



RETURN BIDS TO :

**RETOURNER LES
SOUMISSIONS À :**

Bureau de la sécurité des transports du
Canada
Transportation Safety Board of Canada
200, promenade du Portage 4 th
Floor/4^e étage
Gatineau (Québec) K1G 4A8

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Proposal To: Transportation Safety Board of
Canada

We hereby offer to sell to Her Majesty the Queen in
right of Canada, in accordance with the terms and
conditions set out herein, referred to herein or
attached hereto, the services listed herein and on
any attached sheets at the price(s) set out thereof.

Proposition à : Bureau de la sécurité des transports
du Canada

Nous offrons par la présente de vendre à Sa
Majesté la Reine du chef du Canada, aux conditions
énoncées
ou incluses par référence dans la présente et aux
annexes ci-jointes, les services énumérés ici sur
toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

**THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT” / « LE PRÉSENT
DOCUMENT COMPORTE UNE EXIGENCE
RELATIVE À LA SÉCURITÉ »**

**Vendor/Firm Name and address
Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Title – Sujet Translation/Editing Services	
Solicitation No. – N° de l'invitation RFP P1800001	Date February 20, 2017
Solicitation Amendment No. — No. de modification de l'invitation 002	
GETS Reference No. – N° de référence de SEAG PW-17-00769050	
Solicitation Closes – L'invitation prend fin March 27, 2017 @ 2 :00PM	Time Zone Fuseauhoraire Eastern Standard Time (EST) Heure normale de l'Est (HNE)
F.O.B. - F.A.B. Plant-Usine : <input type="checkbox"/> Destination : <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to : - Adresser toutes questions à : Sophia.Edwards-Letellier@bst-tsb.gc.ca and/et Pierre.Villeneuve@bst-tsb.gc.ca	
Telephone No. – N° de téléphone : 819-994-8030	FAX No. – N° de FAX 819-953-9648
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein ← Voir aux présentes	

Instructions : See Herein

Instructions : Voir aux présentes

Delivery required – Livraison exigée- See Herein – Voir aux présentes	Delivered Offered – Livraison proposée
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



Solicitation Amendment 002 is issued to:

Respond to questions received during the solicitation period.

Questions and Answers 1 to 17

Question 1:

On page 10, Mandatory Requirements, it states bidders can propose a minimum of 3 and maximum of 5 resources for each stream. Do these minimum or maximum numbers have any impact on the rated criteria.

Answer 1:

Yes

Question 2:

On page 23, Deliverables, there is the following statement "the Contractor will have 24 hours to accept or refuse the task at hand. Should the Contractor refuse the work, the TSB reserves the right to offer the work to an alternate service provider for of the same services". Section 1.2.2 mentions a single award. These statements seem to be in conflict; please explain how this process will work.

Answer 2:

The request will be directed through another contract mechanism to an available resource should the contract holder (service provider) not be able to provide the services.

Question 3:

Can the TSB give a historical volume or estimation of services (either # words or \$) for the past two years. Per section 7.3.1, the bid is asking for up to 10 of our translators to "stand in readiness throughout the Contract Period"; some volume data (or range of data) in this area would be helpful.

Answer 3:

The average (over three years) number of words translated per year is: 777, 000.

Section 7.3.1 does not ask for 10 translators to stand in readiness throughout the contract period, here is the wording of 7.3.1

Canada's obligation under the Contract is to request Work in the amount of 10% of the Minimum Contract Value on the date the contract is first issued. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

In the event that Canada does not request work in the amount of the Minimum Contract Value during



the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

Question 4:

Who is the incumbent(s) for this contract?

Answer 4:

The contract has not yet been awarded.

Question 5:

We have performed many projects for TSB; can these be used for the required references if the client agrees.

Answer 5:

Yes.

Question 6:

Whether companies from Outside Canada can apply for this? (like, from India or USA)

Answer 6:

Yes.

Question 7:

Whether we need to come over there for meetings?

Answer 7:

No

Question 8:

Can we perform the tasks (related to RFP) outside Canada? (like, from India or USA)

Answer 8:

Yes

Question 9:

Can we submit the proposals via email?

Answer 9:

No, see Part 2 Subsection 2.2.2.



Question 10 :

Can we know in which format the work will be requested (will the majority of the work be in Word)? Will there be publishing?

Answer 10 :

The majority of the work will be Word and PowerPoint. There will not be any publishing.

Question 11 :

For evenings and weekends, can we expect to receive work before the office closes for the day or weekend so that we may perform the task during the evenings or weekend?

Answer 11 :

TSB's requirements are generally issued before the end of day or week. However the contractor should anticipate and be able to receive potential request for services outside of office hours in the event of a major occurrence for speech writing or similar type translations.

Question 12 :

Regarding point 9, can we use the Transportation Safety Board as the reference for whom we have been working since 2005?

Answer 12 :

Yes

Question 13 :

Point 7.8 refers to no traveling expenses, do you confirm that all work will be done on our premises?

Answer 13:

There is no travelling, all work will be done on the contractor's premises

Question 14 :

In point 3 on the scope of the work, there are few requests for foreign languages, but it is understood that Annex C concerns only the French and English languages.

Answer 14:

Translation request for other languages will be rare and infrequent. We expect the contractor to provide their rate at the time of the request.



Question 15:

Does a bidder gain more points by maximizing the # of resources offered?

Answer 15:

Yes

Question: 16

If I understand correctly, we are to propose 3 to 5 resources for the combination French (including editing) and 3-5 resources in the other language combination (including editing). So, we have to offer a minimum of 6 resources and maximum 10. The number of resources includes the language combination and not the subcategories. Is my understanding correct?

Answer 16:

Yes

Question 17:

Who is the incumbent(s) for the previous contract?

Response16:

Versacom