

**REQUEST FOR STANDING OFFER (RFSO)
JUS-RFSO-TRANS-1000018167**

**FOR THE REQUIREMENT OF
TRANSLATION AND EDITORIAL SERVICES**

**FOR THE
DEPARTMENT OF JUSTICE CANADA
CORPORATE SERVICES BRANCH AND THE
CORPORATE PLANNING, REPORTING AND RISK
DIVISION OF THE FINANCE AND PLANNING BRANCH**

AMENDMENT 002

Contracting Authority:
Kayla Pordonick
Senior Contracting Officer
Department of Justice Canada
284 Wellington Street, EMB 1164
Ottawa, Ontario K1A 0H8
Email: Kayla.Pordonick@justice.gc.ca

JUS-RFSO-TRANS-1000018167 AMENDMENT 002

PART 1: Questions and Answers

- Question 4: For M3, it states that Bidders may propose 1 to 3 translators. Will the number of proposed translators play a role in the evaluation? Is there an advantage for Bidders to propose 3 instead of 1 resources assuming that the team as a whole can handle the overall requirement?
- Answer 4: There is no advantage for Bidders to propose 3 instead of 1 resource assuming that the team as a whole can handle the overall requirement. The number of proposed translators does not play a role in the evaluation, as an average score is taken when more than 1 resource is proposed so Bidders are evenly scored regardless of how many resources they decide to propose. Only those resources proposed and evaluated in the RFSO will be able to perform work under the resulting Standing Offer.
- Question 5: Is it mandatory that 1 or more French to English translators be proposed?
- Answer 5: Within Section 4 of Annex A – Statement of Work, it states that “It is estimated that over ninety percent of the requests will be for translation from English to French”. It is your responsibility to ensure the proposed team as a whole can complete English to French as well as that estimated 10% French to English translation. Therefore, at least one of the proposed individuals must be able to translate French to English in order to meet the needs set out in this RFSO and to adequately respond to R4 Translation by the Offeror’s Proposed Translators.
- Question 6: Must documented proof of degrees and certification be provided in the proposal?
- Answer 6: Yes, a copy of the degree and certification must be provided for each proposed resource to be compliant with M1, M2 and M3. A note preceding the Mandatory Criteria table in Attachment 1 to Part 4 states “Offers MUST demonstrate compliance with all of the following Mandatory Requirements and MUST provide the necessary documentation to support compliance.”
- Question 7: Please confirm that complete resumes of resources are not required in the proposal as long as each requirement is demonstrated.
- Answer 7: Yes, it is confirmed that complete resumes of resources are not required as long as each requirement is demonstrated.
- Question 8: What proportion of the work will be classified as SECRET?
- Answer 8: It is estimated that roughly 5% of all translations would be deemed SECRET.
- Question 9: At R2.2, please further define what is meant by “government related”. Would any translation work completed for a federal department count towards the required experience?
- Answer 9: Yes, any translation work completed for a federal department would count towards the required experience for R2.2
- Question 10: For the Financial Bid, do Bidders simply have to complete Annex B? Please confirm that Attachment 2 to Part 4 is only provided as reference.
- Answer 10: For the Financial Bid, Attachment 2 to Part 4 is what must be completed and submitted by each Offeror. Annex B – Basis of Payment is the section that will be completed by the Contracting Authority and included in the resulting Standing Offer.
- Question 11: We are reviewing the PowerPoint file and are noticing that there are notes in the presentation. Do the notes need to be translated for this test?
- Answer 11: No, the notes do not need to be translated.

Question 12: Our question refers to mandatory requirements M1, M2 and M3. Will OTTIAQ certifications be considered valid?

Answer 12: No, OTTIAQ will not be accepted in place of CTTIC accreditation. It must be an accreditation in good standing with the Canadian Translators Terminologists and Interpreters Council or one of their Member Associations (<http://www.cttic.org/member.asp>). On June 11, 2012, OTTIAQ withdrew from CTTIC. Members of OTTIAQ are no longer members by affiliation of CTTIC and as such are no longer entitled to any of the benefits or recognition that accompany CTTIC membership.

PART 2: Amendment to RFSO

The content of the RFSO is not being amended at this time.