



Question #1

M3 studies and/or professional certification: Please confirm whether it is sufficient for each proposed translator to meet only one of the two requirements, and not both.

Answer #1

The requirement to hold a Bachelor's degree mentioned in M2 is essential. Proof of the Bachelor's degree in M3 must therefore be provided. This the only requirement.

Question #2

Technical criterion classified as R3 – Translators' experience: For each of the four translators, the number of words translated must be indicated in two of the four listed fields. Must the two fields be the same for all four translators from the proposed team, or can they vary by translator? For a given translator, can the volume of words translated be provided in more than two of the fields listed?

Answer #2

The fields can vary by translator. For the second question, two of the fields listed only.

Question #3

I have just received an amendment notification through Merx concerning the aforementioned request for proposals. The notification indicates the following:
To obtain more information on this amendment to the request for proposals, please contact the person responsible for the contract mentioned above.
I would like to be made aware of the amendment being made. Please contact me by referring to the coordinates set out in my signature block.

Answer #3

The amendment confirms that the closing date is January 24, 2017 @ 14:00 EDST.

Question #4

Can you explain the relation between the samples requested for each of the proposed translators, on the one hand, and sample 1 (Appendix G – Sample for translation), p. 38, on the other? We would also like to know the purpose of sample 2. Can you confirm that samples 1 and 2 (p. 38 and 40) do not have to be translated?

Answer #4

Samples 1 (Appendix G – Sample for translation – page 38) and 2 (page 40) are the two samples that must be translated by each of the proposed translators. Consequently, these two samples must be translated.

Question #5

The closing date published on buyandsell.gc.ca is February 24, 2017 @ 14:00 EDST, whereas the RFP had a closing date of January 24, 2017 at 4:00 EDST. Which is the correct closing date?

Answer #5

January 24, 2017 at 14:00 EDST is the correct closing date.

Question #6

We would like to request an extension to the closing date for the submission of proposals.

Answer #6

No

Question #7

According to item “M2 Studies,” we cannot propose well-seasoned certified translators whose competencies have been vigorously attested by a professional body recognized for translation (OTTIAQ, ATIO, etc.), but who do not have a bachelor’s degree in the indicated fields (i.e. translators with a university certificate in professional translation and many years of experience). Could you please add:

M2 Studies/Professional designation

[...]

iv) Designation from a recognized professional association or body of professional translators (i.e. OTTIAQ, ATIO, etc.)

Note: Incidentally, item M3 already states: “Studies and/or professional designation.”

Answer #7

Yes - M2 –Studies/Professional designation - **iv) Designation from a recognized professional association or body of professional translators (i.e. OTTIAQ, ATIO, etc.)**

Question #8

What must be included in **section IV – Additional information**? It is not indicated in the application for proposals.

Answer #8

Additional information referred to in PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Question #9

For the sake of clarity, do the two translation samples to be provided for each translator properly correspond to the translation (by each of them) of the two texts found at the end of the request for proposals?

Question #9

Yes

Question # 10

One of my senior translators has a degree in French Studies (York University); a degree in Education (York University), and a certificate in Translation II (University of Montreal). My first question is if French Studies would be equivalent to French Literature and my second is if the Certificate in Translation II meets the translation degree. I have attached a document from OTTIAQ showing that under University of Montreal, a Certificate in Translation II is acceptable education to be considered for a certified translator license.

Answer # 10

See Answer#7

Question # 11

Also, another of my senior translators does not have a B.A but he is a Certified Translator (Professional accreditation) with ATIO in the English to French language combination - - would being a Certified Translator with one of the Provincial Certified Translator licensees be acceptable Education.

Answer # 11

Yes, see Answer#7

Question #12

At Page 24, the SOW states that up to 40% of the work would be required during off-hours. This is a high amount and we simply wanted to confirm that it is a correct estimate in good faith.

Answer #12

Yes

Question #13

At Page 24, the SOW states that up to 40% of the work would be required during off-hours. Would any work done outside of normal business hours always be subject to the supplier's proposed urgent rate?

Answer #13

No

Question #14

At M6, we must demonstrate having served 10 clients simultaneously and provide at least five (5) references. Does this mean that we can omit to include a contact person for some of the clients used to demonstrate the experience?

Answer #14

No. You must demonstrate having served 10 clients simultaneously and you must provide us with at least five (5) references out of these 10 clients.

Question #15

For R2, R3 and R4, is there a minimum word count that must be respected per field or can the total word count be broken down in any way?

Answer #15

There is no minimum word count by field

Question #16

Annex D: NDA. Please confirm that this is something that would require signature upon contract award only and not during the RFP process.

Answer #16

This is only required upon contract award

Question #17

M5, R6 and Annex G: Please clarify what is requested.

- Must bidders translate the samples at Annex G? Once per company or by each proposed translator?
- Must other samples be provided as well?
- Please clarify the link between M5/R6 and Annex G.

Answer #17

Each proposed translator identified in M5 must translate the two samples provided in Annex G. These samples are evaluated at R6. Also, as mentioned in the last sentence of M5, only two samples per translator will be evaluated.

Question #18

As part of my answer for the RFP on the above subject I will need to clarify an item regarding the requested tests that in my opinion is not clear in the RFP:

With respect to the required technical criteria, in M5 you request that we provide 2 E/F (500 to 1,000 words) translation samples chosen from among our sources, and in the technical criteria listed in item R6 you again mention the samples but reference those from Appendix G for the evaluation.

Could you define specifically what you expect as a sample for the evaluation:

- Only our sources as samples
- Only your samples from Appendix G
- Our samples plus those from Appendix G

Answer #18

See answer #17