



**ADDENDUM NO. 3  
REQUEST FOR PROPOSAL (RFP) NO. D0162  
TRANSLATION SERVICES  
QUESTIONS AND ANSWERS PART 03**

27 September 2019

**To: All Bidders**

**Subject: RFP # D0162 Translation Services**

Bidders are hereby notified of the following questions raised regarding the above requirement.

**Question 1.** CFIA states that the volume of work is unknown. Can you specify whether there is a maximum funding for the contract?

**Answer 1.** The current estimated value of the contract is up to \$50K. Requirements could come under or exceed that amount.

**Question 2.** What was the annual value of the previous contract?

**Answer 2.** We did not have a formal contract. We estimate \$50K for our translation requirements.

**Question 1.** What is the approximate percentage of work that would be considered rush?

**Answer 2.** It is ad hoc, therefore no means to determine that.

**Question 3.** What is the approximate percentage of work that would be classified as Protected B?

**Answer 3.** Approximately 50%; it could be higher.

**In regards to M5:**

**Question 4.** We assume that it relates to proposed resources, not the firm (there is a typo).

**Answer 4.** Either the certification or a diploma/degree will be sufficient.

**Question 5.** The answer to Question 5 (QA#2) is contradictory to industry standards, especially as it relates to certified translators, who translate INTO their mother tongue ONLY. Seeing as you require three (3) translators, it would be logical for contractors to propose two (2) English to French translators and one (1) French to English translator. Please advise.

**Answer 5.** The RFP requests two translators and one as a back-up in the event that there are multiple or conflicting requests. This would be acceptable, so long as the firm is able to meet the demand for translation requirements and timelines.

**Question 6.** The same would apply for the proposed editor. Can we assume that CFIA requires the services of a French editor?

**Answer 6.** This is correct.



**Question 7.** Please confirm that M5 is the only proposal requirement as it pertains to the proposed resources.

**Answer 7.** M5 speaks to the firm being in good standing; which would also apply to the resources in the firm's employ. The other requirements, M 1-4, also apply to resources as the resources would have completed the work for the firm.