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K1A 0S5

Bid Fax: (819) 997-9776

**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 2018-05-16
Client Reference No. - N° de référence du client 20140305	Amendment No. - N° modif. 007
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 2018-06-05	
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.

1. Questions and Answers

Question 1

Some answers to the questions asked seem contradictory or unclear. Can you confirm that a supplier who already has a Tier 2 and Tier 3 SA and simply wants to comply with the new requirements, must complete and provide only the following documents:

- resource_form_tier_2_and_3.docx (one file for both levels)
- the diploma or proof of certification of each of its resources
- proof of the national standard

The following documents are not required:

- certifications_en966-140305-j.pdf
- en-formulaire_palier_2.docx
- en-formulaire_palier_3.docx
- attachment_5_of_part_3_-_references.docx

Answer 1

A supplier who already has an SA at Tier 2 and Tier 3, and simply wants to comply with the new requirements, must complete and provide the following documents:

- resource_form_tier_2_and_3.docx (one file for both levels)
- the diploma or proof of certification of each of its resources
- proof of the national standard
- certifications_en966-140305-j.pdf

Question 2

Regarding new fields and subfields:

a) In the case, for example, where we are already qualified in a field such as Criminology which now has subfields, we understand that we remain qualified in Criminology. But what is the consequence of the creation of these subfields on the offer of contracts? Does this mean that we will receive contract offers in the 4 new subdomains?

b) is it better to demonstrate that we meet the word count requirement for one or more subfields?

c) for example, will a supplier who qualifies in a subfield such as "Correctional Services" benefit from a supplier who is qualified in "Criminology"?

Answer 2

a) Yes, by default, a supplier will receive contract offers in the 4 new subfields. A supplier can ask to be qualified for only one or more of the subfields. Notice will be sent to suppliers by the Supply Arrangement Authority to confirm their choices.

b) It is not necessary to demonstrate the requirement for each of the subfields. See answer a) above.

c) A supplier that selects only one of the subfields or qualifies for one of the subfields will only be invited to participate in bid solicitations for that subfield.

Question 3

Regarding already qualified resources within a company:

If we do not provide one of the 3 mandatory documents to be submitted for a resource to remain qualified for Tier 2, is this resource "removed" from our SA with no other consequences? I would like to verify that our SA application will not be rejected if a document is not provided for one or more of our resources (as long as at least one resource still meets the required number of words and the mandatory document certificate is provided for it).

Answer 3

Mandatory qualification of translators and revisers is a new requirement of RFSA EN966-140305/J. If a supplier does not qualify its resources as required by the RFSA, its SA will be set aside and no bid solicitation will be sent.

The supporting documents for each resource must be attached to the supplier's arrangement. See also question and answer 2 of revision 004 to the RFSA.

Question 4

Regarding the resources to qualify for an institutional tier 2 field, the TB does not require demonstrating that a single resource has translated at least 600,000 words, is it? In other words, no need for more than one resource?

Answer 4

At Tiers 2 and 3, the translation experience that must be demonstrated is that of the supplier and not that of its resources.

Question 5

How many proposed resources are required for each tier (2& 3)? Should we have different resources for each domain?

Answer 5

For Tier 2 and 3, suppliers must qualify all their translators and revisers. The resources are not qualified by field (domain). The supplier has to provide a list of its translators and revisers.

As stated in the RFSA:

The supplier must demonstrate that its resources meet the minimum qualifications as 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.*

The following information must be submitted for all of their translators and revisers:

For each resource, one of the following document, as applicable:

- a) a copy of a university degree;*
- b) copy of the certificate of affiliation to a professional association;*
- c) a certificate issued by a professional association confirming that the proposed resource has taken steps to obtain the certification. Please note that a copy of the certificate will be required within 12 months of the date of issuance of the SA, otherwise the Supply Arrangement (SA) will be canceled and the supplier will be requested to submit a new arrangement by following the qualification process established in article 7 of Part 6 A.*

Question 6

Should we include 1 individual form (attachment 6 to part 3) for each domain and tier we are listed in?

Answer 6

No. As per Question and Answer 6 of Revision 006:

Question 6

If we have an SA for Tiers 2 and 3, can we complete a single Attachment 6 to Part 3 and include all resources? Or do we have to fill 2 separate forms, one for each tier?

Answer 6

You only need to fill out one form for all your resources.

Question 7

We are a little bit confused as to attachment 2 of part 3 - should we include any information on proposed resources in this form or is still only information on company experience?

Answer 7

Solicitation No. - N° de l'invitation
EN966-140305/J
Client Ref. No. - N° de réf. du client
EN966-140305

Amd. No. - N° de la modif.
007
File No. - N° du dossier
504zfEN966-140305

Buyer ID - Id de l'acheteur
504zf
CCC No./N° CCC - FMS No./N° VME

The experience in translation to be demonstrated in Attachment 2 of Part 3 is the experience of the company (supplier).

Question 8

Are any references signatures required for tier 1?

Answer 8

Yes. For Tier 1, the supplier must complete and submit the form Attachment 5 of Part 3.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED