



## RFP-CMIP21201902

### Amendment No. 3: To the Tender Documents

### Translation and Editing Services

Amendment Date: February 5, 2019

To all Proponents:

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

- 1) In the financial section of the submission it asks for “Editing Services - Price per Document A) 1000 words or less and B) 1000 words or more”. For B, are we supposed to give a flat-rate price for any document length (whether it is 1001 words or 100,000 words)? That seems quite impractical. The normal way of pricing editing services is to provide an hourly rate (which is what we do). If that is not possible, can we maybe base the pricing also on a rate per word or at least base it on a standard page (250 words)?

Please refer to Amendment 2.

- 2) What information must I provide under the Addenda section? Is this information that I can retrieve on the Buy and Sell website?

All Proponents must complete the Submittal Documentation section. All Addenda can be found under our tender on [buyandsell.gc.ca](http://buyandsell.gc.ca).

- 3) What exactly must I fill out in the two appendices? Is Appendix A simply an example of the call-up form you could use?

Proponents do not need to complete the appendices. These form part of the contract.

- 4) Can French-only revision services be offered?

No.

- 5) Is it possible to submit only for one of the two translation streams, from English to French?

No.

- 6) What types of documents will you submit for translation? Would graphic/image files with text need to be translated?

Typically, CMI will request translation for word files and may request translation from pdf or excel files. Very rarely would CMI require translation from any other type of file, including graphic/image files as we usually send the text by Word file.

7) Do we need to fill-out Section 5 completely?

Yes.

8) Under Section 5.5, do you have a preference for how we submit our qualifications?

No. Proponents may submit qualifications by utilizing the form or reference the section in a document that they provide.

9) Does translation include translating social media posts? How quickly do these need to be translated?

Yes, translation includes social media posts. Typically social media translations are requested as Rush Translations.

10) Where can we find the Submittal Documents?

Section 5 Submittal Documentation can be found under our tender on [buyandsell.gc.ca](http://buyandsell.gc.ca)

11) What is the volume or ration of French-English and English-French translation?

There is significantly more English-French translation requests from CMI. We cannot provide an exact ratio.

12) Do you prefer independent translators or agencies?

No preference.

13) As a joint venture, what must we submit in our proposal?

Section 5, Submittal Documentation.

14) Do you require translation for documents over 1000 words? How often?

Yes, CMI requires translation for documents over 1000 words. These documents are not requested regularly but on occasion.

15) What are your current rates for translation services?

To ensure fair and competitive bids and as the evaluation of rates are part of this tender, we cannot provide our current rates.

16) When is the date for the next amendment?

CMI will add all of the final questions and answers submitted as Amendment 3 which should be available the week of February 4, 2019.

- 17) According to section 1.2.1: 1.2.1 The Contractor shall provide translation services on an “as and when” *required basis for the translation of English to French and/or French to English.* This could imply translation only. Is that the correct assumption, and does that mean you will handle your own editing and proofreading in relation to source files translated by the successful proponent? Standard translation service usually means translation, editing & proofreading (TEP) before submitting finalized documents to the client. We just need to make sure because translation only rates are different from TEP rates. We note that proofreading of French to English will sometimes be required, per section 1.2.2.

We expect that translations will be proofread and edited so translations are not submitted with errors.

Separate proofreading requests on an as-and-when basis will be of already translated documents to ensure CMI terminology has been properly used, and/or to compare current translations to previous translations to ensure consistency.

- 18) Could you confirm that you require translation between English and Canadian French, or standard European French?

English and Canadian French, please.

- 19) Regarding section 5.5 Qualifications. "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." In this regard, would a company that has less than 2 years of business experience be qualified if all the company associated translators that will be submitted under this RFP meet and exceed the requirements?

Yes.

**End of Document**