



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS
A:**

Bid Receiving /

Réception des soumissions

Canada School of Public Service/
École de la fonction publique du Canada
Bid Receiving Unit (Mailroom) /
Réception des soumissions (salle de
courrier)
De La Salle Campus / Campus de La
Salle
373 Sussex Drive
Ottawa, Ontario (Canada) K1N 6Z2

**REQUEST FOR PROPOSAL
AMENDMENT /
MODIFICATION DEMANDE DE
SOUMISSION**

**Proposal to: Canada School of Public
Service**

We hereby offer to sell to Her Majesty
the Queen in right of Canada, in
accordance with the terms and
conditions set out herein, referred to
herein or attached hereto, the goods,
services and construction listed herein
and on any attached sheets at the
price(s) set out therefor.

**Proposition à : École de la fonction
publique du Canada**

Nous offrons par la présente de vendre à
Sa Majesté la Reine du chef du Canada,
aux conditions énoncées ou incluses par
référence dans la présente et aux
annexes ci-jointes, les biens, services et
construction énumérés ici sur toute
feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaries

**THIS DOCUMENT CONTAINS NO
SECURITY REQUIREMENT / CE
DOCUMENT NE CONTIENT AUCUNE
EXIGENCE RELATIVE À LA
SÉCURITÉ**

Title-Sujet Copy Editing, Comparative Editing (including Copy Editing), and Proofreading Services in French for the Canada School of Public Service	
Solicitation No. – No. de l'invitation CSPS-RFP-19NL-0687	Amend # / Modif # 001
Client Reference No. - No. De Référence du Client 2019-0687	Date 24 septembre 2019
Solicitation Closes - L'invitation prend fin on - le 16/10/2019 at - à 02:00 PM / 14h00	Time Zone Fuseau horaire Eastern Daylight Time Heure avancée de l'est
Address inquiries to: - Adresser toute demande de renseignements à : Nathalie Lafortune	
Email Address: - Adresse courriel : Nathalie.lafortune@canada.ca	
Telephone No. - No de téléphone 873-354-1776	Fax No. – No de Fax:
Destination of Goods and Services: Destinations des biens et services: See Herein Voir aux présentes	
Instructions : See Herein Instructions : Voir aux présentes	
Delivery Required – Livraison exigée See Herein - Voir aux présentes	Delivery Offered – Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. – No de téléphone Facsimile No. – No 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	
Signature _____ Date _____	

Amendment 001 / Modification 001

Request for Proposal (RFP) / Demande de proposition (DDP) : CSPS-RFP-19NL-0687

Solicitation Closing Date / L'invitation prend fin le: October 16, 2019 / 16 octobre 2019

Solicitation Closing Time / L'invitation se termine à: 2:00 p.m., Eastern Daylight Time (EDT) / 14:00, Heure avancée de l'est (HAE)

Title / Sujet : Copy Editing, Comparative Editing (including Copy Editing), and Proofreading Services in French for the Canada School of Public Service

To all bidders,

NO consideration will be given for extras and/or changes because the Bidder was not familiar with the contents of this Amendment.

The purpose of the present Amendment is to extend the RFP closing date to October 16, 2019, and to give effect to the following:

- A. Answer questions from bidders; and
- B. Amend the Request for Proposal (RFP).

A. Questions & Answers

Question 1:

I have read solicitation no. CSPS-RFP-19NL-0687 entitled Copy Editing, Comparative Editing (including Copy Editing), and Proofreading Services in French for the Canada School of Public Service.

- i. Could you explain the significance of clause 1.2.3 on page 6 for bidders from the province of Quebec?
- ii. On page 26, in the mandatory technical criteria, it is mentioned that the bidder must hold: "a university diploma from a recognized Canadian educational institution or a recognized institution of Canada with specialization in translation, linguistics, communications and/or French/English studies;"

Answer 1:

- i. This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation to the Identified Users within Canada's National Capital Region. It excludes all locations within Yukon, Northwest Territories, Nunavut, Quebec and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCA areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing bids.
- ii. The CSPS will not consider additional years of experience in lieu of specialized education in the fields specified. However, the CSPS has amended its Mandatory Technical Criteria MT3

(now MT2) to include a college certificate in the fields specified. See Amendment 001 to solicitation no. CSPS-RFP-19NL-0687.

Question 2:

If the bidder holds a university diploma from a recognized Canadian educational institution in a field other than those mentioned, could the bidder still be considered if they demonstrate that they have significant experience in the working streams (A, B and C)?

Answer 2:

The CSPS will not consider additional years of experience in lieu of specialized education in the fields specified. However, the CSPS has amended its Mandatory Technical Criteria MT3 (now MT2) to include a college certificate in the fields specified. See Amendment 001 to solicitation no. CSPS-RFP-19NL-0687.

