



**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.

<b>RFP Amendment No.</b>	<b>RFP Amendment Date:</b>
3	February 18, 2016
<b>Office of the Chief Electoral Officer File No.</b>	
ECLP-RFP-15-0594	
<b>Title:</b>	
Translation Services	
<b>Request for Proposal Closing Date:</b>	
March 2, 2016 at 2:00 p.m. (Gatineau time)	
<b>ENQUIRIES – address enquiries to the Contracting Authority:</b>	
<b>Office of the Chief Electoral Officer of Canada</b> Procurement and Contracting Services 30 Victoria Street Gatineau, Quebec K1A 0M6  proposition-proposal@elections.ca	
<b>Attention:</b>	<b>Email:</b>
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. 11**

Question:

Who is/are the incumbent(s) for this work?

Answer:

Publication Services assigns translation work to on-site translators and to the Translation Bureau, based on available capacity, deadlines and subject matter considerations.

Due to the unpredictable nature of Elections Canada’s operations, a supplier is needed to assist Publication Services in the timely delivery of clear, consistent messaging in both official languages. Société Gamma is currently providing these services until March 31, 2016.

### **2.2 Question No. 12**

Question:

The RFP suggests that a single contract will be awarded. Is this correct?

Answer:

That is correct. Please refer to Question and Answer # 6 of Amendment # 2.

### **2.3 Question No. 13**

Question:

What is the expected annual volume in words? We understand that this can be difficult to predict, but please provide an estimate in good faith.

Answer:

Please refer to Question and Answer # 7 of Amendment # 2.

**2.4 Question No. 14**

Question:

At 1.3.3 it states that there are no security requirements, but later in the RFP document, there is a Security Requirement Checklist. Please specify whether or not there are any security requirements.

Answer:

Please refer to Question and Answer # 8 **and** Part 3 of Amendment # 2.

**2.5 Question No. 15**

Question:

In regards to M1, M2 and M3, please confirm that it is ok to describe a contractual agreement with a client, while being specific as to the work done, duration and average number of words translated per day (the alternative would be to describe specific translation jobs covering several years, which would involve several hundred examples).

Answer:

A contract or standing offer can count as one project provided it was active for the specified duration.

**2.6 Question No. 16**

Question:

What percentage of the work would be considered urgent? What percentage of the work would need to be completed during evenings, weekends and holidays?

Answer:

Given the nature of our work, we are unable to anticipate the percentage of work that would be considered urgent.

**2.7 Question No. 17**

Question:

Part 7, Section A, Item 1: What is meant by "Bidder's Response" column? Is it sufficient to provide a Table of Contents clearly showing the location of each response within our bid?

Answer:

It is not sufficient to provide a Table of Contents showing the location of each response within your bid. Please refer to Part 7, Section A, Item 1 for the specific information to be provided in the “Bidder’s Response” column.

**2.8 Question No. 18**

Question:

Please confirm that, while corporate experience in French to English translation must be demonstrated, that no F-E translators have to be proposed in the bid.

Answer:

No French to English translation resources will be evaluated as part of the technical evaluation but French to English translation will be a requirement in the resulting contract.

**2.9 Question No. 19**

Question:

While the work will be on an if-and-when-needed basis, can you please advise on the annual estimated word volume?

Answer:

Please refer to Question and Answer # 7 of Amendment # 2.

**2.10 Question No. 20**

Question:

Required samples: Part 7, Technical Evaluation Criteria. M1, M2, M3 all require project examples. How many for each are required? Will a brief written description suffice? Are we allowed to use the same project samples for each?

Answer:

There is no minimum number of project examples required but project examples must be sufficient to demonstrate the required cumulative duration.

The description must demonstrate the requested experience. Project samples may be used to demonstrate different criteria.

**2.11 Question No. 21**

Question:

M6 requires a previously completed English to French sample translation work. Is there any specific subject matter Elections Canada would prefer for this?

Answer:

No specific subject matter is requested.

#### **2.12 Question No. 22**

Question:

In technical evaluation criteria O1, O2 and O3, you ask for project descriptions. We have contracts in place with many organizations that send us documents of all varieties to translate. Despite the high volume, these documents are difficult to group into projects; rather, they are associated with the everyday functioning of the organization. Would an overall description of a wide-ranging contract over several months or years constitute an example of a project in terms of your requirements?

Answer:

Please refer to Question and Answer # 15 of the present Amendment.

#### **2.13 Question No. 23**

Question:

We would like to ask for a one week extension to the closing date.

Answer:

Please see **Part 3 – Amendments** below.

#### **2.14 Question No. 24**

Question:

Why can't you pre-qualify companies that have already undergone the very rigorous CAN/CGSB-131.10-2008 national standard for translation services certification process, approved and developed by the industry and the Translation Bureau? You would then just have to request a rate, which would simplify the process for everyone.

Answer:

No, the requirements are defined in the request for proposal.

### **Part 3. Amendments**

#### **3.1 Amendment to the Request for Proposal Closing Date**

The Request for Proposal Closing Date on the cover page of the RFP is hereby amended to March 2, 2016 at 2:00pm (Gatineau Time).