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## Translation Services

### AMENDMENT N° 002

Amendment 002 is raised to

- 1) amend the RFP;
- 2) answer questions from industry; and
- 3) extend closing date.

#### **1) AMEND THE RFP**

a) At page 1 of the RFP,

**DELETE:**

Comments:

THIS DOCUMENT DOES NOT CONTAIN A SECURITY REQUIREMENT

Commentaires :

LE PRÉSENT DOCUMENT NE COMPORTE PAS D'EXIGENCE DE SÉCURITÉ

**INSERT:**

Comments:

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

Commentaires :

LE PRÉSENT DOCUMENT COMPORTE DES EXIGENCES RELATIVE À LA SÉCURITÉ

b) At PART 1 - GENERAL INFORMATION

**DELETE in its entirety:**

1.2 Security Requirements

**REPLACE with:**

1.2 Security Requirements

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website

c) At PART 3 - BID PREPARATION INSTRUCTIONS, 3.1 Bid Preparation Instructions

**INSERT:**

Section V: Mandatory Safeguarding Measures

Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

As indicated in Part 6 under Security Requirements, the Bidder must provide the full addresses of the Bidder's sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory  
Postal Code  
Country

The Company Security Officer must ensure through the [Contract Security Program](#) that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security Requirements.

d) At ATTACHMENT 1 TO PART 4 MANDATORY CRITERIA

i) **DELETE:**

M4	The Bidder must have an e-mail account which can receive and send large documents (up to 5MB) as well as a secure FTP for the transmission of translations. The Bidder must provide the e-mail account address in their bid. The ATSSC reserves the right to test and validate the e-mail account during bid evaluation.	
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**REPLACE with:**

M4	The Bidder must have an e-mail account which can receive and send large documents (up to 5MB). The Bidder must provide the e-mail account address in their bid. The ATSSC reserves the right to test and validate the e-mail account during bid evaluation.	
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ii) **INSERT:**

M7	<p>The Bidder must:</p> <p>1) hold, at bid closing, a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of <b>PROTECTED B</b>, issued Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).</p> <p>2) demonstrate that each proposed resource holds a valid <b>Reliability status</b> granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC). At bid closing, the Bidder must hold, or have a duplicate "in progress" of, each proposed resource's valid security.</p> <p>The following information <b>MUST</b> be provided in the bid submission for each proposed resource:</p> <ul style="list-style-type: none"> <li>• Full name of the individual</li> <li>• PWGSC file number</li> </ul>	
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e) **CHANGE "PART 6- RESULTING CONTRACT CLAUSES" to:**

"PART 7- RESULTING CONTRACT CLAUSES", all subsequent numbering will change accordingly to start with "7", and,

i) **DELETE in its entirety:**

7.1 Security Requirements

**REPLACE with:**

7.1 Security Requirements

7.1.1 The following security requirements (SRCL PWGSC File #Common-PS SRCL#10) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of **PROTECTED B**, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **PROTECTED B**, including an IT Link up to the level of **PROTECTED B**.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - b. *Industrial Security Manual* (Latest Edition).

7.1.2 Contractor's Sites or Premises Requiring Safeguarding Measures

7.1.2.1 Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date the information related to the Contractor's sites or premises for the following addresses:

(To be inserted upon Contract award)

7.1.2.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level.

ii) **DELETE in its entirety:**

7.11 Priority of Documents

**REPLACE with:**

#### 7.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the supplemental general conditions [4007](#) (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions [2035](#) (2016-04-04), General Conditions – Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List
- (g) Annex D, Non-Disclosure Agreement;
- (h) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*).

f) **INSERT:**

**PART 6 - SECURITY REQUIREMENTS**

#### 6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
  - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section V: Mandatory Safeguarding Measures.
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program of Public Works and Government Services Canada](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

g) At Annex A, Statement of Work,

- i) **DELETE in its entirety:**
  4. Equipment and material

**INSERT:**

4. Equipment and material

The Contractor must provide all the necessary equipment, supplies, services (including labour, supervision and management services, inspection procedures and quality assurance), software and instruments to perform the work. The Contractor is responsible for ensuring it can receive and send documents electronically in accordance with Canadian Industrial Security Directorate (CISD) Protected B requirements. The Contractor must have or

acquire and maintain at no additional cost to Canada an electronic distribution method in accordance with CISD requirements for Protected B documents necessary to perform the Work.

