



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Bid Receiving - PWGSC / Réception des soumissions -  
TPSGC

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**SOLICITATION AMENDMENT  
MODIFICATION DE L'INVITATION**

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

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation 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> Interpretation services	
<b>Solicitation No. - N° de l'invitation</b> EN960-202683/A	<b>Amendment No. - N° modif.</b> 002
<b>Client Reference No. - N° de référence du client</b> 20202683	<b>Date</b> 2020-03-10
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZF-526-37471	
<b>File No. - N° de dossier</b> 526zf.EN960-202683	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-04-17</b>	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Payer, Manon	<b>Buyer Id - Id de l'acheteur</b> 526zf
<b>Telephone No. - N° de téléphone</b> (613) 720-9492 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

# Questions and answers (1 to 80)

## RFP (EN960-202683A)

### Questions on how to submit your proposal

1. Can we submit the proposals via email?

#### Answer

No, you can however submit proposals electronically via the E-post Connect service described at Part 2 of the Bid Solicitation or also by fax at: (819) 997-9776

2. I would also like to know if the "Solicitation Documents" are the same as the RFP.

Answer: The Solicitation Documents are the same as the RFP documents which include all of the annexes.

3. What is the phone number for Bid Receiving - PWGSC?

Answer: Telephone number: 819-420-7200

4. What is the address of the Bid Receiving Unit

Answer, the Bid Receiving Unit address is:

Bid Receiving - PWGSC  
11 Laurier St.  
Place du Portage, Phase III  
Core 0B2  
Gatineau, Québec  
K1A 0S5  
Bid Fax: (819) 997-9776

5. To whom should the submission be sent to?

#### Answer

Please address your submission to Manon Payer and specify the solicitation number (EN960-202683/A). The submission have to be sent to the Bid receiving Unit.

6. Can we send a paper copy of our submission by mail?

#### Answer

Yes you can send a paper copy of your submission by mail to the following address:

Bid Receiving - PWGSC  
11 Laurier St.  
Place du Portage, Phase III  
Core 0B2  
Gatineau, Québec  
K1A 0S5  
Bid Fax: (819) 997-9776

Please refer to the [2003](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements

05 (2019-03-04) Submission of bids

1. Canada requires that each bid, at solicitation closing date and time or upon request from the Contracting Authority, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with section 17.
2. It is the Bidder's responsibility to:
  - a. obtain clarification of the requirements contained in the bid solicitation, if necessary, before submitting a bid;
  - b. prepare its bid in accordance with the instructions contained in the bid solicitation;
  - c. submit by solicitation closing date and time a complete bid;
  - d. send its bid only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) specified in the bid solicitation or, to the address specified in the bid solicitation, as applicable;
  - e. ensure that the Bidder's name, return address, bid solicitation number, and solicitation closing date and time are clearly visible on the bid; and,
  - f. provide a comprehensible and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the bid solicitation.
  
7. Does the first page of the solicitation with my signature go in the 1st or 2nd section into which my response is to be separated?

Answer

It can be in either section. We recommend you insert it with the Annex F.

8. Will new Interpreters entering the market receive an open contract?

Answer: Interpreters who did not participate in this request for proposal will not receive an open contract.

#### Questions regarding Annex B – Basis of payment

9. Can I submit one rate that includes broadcast fees for the Parliamentary Interpretation? For Parliamentary Interpretation, interpreters have always included 25% for broadcast or webcast in their daily rate, since otherwise it would be too complicated for Parliamentary Interpretation and for interpreters' invoicing. For this reason I wish to submit a regular rate for Conference Interpretation and a rate (with broadcast included) for Parliamentary Interpretation.

Answer

Under the new open contract, you are asked to provide your basic daily rate, not including broadcast charges for both Parliamentary and Conference Interpretation. For both services, the 25% premium is billable when the Work is broadcast. In the case of Parliamentary Interpretation assignments, the vast majority will be broadcast. You can include the 25% in your daily rate, but your rate will be compared with the median, which will not include the broadcast rate. As a result you risk exceeding the median by more than 20% and qualifying for a contract in Pool 2.

10. Is the calculation of the median based on a specific language combination?

Answer

This requirement is for interpretation of English to French or French to English only. The Median will be calculated on the bid prices provided for each service Conference and Parliamentary Interpretation

11. In the case of Parliamentary Interpretation, will the 25% broadcast fee apply automatically to a given day's work, no matter the duration of the broadcast portion (web or TV)?

Answer

Yes for Parliamentary Interpretation, the 25% broadcast fee will apply automatically to a given day's work.

12. In Toronto, interpreters have two conference service rates: one for the City of Toronto and one for eccentric assignments, which is intended to reflect the geographical scope of the Greater Toronto Area. Since the submission forms only provide for two boxes, one for the conference rate and the other for the parliamentary committee rate, does that mean that we will no longer receive an allowance for conferences in Etobicoke or Mississauga, for example? If so, it follows that we will have to submit our rate for eccentric assignments in order to avoid being penalized for any assignment outside the city of Toronto itself.

