



**QUESTION AND ANSWER – SERIES IV**

Q1. With regards to Q2/A2 in Addendum #3, please confirm that the resources must as a combined group demonstrate experience in providing translation services from both English to French and French to English, and individual translators do not need to do both.

A1. Yes, resources as a combined group must demonstrate experience in providing translation services from both English to French and French to English, and individual translators do not need to do both.

The majority of the work will be translations from English to French.

Part 4 - Evaluation Procedures and Basis of Selection, 4.1 Evaluation Procedures, 4.1.1 Technical Evaluation, 4.1.1.1 Mandatory Technical Criteria, DELETE in it's entirely and REPLACE with the following:

**“4.1.1.1 Mandatory Technical Criteria**

The mandatory evaluation criteria of this RFP are as follow:

	<b>Description</b>	<b>Compliance (Met/Not Met)</b>	<b>Substantiation</b>
<b>Corporate Criteria</b>			
MTC1	<p>The Bidder must have a minimum of five (5) years within the last ten (10) years of demonstrated experience in delivering translation services in Canada’s both official languages on documents containing scientific, medical and disease terminology containing names of diseases, pest etc.</p> <p>To demonstrate, the Bidder must provide a minimum of three (3) Project/Contract Summaries.</p>		
<b>Resource Criteria</b>			
MTC2	<p>The proposed translators must be certified and in good standing with The Association of Translators and Interpreters of Ontario (ATIO), the</p>		



	<p>Ordre des traducteurs, terminologies et interprètes agréés du Québec, or other equivalent Canadian associations of the CTTIC certification.</p> <p>To demonstrate, the proposed translators must provide a current copy of the registration certificate.</p>		
MTC3	<p>The proposed translators must have a minimum of two (2) years within the last ten (10) years of demonstrated experience in providing translation services from English to French and/or French to English.</p> <p>To demonstrate, the proposed translators must provide a minimum of three (3) Project/Contract Summaries.”</p>		

Q2. In the English version of the RFP, Attachment 1 to Part 3 - Pricing Schedule: the second table (Translation from French to English) and third table (Total Evaluated Price for Evaluation) says “Total Price for Translation from English to French (J)”. Is this a typo?

A2. Yes, this is an error.

In the English version of the RFP, Attachment 1 to Part 3 - Pricing Schedule, DELETE in it's entirely and REPLACE with the attach.

**ALL OTHER TERMS AND CONDITIONS OF THE ABOVE RFP REMAIN UNCHANGED.**



**“ATTACHMENT 1 to PART 3  
PRICING SCHEDULE**

The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted all inclusive firm per word rate for the type of translation service identified.

The rates specified below, when quoted by the Bidder, include the total estimated cost of all travel and living expenses that may need to be incurred for:

- a. Work described in Part 6, Resulting Contract Clauses, of this bid solicitation required to be performed within the National Capital Region (NCR). The NCR is defined in the [National Capital Act](#), R.S.C. 1985, c. N-4, S.2.
- b. travel between the successful bidder’s place of business and the NCR; and
- c. the relocation of resources

To satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

Translation from English to French					Sub-Total
Type of Translation Service*	Initial Period**	Option Periods**			
	Contract Award Date to March 31, 2020  (A)	Year 1 April 1, 2020 to March 31, 2021  (B)	Year 2 April 1, 2021 to March 31, 2022  (C)	Year 3 April 1, 2022 to March 31, 2023  (D)	
Working Day					
After Hours					
Urgent Work					
Total Price for Translation from English to French (E)					

\*Refer to Annex “A” Statement of Work for a detailed definition of the types of translation services listed.

\*\*The rates must be all-inclusive firm per word rate.



Translation from French to English					Sub-Total
Type of Translation Service*	Initial Period**	Option Periods**			
		Year 1	Year 2	Year 3	
	Contract Award Date to March 31, 2020 (F)	Year 1 April 1, 2020 to March 31, 2021 (G)	Year 2 April 1, 2021 to March 31, 2022 (H)	Year 3 April 1, 2022 to March 31, 2023 (I)	
Working Day					
After Hours					
Urgent Work					
Total Price for Translation from French to English (J)					

\*Refer to Annex "A" Statement of Work for a detailed definition of the types of translation services listed.

\*\*The rates must be all-inclusive firm per word rate.

Total Evaluated Price for Evaluation	
Total Price for Translation from English to French (E)	
Total Price for Translation from French to English (J)	
Bidder's Total Evaluated Price (applicable taxes extra)	



## QUESTIONS ET RÉPONSES – SÉRIE IV

Q1. En ce qui concerne la Q2/R2 de l'addenda no 3, veuillez confirmer que les ressources, regroupées, doivent posséder de l'expérience de la prestation de services de traduction de l'anglais au français et du français à l'anglais et que les traducteurs n'ont pas à être en mesure de faire les deux types de traduction.

