

**RFP 100023314
AMENDMENT 001**

THERE IS AN AMENDMENT TO THE TECHNICAL EVALUATION CRITERIA INCLUDED IN PART 2.

PART 1: Questions and Answers

Question 1: Is this invitation to tender only for suppliers who already have the SECRET clearance? There is a reference to a permanent security clearance.

Answer 1: Yes, as per Part 6 of the RFP, it indicates the security requirements must be met at the date of bid closing.

Question 2: On page 33, it is mentioned in point 14 Location of Work that the work must be done on the contractor's premises in the National Capital Region. Do we have to have premises in the national capital to bid?

Answer 2: Yes, due to the nature of our requirement for how documents with a security requirement of Protected C and above must be handled (they need to be hand delivered to the Translator) and on such short notice, the supplier must have a location in the NCR.

Question 3: Translation services are required in both language combinations, from English to French and from French to English. The proposed team must consist of a lead translator, an alternate/back-up translator and at least 1 and up to 3 translators, for a maximum of 5 members.

Under criterion C2.2, the bidder must demonstrate the experience of the chief translator and his/her alternate in the translation from English to French and from French to English. All our resources are accredited in their mother tongue and therefore only translate into that language. By offering a chief translator, a replacement translator and a third resource for each language combination, we get 6 members.

How to meet the mandatory requirements while demonstrating experience in both linguistic combinations?

Answer 3: The translation team as a whole, must be able to translate documents English to French and French to English. **See Part 2 of this document, which amends point rated technical criteria R2.1 and R2.2 in Attachment 1 to Part 4 – Technical Evaluation Criteria to state translation experience “from English to French and/or from French to English”.**

PART 2: Amendment to RFP

Amend the following within the RFP 1000023314 document:

1. Within Attachment 1 to Part 4 – Technical Evaluation Criteria, R2 Experience of Proposed Translation Team Members,

DELETE:

R2.1	<p>The Bidder should demonstrate the proposed translators' (excluding the Lead Translator and the Alternate/Backup Lead Translator) months of experience since June 2007 translating from English to French and French to English. The Bidder should clearly identify for each proposed translator the number of months producing translations and include:</p> <ul style="list-style-type: none">a) The dates where services were providedb) The name of the client/department.c) The name of the client reference and current contact information (telephone number or email address)
R2.2	<p>The Bidder should demonstrate the proposed Lead Translator and Alternate/Backup Lead Translator's experience since January 1, 2012 producing English to French and French to English translations involving legal and/or government related terminology. Supporting information should include:</p> <ul style="list-style-type: none">a) The dates where services were providedb) Subject matter and/or description of translations that were completedc) Word countd) The name of the client reference and current contact information (telephone number or email address)

AND REPLACE WITH:

R2.1	<p>The Bidder should demonstrate the proposed translators' (excluding the Lead Translator and the Alternate/Backup Lead Translator) months of experience since June 2007 translating from English to French and/or French to English. The Bidder should clearly identify for each proposed translator the number of months producing translations and include:</p> <ul style="list-style-type: none">a) The dates where services were providedb) The name of the client/department.c) The name of the client reference and current contact information (telephone number or email address)
R2.2	<p>The Bidder should demonstrate the proposed Lead Translator and Alternate/Backup Lead Translator's experience since January 1, 2012 producing English to French and/or French to English translations involving legal and/or government related terminology. Supporting information should include:</p> <ul style="list-style-type: none">a) The dates where services were providedb) Subject matter and/or description of translations that were completedc) Word countd) The name of the client reference and current contact information (telephone number or email address)