



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 28, 2017
Solicitation Amendment No. — No. de modification de l'invitation 003	
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 003 is issued to:

Response to questions received during the solicitation period.

Questions and Answers 1 to 14

Question 1:

Part 5, Certifications

Certifications are typically required in its own section, however, Part 3, Item 3.1.1 does not list Certifications as a required section. Could you please confirm that Certifications are to be included with the Technical Proposal?

Answer 1:

Per Section 5 **Certifications required**. If any of the required certifications are not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

Question 2:

Mandatory Requirement M1

Could you please define what would be considered "Professional qualifications and competencies?"

Answer 2:

Professional qualifications would include

- an undergraduate or postgraduate degree in translation,
- an undergraduate or postgraduate degree in engineering, science, or a field related to transportation safety
- an official certification (e.g., "certified translator", "certified terminologist") granted by a government regulatory body for these professions after examination (see <http://www.cttic.org/certification.asp> for Canadian information)

While an official certification will also be considered proof of competency in translation in general, competency to perform the work in the subject matter area to the required standard will be demonstrated by

- the sample translations supplied,
- the number of years' professional practice documented, and
- the references consulted.



Question 3:

Part 4, Item 4.4.2 to 4.4.5

Email reference checks are unreliable and many things can happen which would prevent a reference from responding (vacation, illness, email flagged as spam, too busy to reply, etc.). This RFP is significant and will involve an extensive amount of time and effort for bidders to complete. The reference check process described will put entire submissions at risk which will not only impact the bidders who invested heavily in responding, but also the TSB in that excellent proposals may be unduly and undeservedly marked down reducing competition. We respectfully request that the reference check process include a follow-up, either by phone or through the Proponent, should a reference not reply to reference check request.

Answer 3:

It is the sole responsibility of the Bidder to ensure that it provides a contact who will be available.

On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by e-mail, to allow the Bidder to contact its reference directly to ensure that it responds to Canada's reference request within 2 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and email address of an alternate contact person from the same customer. Bidders will only be provided with this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The 2 working days will not be extended to provide additional time for the new contact to respond.

Question 4:

Part 7, Item 7.3.1

Please confirm that the first sentence of this item should read "Canada's obligation under the Contract is to request Work in the amount of 10% of the Maximum Contract Value on the date the contract is first issued."

Answer 4:

Yes, the sentence is correct.

Question 5:

Annex D, Point-Rated Technical Criteria

In Amendment 002, Questions 1 and 15, TSB has indicated that more points will be scored if more resources are bid. Could you please demonstrate, with an example, how a bid with 6 resources (3 in each language combination) and a bid with 10 resources (5 in each language combination) will be scored differently?

Answer 5:

The bidder who provides 6 or more resources may have an increased number of projects per team verses the bidder who provides 3 resources. Both bidders will obtain the minimum number of points at the onset;



their points will be increased by 2 additional points per additional project per team up to the maximum number of points allocated.

Question 6:

R1 – For maximum points are bidders required to present a total of 4 projects amongst the proposed team members or is it 4 projects per team member.

Answer 6:

Bidders are required to propose 4 or 5 projects per team as long as each team member has produced one of the submitted projects.

Question 7:

R2 – Please confirm that for full points a resource must have 6 years of full-time equivalent experience related to M5 (3 years to meet M5 and 3 additional years for R2)? How will this be scored if some translators have less than 6 years of experience?

Answer 7:

Yes, the resource must have at least six (6) years of experience in order to receive the maximum points. Resources who have less than six (6) years of experience will not receive any additional points.

Question 8:

R3 - For maximum points are bidders required to present a total of 5 additional projects amongst the proposed team members or is it 5 additional projects per team member?

Answer 8:

Bidders are required to present 5 projects per team in order to obtain the maximum number of points.

Question 9:

R3 – Can multiple projects for the same client be cited?

Answer 9:

Yes

Question 10:

R4 – Can multiple projects for the same client be cited?

Answer 10:

Yes



Question 11:

Could you please clarify if Annex G is to be included in the Financial Proposal (as per Part 3, Item 3.3.1.3) or in with the Certifications (as per Part 5, Item 5.2.1)

Answer 11:

Annex G must be included in the Financial Proposal.

Question 12:

Could you please post the original fillable PDF so that bidders can properly submit the form as required?

Answer 12:

Bidders must contact the contracting Authority to obtain a fillable copy of the Integrity form or complete the form manually.

Question 13:

Please confirm that Amendment 001 does not exist.

Answer 13:

Amendment 001 was a duplicate of the original RFP therefore it has been rendered inactive.

Question 14:

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

Answer:

Versacom.