



**SOLICITATION AMENDMENT  
MODIFICATION DE L'INVITATION**

Proposal to / Propositions aux:  
[nada.moazin2@canada.ca](mailto:nada.moazin2@canada.ca)

The referenced document is hereby revised;  
unless otherwise indicated, all other terms and  
conditions of the Solicitation remain the same.

Ce document est par le présente révisé; sauf  
indication contraire, les modalités de l'invitation  
demeurent les mêmes.

<p><b>Solicitation No – N° de l'invitation :</b></p> <p>J003787</p>
<p><b>Solicitation closes – L'invitation prend fin</b></p> <p>At – à : 14:00 EDST</p> <p>On – le : June 01,2017/1er juin 2017</p>

<p><b>Name and title of person authorized to sign on behalf of vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression).</b></p>
<p><b>Name – Nom :</b></p>
<p><b>Title – Titre :</b></p>

<p><b>Amendment No. – N° modif.</b> 002</p>	<p><b>Page</b> 1 of/de 3</p>
<p><b>Date :</b> May 26,2017</p>	
<p><b>Address inquiries to – Adresser toute demande de renseignements à:</b> <a href="mailto:Nada.moazin2@canada.ca">Nada.moazin2@canada.ca</a></p>	
<p><b>Area code and Telephone No.</b> <b>Code régional et N° de téléphone</b> (613) 355-9837</p>	<p><b>Facsimile No.</b> <b>N° de télécopieur</b> (613) 951-3189</p>
<p><b>Destination</b> Statistics Canada Materiel and Contracts Services Main Bldg, Room 1405 150 Tunney's Pasture Driveway Ottawa, Ontario K1A 0T6</p>	

**Instructions :**  
See herein

**Instructions:**  
Voir aux présentes

<p><b>Delivery required – Livraison exigée</b></p>	<p><b>Delivery offered – Livraison proposé</b></p>
<p><b>Vendor Name and Address – Raison sociale et adresse du fournisseur</b></p> <p><b>Facsimile No – N° de télécopieur :</b></p> <p><b>Telephone No – N° de téléphone :</b></p>	
<p><b>Signature</b></p>	<p><b>Date</b></p>

## AMENDMENT 002

The purpose of this Amendment is to:

- Answer questions from industry

**Question 1:** Section 3.1 - indicates “separately bound sections” and then specifies “electronic copies” for sections 1, 2 and 3. Is the submission to be in electronic form only? If so, do you expect the format to be PDF or Microsoft Word?

**Answer 1:** Yes, the submission must be in electronic form only. Must be provided in a PDF format.

**Question 2:** Section 4.1.1.1, sub-section MC2 – states that the Offeror must be able to provide translation, transcription and site interpretation. The professionals and corresponding processes used for each of these services usually varies while the pricing requested later in the RSO is for site interpretation services only. Can you elaborate on:

- Whether the onsite interpreter is required to also provide translation and/or transcription.
- On what criteria should pricing be based? Per hour at the same rate, per word, etc.
- Translation and/or transcription services are usually checked by a second comparably qualified professional. Who (if anybody) will perform quality control on the services and how will that be managed?

**Answer 2:** a) Only onsite interpretation services are required.  
b) Hourly rate per region (refer to Attachment 1 to Part 3-Pricing Schedule).  
c) N/A.

**Question 3:** 5.1.1 – Interpreters themselves will be chosen upon contract award. This provision seems to require that we contact each and confirm eligibility prior to bid submission. Please let us know if this applies to this contract, and if so whether it can be done after contract award.

**Answer 3:** When a requirement is identified by Stats Can the Offeror is obligated to locate an interpreter who holds a valid security clearance within 48 hours.

**Question 4:** 5.2.3.1 – Please confirm at what point in the process selected interpreters need to be identified. Ideally, this is done after contract award once dates and times per language required have been provided.

**Answer 4:** Once the contract is awarded and when a requirement is identified by Stats Can, the Offeror is obligated to locate an interpreter who holds a valid security clearance within 48 hours.

**Question 5:** 5.2.3.1 – Please also advise whether a generic description of interpreter qualifications will suffice for submitting a proposal.

**Answer 5:** Refer to Part 4- Evaluation Procedures and Basis of Selection- section 4.1 evaluation procedures- sub-section 4.1.1 Technical evaluation- MC2.

**Question 6:** 6.1 & Annex D – Given the presumed need to find local interpreters whenever possible, interpreters may only be assigned once, and clearances often take considerable time to obtain. While interpreters with clearance are available, they generally demand higher rates together with payment for travel time, mileage, and/or accommodations whenever travelling outside of their immediate area.

**Answer 6:** The Offeror is responsible for all expenses related to travel and all necessary arrangements for the interpreters.

**Question 7:** Please let us know if having the interpreter swear or affirm the Oath (or Affirmation) of Secrecy required by the Statistics Act will suffice. If not, provide clarity on whether the interpreters themselves require clearance or whether it is just the organization making the submission.

**Answer 7:** No it will not suffice, each interpreter must hold a valid Reliability Status clearance.

**Question 8:** SW.4.1 – Please describe when travel and/or accommodations will be paid. Interpreters generally require payment for travel time and mileage (per CRA standards), particularly when they do not reside within 20 km from the assignment location. This is particularly true when assignments are not located in Canada’s 5 largest cities, and there are security clearance requirements.

**Answer 8:** The Offeror is responsible for all expenses related to travel and all necessary arrangements for the interpreters.

**Question 9:** SW. 5.4 – Approximately how many assignments per language are there expected to be per location?

**Answer 9:** The number of assignments is not known before a requirement is identified by Stats Can.

**Question 10:** Where would the travel expenses be included? The travel expenses should be included in the hourly rate.

**Answer 10:** The travel expenses should be included in the hourly rate. The Offeror is responsible for all expenses related to travel and all necessary arrangements for the interpreters.

**Question 11:** In terms of interpreter’s credentials, what are the requirements?

**Answer 11:** There are no specific credentials required, the interpreter must be fluent in the spoken language.