



Procurement and Contracting Services
 30 Victoria Street
 Gatineau, Quebec K1A 0M6

REQUEST FOR PROPOSAL AMENDMENT

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

RFP Amendment No.	RFP Amendment Date:
2	February 12, 2016
Office of the Chief Electoral Officer File No.	
ECLP-RFP-15-0594	
Title:	
Translation Services	
Request for Proposal Closing Date:	
February 24, 2016 at 2:00 p.m. (Gatineau time)	
ENQUIRIES – address enquiries to the Contracting Authority:	
Office of the Chief Electoral Officer of Canada Procurement and Contracting Services 30 Victoria Street Gatineau, Quebec K1A 0M6 proposition-proposal@elections.ca	
Attention:	Email:
Luc Potvin	proposition-proposal@elections.ca

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal bearing number ECLP-RFP-15-0594 and dated February 2, 2016 (the “RFP”). This amendment hereby forms part of the RFP.
- 1.2** Unless defined herein or unless the context otherwise requires, all of the words and phrases defined in the RFP and used in this amendment shall have the same meanings assigned to them in the RFP.

Part 2. Questions and Answers

The following question(s) have been asked in response to the Request for Proposal and Elections Canada hereby answers as follows:

2.1 Question No. 2

Question:

Is it mandatory for subcontractors to live in Quebec? We have highly qualified resources in Europe, which enable us to easily accommodate urgent requests due to the time difference.

Answer:

The solicitation does not impose any specific residency requirements.

Additionally, in accordance with Annex A, Section 10, the Work will be completed at the Contractor’s chosen place of business. However, the Contractor may be requested to attend meetings at ECHQ in Gatineau if the Contractor’s chosen place of business is located in the National Capital Region.

All resources must meet the requirements of the RFP, including the Technical Evaluation Criteria (Part 7), Certifications (Part 9), Security Requirements Check List (Annex E) and must perform the Work in accordance with the Statement of Work (Annex A).

Note that subcontractors’ corporate experience cannot be used to demonstrate bidders’ corporate experience.

2.2 Question No. 3

Question:

Several of our subcontractors have worked for us for more than five years. How should we calculate the cumulative number of years given that they are paid by the word? Can

we list ourselves as the client organization and record the number of words that each subcontractor has translated for us, adding the name of the client for which the translation was done?

Answer:

Bidders are asked to provide the information requested in Part 7 - Technical Evaluation Criteria.

2.3 Question No. 4

Question:

Can we provide the names of more than two translators?

Answer:

In their response to M3, bidders must submit project experience for only two Translator resources.

In response to M4, at least two Translator resources must be submitted as part of the proposed project team. However, there is no limit to the number of Translator resources that can be identified in the proposed project team.

2.4 Question No. 5

Question:

For the degrees, is a Masters in French Literature acceptable?

Answer:

A Masters in French Literature is not an acceptable diploma.

Section 5 of the Certificates (Part 9) specifies acceptable resource qualification requirements and states that resources must have graduated from a recognized post-secondary education program in translation or linguistics.

2.5 Question No. 6

Question:

Is the intent of the RFP to award the contract to one successful supplier or numerous suppliers?

Answer:

The intent of the RFP is to award the contract to a single supplier.

2.6 Question No. 7

Question:

Are you able to provide any historical data for annual volume of words?

Answer:

As specified in the Statement of Work (Annex A, Sections 4.02 & 5.01) "Publication Services assigns translation work to on-site translators and to the Translation Bureau, based on available capacity, deadlines and subject matter considerations." "The objective of this RFP is to provide additional translation capacity to Publication Services so as to meet demand for English to French and French to English translation services, between and during elections, on an as and when required basis."

Elections Canada's total annual volume of words varies from year to year depending on workload but typically ranges from 1.2 to 1.9 million words.

2.7 Question No. 8

Question:

In Section 1.3.3 it states that there is no security requirement associated with the solicitation, however, Annex E contains a Security Requirements Checklist stating that Protected A and Reliability clearances are required. Could you please confirm the security requirement associated with this solicitation?

Answer:

The security requirement specified in the Security Requirements Checklist (Annex E) is accurate. The erroneous statement is corrected as part of this amendment.

2.8 Question No. 9

Question:

How many words per year do you plan to have translated and how many words have you had translated last year?

Answer:

Please refer to question and answer number 7.

2.9 Question No. 10

Question:

What are the normal hours of work that you require from the suppliers?

Answer:

As per section 6.03 of the SOW, Elections Canada's regular hours are 8:00-18:00, Gatineau Time, Monday to Friday. Requests outside of these hours shall be considered as Urgent.

Part 3. Amendments

3.1 Amendment to Section 1.3.3 – Security Requirement

Section 1.3.3 – Security Requirement is hereby deleted in its entirety and replaced with the following revised Section 1.3.3 – Security Requirement:

Section 1.3.3 – Security Requirement

1.3.3.1 – The Contractor personnel requiring access to PROTECTED information, assets or Work site(s) must each hold a valid “Reliability Status”, granted or approved by Elections Canada.

1.3.3.2 – The Contractor must comply with the provisions of the:

- a) Security Requirements Check List, attached at Annex E; and
- b) Industrial Security Manual (latest edition).

3.2 Amendment to Article 9 – Security Requirement of PART 6 – Resulting Contract Clauses

Article 9 – Security Requirement is hereby deleted in its entirety and replaced with the following revised Article 9 – Security Requirement:

Section 9.01 Security Requirement

9.01.01 The Contractor personnel requiring access to PROTECTED information, assets or Work site(s) must each hold a valid “Reliability Status”, granted or approved by Elections Canada.

9.01.02 The Contractor must comply with the provisions of the:

- (a) Security Requirements Check List, attached at Annex E; and
- (b) Industrial Security Manual (latest edition).