R1. C'est exact. Les ressources, regroupées, doivent posséder de l'expérience de la prestation de services de traduction de l'anglais au français et du français à l'anglais et les traducteurs n'ont pas à être en mesure de faire les deux types de traduction.

La majorité des travaux seront des travaux de traduction de l'anglais au français.

Dans la section 4.1.1.1 (Critères techniques obligatoires) de la partie 4 (Procédures d'évaluation et méthode de sélection), de la partie 4.1 (Procédures d'évaluation), de la partie 4.1.1 (Évaluation technique), de la partie 4.1.1.1 (Critères techniques obligatoires), à SUPPRIMER entièrement et à REMPLACER par ce qui suit :

### « 4.1.1.1 Critères techniques obligatoires

Voici quels sont les critères obligatoires de la DDP :

	Description	Conforme/non conforme	Justification
<b>Critères pour l'organisation</b>			
CTO1	<p>Le soumissionnaire doit posséder au moins cinq (5) années d'expérience manifeste au cours des dix (10) dernières années dans la prestation de services de traduction des deux langues officielles du Canada de documents dont la terminologie scientifique, médicale et sur les maladies contiennent le nom de maladies, de pestes, etc.</p> <p>Le soumissionnaire doit joindre à sa proposition au moins trois (3) résumés de projet ou de contrat.</p>		



<b>Critères des ressources</b>			
CTO2	<p>Les traducteurs proposés doivent être membres agréés et en règle de l'Association des traducteurs et interprètes de l'Ontario (ATIO), de l'Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ), ou d'autres associations canadiennes équivalentes à l'attestation du CTTIC.</p> <p>Pour le démontrer, les traducteurs proposés doivent fournir une copie du certificat d'accréditation.</p>		
CTO3	<p>Les traducteurs proposés doivent avoir au moins deux (2) années d'expérience manifeste sur les dix (10) dernières années à fournir des services de traduction de l'anglais au français et/ou du français vers l'anglais.</p> <p>Pour le démontrer, les traducteurs proposés doivent fournir au moins trois (3) résumés de projet ou de contrat. »</p>		

Q2. Dans la version anglaise de la DP, annexe 1 de la partie 3 – Barème de prix : le deuxième tableau (Traduction du français vers l'anglais) et le troisième tableau (Prix total évalué pour l'évaluation), on trouve « Prix total pour la traduction de l'anglais vers le français (J) ». Est-ce une coquille?

R2. Oui, c'est une erreur.

Dans la version anglaise de la DP, annexe 1 de la partie 3 – Barème de prix, SUPPRIMER en entier et REMPLACER avec l'annexe.

**TOUTES LES AUTRES MODALITÉS DE LA DEMANDE DE PROPOSITIONS PRÉCÉDENTE DEMEURENT INCHANGÉES.**



**“ATTACHMENT 1 to PART 3  
PRICING SCHEDULE**

The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted all inclusive firm per word rate for the type of translation service identified.

The rates specified below, when quoted by the Bidder, include the total estimated cost of all travel and living expenses that may need to be incurred for:

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- b. travel between the successful bidder’s place of business and the NCR; and
- c. the relocation of resources

To satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

Translation from English to French					Sub-Total
Type of Translation Service*	Initial Period**	Option Periods**			
	Contract Award Date to March 31, 2020  (A)	Year 1 April 1, 2020 to March 31, 2021  (B)	Year 2 April 1, 2021 to March 31, 2022  (C)	Year 3 April 1, 2022 to March 31, 2023  (D)	
Working Day					
After Hours					
Urgent Work					
Total Price for Translation from English to French (E)					

\*Refer to Annex “A” Statement of Work for a detailed definition of the types of translation services listed.

\*\*The rates must be all-inclusive firm per word rate.



Translation from French to English					Sub-Total
Type of Translation Service*	Initial Period**	Option Periods**			
		Year 1	Year 2	Year 3	
	Contract Award Date to March 31, 2020 (F)	Year 1 April 1, 2020 to March 31, 2021 (G)	Year 2 April 1, 2021 to March 31, 2022 (H)	Year 3 April 1, 2022 to March 31, 2023 (I)	
Working Day					
After Hours					
Urgent Work					
Total Price for Translation from French to English (J)					

\*Refer to Annex "A" Statement of Work for a detailed definition of the types of translation services listed.

\*\*The rates must be all-inclusive firm per word rate.

Total Evaluated Price for Evaluation	
Total Price for Translation from English to French (E)	
Total Price for Translation from French to English (J)	
Bidder`s Total Evaluated Price (applicable taxes extra)"	