



## RFP-CMIP21201902 Amendment No. 2: To the Tender Documents Translation and Editing Services

Amendment Date: January 22, 2019

To all Proponents:

The Purpose of this Amendment is to address the following questions:

1. Would you be able to provide more details about the type of Professional Liability Insurance required for this RFP?

This insurance is for errors and omissions for professional services.

2. I just wanted to confirm that a company not registered in Canada but using translation resources from Canada (freelance translators) can apply for this proposal.

Proponents that are not registered in Canada may apply for this proposal. All pricing shall be in Canadian Dollars.

3. Do we need to complete Section 5 by pen or is there an editable format that we can access?

CMI will provide an editable format, available under this tender on [buyandsell.gc.ca](http://buyandsell.gc.ca).

4. Do we need to complete section 5.2, section 5.4, Appendix A and Appendix B before submitting the form?

Proponents must submit Section 5. Appendix A and Appendix B form the contract. The successful proponent from the tender process must submit Appendix B as part of the contract.

5. Are there any other documents, except for the RFP Submittal Documentation form included in the proposal, we would need to submit?

None at this time however CMI reserves the right to amend the tender documents prior to tender closing.

6. We are assuming that the currency of this RFP refers to Canadian dollars and not US Dollars and that you would like pricing to be submitted in this currency?

All pricing shall be in Canadian dollars.

7. The second category of documents included in editing services are "1000 words or more" documents. What is the maximum limit of words a document of this type can reach?

CMI cannot confirm a maximum limit as some projects are larger than others such as exhibition text. Most documents submitted for translation are 1000 words or less.

8. Can you please let us know what is the format (Word, Powerpoint, etc.) for the files that the museum will send to be translated?

Most files are Word files. Some may be Excel or PDF.

9. Regarding the interview stage, can you please let us know if the interview will be focused on a linguistic assessment or a business assessment? Who will conduct the interview from your side?

The interview may focus on linguistic and/or business assessments. At present, the Evaluation Committee shall be representatives from the communications, marketing, and exhibition teams.

10. Would it be possible for you to send us the conference code?

Please refer to Amendment 1.

11. Section 1.2.1: Can you confirm if this involves translation only (e.g. no revision/proofreading)?

No, please refer to Section 1.2.2.

12. Section 1.2.1: Can you confirm if this involves comparing original text and translation, and not just monolingual proofreading?

CMI is looking for monolingual proofreading to ensure consistency between published documents (year to year).

13. Section 1.2.2: Are vendors expected to proofread translations done internally by CMI or by other translation service providers?

CMI expects a high quality of work from the successful Proponent. Though CMI may proofread final submissions, the Contractor shall be responsible for the quality and correctness of their work. Work deemed unacceptable shall be corrected by the Contractor prior to billing and payment.

14. Section 1.2.2: Is this an additional optional step after translation projects referred to in Section 1.2.1?

CMI may require proofreading services in addition to translation services. Requirements will be identified on the Call-Up Form.

15. Section 1.5: Does a translation requirement include multiple files?

Yes, in some cases a translation requirement will include multiple files.

16. Section 1.5: Will each separate file be sent under an individual request?

In some cases, yes.

17. Section 1.5: What are the file formats contractors are required to handle?

Please refer to Question 8.

18. Section 1.5: What is the maximum number of words that CMI expects to send at one particular time for regular/rush translations?

CMI cannot know this maximum over the course of the contract.

19. Evaluation – Stage 3: Will interviews be held in person or over the phone?

Interviews shall be held by phone or video conference.

20. Could you please clarify your answer to question 13: **When** must we submit the following:

a. Table at 5. RFP Submittal Documentation 5

b. 5.4 Stage 2: Technical Evaluation Translation : Technical Translation Submission Contact Name and name of second person to copy?

**Yes.**

The original answer was in error.

Proponents shall submit Section 5 on or before February 12, 2019 at 2 p.m. Atlantic Time.

21. Would it be possible to have examples of the documents to be translated for the areas indicated in section 1.1 of the tender document?

Please refer to the CMI website for document examples. All public documents and exhibits will be in both official languages and have been translated from one official language to the other.

22. Regarding the revision rate for a document of more than 1,000 words, can we rate it by the hour or the word rather than by document? It is difficult to establish a cost per document if one does not know the number of words?

Yes. Replace "price per document" by "price per word".

23. How many copies of our proposal does the CIM require for evaluation?

One.

**End of Document**