



RFP-CMIP21201902
Amendment No. 1: To the Tender Documents
Translation and Editing Services

Amendment Date: January 11, 2019

To all Proponents:

The Purpose of this Amendment is to address the following:

1. Under Section 4.1.2 add:

Evaluation Criteria - Stage 1	Points
Price per word regular translation (within four business days)	/10
Price per word rush translation (within two business days)	/10
Qualifications	Y/N
Subtotal	/20
Evaluation Criteria- Stage 2	
Translation Technical Evaluation – to be provided to the top ten (10) proponents from Stage 1 on February 21, 2019 at approximately 9:00 a.m. Atlantic Time (AST) by email. Responses shall be submitted to CMI by email on February 21, 2019 by 2:00 p.m. Atlantic Time (AST) according to CMI’s internal server time. Proposals received after 2:00 p.m. Atlantic Time (AST) according to CMI’s internal server time shall not be accepted.	/20
Preliminary Score	/40
Evaluation – Stage 3	
Interviews – February 28, 2019 A minimal score of 80% is required to move to the Interview. Interviews will be conducted with the top three proponents from Stage 2. In the event of a four-way (or more) tie, the top three proponents with the lowest rush translation shall be interviewed.	/15
Total Possible Points	/55

2. Under Section 4.1.3 add:

- .3 The Evaluation Committee will review the Qualifications of each Proponent. Proponents who do not meet qualifications shall receive an “N” / No and shall no longer be considered for evaluation. Proponents who meet minimum qualifications shall then be assessed on Subtotal Score. The top Ten Proponents with the highest Subtotal Scores shall be contacted for the Translation Technical Evaluation.

3. Under Section 4.2 add:

CMI reserves the right to disqualify any Proponent in the event that its response to the RFP indicates that the manner in which the Proponent provides services may adversely affect CMI's existing business relationships or if Public Services and Procurement Canada (PSPC) has determined the Proponent to be ineligible or suspended pursuant to the PSPC Integrity Regime.

4. Under Section 5, add Section 5.5 and complete the following:

5.5 Qualifications

5.5.1 The Proponent must demonstrate that it has provided translation in both official languages for documents in a Crown/Federal/Provincial government environment. Minimum two years' experience.

To demonstrate experience, provide the following:

- Name of client organization
- Address of client organization
- Service dates (contract dates)
- Nature of documents translated

5.5.2 The Proponent must submit an up to date resume of the lead translator(s) including education and work on relevant projects.

To demonstrate experience, provide the following:

- Resumes of each proposed translator(s) with education, certifications and work experience

5.5.3 The Proponent must submit proof of certification of its proposed translators in good standing of a Canadian professional association of translators or the Canadian translators, Terminologists and Interpreters Council and/or have a diploma or undergraduate degree (or higher) in translation, language training, or related discipline from a recognized Canadian university.

To demonstrate proof of certification, provide a copy of the certification and/or degree.

5. Under Section 5, add Section 5.6 and complete the following Supplier Statement:

5.6 Supplier Statement

WE: _____ (Proponent Name)

DO HEREBY OFFER to the Canadian Museum of Immigration at Pier 21 to diligently and faithfully provide the services in accordance with the terms and conditions of the RFP.

AND WE HEREBY AFFIRM AND CERTIFY that we:

- i) Have examined to our satisfaction all conditions affecting the Scope of Work.
- ii) Have carefully studied the RFP, including all addenda.
- iii) Have not relied on any information or documents provided by or on behalf of CMI other than the RFP.

- iv) Have included the information that was required to be submitted, which information forms an integral part of the Submittal Documentation.

AND WE HEREBY DECLARE, REPRESENT, WARRANT AND AGREE THAT:

- i) The Proposal has been executed with full authority and is irrevocable, valid and open to acceptance by CMI for a period of ninety (90) full days from the Closing Date irrespective of the acceptance of any other Proposal or the issue of a notice or acceptance of another Proposal.
- ii) This Proposal is made by the undersigned without any connection, knowledge and comparison of figures or arrangements with any other person who might submit a Proposal for the same Work and is in all respects fair and without collusion or fraud.
- iii) Proposed Sub-Supplier (if any) have been given the opportunity to study the RFP.

6. The following questions have been asked:

- 1) Vous ne demandez qu'un tarif pour les deux combinaisons de langue?

Oui.
Yes.

- 2) Je désire m'inscrire à la téléconférence.

numéro de conference: 1-855-343-6177
Conference Number: 1-855-343-6177

mot de passe : 9123442#
Passcode: 9123442#

- 3) Je prévois présenter une proposition au nom de l'entreprise dont je suis le propriétaire. Nous sommes une équipe de cinq traducteurs et réviseurs, certains travaillant vers le français et d'autres vers l'anglais. Nous travaillons ensemble depuis plusieurs années, mais dans des locaux différents (travailleurs autonomes). Avez-vous besoin de renseignements sur chacun des membres de l'équipe ou une simple soumission au nom de mon entreprise indiquant que nous possédons la capacité de répondre à vos besoins est suffisante?

Please refer to the beginning of this amendment and the additions of Section 4.1.2 and Section 5.5.

- 4) Outre la section 5.0 du document de DP, y a-t-il d'autres renseignements qui doivent être soumis avec la proposition?

Oui. Please refer to the beginning of this amendment and the additions of Section 4.1.2 and Section 5.5.

- 5) Êtes-vous en mesure d'estimer la proportion des divers types de besoins qui seront à combler (p. ex., proportion de traductions vers l'anglais et vers le français ou de révisions en anglais/en français)?

Most of CMI's translation requirements are for documents to be translated from English to French.

- 6) We wish to clarify if the above tender notification is open to international bidders.

Yes, however please refer to the beginning of this amendment and the additions of Section 4.1.2 and Section 5.5.

- 7) Whether companies from Outside Canada can apply for this? (like, from India or USA)

Yes, however please refer to the beginning of this amendment and the additions of Section 4.1.2 and Section 5.5.

- 8) Whether we need to come over there for meetings?

Onsite meetings are not required.

- 9) Can we perform the tasks (related to RFP) outside Canada? (like, from India or USA)

Yes.

- 10) Can we submit the proposals via email?

Please refer to Section 3.3.1

- 11) Is the Financial Submission comprised of only the rates?

Yes.

- 12) Are the Translation Technical Evaluation and the Technical Submission one and the same [3. RFP Submission Information 3.1 Key Dates / page 9]?

Yes.

- 13) When must we submit the following:

- a. Table at 5. RFP Submittal Documentation
- b. 5.4 Stage 2: Technical Evaluation Translation : Technical Translation Submission Contact Name and name of second person to copy?

Yes.

- 14) Will the proponents be expected to provide the following information at the time of the interview?

- a. CMI reserves the right to:
Ask any Proponent to provide proof that they have the necessary management structure, skilled personnel, experience and equipment to perform competently the work identified in this RFP. [page 14]

CMI may ask Proponents to provide the information above.

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