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Kingston Procurement
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86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067

Revision to a Request for a Standing Offer

Révision à une demande d'offre à commandes

Regional Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

Title - Sujet Translation Services	
Solicitation No. - N° de l'invitation E6TOR-18RM04/A	Date 2018-09-18
Client Reference No. - N° de référence du client E6TOR-18-RM04	Amendment No. - N° modif. 002
File No. - N° de dossier KIN-8-50062 (615)	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$KIN-615-7568	
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale 2018-08-30	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-09-26	
Address Enquiries to: - Adresser toutes questions à: Denbeigh, Andrew	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Telephone No. - N° de téléphone (613) 484-1586 ()	Buyer Id - Id de l'acheteur kin615
FAX No. - N° de FAX (613) 545-8067	
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	
Security - Sécurité This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required Accusé de réception requis	Yes - Oui <input type="checkbox"/>	No - Non <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		

Amendment 002 to Solicitation E6TOR-18RM04/A – Translation Services

The purpose of this Amendment is to:

- 1. Post questions received from prospective offerors, and the respective answers;**
 - 2. Amend the solicitation as required.**
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1. Questions and Answers

Question 1: Who is currently providing these services (is there an incumbent)?

Answer 1: The incumbent is The Masha Krupp Translation Group Ltd.

Question 2: The solicitation provides the expected volume (estimated usage), but is there a financial limitation associated with the resulting Regional Master Standing Offer (RMSO)? Knowing very well that there are no guarantees regarding volume, could additional words be translated based on client needs?

Answer 2: There is no financial limitation associated with the resulting RMSO. The actual volume may be above or below the estimated usages in Annex "B".

Question 3: Will translators and/or revisers be required to work on-site? Page 24 of 36 indicates "The Contractor may consult additional reference material at the User's site. The necessary arrangements must be made beforehand and the Contractor's employees must be accompanied by an escort while onsite."

Answer 3: No, translators and/or revisers will not be required to work on-site. The option to consult additional reference material at the User's site would be under exceptional circumstances and at the Offeror's discretion.

Question 4: Can an organization from outside of Canada submit an offer?

Answer 4: Due to the nature of the requirement, the only applicable trade agreement is the Canadian Free Trade Agreement, and the requirement is limited to Canadian services. For an offer to be considered, Canadian services must be provided. Please see Article 5.2.3.1 of the Request for Standing Offer (RFSO) for further details about Canadian content.

Question 5: Will the departments use a tool to determine the word count, and if so, which tool?

Answer 5: As per the solicitation (Annex "A" -Statement of Work, A.5.2 Word Count), the word count will be done electronically from the source text using the same software and version (i.e., Microsoft Office Suite).

Question 6: What is the approximate proportion of texts to be translated or revised to English compared to text to be translated or revised to French?

Answer 6: There is no guarantee to the proportion, but historically the vast majority of the work has been English to French (>90% English to French Words).

Question 7: Re: Annex "A" – Statement of Work, A3 Definitions

In Annex "A", Section A3 DEFINITIONS, in A3.b, "Urgent Work" is defined as "Work to be translated or edited outside the Working Day (Monday-Friday) that must be completed within 24 hours from when it is received unless otherwise stated on the call-up." However, it is not mentioned if it is necessary to be available on weekends and holidays to receive the work. In the 3rd paragraph of section A5.1, it is mentioned that the Contractor "must have someone available at its office every Working Day of the year to acknowledge receipt of the Work."

- a. Can we send work to be carried out during weekends and holidays?
- b. If so, how often or in what proportion?
- c. Does someone need to be available to acknowledge receipt of Work outside of Working Days (evenings, weekends, and holidays)?

Answer 7: If the Work is "Urgent Work", the Project Authority will indicate that in the call-up. Otherwise, Work must be performed as "Regular" and in accordance with the Statement of Work. Most "Urgent Work" will be performed in evenings, i.e. next day delivery during the week, although there is the possibility that there may be some unique requirement that necessitates weekend/holiday work. It is not necessary to have someone available to acknowledge receipt of the Work outside of the "Working Days".

Question 8: Re: Annex "A" – Statement of Work, A4.4 Software Applications

Further to A4.4 of the SOW, could PSPC please provide more details in regards to NMS and Digicon software packages? Would PSPC provide the latest version of the software to the successful bidder, if needed? How would these tools be used in the context of this project? Would it apply to all requests?

Answer 8: PSPC has decided to remove that software from the requirement. Please see amendment 2A below.

