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**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**Revision to a Request for a Standing Offer**

**Révision à une demande d'offre à commandes**

National Individual Standing Offer (NISO)

Offre à commandes individuelle nationale (OCIN)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre 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, 5e étage

Gatineau

Québec

K1A 0S5

<b>Title - Sujet</b> Translation Services	
<b>Solicitation No. - N° de l'invitation</b> 5P004-190022/A	<b>Date</b> 2019-10-18
<b>Client Reference No. - N° de référence du client</b> 5P004-190022	<b>Amendment No. - N° modif.</b> 001
<b>File No. - N° de dossier</b> 519zf.5P004-190022	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZF-519-36792	
<b>Date of Original Request for Standing Offer</b> 2019-09-13	
<b>Date de la demande de l'offre à commandes originale</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-10-28</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Merritt, Andrew	<b>Buyer Id - Id de l'acheteur</b> 519zf
<b>Telephone No. - N° de téléphone</b> (343) 542-7538 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b> <b>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

**Amendment 001 to Request for a Standing Offer 5P004-190022/A, closing October 28<sup>th</sup>, 2019 at 2:00 pm EDT, is issued to:**

- 1. Amend clauses of the RFSO; and**
- 2. Respond to questions from suppliers.**

**1. Amend clauses of the RFSO:**

**1.1** At page 21 of 54 of the **English version of the RFSO only**, paragraph **4.2.1, Basis of Selection** – **Minimum Point rating**, **DELETE** subparagraph 2 in its entirety and **INSERT:**

2. Offers not meeting (a) or (b) or (c) or (d) above will be declared non-responsive. The three responsive offers with the lowest evaluated prices will be recommended for issuance of standing offers. The workload will be distributed amongst the standing offer holders as outlined at section 4 of Annex "A" – Statement of Work.

**1.2** At page 13 of 54, **MT 5.1, DELETE** the description in its entirety and **INSERT:**

The Offeror must propose a resource meeting the qualification as listed below for each of the official languages (English and French). This can be achieved with one or more resources as long as each proposed resource can meet the minimum experience qualifications as follows:

Have worked as a French and/or English reviewer in translation quality assurance area for at least 3 years since January 1, 2012 and have a Bachelor or Master degree in translation from a recognized postsecondary institution.

OR

Have a minimum of five (5) years' experience since January 1, 2012 as a reviewer in English and/or French.

**1.3 At page 15 of 54, PRTC 2.1, DELETE the description in its entirety and INSERT:**

For each qualified complexity level 1 subject field the Offeror should demonstrate they achieved the below yearly minimum for each field:

- a) English to French for a minimum of 1,000,000 words; and
- b) French to English for a minimum of 150,000 words

**10 points** for each of the 10 subject fields listed in Complexity Level 1.

**MINIMUM REQUIRED POINTS: 60**

**MAXIMUM POINTS AVAILABLE: 100**

**1.4 At page 16 of 54, PRTC 2.2, DELETE the description in its entirety and INSERT:**

For each Qualified complexity level 2 subject field the Offeror should demonstrate they achieved the below yearly minimum for each field:

- a) English to French for a minimum of 800,000 words; and
- b) French to English for a minimum of 150,000 words

For each qualified subject field in Complexity Level 2: **20 points**.

The Offeror can select from the available Complexity Level 2 subjects from the Complexity Level table below.

**MINIMUM REQUIRED POINTS: 40**

**MAXIMUM POINTS AVAILABLE: 80**

**1.5 Item 2 of Annex "F" has been modified in the French version of the RFSO only. To see the change, please see the French version of this amendment 001 on <https://buyandsell.gc.ca>.**

## **2. Responses to questions from suppliers:**

**Q1** Who currently provides these services to Parks Canada Agency (PCA)?

**A1** The award notices of the current contracts (5P004-100154) can be found at <https://buyandsell.gc.ca>.

**Q2** The Statement of Work provides an estimated overall volume spread across three regions. Would PCA be able to provide an estimated volume percentage per region?

**A2** We cannot provide an estimate, however the average over the past 4 years is 60% NCR + Ontario, 25% West, and 15% East.

**Q3** What estimated percentage of the work would be classified Protected B? Secret?

**A3** The estimated percentage of work would be 30% Protected B and 10% Secret.

**Q4** What estimated percentage of the work would be considered rush?

**A4** The estimated percentage of "rush" work would be approximately 30%.

**Q5** As it pertains to the definition of a "large translation project" (page 10 of the RFSO) and for MT 1.1 and MT 1.3, please confirm that Offerors can describe an overall solution presented to a single client under a specific contractual agreement (and not necessarily a single project).

**A5** Yes, an overall solution would be accepted as long as it is clearly described.

**Q6** For MT 1.1 and MT 1.3, Items 7 and 8 of the examples, is it necessary to name the actual resources or is PCA more interested in understanding how the project was managed and how many resources were involved? If we must name the resources, please confirm that these names must not necessarily match the resources proposed in the current offer.

**A6** As stated in MT 1.1, it is necessary to name the actual resources and client manager. The names provided will not necessarily match the names proposed in the offer.

**Q7** At MT 5.1, there seems to be a typo. Where it says “worked as a French and English reviewer” it should say “worked as a French or English reviewer”, meaning that each reviewer specializes in its native language. Please confirm if this is correct.

**A7** Please see the amendment to MT 5.1 above at **1.2**.

**Q8** For the evaluation of the PRTC, will Offerors who meet the minimum score all be considered equal, regardless of their score?

**A8** As noted in paragraph 4.2.1 of the RFSO, the three lowest-priced responsive bids will be considered for standing offers. As indicated above, this amendment 001 to the RFSO also modifies paragraph 4.2.1 of the English version of the RFSO only, in order to correct an inconsistency with the French version.

**Q9** Please review the scoring table at 4.1.1.2 as there seems to be an error in the total for Minimum Number of Points.

**A9** The scoring table at paragraph 4.1.1.2 is correct. The minimum overall score is in addition to the minimum number of points for each PRTC. If an offer scores only the minimum number of points for each PRTC, it will not reach the minimum overall score and will be declared non-responsive.

**Q10** For the word counts to be provided at PRTC 2.1 and PRTC 2.2, please confirm whether they are based on yearly (each year of demonstrated experience) or total amounts (all years of demonstrated experience).

**A10** Please see the amendment to PRTC 2.1 and PRTC 2.2 above at points **1.3** and **1.4**.

**Q11** Please confirm that MT 1.2 and PRTC 5 are essentially the same requirement and that Offerors may use a cross-reference in their proposal to avoid duplication of information.

**A11** MT 1.2 and PRTC 5 refer to the same Quality Assurance Plan. PRTC 5 gives a point-rated score to the plan, which is mandatory under MT 1.2. It is not necessary to duplicate information for both criteria.

Solicitation No. - N° de l'invitation  
5P004-190022/A  
Client Ref. No. - N° de réf. du client  
U5P004-190022

Amd. No. - N° de la modif.  
001  
File No. - N° du dossier  
519zf.5P004-190022

Buyer ID - Id de l'acheteur  
519zf  
CCC No./N° CCC - FMS No./N° VME

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**Q12** What is the length of the tests? Do we know on what date they will receive the tests?

**A12** The length of the test will not be more than one page. We cannot provide an exact date since the date could change if there is an extension to the closing date or other factors.

**All other terms and conditions of the Request for a Standing Offer remain unchanged.**