



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 March 3, 2017
Solicitation Amendment No. — No. de modification de l'invitation 004	
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 004 is issued to:

Response to questions received during the solicitation period.

Questions and Answers 1 to 12

Question 1:

The RFP states that proposals can be submitted in hard or soft copies (plural). Please be more specific. If a bidder elects to submit in MS Word format, must there be more than one (1) copy and USB stick? And in this instance, please confirm that nothing more than a USB stick must be mailed.

Answer 1:

Per Section 3.1 Bids must be submitted in Word format on a USB key or by hard copy.

Question 2:

In regards to Q&A #6: The maximum score is 12, and 3 points are given per project, which means that 4 projects scores maximum points. Is this correct?

Answer 2:

Yes.

Question 3:

By “per team”, in answer #6, does this mean the group of English to French resources and the group of French to English resources?

Answer 3:

Yes

Question 4:

Is TSB expecting bidders to demonstrate a single resource's 5 or more years of experience using single project descriptions? This would mean hundreds of projects. Or can we demonstrate years of experience by showing how a resource has provided on-going services to a client during a timeframe?

Answer 4:

All proposed resources must have a minimum of five (5) years full time work experience. Project demonstrating the required experiences will be evaluated per team. In addition 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 5:

M4 seems to focus on years of experience while R1 is asking for specific examples of documents translated (which is requested again in R4). Please clarify.

Answer 5:

R4 will be used to evaluate M10, it is requesting examples of translations completed in the fields specified in M10. As for R1 we are seeking the years of experience in the translation industry.

Question 6:

Can more than one project be described for a single resource? If so, it is still possible to score maximum points, while proposing the minimum number of resources. Is this correct?

Answer 6:

No. In order to obtain the maximum point the bidder must submit at least five (5) projects per team and each member of the team must have produced one (1) of the project submitted.

Question 7:

In regards to Q&A #8: Please confirm the following:

Is it five (5) projects in addition to the three (3) that are required at M9 for maximum points?

By “per team”, in answer #8, does this mean the group of English to French resources and the group of French to English resources?

Answer 7:

Yes, per Amendment 003, the maximum of 5 projects per team is required to obtain the maximum points which are the group of English to French and French to English.

Question 8:

M9 states “proposed resources” while answer #8 says “per team” – please clarify

Answer 8:

It is proposed resources, the reference “per team” is in response to Q&A #8 of Amendment 003

Question 9:

For M9 and R3 combined, how many single project descriptions must be provided for maximum points?

Answer 9:

At least 5 projects.



Question 10:

For R4, these projects relate to the bidder in general and not necessarily to the proposed resources? Please confirm.

Answer 10:

The bidder must demonstrate that individual project proposed must have been produced by a different resource of the team.

Question 11:

For M4 and R1 combined, how many single project descriptions must be provided for maximum points? Please also elaborate on these points.

Answer 11:

In order to obtain the maximum points the bidder must submit at least 4 projects per team. For example, if the bidder submits 1 project for 1 team the bidder will receive 3 points, bidder will receive 3 points for each additional project to the maximum of 12 points.

Question 12:

Section 2.1.3 states that Canada may asked the bidder to complete a Signed Consent Form (Consent to a Criminal Record Verification form – PWGSC-TPSGC 229). Our company has several directors and this would potentially be a rather lengthy process. As part of our annual report obligation, our directors have to declare if they have a criminal record. Would this be an acceptable alternative to having to provide the consent form?

Answer 12:

No, as indiqued in Section 2.1. failure to provide the completed and signed Consent Forms within the delay will result in the bid being declared non-responsive..