



Transport  
Canada

Transports  
Canada

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330 Sparks Street  
Ottawa, Ontario K1A 0N5

December 24, 2019

## **ADDENDUM # 2**

Subject: **Request for Proposal T8080-190293 – Translation Services**

Further to the above-mentioned Request for Proposal, this Addendum (#2) is to advise potential bidders of the questions received during this tender call to date and the responses are indicated in the attached.

**No consideration will be given for extras and/or changes because the tenderer was not familiar with the contents of this Addendum.**

All other terms and conditions of the Request for Proposals remain unchanged.

Sincerely,

Maureen Mateush  
Contracting Officer  
Transport Canada

**Canada**

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- Q.4** Based on our experience of translation services provided to several federal departments and agencies, these needs have always been predominantly focused on English to French translation (85 to 90%) compared to French to English projects. Do you expect you will be requesting as many English to French translations as French to English? If not, could you review your requirements listed in question M4 regarding the experience required for French to English translation (e.g. at least 10 projects totalling at least 150,000 words)?
- A.4** Approximately 90% of the translation requests will be from English to French and 10% of the translation requests will be French to English. M4 remains unchanged.
- Q.5** In Appendix B - Basis of Payment, there is mention of a rate for "Saturdays/Sundays/statutory holidays". Will requests to be completed on those days (Saturday/Sunday/statutory holiday) be sent to us and can they be delivered to you during normal business hours (i.e. during the day between Monday and Friday)?
- A.5** The expected delivery date will be stated at the time of the request.
- Q.6** Regarding questions M3 and M4: When you state "at least 300,000 words", I am assuming you do not mean 10 projects of at least 300,000 words each. Are you referring instead to at least 10 projects that together total 300,000 words?
- A.6** Yes, 10 projects with a minimum total of 300,000 words.
- Q.7** What was the breakdown (percentage) in terms of your translation needs from English to French and French to English over the last few years?
- A.7** It is anticipated that 90% of the work will be English to French translation and 10% will be French to English translation.
- Q.8** Based on our experience of translation services provided to several federal departments and agencies, these needs have always been predominantly focused on English to French translation (85 to 90%) compared to French to English projects. Do you expect you will be requesting as many English to French translations as French to English? If not, could you review your requirements listed in question M4 regarding the experience required for French to English translation (e.g. at least 10 projects totalling 25,000 words)?
- A.8** It is anticipated that 90% of the work will be English to French translation and 10% will be French to English. M4 remains unchanged.
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**Q.9** The RFP states that there are no security requirements, yet a clearance appears to be required, as per M7. Please clarify. In the event that there are security requirements, please provide more information on the requirement (Protected B and/or Secret as well as the percentage of the requirement, which might apply).

**A.9** There is no security requirements. Delete M7 in it's entirety.

DELETE:

Criterion ID	Mandatory Criteria	Bid Preparation Instructions
<b>M7</b>	Proponent must have a valid Document Safeguarding Capacity shall hold a valid Organization Security Clearance at the level of Enhanced issued by the Canadian Security Directorate (CISD) of Public Works and Government Services Canada (PWGSC), prior to the submission of Bid.	<p>The Bidder is to provide the following information at bid closing:</p> <ul style="list-style-type: none"> <li>• Name of firm that appears on security clearance application form</li> <li>• Level of security clearance obtained</li> <li>• Validity period of security clearance obtained</li> <li>• Security Screening Certificate and Briefing Form file number</li> </ul> <p>Failure to provide the information above will render the proposal non-compliant.</p>

**Q.10** For M1, is there an actual requirement to respect (minimum years of experience and/or number of translators) or must we simply provide the information to pass?

**A.10** Yes. Bidders should refer to 4.1 of the RFP for further details.

**Q.11** For M2, please confirm that bidders must provide a resource for English-French translation and another for French-English translation, at a minimum.

**A.11** No. The Bidder is to propose resource(s) based on the information provided in M2. There may be one or multiple resources proposed.

**Q.12** For M3 and M4, please confirm that "project" can relate to a contract (overall business relationship with a client) and not necessarily a stand-alone job of 300,000 words, which is quite rare.

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Must bidders demonstrate experience working with ten (10) different clients in each language combination with those minimum word-count thresholds?

**A.12** Project means one translation request completed as requested. For M3 and M4 the Bidder is to provide ten (10) different projects that have been completed in the past five (5) years up to an aggregate minimum of 300,000 words.

**Q.13** Concerning Criteria M3 and M4, could you clarify what Transport Canada means by "project". Could you clarify if the projects must have 300,000 words each or in aggregate?

**A.13** Project means one translation request completed as requested. For M3 and M4 the Bidder is to provide ten (10) different projects that have been completed in the past five (5) years up to an aggregate minimum of 300,000 words.

**Q.14** If there are no security requirements, is Section IV: Additional Information, required? If so, please confirm what should be included.

**A.14** There is no security requirement. Section IV is to include any additional information that may be submitted with the bid.

**Q.15** The period shown on the table on page 23 and 24 is the same. Shouldn't the 2nd table be 2022?

**A.15** The English version of the RFP was correct but the French version of the RFP should be deleted and insert the following:

Option Period 2 (January 1, 2022 to December 31, 2022)	
<b>Regular Day Unit Price Per Word</b>	<b>\$ per word</b>
<b>Urgent Day Unit Price Per Word</b>	<b>\$ per word</b>
<b>Saturday/Sunday/Statutory Holiday</b>	<b>\$ per word</b>