



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

SOLICITATION AMENDMENT

MODIFICATION DE L'INVITATION

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

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| Title - Sujet Services d'interprétation | |
| Solicitation No. - N° de l'invitation EN930-151094/D | Amendment No. - N° modif. 002 |
| Client Reference No. - N° de référence du client 20151094 | Date 2015-11-10 |
| GETS Reference No. - N° de référence de SEAG PW-\$ZF-523-29544 | |
| File No. - N° de dossier 523zf.EN930-151094 | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-11-20 | |
| Time Zone Fuseau horaire Eastern Standard Time EST | |
| F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/> | |
| Address Enquiries to: - Adresser toutes questions à: Labelle(zf div.), Eric | Buyer Id - Id de l'acheteur 523zf |
| Telephone No. - N° de téléphone (819) 956-0705 () | FAX No. - N° de FAX (819) 956-2675 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: | |

Instructions: See Herein

Instructions: Voir aux présentes

| | |
|--|--|
| Delivery Required - Livraison exigée | Delivery Offered - Livraison proposée |
| Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur | |
| Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur | |
| Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie) | |
| Signature | Date |

AMENDMENT 002

The purpose of this amendment is to extend the period for submitting a response to the RFI and to register for one of the focus groups.

The purpose of this amendment is also to answer questions asked by industry.

Persons who wish to submit a response to the Request for Information (RFI) or want to register for one of the focus groups now have until **November 20, 2015, 2 pm (Eastern Standard Time)** to do so.

Question 1

I have been certified for many years, and I have worked at many conferences for the government at all, or almost all, levels. Should I therefore provide certifications (I would not know how to find them outside contracts), or will the Translation Bureau confirm that it has offered me contracts for x years?

Answer 1

Bidders must meet the requirements of the Request for Standing Offer (RFSO) to obtain a standing offer (SO). To find out about the mandatory technical criteria and the financial criteria, bidders must consult Part 4 – Evaluation Procedures and Basis of Selection and attachments 1 to 3 to Part 4.

Question 2

Will interpreters have to provide a quarterly report on contracts obtained? Or is this a requirement that applies to other types of service providers?

Answer 2

Yes. As is stated in 7.3.2 - Standing offers – quarterly reporting:

“The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the SO. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.”

Question 3

With respect to the interpreter selection process for a given contract, will the interpreter who asks for the least, namely the lowest rate, be automatically selected?

Answer 3

As is indicated in 7.8.3 – Methods for issuing call-ups, the only authorized methods for issuing call-ups against this standing offer are the following:

- (a) Lowest priced offer (all workstreams)
- (b) Any Offeror (applicable only to Stream B – High Stakes Events)

(a) Lowest priced offer (all workstreams)

For Streams A, B and C, Identified Users must issue call-ups to the qualified Offeror that has submitted the lowest priced offer.

The Identified User must first create a list of Offerors using the Translation Bureau's search engine. Whenever possible, the list should have a minimum of 10 Offerors (this number may vary depending on the requirement). Offerors will be randomly chosen by the search engine.

To create a list of Offerors, the Identified User must enter the following parameters in the search engine:

- (a) Workstream (A, B or C);
- (b) Region in which the Offeror wants to provide its services* (national zone, regions and metropolitan areas);
- (c) Security clearance (if applicable);
- (d) Language combination (source and target languages); and
- (e) Availability* (the availability of resources proposed by the Offeror is identified using a management table. Each event that the Bureau assigns to a resource is indicated in the table. The Bureau only indicates Bureau events. The Bureau does not take into account work that Offerors have carried out outside the Bureau. Information concerning the availability of resources is updated on a daily basis).

***Region where the Offeror would like to provide services**

Priority will be given to Offerors that are offering their services in the region where the requirement is required.

Example

Interpretation services are required in the Vancouver metropolitan area. The Identified User will enter Vancouver metropolitan area in the search engine. All Offerors that offer interpretation services in the Vancouver metropolitan area and that meet the other requirements (stream, language combination, security clearance, if applicable, and availability) will appear on the list of Offerors. If none of the Offerors are in a position to meet the requirement in this region, the Identified User may broaden the search area until he or she finds an Offeror who can meet the requirement.

The Identified User will then send a request for availability to all Offerors on the list.

Ultimately, the Identified User must issue the call-up to the qualified Offeror, meaning, the Offeror who provides a positive response to the request for availability, meets the requirements in terms of response, proposes a resource that meets all of the mandatory technical criteria of the workstream and submits the lowest priced offer.

(b) Any Offeror (Stream B – High Stakes Events)

For Stream B, Identified Users can issue a call-up to any qualified Offeror.

