



Courts Administration Service

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**REQUEST FOR PROPOSAL
AMENDMENT
MODIFICATION DE LA DEMANDE DE
PROPOSITION**

The Request for Proposal is hereby
amended ; unless otherwise indicated, all
other terms and conditions of the Request
for Proposal remain the same.

Par la présente, la Demande de proposition
est modifiée; sauf indication contraire,
toutes
les autres modalités de la Demande de
proposition restent les mêmes.

Title/Titre: Translation Services	
Solicitation No – N° de l'invitation 5X001-15-0200	Amendment# - No de la modification 001
Amendment Date – Date de la modification 2016-02-05	
Address Enquiries to – Adresser toutes questions à Francis Gosselin Procurement.Approvisionnement@cas-satj.gc.ca	
Telephone No. – N° de téléphone 613-240-5907	FAX No – N° de fax
Destination	

**Solicitation Closes – L'invitation
prend fin**

At – à : 15h00 EST

On - le : February 12, 2016

Delivery required - Livraison exigée	Delivery offered - Livraison proposée
Vendor Name and Address - Raison sociale et adresse du fournisseur	
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'imprimerie)	
Name/Nom _____	Title/Titre _____
Signature _____	Date _____



Amendment 001 is raised to publish all questions and answers received.

1. Please confirm that the Financial Bid must be in a distinct file but can be included in the same submission email.

Answer : That is correct.

2. Criteria M3: Please specify the format in which bidders must demonstrate the years of experience. Should we simply state dates (from “month/year” to “month/year”) with names of clients served and a description of the work done?

Answer: Yes, that would suffice to demonstrate the years of experience.

3. Criteria M5: Please specify the format in which bidders must demonstrate the daily capacity of each resource. Should we simply state the daily capacity and show the number of words translated in the past few years to further demonstrate?

Answer: We need the bidder to confirm each resources’ capacity. If the bidder is responsive, this capacity would be taken into account for the overall contract.

4. Criteria M6: Can the same reference be provided for legal and administrative work?

Answer: Absolutely. It just needs to be spelled out that it covers all streams.

5. It is understood that bidders must bid on all four streams (meaning that a minimum of four resources will be proposed per bid). If bidders propose additional resources, could they potentially obtain additional points or consideration?

Answer: All resources proposed will be considered but no extra points will be given. However, should the bidder be responsive, the value of an eventual contract would be based on the bidder’s overall capacity.

6. Criteria L-R2: It states that only one score will be given to a bidder. If multiple resources are proposed and they fall in different point categories, how would the criteria be scored?

Answer: This rated score will be given to the resource that has the most legal education.



7. Criteria L-R2 : Would the resource that is proposed for this rated criteria be in addition to the resources that would be assigned to CAS according to the mandatory criteria M2? In other words, would this be an additional resource that would be part of the team assigned to CAS? If that is the case, does the mandatory criteria M2 (translation degree and/or membership of a professional translators' association) apply as well to this resource?

Answer: All resources assigned to CAS must meet the M2 criteria (degree in translation from a recognized university and/or be member of a professional translators' association in Canada); for resources assigned to the legal translation stream, the points in L-R2 would be added to the overall score if this resource had also studied law.

8. Criteria M1 : Must we propose separate two teams, one for the legal stream and one for the administrative stream? The rated criteria mention that only the legal resources will be rated, whereas none are required for the administrative stream? (degree in translation, membership in an association, etc.)?

Answer : The bidders are responsible for presenting their teams. However, all the resources assigned to CAS must meet the mandatory requirement M2, whether they would be working on the legal or administrative stream. For the legal stream, criteria L-R2 also applies.

9. Would you accept resources who do not have a Protected B profile but who meet the other criteria with respect to the legal field?

Answer : At the time of signature of a contract, it is essential that the supplier and the resources have a valid security clearance at the RELIABILITY level.

10. Other than memberships to the Canadian Bars, would you accept membership to other Bars?

Answer : No.

11. Criteria M5 : To demonstrate this experience, do you want examples of projects? If so, what information would you require? Should the answers include links to references cited in criteria M6?

Answer : See answer to question 3.

12. Would you be open to separating this contract in two fields, administrative and legal?



Answer : No.

13. Is it possible extend the deadline for submitting propositions?

Answer : No.

14. Is a valid security certificate was issued to a person by PWGSC for the Controlled Goods Program a valid security certificate which would be accepted in the context of this RFP?

Answer: As mentioned in question 9, it is mandatory that, at the time of signature of the contract, both the contractor and the proposed resources have a valid RELIABILITY certificate.

15. Is the goal of this RFP to find one single provider or multiple providers?

Answer: CAS will issue as many contracts as necessary to cover its needs.

16. Is the expectation that a single provider be able to handle the entire workload?

Answer: See answer to question 15.

17. In the "Basis of Payment" section of the RFP the "Bidder's Monthly Capacity" is requested. If a supplier does not state that they can handle the full workload how will that be viewed/evaluated?

Answer: A bidder does not need to meet the full workload. A bidder who meets the minimum capacity required by CAS for all four streams will be considered in the evaluation.

18. Does an existing translation memory exist? If yes, will this be provided to the successful bidder prior to the start of the contract? If yes, how many years has the translation memory been in use (i.e. how robust can we expect the memory to be)?

Answer: CAS is presently analysing the possibility of using computer-assisted tools.

19. The Contractor MUST NOT possess or safeguard PROTECTED information/assets at their organization's premises until appropriate document safeguarding capability is granted by the Canadian Industrial Security Directorate of Public Works and Government Services Canada.

Can our employees work from your office space since it is Protected or remotely ?



Courts Administration Service administratif des
Service tribunaux judiciaires

Answer: None of the documents will be Protected. All work must be carried out at the Contractor's location.