The Contractor must also have access to a courier service for delivery and pick-up of texts, if necessary.

- ii) **DELETE in its entirety:**  
**5.1 Workflow**

**INSERT:**  
**5.1 Workflow**

Documents to be translated will be sent to the Contractor electronically with a proposed delivery date. If the Contractor is unable to deliver the text for the required delivery date and time, the Contractor must inform the Translation Coordinator immediately.

If the Contractor accepts a text and, subsequently, is unable to meet the agreed-upon delivery date, the Contractor must immediately inform the Translation Coordinator to come to an agreement. Failure to meet the delivery deadline will be deemed a Late Delivery.

Translated documents must be returned by the Contractor to CITTs, CTS or PSDPTS using the same method of transmission of the original document.

- iii) **DELETE in its entirety:**  
**8.2 Place of work**

**INSERT:**  
**8.2 Place of work**

The work must be performed at the Contractor's site in Canada.

- iv) **DELETE in its entirety:**  
**8.4 Courier fees**

**INSERT:**  
**8.4 Courier fees**

All documents will be sent to the Contractor by electronic means per **4. Equipment and material** and **5. Delivery of Work**. Translated documents must be returned by the Contractor to CITTs, CTS or PSDPTS using the same method of transmission of the original document. However, should a network issue occur at the ATSSC, a courier service will be used and the costs will be covered by CITTs, CTS or PSDPTS. However, if a problem occurs on the Contractor's network, courier costs will not be reimbursed by CITTs, CTS or PSDPTS.



- v) **INSERT:**  
**8.6 Texts remain in Canada**

Texts provided to the Contractor for translation must remain in Canada.

h) **CHANGE "Annex "C", NON-DISCLOSURE AGREEMENT" to:**  
"Annex "D", NON-DISCLOSURE AGREEMENT"

i) **INSERT:**

**Annex "C"**  
**SECURITY REQUIREMENTS CHECK LIST**

COMMON-PS-SRCL#10			
 Government of Canada Gouvernement du Canada	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Contract Number / Numéro du contrat</td> </tr> <tr> <td style="text-align: center;">Security Classification / Classification de sécurité UNCLASSIFIED</td> </tr> </table>	Contract Number / Numéro du contrat	Security Classification / Classification de sécurité UNCLASSIFIED
Contract Number / Numéro du contrat			
Security Classification / Classification de sécurité UNCLASSIFIED			
<b>SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)</b>			
<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction		
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant		
4. Brief Description of Work / Brève description du travail			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui			
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>		
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>		
Not releasable / À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>		
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:		
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>	
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	
TBS/SCT 350-103(2004/12)			
Security Classification / Classification de sécurité UNCLASSIFIED			
			



Government of Canada  
Gouvernement du Canada

COMMON-PS-SRCL#10

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
Non  Oui

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No  Yes  
Non  Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No  Yes  
Non  Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No  Yes  
Non  Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
Non  Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No  Yes  
Non  Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No  Yes  
Non  Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF A LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
Non  Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No  Yes  
Non  Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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COMMON-PS-SRCL#10



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		TRÈS SECRET	
Information / Assets Renseignements / Biens Production		✓															
IT Media / Support TI		✓															
IT Link / Lien électronique		✓															

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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## **2) ANSWER QUESTIONS FROM INDUSTRY**

### **Question 1:**

Could you please help me with the following questions:

**Part a)** Whether companies from Outside Canada can apply for this? (like, from India or USA)

**Part b)** Whether we need to come over there for meetings?

**Part c)** Can we perform the tasks (related to RFP) outside Canada? (like, from India or USA)

**Part d)** Can we submit the proposals via email?

### **Response 1:**

#### **Part a)**

Companies outside Canada with a subsidiary office located in Canada may bid. The Work must be performed in Canada (See amendment 1giii) above) and bidders must meet the security requirements (See amendment 1a to g(i), and i above).

