



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

**Bid Receiving /**

**Réception des soumissions**

Canada School of Public Service/  
École de la fonction publique du Canada /  
Canada School of Public Service  
Entrée P4 - Expédition et Réception (porte  
à côté de la porte de garage) avec le  
commissionnaire de 9h00 à 15h00 /  
Entrance P4 - Shipping and Receiving  
(door beside garage door) with the  
commissionnaire from 9h00 AM to 3h00  
PM

Centre Asticou / Asticou Centre  
241, boul. Cité-des-jeunes /  
241 Cité-des-jeunes Blvd.  
Gatineau, Quebec  
J8Y 6L2

**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**

<b>Title-Sujet</b> Copy Editing, Comparative Editing (including Copy Editing), and Proofreading Services in English for the Canada School of Public Service	
<b>Solicitation No. – No. de l'invitation</b> CSPS-RFP-19NL-0686	<b>Amend # / Modif #</b> 001
<b>Client Reference No. - No. De Référence du Client</b> 2019-0686	<b>Date</b> 24 septembre 2019
<b>Solicitation Closes - L'invitation prend fin</b> on - le 16/10/2019 at - à 02:00 PM / 14h00	<b>Time Zone Fuseau horaire</b> Eastern Daylight Time Heure avancée de l'est
<b>Address inquiries to: - Adresser toute demande de renseignements à :</b> Nathalie Lafortune	
<b>Email Address: - Adresse courriel :</b> <a href="mailto:Nathalie.lafortune@canada.ca">Nathalie.lafortune@canada.ca</a>	
<b>Telephone No. - No de téléphone</b> 873-354-1776	<b>Fax No. – No de Fax:</b>
<b>Destination of Goods and Services: Destinations des biens et services:</b> See Herein Voir aux présentes	
<b>Instructions : See Herein</b> <b>Instructions : Voir aux présentes</b>	
<b>Delivery Required – Livraison exigée</b> See Herein - Voir aux présentes	<b>Delivery Offered – Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>   Telephone No. – No de téléphone Facsimile No. – No de télécopieur	
<b>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</b>   Signature _____ Date _____	

**Amendment 001 / Modification 001**

**Request for Proposal (RFP) / Demande de proposition (DDP) : CSPS-RFP-19NL-0686**

**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 English 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:**

In CSPS-RFP-19NL-0686, section MT2 states "The Bidder must demonstrate that the proposed resource has a minimum of three (3) years demonstrated experience in delivering the services ... to Government of Canada clients."

Am I correct in thinking that an individual who does not have three years' service delivery to Government of Canada clients but who meets all the other requirements:

would not be considered if they submitted a proposal as an individual, but would be considered if they submitted a proposal as part of a group where at least one individual had the requisite three years' experience?

**Answer 1:**

In response to this question, the CSPS has amended its mandatory criteria for solicitation no. CSPS-RFP-19NL-0686. For details, please see the document Amendment 001.

**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)**

<b>Mandatory Technical Criteria (MT)</b>				
<b>Number</b>	<b>Mandatory Technical Criterion</b>	<b>MET</b>	<b>NOT MET</b>	<b>Cross Reference to Bidder's Proposal</b>
<b>Bidder's Corporate Experience</b>				
<b>MT1</b>	<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"> <li>a) the name of the client organization;</li> <li>b) a list of services relevant to the RFP;</li> <li>c) contact information for the client organization; and</li> <li>d) the start and end date of the referenced contract.</li> </ul> <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>			

<b>Bidder's Proposed Team</b>				
<b>MT2</b>	<p>The Bidder must demonstrate how the proposed resource meets the qualifications for the Editor Role:</p> <p><b>Editor Role</b></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 reading comprehension in their second official language, as defined in the Language Proficiency Grid at section 9, as indicated in Annex A.</p> <p><b>As a minimum qualification</b>, 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><b>To demonstrate compliance for a)</b>, 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: <a href="https://www.cicic.ca/">https://www.cicic.ca/</a>.</p> <p><b>To demonstrate compliance for b)</b>, the Bidder must provide, for each proposed editor, a summary in the form of a résumé outlining project summaries</p>			

	<p>for copy editing, comparative editing and proofreading services for federal government clients.</p> <p>Each project summary must include:</p> <ul style="list-style-type: none"> <li>a) the name of the federal government client organization;</li> <li>b) a list of services relevant to the RFP;</li> <li>c) contact information for the federal government client organization; and</li> <li>d) the start and end date of the referenced contract.</li> </ul> <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>			
<b>Bidder's Financial Bid</b>				
<b>MT3</b>	<p>The financial bid must be submitted as a separate document to the technical proposal. <b>NO INFORMATION FROM THE FINANCIAL PROPOSAL MAY APPEAR IN THE TECHNICAL PROPOSAL.</b></p>			

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