

Question 1

Proponent's Qualifications.

The RFP states *"Resumés of all individuals assigned to the project, highlighting education and number of years of experience (minimum of five years) in the relevant fields of expertise (housing for the National Housing Strategy and various fields, including administration, human resources, finance and security, for the intranet). "*

Does the experience have to be specifically in National Housing Strategy?

Answer 1

No, but experience in housing would be an asset and would give you more points.

Question 2

Addendum A

How many individuals in each language combination should be proposed? Can the same individual be proposed for translation, concordance check and proofreading?

Answer 2

There is no minimum, as long as the work can be done and suppliers are expected to ensure that all translations are revised by a third party (translator or reviser). As mentioned in 3.3 «Suppliers will most often be asked to perform the work on a rush basis and outside normal hours». The same individual can be proposed for all three services.

Question 3

Can companies from Outside Canada (like from India or USA) apply for this?

Answer 3

As per section 2.20 of the RFP: The Contractor shall ensure that CMHC Information shall remain in Canada.

Question 4

Will service providers need to come to CMHC office for meetings?

Answer 4

No, conference calls are available.

Question 5

Can the tasks (related to RFP) be performed outside Canada (like from India or USA)?

Answer 5

As per section 2.20 of the RFP: The Contractor shall ensure that CMHC Information shall remain in Canada.

Question 6

Can the proposals be submitted via email?

Answer 6

As per section 2.3 of the RFP: Proposals, including all supporting documentation, are to be sent electronically to the following email address: EBID@cmhc-schl.gc.ca. The subject line of the transmission must state: RFP file no. 201703514.

Question 7

Structure

Can an unincorporated independent contractor submit a proposal? You mention a volume of approximately 1,400,000 words per year; is this the volume subcontracted to one or more suppliers or an estimated volume per supplier? You ask for the resumés of all individuals assigned to the project. Can it be a single person taking on all roles? My translations are however systematically revised a third party.

Answer 7

The volume of approximately 1,400,000 words per year will be shared among the three suppliers. However, a text could have 20,000 words to be done in 24 hours. Also, all texts must be revised by a third party (translator or reviser) before the translations are sent to us. It is for these reasons that we are asking for a team.

Question 8

Insurance

I do have current professional liability insurance, obtained through my professional order, but the coverage is limited to \$1,000,000. Would that still be acceptable?

Answer 8

As indicated in paragraph 4.26, under Professional (Errors and Omissions) Liability, you must provide and maintain insurance with a limit of not less than \$5,000,000.

Question 9

Security

I have a reliability status and a designated organization screening clearance at the Protected B level. Would that still be acceptable?

Answer 9

As indicated in paragraph 3.4, security clearance at secret level is mandatory for the firm and the resources.

Question 10

Work

I offer English-to-French translation services exclusively (no proofreading or concordance check). Would that still be acceptable?

Answer 10

We ask that suppliers be able to provide all services.