#### **Part b)**

As per clause 8.5 of Annex "A" of the Statement of Work, there may be a requirement to hold occasional in-person meetings and should that occur, as per clause 7.7.2 (Part 7 – Resulting Contract Clauses) related expenses will not be reimbursed to the Contractor.

#### **Part c)**

No. All Work must be performed in Canada. Please refer to the above amendment 1 in its entirety.

#### **Part d)**

Please refer to **2.2 Submission of Bids of PART 2 - BIDDER INSTRUCTIONS** in the RFP:

Unless specified otherwise in the RFP, bids must be submitted to [procurements-achats@tribunal.gc.ca](mailto:procurements-achats@tribunal.gc.ca) and received by the date and time indicated on page 1 of the solicitation.

Canada will not be responsible for late bids received at destination after the closing date and time, even if it was submitted before.

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

### **Question 2:**

In regards to M1 and R3, is there a minimum or maximum number of translators which should be proposed?

### **Answer 2:**

There is no minimum or maximum number of resources required in the RFP, however, Bidders should bid a sufficient number of resources to meet any contractual obligations based on the estimated volume of work set out in the Statement of Work. As per R3, translator points awarded will be calculated as follows:

For each proposed translator with

a) only a degree in translation (English and French), 5 points will be awarded.

- b) only a degree in law and 2 years' experience translating legal texts from English to French, 10 points will be awarded.
- c) a degree in law, with 2 years' experience translating legal text from English to French and a degree in translation (English and French), 15 points will be awarded.
- d) no qualification of a, b or c above, no point will be awarded.

The average of points awarded to translators will be used to calculate total points for R3, however the maximum points awarded will be 10 such that the following applies:

$$\begin{aligned} & (\text{Total of all points}) \div (\# \text{ of translators}) \\ & = \text{Points awarded (up to 10 maximum)} \end{aligned}$$

**Question 3:**

At M1, b) and c), is it sufficient to simply name these resources to demonstrate that we have them on staff and that no additional information is needed, or is more information required? Our understanding is that the other criteria focus on the “translators” only. Please clarify.

**Answer 3:**

Bidders must name all resources who will perform Work under any resulting Contract. Please see new mandatory “M7” in amendment 1d(ii) above.

**Question 4:**

What is the percentage of documents that would be required on a rush basis? Please provide an estimate in good faith.

**Answer 4:**

It is estimated that the percentage of “rush” documents will be:

CITT: 5%

CT and PSDPT: 1%

**Question 5:**

**Part a)**

What is the percentage of documents, if any, that would require work outside of normal business hours? Please provide an estimate in good faith.

**Par b)**

Would such requests be submitted during normal business hours for completion after hours?

**Answer 5:**

**Part a)**

It is estimated that the percentage of documents that would require work outside of normal business hours will be:

CITT: 1%

CT and PSDPT: 1%

**Part b)**

Yes.

**Question 6:**

Regarding the referenced RFP, could you tell us if an advanced graduate diploma in translation is considered a "translation degree" for the rated criterion R3?

**Answer 6:**

Yes

**3) EXTEND CLOSING DATE**

On page 1 of the solicitation

**DELETE:**

Solicitation closes: **2:00 PM, April 13, 2018**  
Time Zone: **EDT (Eastern Daylight Time)**

**INSERT:**

Solicitation closes: **2:00 PM, April 26, 2018**  
Time Zone: **EDT (Eastern Daylight Time)**

ALL OTHER TERMS AND CONDITIONS OF THIS RFP  
REMAIN UNCHANGED.