



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Bid Receiving - PWGSC / Réception des soumissions -
TPSGC**

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

SOLICITATION AMENDMENT

MODIFICATION DE L'INVITATION

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 Open Contracts for Interpretation	
Solicitation No. - N° de l'invitation EN960-192231/A	Amendment No. - N° modif. 005
Client Reference No. - N° de référence du client 20192231	Date 2019-02-27
GETS Reference No. - N° de référence de SEAG PW-\$\$ZF-505-34628	
File No. - N° de dossier 505zf.EN960-192231	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-03-20	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Henry, Yves	Buyer Id - Id de l'acheteur 505zf
Telephone No. - N° de téléphone (613) 720-9513 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Amendment no. 005 is raised provide answers to questions 24 to 49.

Questions and Answers (24 to 49) RFP EN EN960-192231/A

Q24) I found nothing in the document that says that airline tickets purchased that are not refundable for interpreting at a conference once the offer is confirmed were refunded in the event of a conference cancellation. At present, in the event of cancellation, the Translation Bureau asks me to invoice the flight ticket and fees if I do not have other assignments for the same dates.

A24) As is the case now, you will be able to invoice for any non-refundable accommodations already booked in accordance with the NJC travel directive. As for travel time, if the travel has started you will be able to invoice travel time as agreed upon on your TA, if travel has not started you are to invoice loss of earnings as you did not travel.

Q25) Ms. Caroline Corneau, Director of Parliamentary Interpretation Services, informed all freelancers that they should use the usual method for the contract from April 1 to May 3, as the effective date of the new contract was not guaranteed. In the bid document to which you referred us, it seems clear that bids after March 20 will not be considered unless it is a delay caused by the Post Office.

Do I have to make 2 submissions for the period April 1 to May 3, one for you and one for the parliamentary interpretation service? If I send my submission only to the parliamentary service (the usual procedure mentioned by Ms. Corneau), can I then make my submission for the year to your service?

A25) Yes, you are to submit one bid for open contracts with PIS (one for CIS if you are interested in both) for the year through this RFP process by March 20th if you want to work for either service between implementation date (to be confirmed) and June 2020. As operations continue while the RFP is open and bids are being evaluated, the Parliamentary and Conference Interpretation Services must assign contracts under the current process until the RFP is complete and new open contracts are assigned.

Q26) In Annex E under the heading "Security Certificate Number" do we give our company code (xxxxx-00) or our personal security code (95xxxxxx)?

A26) Please provide the **Personal** Security Certificate number

Q27) Will our bid be refused if we cannot prove that the paper we use is 30% recycled content (see 3.1 (1) page 11)?

A27) There will be no penalty for not using the recommended type of paper.

Q28) Do we sign page 1 of the Request for Proposal or page 1 of the Solicitation Amendment?

A28) We require at least the signature on the main RFP document. The amendment documents do not necessarily need to be signed.

Q29) Under Annex F, in the section entitled "Integrity Provisions" do we have to put our name under "Board of Directors" if we are a sole proprietorship or do we just leave this blank?

A29) Yes please enter your name.

Q30) Under Annex F page 4 (in the English version) I am not sure what to put for my 'position' and 'company name Bidder'. Should I put 'sole proprietorship' for position and my own name for 'company name Bidder' as I am not incorporated?

A30) Yes

Q31) Currently, many of us have two rates: one for work in the City of Toronto, and one for assignments in the Greater Toronto area (often at hotels near Pearson airport). In my case, as someone who lives in the heart of the city, an assignment outside of Toronto (but not far enough to warrant a night in a hotel) means driving a round-trip distance of 50 to 75 kms, plus paying for parking at the hotel. If we are only able to submit one rate, will we able to submit mileage and parking costs for such assignments? Or should we simply submit a rate that will take into account frequent trips outside of Toronto proper that require the use of a car (or for those who don't have a car, taking a taxi, which can easily cost well over \$100 for a round trip)?

A31) When you are required to travel for the Bureau, you may submit eligible travel expenses, as defined on page 43 of the RFP document. The new open contact process only allows for an interpreter to have 1 rate per service (Conferences and Parliamentary) with additional escalators based on types of service (whispered, long consecutive). For the calculation of your travel expenses, you may declare a professional domicile rather than use your residence. This will affect both your ability to charge travel costs (as opposed to travel time), and also the amount for which you are eligible, according to the NJC guidelines.

Q32) The travel time supplement: Does the supplement apply to both the travel time TO and the travel time FROM the assignment? In other words, if it takes me 4 hours to reach the destination where the conference is taking place and 4 hours to return home, do I charge two half-day rates for travel?

