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K1A 0S5

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**Revision to a Request for Supply
Arrangement - Révision à une demande
pour un arrangement en matière
d'approvisionnement**

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Linguistic Services Division / Division des services linguistiques

Les Terrasses de la Chaudière

10, rue Wellington, 5ième étage

Gatineau

Québec

K1A 0S5

Title - Sujet DAMA-RFSA	
Solicitation No. - N° de l'invitation EN966-140305/J	Date 2018-05-01
Client Reference No. - N° de référence du client 20140305	Amendment No. - N° modif. 002
File No. - N° de dossier 504zf.EN966-140305	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$\$ZF-504-33475	
Date of Original Request for Supply Arrangement 2018-04-19 Date de demande pour un arrangement en matière d'app. originale	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-05-29	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
Address Enquiries to: - Adresser toutes questions à: Cardinal, France	Buyer Id - Id de l'acheteur 504zf
Telephone No. - N° de téléphone (613) 720-9517 ()	FAX No. - N° de FAX (819) 956-8303
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Centre d'approvisionnement Bureau de la traduction 70 Crémazie Gatineau, Quebec, K1A 0S5	
Security - Sécurité This revision does not change the security requirements of the solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required	Yes - Oui	No - Non
Accusé de réception requis	<input type="checkbox"/>	<input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
For the Minister - Pour le Ministre		

This revision to the RFSA is issued to answer questions from suppliers.

Question 1

We already have a SA for some of the Tier 2 and Tier 3 fields, and we do not want to qualify other fields or tiers. Therefore, according to the RFSA cited above, to retain our SA, we have to send a list of our resources along with a copy of their diploma / certification, as well as proof of our compliance with the CAN / CGSB standard? No further information required?

Answer 1

Correct. No further information is required.

Question 2

Am I required to complete the new AMA application to meet the following requirement (since I already have an SA covering TAG Tier 2 and LAW Tier 2):

Suppliers who already have a supply arrangement for Tiers 2 or 3 must submit the requested information in Attachments 2 or 3 of the Part 4 with respect to the Mandatory Qualification of Resources to retain their SA for these Tiers. Suppliers must use Attachment 6 to Part 3 to submit the requested information.

Answer 2

Suppliers who already have a Tier 2 Supply Arrangement must demonstrate that their resources meet the minimum qualification criteria required by the Translation Bureau.

The supplier must submit in its arrangement, using the form provided in Attachment 6 of Part 3, the following information for each translator and reviser.

Each resource must:

- Be a certified member in good standing of the Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ) or a provincial or territorial professional association affiliated with the Canadian Translators, Terminologists and Interpreters Council (CTTIC).

OR

- Hold a bachelor's degree in translation from a recognized university.

OR

- Have taken steps to obtain certification and to obtain it within 12 months of the date of issuance of the SA.

Question 3

The number of fields has increased from 20 to 63, and the Law Group is now much more detailed; is my current arrangement still valid, or do I have to register again?

Answer 3

Your supply arrangement is still valid.

Question 4

The 3% guarantee has been increased to 20%: does this increase apply to existing arrangements or is it only for contractors who will respond to the new RFSA?

Answer 4

The 20% minimum guarantee will be in effect in bid solicitations that will be published when the new Supply Arrangement (SA) is in effect, that is, the new SAs will be issued.

Question 5

I am considering the possibility of participating in the new RFSA with a view to becoming a supplier again. With regard to references, what happens in the case where the person who can certify is no longer with the organization or if the organization has ceased its activities since? This is particularly the case in the environmental field (budget cuts under the previous government). I guess you're asking for rough numbers, because I do not have rigorous statistics on that and it would surprise me that this is the case for my clients.

Answer 5

You must provide the name of the client and the name of the contact person for any experience provided in response to the Request for Supply Arrangement. Canada must be able to confirm the experience provided. In your case, you will need to provide another customer's experience.

The supplier must give the number of words translated and the person named in reference must be able to corroborate the number of words demonstrated.

Question 6

I have a question about the mandatory aspect of the RFSA ending May 29.

- a) Does the request for arrangement have to be filled out if you want to add new resources or a new field or Tier?
- b) In other words, if we do not want to add resources or get a new field, can we just keep the current SA (submitted in 2015)?
- c) Depending on the answer, I would also like to know the consequence of not responding to this RFSA. Does this mean that our achievements are lost? That we are losing the fields in which we are qualified? That our company will no longer be on the list of service providers and therefore we will no longer be invited to bid?

Answer 6

- a) Yes.
- b) Yes. Except for Tier 2 and Tier 3, suppliers must demonstrate the qualifications of their resources as detailed in Attachments 2 and 3 to Part 4. Also for Tier 3, suppliers must submit one of the following:

Proof of certification attesting that the supplier is certified under national standard **CAN/CGSB-131.10-2008, Translation Services.**

OR

The supplier must have taken steps to obtain the certification under national standard **CAN/CGSB-131.10-2008, Translation Services**

- c) There is no impact for suppliers with a Tier 1 SA. However, for suppliers with a Tier 2 or Tier 3 SA, the SA will be canceled if they fail to meet the mandatory evaluation criteria. See answer to point (b).

Question 7

- a) Clarifications:

Tier 2: A Tier 2 supplier, having its arrangements in place and not wanting to make any changes, just has to fill in the document called "resource_form_tier_2_and_3". No other documentation must be submitted. Thank you for clarifying.

Tier 3: A Tier 3 supplier, who already has arrangements in place and does not want to make any changes, has only to complete the document titled "resource_form_tier_2_and_3" and provide the proof with respect to mandatory certification. No other documentation must be submitted. Thank you for clarifying.

- b) Questions:

- Please confirm that suppliers do not need to specify areas of expertise with respect to resources. Just submit ONE of the supporting documents with the table?
- Is it understood that a freelance resource can be nominated in the context of several SAs?

Answer 7

- a) Tier 2: Yes this is correct.
Tier 3: Yes this is correct.
- b) - At Tiers 2 and 3, suppliers should not specify areas of expertise with respect to resources. Suppliers must simply submit ONE supporting documentation.
- A freelance resource can be named in several AMAs.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED