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IMPORTANT NOTICE TO SUPPLIERS

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REQUEST FOR PROPOSAL

Proposal To: Citizenship and Immigration Canada

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 thereof.

Instructions : See Herein

Instructions: Voir aux présentes

**Issuing Office – Bureau de distribution
Citizenship and Immigration Canada
Procurement and Contracting Services
70 Crémazie
Gatineau, Québec K1A 1L1**

Title – Sujet	
Editing services, translation of revisions, parallel reads and quality control services for Immigration, Refugees and Citizenship Canada (IRCC)'s reports to Parliament.	
Solicitation No. – N° de l'invitation	Date
CIC-151165 AMD 4	January 17, 2020
Solicitation Closes – L'invitation prend fin at – à	Time Zone Fuseau horaire
2:00 PM on – March 4, 2020	EST
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to: - Adresser toutes questions à :	
IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction :	
See Herein	
Delivery required - Livraison exigée	
<i>See Herein</i>	
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	
(type or print)/ (taper ou écrire en caractères d'imprimerie)	
Signature	Date



AMENDMENT 4 TO SOLICITATION NUMBER CIC -151165 IS RAISED TO:

1. Provide clarification and answers to questions for potential suppliers.
2. Amend Part 4, section 4.1.1.1 Mandatory Technical Criteria.

1. Questions and Answers:

Question 4	For item RC3, how many sample translations do we need to provide? This part is not included in the evaluation criteria.
Answer 4	Per the RFP, points are awarded based on average years of experience of editing and parallel reads that were completed. This is not based on the number of translations completed; the only requirement for proof of translation is outlined in MT3.
Question 5	In item MT4, you ask for examples of projects from resources: <p>“The bidder should present the information in a clear manner by indicating: the name of the resource’s client, the reports or documents on which the resource performed editing, parallel reading and/or translation, the dates (months) in which the resource performed the services.”</p> <p>However, in items MT1, MT2 and MT3, you also ask for examples of projects from these same resources.</p> <p>So, do we need to provide all the examples submitted in items MT1, MT2 and MT3 under item MT4, or would you like more examples?</p>
Answer 5	The same examples can be used, if applicable.
Question 6	The SRCL requires individual resources to have a Reliability clearance, but there doesn’t seem to be a requirement for the firm. Is this correct?
Answer 6	That is correct, the individuals alone need to have Reliability Status.
Question 7	Will documents be classified as Protected B? If so will this apply to all reports?
Answer 7	No documents will not be classified as Protected B.
Question 8	For MT2, it states that the reports can be the same ones already presented in MT1 – would this be a scenario where the edited reports from MT1 were parallel read for quality assurance after the editing? Or can stand-alone parallel read reports be provided at MT1? Please clarify.
Answer 8	First question, yes this would be a scenario where the edited reports from MT1 were parallel read for quality assurance after the editing. For the second question, stand-alone parallel read reports cannot be provided at MT1.
Question 9	For MT3, it sounds like Bidders must demonstrate <u>years</u> of experience by providing examples of reports. This is difficult since countless jobs would be completed over 5 years. Can Bidders provide examples have contractual agreements for such services to demonstrate the experience in terms of time (while providing a few examples of reports in the process)?
Answer 9	MT3 has been amended. Please see part 2 below for changes to MT3.
Question 10	MT1 states that four (4) editing examples must be provided per proposed resource. MT2 states that a minimum of two (2) resources must be presented, meaning that a minimum of



	eight (8) examples must be provided to be compliant. Is this correct?
Answer 10	This is not correct. Only one (1) of the two (2) resources must have completed parallel reads.
Question 11	At RC1 and RC2, it states that the first three (3) reports (in each case) will be evaluated for their word count. Please confirm that this would apply to the first three (3 of 4) reports provided for the first resource, and that it would not apply to the others. Or can bidders identify the projects from the list that should be evaluated?
Answer 11	Bidders can present the projects in the order they wish to be evaluated.
Question 12	We have a question about the calculation of hours for this item (reference pages 62-68): “French edit including parallel read between English and French and translation of changes as required.” How can we quantify the translation of changes as these vary greatly from document to document? Another question on this same point, can you confirm that we are understanding this correctly for the word count on that same line: we have to evaluate the edit of the French document and also evaluate the parallel read between the English and the French?”
Answer 12	First question, bidders are encouraged to identify a best estimate for translation and draw on their editing experience to determine the estimated maximum time required. For the second question, your understanding is correct.
Question 13	Can you confirm that you will accept that the number of hours may fluctuate because of uncertainty regarding the number of words to be translated?
Answer 13	As per the Basis of Payment, the level of effort is an estimate that is to be based on the estimated number of words for each departmental report. If there is a fluctuation of words it is normal there will be a fluctuation in hours. However, the numbers of hours must not go above the number of hours quoted in the RFP.
Question 14	Can you confirm that the hourly rate will be used for invoicing and that hour overages will be accepted if justified?
Answer 14	Confirming that the firm hourly rate provided in the bid is fixed and will not change throughout the contract. Any requirement for additional hours above what is quoted in the bid, will be addressed if required after contract award.

2. **Delete** Mandatory Technical Criteria MT3 and **replace** by:

ID	Mandatory Technical Criteria	Met	Not Met	Cross reference to proposal (page #)
MT3	The Bidder must demonstrate that a minimum of one (1) proposed* resource has completed translation work from English to French on a minimum of four (4) reports** that are a minimum of 4,000 words *** in the last five (5) years. To demonstrate compliance with this criterion, the			



	<p>Bidder must, in a table format, include the name of the proposed resource, the report's name and fiscal year, the name of the organization for which the work was conducted and the word count for the translated report.</p> <p>*For the total bid, there must be a minimum of two (2) and maximum of six (6) proposed resources.</p> <p>**These reports may be those listed in MT1 or MT2, or could be any other non-technical Government of Canada report. Examples of technical reports include but are not limited to: scientific, information technology, financial, operational and other similar manuals, documents or reports. Technical manuals, documents or reports will not be considered valid.</p> <p>***The word count must be for the English report.</p>			
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ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.