A32) Yes, travel time applies to travel both to and from your event. As defined under travel time on page 41 - Annex B – Basis of Payment (Travel Time), you are able to request travel time based on the total time to and from the assignment (this does not take into account exceptional circumstances such as snow storms, traffic) as such if it takes 4 hours to travel on the day of the assignment and 4 hours back the next day you are entitled to 2X half daily rate if it's over 5 hours in 1 day you get 1 full daily rate.

Q33) On Form #2, does the submission date correspond to the date I complete the form or the date of publication on the website?

A33) In **Annex F - Response Form #2**, we ask for the **Date of Bid** in the "Declaration of Convicted Offences Form". This is the date that you submit the bid.

Q34) For the criteria to be met, do I absolutely have to print the forms on 30% recycled paper (if not, is the bid rejected?)

A34) No. Also see answer #27.

Q35) Does the first page of the solicitation with my signature go in the 1st or 2nd section into which my response is to be separated?

A35) It can be in either section. We recommend you insert it with the Annex "F" – Response form #2 - Pricing and Certifications.

Q36) Regarding the Declaration of Convicted Offences on page 19 of the 1st document, how can it be in a sealed envelope if we're bidding via fax or epost?

A36) If you are submitting electronically, please disregard this instruction. Also it is **not** mandatory to fill out the Declaration of Convicted Offences Form.

Annex E -Response Form # 1 List of Proposed Resources and Security Level

Q37) What is meant by Legal Name. (If an interpreter is not incorporated, is their own name deemed to be a Legal Name?)

A37) Yes

Q38) Do I choose between "Address" and "Professional Domicile" That is, do I fill out one or the other? Example, if I live in a suburb of Montreal (Beaconsfield), do I need to make my professional

domicile Montreal, and calculate all my mileage from Montreal City Hall if I want Montreal to be deemed my location, or can I keep my own home address because I live in Beaconsfield which is on the Island of Montreal? (Same question from an interpreter in Longueuil.)

A38) Yes, you must either choose to use your residence address or declare a professional domicile. If you choose a professional domicile, the Translation Bureau will calculate your travel claims based on the city hall for the city you have chosen, rather than your residential address. If you choose your residence, then all of your travel claims will be based on that location.

Q39) What is a resource? (Make clear whether a sole proprietorship needs to list his/her name in the table that asks for Resource Name)

A39) Yes, if the bidder is a sole proprietor the name of the bidder is considered the name of the resource.

Q40) Which Security Certificate Number should I provide?

A40) The security certificate number of the resource

Q41) Where can I turn to if I cannot find my security certificate number?

A41) See clause 6.1.3 of the Request for Proposal

Annex F - Response Form # 2 - Pricing and Certifications

Q42) Outside-of-Ottawa interpreters have asked if they should apply for Parliamentary Interpretation given that in recent years they have been offered work with House and Senate Committees when these have criss-crossed the country. They want to be eligible for this work and think that to be eligible they should offer their services for Parliamentary. (This needs to be clarified during the WEBEX.)

A42) Interpreters outside the National Capital Region may apply for a Parliamentary Interpretation open contract, and they may be offered work on occasion, either when Parliamentary Committees travel across Canada, or if the Translation Bureau cannot fill demand with local interpreters in Ottawa. All travel provisions from the National Joint Council Travel Directive will apply if Task Authorizations are issued to Contractors outside the National Capital Region.

Q43) Is it necessary to fill out the Declaration of Convicted Offences Form if I've never been convicted? (At the time of the RFSO, we were told we did not need to complete it.) Interpreters should be told clearly if they must complete it or not.

A43) It is **not** mandatory to fill out the Declaration of Convicted Offences Form.

Q44) Which is the bid number?

A44) The Bid number is the Solicitation number EN960-192231/A

Q45) Is the Request for Proposal Solicitation Number the same as the bid number?

A45) Yes

Q46) If I make a mistake when I fill out my forms, will my bid be discarded?

A46) No. We will not allow for any changes to the bid price, however, you will not be penalized for missing the administrative information. Any missing information will be sought before awarding a contract. We also expect you to sign the first page of the Solicitation.

Q47) I was going to fill out everything on my computer, but under the offences section, I can't actually place my X in the No box. Is it all right if I place it next to the box?

A47) yes

Q48) Is an electronic signature acceptable?

A48) Yes

Q49) I am newly accredited and I was told that it can be quite difficult. In particular, I would like to know who to contact to renew, how long the rating is valid and when to start the process (e. g. one year before expiry?)

A49) See clause 6.1.3 of the Request for Proposal