Question 3:

- i. Service standard (page 13): Could you please indicate, using one or two examples, what you mean by "as a minimum." For instance, when you refer to 2,500 words per 7.5 hours (for comparative editing), do you mean that we should base our hourly rate on a requirement of 333 words per hour?
- ii. Samples of work (page 28): what is the target date for the exam, and is this date negotiable?

Answer 3:

- i. In your example regarding 2,500 words per 7.5 hours (for comparative editing), we mean that you should base your hourly rate on a requirement of 333 words per hour on average. By using "as a minimum," we recognize that the amount of time to complete the work can vary accordingly to its complexity.
- ii. The date for the exam has not been determined. The bidder is expected to submit the completed samples of work to CSPS' Contracting Authority by email within 24 hours of receiving the samples of work.

B. Amend the Request for Proposal (RFP) as follows:

Page 24 of 58, **Attachment 1 to Part 4 – Mandatory Technical Criteria:**

Delete in its entirety.

Insert the following:

ATTACHMENT 1 TO PART 4

1.0 MANDATORY TECHNICAL CRITERIA FOR STREAM 1 (ENGLISH)

Mandatory Technical Criteria (MT)				
Number	Mandatory Technical Criterion	MET	NOT MET	Cross Reference to Bidder's Proposal
Bidder's Corporate Experience				
MT1	<p>The Bidder must have a minimum of five (5) years' demonstrated experience in delivering the services under each of the working streams (A, B and C) as indicated in Annex A, Statement of Work. This experience must be within ten (10) years of the closing date of the Request for Proposal (RFP).</p> <p>To demonstrate compliance, the Bidder must provide a summary in the form of a résumé outlining project summaries for professional copy editing, comparative editing (including copy editing), and proofreading services in English.</p> <p>Each project summary must include:</p> <ul style="list-style-type: none"> a) the name of the client organization; b) a list of services relevant to the RFP; c) contact information for the client organization; and d) the start and end date of the referenced contract. <p>CSPS reserves the right to contact the client reference named in the bid for the purpose of validating the information provided by the Bidder.</p>			
Bidder's Proposed Team				
MT2	<p>The Bidder must demonstrate how the proposed resource meets the qualifications for the Editor Role:</p> <p>Editor Role</p> <p>To demonstrate how it meets the qualifications for the Editor Role, the Bidder must provide a minimum of one English editor to cover the three (3) working streams (A, B and C) identified in Annex A, Section 4.1.</p> <p>Also, a minimum of one English editor must be bilingual (English/French) at an advanced level for</p>			

	<p>reading comprehension in their second official language, as defined in the Language Proficiency Grid at section 9, as indicated in Annex A.</p> <p>As a minimum qualification, each proposed editor must have:</p> <p>a) a college certificate or a university diploma from a recognized Canadian educational institution or a recognized institution outside of Canada with specialization in translation, linguistics, communications and/or French/English studies;</p> <p>AND</p> <p>b) at least three (3) years of experience in providing copy editing, comparative editing and proofreading services for the Government of Canada. This experience must be within five (5) years of the closing date of the solicitation.</p> <p>To demonstrate compliance for a), the Bidder must provide with the bid submission a copy of all of the diplomas and/or degrees for each of the editors proposed.</p> <p>If a proposed editor has a diploma from an institution outside of Canada, the Bidder must provide proof of the Canadian equivalency of this diploma evaluated by a recognized third party.</p> <p>A list of recognized organizations can be found on the Canadian Information Centre for International Credentials website at: https://www.cicic.ca/.</p> <p>To demonstrate compliance for b), the Bidder must provide, for each proposed editor, a summary in the form of a résumé outlining project summaries for copy editing, comparative editing and proofreading services for federal government clients.</p> <p>Each project summary must include:</p> <p>a) the name of the federal government client organization;</p> <p>b) a list of services relevant to the RFP;</p> <p>c) contact information for the federal government client organization; and</p> <p>d) the start and end date of the referenced contract.</p> <p>CSPS reserves the right to contact the client</p>			
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Solicitation No. - N° de l'invitation
CSPS-RFP-19NL-0687
Client Ref. No. - N° de réf. du client
2019-0687

Amd. No. - N° de la modif.
001
File No. - N° du dossier
CSPS-RFP-19NL-0687

Buyer ID - Id de l'acheteur
Nathalie Lafortune
CCC No./N° CCC - FMS No./N° VME
0520-C10-2E04-54819-C21400-S990000

	reference named in the bid for the purpose of validating the information provided by the Bidder.			
Bidder's Financial Bid				
MT3	The financial bid must be submitted as a separate document to the technical proposal. NO INFORMATION FROM THE FINANCIAL PROPOSAL MAY APPEAR IN THE TECHNICAL PROPOSAL.			

END OF AMENDMENT 001. ALL OTHER TERMS AND CONDITIONS OF THE BID SOLICITATION REMAIN THE SAME.