



RFP-CMIP21201602 Amendment No. 3: To the Tender Documents Translation Services

Amendment Date: April 9, 2016

To all Proponents:

The Purpose of this Amendment is to answer the following questions sent to the Museum by email and to provide a copy of the rubric for the Technical Evaluation:

- 1) I'm wondering about the question regarding the translation test document, and the changes included in the Addendum. More specifically, the timeframe (receipt of document to be translated at 10:00 a.m. on April 18, 2016 and deadline of April 18, 2016 at 12:00 p.m. for returning the document). Any chance that the Addendum should have had April 19th as a return date? Or was the 2-hour window intentional?

The 2-hour window is intentional.

- 2) In Section 2.7, you ask the Contractor to agree with the Museum's security policies. Could you please provide us with these policies?

There are no formal security policies for Proponents at this time however the Museum adheres to the Privacy Act and Access to Information Act. These Acts are in effect for the duration of the agreement.

- 3) The Canadian Museum of Immigration at Pier 21 has a request for proposal for companies that can provide English to French and French to English translation and editing services. The documents to be translated include corporate reports, academic papers and research papers, marketing/ad copy, and social media. The winning firm will also translate public history and transcription of first person stories. The museum is looking for providers that can render these services on an "as and when" required basis. The contract will run for one year starting on April 2016 with the option to renew for two additional years. Can you please provide us with necessary information?

Please refer to the Request for Proposal for Translation Services document on buyandsell.gc.ca.

- 4) Item 3.3 is not clear. Do we understand that our Proposal should be emailed only to you, the Procurement and Administration Manager by 4/15/2016, 14:00? Or do we have to snail-mail our Proposal?

Please refer to Section 3.1 in Amendment 1 for updated information. Proponents are to submit their proposals by email.

- 5) How can we determine whether this RFP has any security requirements?

Please refer to Question 2 in this document.

- 6) We understand this RFP has no security requirements. Are we correct to assume this?

Please refer to Question 2 in this document.



- 7) For this RFP, are any translation software and/or tools (such as terminology memories) needed?

Not at this time.

- 8) Are there any other crucial questions that we are not hereby asking you for the purpose of providing you with a 100% compliant bid by 4/15/2016, as part of this RFP, questions that accomplish the following goals (for example tax-related question, computer-aided translation question, etc.)?

Please refer to Section 3.4.3 in the Request for Proposal for Translation Services.

- 9) I just ordered the amendment that was posted on Merx for Solicitation Number CMIP21201602 but I was wondering if you can send me an electronic copy of the file sooner?

All documents in relation to this Request for Proposal will be posted by the Museum on buyandsell.gc.ca.

- 10) Je viens juste de voir la documentation relative à la demande de propositions en objet et voudrais juste savoir si notre agence, ayant son siège à Rome, en Italie, pourrait participer.

No, the value of the requirement is within domestic limits.

- 11) Si jamais nous pouvons participer à cette demande de propositions, pouvons-nous ajouter d'autre documentation (présentation de notre société, etc.), ou bien il faut uniquement envoyer les « Renseignements sur l'entreprise », la « Ventilation des tarifs » et la Traduction le 18 avril ?

Please refer to question 19 in Amendment 2.

- 12) Est-ce que le document à traduire sera du français vers l'anglais ou de l'anglais vers le français ?

Please refer to question 21 in Amendment 2.

- 13) I wanted to confirm that we will be given 2 hours for the technical evaluation, and it will be approximately 500 words. Would it be possible to extend this to 4 hours? Or potentially 6? I understand the need to have this requirement completed in one day – however the turnaround times listed in the contract mean that we will be given two business in a rush situation for a comparable translation.

No, the Technical Evaluation will remain as 2 hours. This will provide the Museum with the opportunity to see whether proponents have the capacity to complete work under pressure.

- 14) Is it correct that you're only giving us 2 hours to complete the test translation (refer to Addendum 1)?

Yes, that is correct.



15) Test Translation Rubric

The Museum will use this rubric for the Technical Evaluation Translation submission. Please refer to Addendum 1 for important information.

Quality		1 Almost always with 3 or more errors	2 Often with 2 errors	3 Sometimes with 1 error	4 Never
	Did Proponent omit any aspects of the translation?				
	Did the Proponent add words that are not required?				
	Did the Proponent use any "Anglicisme"? Did the Proponent borrow an English word to form a French word?				
	Did the Proponent misuse grammar rules?				
	Did the Proponent misspell words?				
	Did the Proponent misuse proper sentence format?				
	Did the Proponent misuse punctuation?				
	Notes:				
Consistency		1 Almost always with 3 or more errors	2 Often with 2 errors	3 Sometimes with 1 error	4 Never
	Did the Proponent misuse verb tense?				
	Did the Proponent make errors in flow or logic?				
	Did the Proponent use words that may have negative connotation?				
	Did the Proponent over translate or submit literal translations?				
	Did the Proponent use inaccurate vocabulary?				
	Notes:				
Accuracy		1 Seldom with 3 or more errors	2 Sometimes with 2 or more errors	3 Often with 1 error	4 Always
	Did the Proponent use the appropriate text for the intended audience?				
	Did the Proponent use the appropriate level of language?				
	Did the Proponent use the appropriate tone for the text?				
Notes:					