First, the Identified User must select one or more Offerors who have qualified for Stream B and are able to meet the requirement and perform an evaluation using the Grid shown below. The evaluation must include at least one of the criteria included in the Grid as well as a brief description. Once the evaluation is complete, the Identified User will put the documentation on file.

Second, the Identified User must send a request for availability to one or more Offerors that the Identified User has pre-identified.

Last, the Identified User can issue a call-up to any qualified Offeror, which is an Offeror that has positively responded to the request for availability, meets response requirements

and will propose a resource who meets all mandatory technical criteria for the workflow.

| Criteria Grid |
|---|
| The Offeror's resource has specific knowledge or an in-depth understanding of a specialized field or topic. |
| The Offeror's resource has an in-depth mastery of his or her B language. |

Question 4

If I understood correctly, we are going to have to fill in a "Standing Offer" form that will be valid for one year and that we will have to renew every year.

Answer 4

As is indicated in 7.4.2 – Renewal of Standing Offers,

"A new notice will be posted once a year on GETS to replace current SOs.

Canada reserves the right to amend the terms and conditions of each renewal or amend the SO in whole or in part. Each new RFSO is therefore completely different from previous RFSOs.

All bidders, including those that already hold an SO, must respond to the RFSO if they wish to provide their services.

Offerors must meet all requirements in the SO for their offers to be declared responsive."

Question 5

- a. How will the Translation Bureau function with the new system?
- b. Will we still be contacted by email?
- c. What will change for interpreters who are certified and have been working for the government for a long time?
- d. Besides filling in the form for one year, will we have to fill in a form for each contract proposed?
- e. Will contracts be amended?

Answer 5

- a. The clauses and conditions described in the Draft Request for Standing Offer will come into force when the final version of the Request for Standing Offer is implemented.
- b. As is indicated in 7.8.5 – Request for availability form,
"The Identified User must use the request for availability form found in Annex G to issue a call-up against the SO."
As is indicated in ANNEX G – Request for Availability Form, "The form must be sent by email."
- c. All suppliers, including those who are certified by the Translation Bureau, will have to meet the RFSO requirements if they want to obtain a standing offer (SO). Suppliers who do not obtain an SO will no longer be able to participate in the Bureau's contracting activities.

- d. As is indicated in 7.8.7 – Response requirements,
“Offerors must respond to a request for availability to get issued a call-up. Offerors must provide a response by email within two days of sending the request for availability. In exceptional cases, the time allotted to respond may be less than one hour. The response time will be indicated in the request for availability. The date and time indicated in the email will be used to calculate the response time. Offerors who do not meet response requirements will receive no further consideration.

The Offeror must respond by proposing a resource who meets the mandatory technical criteria for the workstream and all the requirements described in the request for availability.”
- e. As is indicated in 7.9 – Call-up instrument,
“The work will be authorized or confirmed by the Identified User through form PWGSC-TPSGC 942 (Call-up Against a Standing Offer).”

This form is available at the following address: <http://publiservice-app.pwgsc.gc.ca/forms/index.cfm?fuseaction=search.details&lang=e&display=5875>

Question 6

- a. When will the transition be made?
b. Will we be informed sufficiently in advance to react on a timely basis?

Answer 6

- a. All clauses and conditions will come into force when the final version of the RFSO is implemented. The effective date has not yet been determined.
- b. A notice will be posted on the buyandsell.gc.ca site. To keep up to date on proposed activities, suppliers must frequently consult the buyandsell.gc.ca site. To find out about how to receive notices, suppliers can consult the following page:
<https://buyandsell.gc.ca/procurement-data/tenders/follow-opportunities>

Suppliers that do not obtain an SO will no longer be able to participate in Translation Bureau contracting activities.

Question 7

- a. Will the Translation Bureau require that we incorporate as a cooperative/agency to facilitate recruitment, or will we actually remain freelances?
b. Will the Bureau continue to contact us individually?

Answer 7

- a. No. The Translation Bureau does not interfere with the management of businesses.
- b. As is indicated in 7.8.5 - Request for availability form,
“The Identified User must use the request for availability form found in Annex G to issue a call-up against the SO.”

As is indicated in ANNEX G – Request for Availability Form, “The form must be sent by email.”

Question 8

Is there a special template that we will have to use for our invoices?

Answer 8

As is indicated in 7.5.3 – Invoicing instructions,

“Invoices must be submitted in accordance with section 12 of General Conditions ‘Invoice Submission.’”

General conditions 2035 are available at the following address: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2035/15>

Question 9

Will the terms of payment remain the same?

Answer 9

The terms of payment are indicated in 7.5.2 – Terms of payment

Please click on the following link for terms of payment details: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/H/H1008C/2>

THE CLAUSES AND CONDITIONS OF THE RFSO REMAIN UNCHANGED.