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The electronic mailbox is equipped to send an automatic reply to all messages received. If you do not receive an automatic response, please contact the Contracting Authority to ensure your bid was received. Please note that it is the bidder's sole responsibility to ensure that all bids submitted are received in their entirety by Citizenship and Immigration Canada by the closing date and time indicated in this RFP.

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 5	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 :	
<u>IRCC.BidsReceiving- Receptiondessoumissions.IRCC@cic.gc.ca</u>	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction :	
See Herein	
Delivery required - Livraison exigée	
See Herein	
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 5 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 15	For MT1, we would like some clarification regarding possible forms of Annual Reports that would be considered acceptable. For Government of Canada reports, could they also consist of annual or biannual reports on specific issues or topics, or must they be reports on the department's operations? For one example, would a federal Office of the Auditor General Report to Parliament qualify? Or a Parks Canada report on an environmental issue? (etc.). We have the same question for private sector reports. Would an annual corporate plan qualify?
Answer 15	We will consider other Government of Canada annual reports, however they should be a matter that is reported on annually and not a one-time report (e.g. Office of the Auditor General audit report, or a one-time report on a specific topic). For private sector reports, provided they are reported on annually, they could be submitted.
Question 16	Do you require PDF copies of all of the cited reports, or just their titles, word counts, references, etc. (details as listed in the RFP)?
Answer 16	Only submit what is detailed in the RFP.
Question 17	If you require PDF copies, can we email a link from which you can download the files, such as Dropbox or WeTransfer?
Answer 17	No as per the Section 5 of the CIC-SI-001 (2016-05-26) Goods and Services Competitive Requirements, Canada will only evaluate the documentation provided with the bid. Links to external files or references to Web site addresses where additional information can be found will not be evaluated.
Question 18	<p>For pricing purposes, we'd like a closer understanding of the editing process and expected work:</p> <ol style="list-style-type: none"> 1. For the 2nd English edit, could you provide more information about how extensive a process this generally is? We assume it would consist of addressing comments and incorporating tracked changes from the first version, including a proofread. In your experience, does this generally take 50% of the time needed for the 1st edit, or if not, how much? 2. We assume IRCC (not the contractor) is responsible for translating the English reports into French. Correct? 3. We understand that our French editor would be expected to edit the French version, finishing with a parallel read, and making any necessary changes to ensure the two languages contain identical text. Does this happen all in a single round of editing work? 4. In Section 4b of the RFP, re: "translate changes made to the English version during the approval stage and adjust the French version": How extensive are these changes, typically? We are trying to assess the time that will be needed for this step. We'd like a better idea about the volume of translation that is likely to be involved for the French editor.



Answer 18	<ol style="list-style-type: none"> 1. Second English edits will typically be needed due to significant changes to the English version of the report following its initial English edit. This could be the result of requested re-writes of certain sections, or additions of new sections (which would be decided within IRCC), and that would result in new text that had not been seen by the editor during the first edit. The requested time to complete a second English edit could vary, but it is normally the practice to offer up to the same amount of time as was offered for the first English edit. 2. Correct, IRCC translates the document into French. However, IRCC still requires the professional editor to provide translation services as there will likely be instances where changes/additions will be sought (likely at the approval stage). 3. The French edit and parallel read normally are completed together. 4. The French version normally will require some edits, however it is a document that has already been edited in English as least once, so its initial translation into French often includes the key ideas and grammar needed. However, the French edit typically still results in some changes. It has been our experience that the French edit and parallel read, together, normally takes about the same amount of time to complete as the initial English edit. In terms of translations that will be needed, that will always vary, but there are typically instances with each report where late changes will be sought.
Question 19	You are asking for the dates of birth of the resources. These items are confidential. Will you accept zip quotes with passwords in a separate email out of respect for the privacy of our employees' personal data?
Answer 19	MT6 has been modified and we only require statement confirming that all proposed resource will have Reliability Status level. Please see below for amended mandatory criteria.
Question 20	On pages 11 and 14, directly above the tables for the Mandatory and Point-Rated Criteria, there is a sentence that says: <i>For each project summary provided, Bidders are required to provide specific date (month and year) of experience as well as the total duration of project (number of months).</i> Yet the mandatory criteria listed within the table itself do not ask for project summaries, nor do the point-rated criteria. Also, the bid is being evaluated based on total word counts shown in the tables, not duration of experience. Is this an error in the RFP, or do we actually need to provide this information? If we need to provide it, should we do so by adding a column to our table (for months and duration)? Or how would you like that information presented?
Answer 20	This paragraph is to provide an example of how experience is demonstrated and if there are timeframes that overlap between projects that this experience will only be counted once. If the actual mandatories are not requesting project summary timelines or years of experience, this information is not required.
Question 21	RC3 says the bidder will be given a score for the average years of experience for all resources presented in MT1 and MT2. Where are you going to look for the information about our years of experience? MT1 and MT2 only ask for reports completed in the last 5



	years, whereas our resources have 20+ years of experience overall. Are you going to look at the CVs for years of experience? Or should we find a way to include that information somehow in our MT1 / MT2 section?
Answer 21	The bid needs to show how many years of experience resources have. This can be provided by, for example, including it in CVs.
Question 22	We would just like to confirm that the estimated total of 142,000 words is for all three reports for <u>both</u> languages – meaning that the English total would be about half of that. Correct?
Answer 22	This is correct.

2. **Delete** Mandatory Technical Criteria MT6 and **replace** by:

ID	Mandatory Technical Criteria	Met	Not Met	Cross reference to proposal (page #)
MT6	<p>Security Clearance For All Resources</p> <p>All proposed resources, including any other resources within the bidding organization who may be involved in providing services as outlined in this statement of work, must have a valid Government of Canada security clearance at the Reliability Status level at the time of Bid Closing.</p> <p>A statement confirming this must be provided with the proposal.</p>			

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.