Question 9: Re: Annex "A" – Statement of Work, A3 Definitions

In Annex "A", Section A3 DEFINITIONS, in A3.c Technical Translation, it states: "The translator will be responsible for placing the translated notes on the electronic version of the technical documents using the software that the drawings were created with."

- a. What software are we referring to here?
- b. What proportion of the work must be done in these software?

Answer 9: As per Question 8, the National Master Specification for Construction published by CSC and Digicon Information Inc. is removed from the requirement. The only software that the Contractor must be familiar with is Microsoft Office Suite.

Question 10: Can you please confirm that the proposed revisers and/or translators are required to **either** be certified by a provincial or territorial professional translation association **OR** hold a degree in translation? This requirement can be conflicting as page 27 of 36 it does not give both options.

Answer 10: That is correct, the proposed revisers and translators are required to either be certified by a provincial or territorial professional translation association, or hold a degree in translation, literature, language training, communications or a related discipline. The Statement of Work will be amended to properly reflect this. Please see amendment 2B below.

2. Amendments

2A

Refer: Annex "A" – STATEMENT OF WORK, A4.4 Software Applications

Delete:

As a minimum the Contractor must be familiar with the following software packages:

- Microsoft Office Suite 2016 (Word 2016, Power Point 2016, Excel 2016);
- National Master Specification for Construction published by CSC and Digicon Information Inc. which is available from www.spex.ca/ or 800 610-7732 or later versions, as the case may be, as specified by the call-up from the Project Authority.

Insert:

As a minimum the Contractor must be familiar with the following software packages:

- Microsoft Office Suite 2016 (Word 2016, Power Point 2016, Excel 2016)

2B

Refer: Annex "A" – STATEMENT OF WORK, A4.6 Contractor's Team

Delete:

A4.6.b. Revisers

The Contractor must provide the services of the revisers to quality-control the translated texts before they are sent to the Project Authority. Quality control includes an in-depth comparison of the translation with the original text and correction of both the form and the substance of the translation. Revisers will also provide copy editing services in English or French for documents translated by others.

Revisers must be members in good standing of, and certified in translation from English into French or French into English by a provincial or territorial professional association affiliated with the Canadian Translators, Terminologists and Interpreters Council (CTTIC), or the Quebec equivalent – the ordre de traducteurs, terminologies, et interprètes agréés du Québec (OTTIAQ).

A4.6.c. Translators

The Contractor shall provide the services of translators to translate the volume of Work in accordance with A4.1.a, and A4.2.a, respectively. Translators must do an accurate transposition of the message of the original text (the source text) to the target language while respecting the spelling, grammar, syntax and usage of the target language, taking into account the tone, style and terminology used by the writer and making sure that the message is readable (clear, concise and adapted to the recipient).

Insert:

A4.6.b. Revisers

The Contractor must provide the services of the revisers to quality-control the translated texts before they are sent to the Project Authority. Quality control includes an in-depth comparison of the translation with the original text and correction of both the form and the substance of the translation. Revisers will also provide copy editing services in English or French for documents translated by others.

Revisers must either:

- a) Be a member in good standing of, and certified in translation from English into French or French into English by a provincial or territorial professional association affiliated with the Canadian Translators, Terminologists and Interpreters Council (CTTIC), or the Quebec equivalent – the ordre de traducteurs, terminologies, et interprètes agréés du Québec (OTTIAQ).

Or

- b) Hold a degree in translation, literature, language training, communications or a related discipline from a recognized Canadian university or, if the degree has been conferred by a foreign institution, an equivalent degree, as established by a recognized Canadian credentials assessment service. A list of recognized organization is available on the Canadian Information Centre for International Credentials' Web site at <http://cicic.ca/home.canada>.

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Translators must either:

- a) Be a member in good standing of, and certified in translation from English into French or French into English by a provincial or territorial professional association affiliated with the Canadian Translators, Terminologists and Interpreters Council (CTTIC), or the Quebec equivalent – the ordre de traducteurs, terminologies, et interprètes agréés du Québec (OTTIAQ).

Or

- b) Hold a degree in translation, literature, language training, communications or a related discipline from a recognized Canadian university or, if the degree has been conferred by a foreign institution, an equivalent degree, as established by a recognized Canadian credentials assessment service. A list of recognized organization is available on the Canadian Information Centre for International Credentials' Web site at <http://cicic.ca/home.canada>.

All Other Terms and Conditions Remain Unchanged