____	15,000 words
3	3 rd Period	\$ _____	15,000 words

Pricing Basis G, Urgent Non-Technical Copy Editing

Item	Period	Offeror's Cost per word	Estimated Usage
1	1 st Period	\$ _____	15,000 words
2	2 nd Period	\$ _____	15,000 words
3	3 rd Period	\$ _____	15,000 words

Pricing Basis H, Urgent Technical Copy Editing

Item	Period	Offeror's Cost per word	Estimated Usage
1	1 st Period	\$ _____	15,000 words
2	2 nd Period	\$ _____	15,000 words
3	3 rd Period	\$ _____	15,000 words

REFER: Annex B, Basis of Payment
ADD: Annex B, B-1 Excel file (attached)

ALL OTHER TERMS AND CONDITIONS OF THIS REQUEST FOR STANDING OFFER REMAIN UNCHANGED.