

The RFP Part 4- EVALUATION PROCEDURES AND BASIS OF SELECTION, Section 1.1.1 is deleted in its entirety and replace by:

1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal **non-responsive and will not be given further consideration**. The treatment of mandatory requirements in any procurement process is absolute. Each mandatory technical criterion should be addressed separately.

MANDATORY CRITERIA			
Editing Services			
	MET	NOT MET	COMMENTS
<p>M1 The Bidder must demonstrate that each proposed resource* has edited** a minimum of four (4) Government of Canada Departmental Performance Reports (DPR) and/or Reports on Plans and Priorities (RPP) that are a minimum of 10,000 words*** in the last seven (7) years.</p> <p>To demonstrate compliance with this criterion, the Bidder must, in a table format, include the name of the proposed resource, the report's name and fiscal year, the language that was edited, the name of the department for which the work was conducted and the word count***. The bidder must provide resources for both English and French editing services and indicate which resource will provide editing services in which language. The same resource can be provided for both English and French editing services.</p> <p>Each DPR and/or RPP listed must be supported by a reference that can confirm that the proposed resources have provided editing services and have completed the reports described in its proposal:</p> <ol style="list-style-type: none"> (1) Name of the reference (2) Title (3) Organization (4) Telephone number (5) Email address <p>*For the total bid, there must be a minimum of two (2) and a maximum of six (6) proposed resources.</p> <p>**Editing includes, but is not limited to, all the following: to clarify meaning, improve flow, and smooth (plain) language of the text; to ensure correctness (grammar, spelling, punctuation, etc), consistency (abbreviations, citing sources, logic, factual details, cross-references, etc.) and accuracy (correct or query items that should be checked for accuracy, i.e., web links, numbers, etc.); to proofread the material to correct errors in textual and visual elements; and to do a quality control of the text so that the report corresponds to the Department's and TBS requirements.</p> <p>***The word count must be for the English report. If the proposed resource edited the</p>			

	French version of the report, the word count supplied must be for the English version (only DPRs and RPPs that are a minimum of 10,000 words will be considered valid).			
M2	<p>The Bidder must demonstrate that each proposed resource* has completed parallel reads (English compared to Canadian French) on a minimum of four (4) Government of Canada reports** that are a minimum of 10,000 words*** in the last seven (7) years.</p> <p>To demonstrate compliance with this criterion, the Bidder must, in a table format, include the name of the proposed resource, the report's name and fiscal year, the name of the department for which the work was conducted and the word count for the English report.</p> <p>*For the total bid, there must be a minimum of two (2) and a maximum of six (6) proposed resources. **These reports may be those listed in M1 or could be any other <u>non-technical</u> Government of Canada report. Examples of technical reports include but are not limited to: scientific, information technology, financial, operational and other similar manuals, documents or reports. Technical manuals, documents or reports will not be considered valid. *** The word count must be for the English report.</p>			
M3	<p>The Bidder must demonstrate that a minimum of one of its proposed resources* have a minimum of 5 years experience translating** (English to Canadian French) any Government of Canada report*** in the last seven (7) years.</p> <p>To demonstrate compliance with this criterion, the Bidder must, in a table format, include the name of the proposed resource, the report's name and the name of the department for which the work was conducted.</p> <p>*For the total bid, there must be a minimum of two (2) and a maximum of six (6) proposed resources. **The translation could be either parts or changes to the report (specific paragraphs, sentences or a section) but not necessarily the whole report. ***These reports may be those listed in M1 and/or M2, or could be any other <u>non-technical</u> Government of Canada report. Examples of technical reports include but are not limited to: scientific, information technology, financial, operational and other similar manuals, documents or reports. Technical manuals, documents or reports will not be considered valid.</p>			
M4	For each proposed resource, at a minimum two (2) and a maximum of six (6) resources for the total bid, the Bidder must demonstrate, by using a Curriculum Vitae (CV) format, that they have a minimum of five (5) years experience in the last seven (7) years in the respective area for which they have been proposed – editing, parallel reads and translation. The bidder should present the information in a clear manner by indicating: the name of the resource's client, the reports or documents on which the resource performed editing, parallel reading and/or translation services, the dates (months) in which the resource performed the services.			
M5	<p>Bidder Point of Contact</p> <p>The Bidder must provide a single point of contact for all related issues in regards to this solicitation. Please provide the following information:</p> <p>Name: Title: Phone number: Fax number:</p>			



	E-mail address:			
M6	Security Clearance For All Resources All proposed resources, including any other resources within the bidding organization who may be involved in providing services as outlined in this statement of work, must have a valid Government of Canada security clearance at the Reliability Status level at the time of Bid Closing. The following information must be provided with the proposal: <ul style="list-style-type: none">• Name of proposed resource• Date of birth• File number• Security level• Expiration date			

All other terms and conditions remain unchanged.