**Answer**

Travel beyond 16 km from the headquarters area - either the interpreter's home address or the professional domicile - will be eligible for an expense report under the National Joint Council's Travel Directive.

13. Currently, many of us have two rates: one for work in the City of Toronto, and one for assignments in the Greater Toronto area (often at hotels near Pearson airport). In my case, as someone who lives in the heart of the city, an assignment outside of Toronto (but not far enough to warrant a night in a hotel) means driving a round-trip distance of 50 to 75 kms, plus paying for parking at the hotel. If we are only able to submit one rate, will we be able to submit mileage and parking costs for such assignments? Or should we simply submit a rate that will take into account frequent trips outside of **Toronto** proper that require the use of a car (or for those who don't have a car, taking a taxi, which can easily cost well over \$100 for a round trip)?

**Answer**

When you are required to travel for the Bureau, you may submit eligible travel expenses, as defined in Annex B - Travel Expenses of the RFP document.

The new open contact process only allows for an interpreter to have 1 rate per service (Conferences and Parliamentary), as defined in Annex B

As per the commonly accepted practice in conference interpretation, Contractors may declare a professional domicile that is different from their residence. If Contractors declare a different address than their residence as their professional domicile, their travel costs will be calculated from city hall of the location they have selected. Contractors who elect to declare a professional domicile may change it only every six months and must do so in writing to the Project Authority.

For the calculation of your travel expenses, you may declare a professional domicile rather than use your residence. This will affect both your ability to charge travel costs (as opposed to travel time), and also the amount for which you are eligible, according to the NJC Travel Directive guidelines.

14. Base rate: base rate is usually higher in Toronto than somewhere else. That might affect the median?

**Answer**

We did exercises with current rates to make sure very few suppliers are part of pool #2

15. Does the travel time supplement apply to both the travel time TO and the travel time FROM the assignment? In other words, if it takes me 4 hours to reach the destination where the conference is taking place and 4 hours to return home, do I charge two half-day rates for travel?

**Answer**

Yes, travel time applies traveling both to and from your event as defined in Annex B - Travel Expenses of the RFP document. You are able to request travel time based on the total time to and from the assignment (this does not take into account exceptional circumstances such as snow storms, traffic) as such if it takes 4 hours to travel on the day of the assignment and 4 hours back the next day you are entitled to 2X half daily rate if it's over 5 hours in 1 day you get 1 full daily rate.

16. Extension of Work: is the half rate for an extension under 60 minutes to be shared by the team or is it per interpreter?

**Answer**

In the Annex B – Basis of Payment, the rate applies per interpreter, who will include the amount in their invoice.

17. What happens to the interpreter who works on the same day at the Conference Interpretation Services and Parliamentary Interpretation Services? How do you bill for the day's work in a case like this? Are they one or two task authorizations? It can be assumed that its rate is not the same for both services and that the 25% surcharge would apply to the Parliamentary Interpretation Services, but not necessarily to the Conference Interpretation Services.

**Answer**

When an interpreter works on both services on the same day, two task authorizations will be provided to the interpreter. If the 25% rate for broadcasting applies, it will be paid. You would send an invoice for each TA.

18. Can companies from Outside Canada apply and can we perform the tasks (related to RFP) outside Canada? (like, from India or USA)

**Answer:** The requirement is solely limited to Canadian suppliers. The interpretation services for this requirement are solely performed in Canada.

19. Do we need to come over to Gatineau for meetings?

**Answer:** If a meeting is required, the format will be determined in the invitation.

Questions on median

20. The example of median is coercive.

**Answer:** It is just an example, the Government does not want to tell suppliers what to bid.

21. Calculation of the median - will there be a national median or regional?

**Answer:** There will be one national median per type of service.

22. Will there be one median for both services?

**Answer:** No, there will be one median for each of the separate services.

23. I just printed the document in PDF. Which pages are we supposed to submit and can we do it electronically? I would need to scan all the pages to email them as I have to fill out the document by hand.

**Answer**

You will find the Bidder's Instructions at Part 2 of the RFP document. You must not submit the bid by email but you can submit electronically with the epost Connect service through Canada Post or by fax. Other than the first page of the RFP, the submission forms are in Word and may be filled out electronically.

Questions on Buy and Sell site are the online forms

24. Where on the Buy and Sell site is the link to the online form provided for interpreters to register for the open contract?

There are many links that lead us to all kinds of related information, but I haven't seen anything like a form to register for the open contract so that they can be accessed directly?

**Answer:** From the main page of the bid solicitation, you can scroll down to the bottom section of the page to find all related documents under the "Attachments" section.

25. How do I know if an amendment is posted and where is the Email notification on buy and sell?

Answer

In order to receive an email notification for new amendments, you can follow the instructions on [Buyandsell.gc.ca](http://Buyandsell.gc.ca), they offer a free simple to use email notification service.

On the main page of the RFP there is an option for email notifications which is located under Activity – Tender notice updates.

This service delivers email directly to your inbox when amendments or changes in status are made to a tender notice of interest. The process is as follows:

- Search for the opportunity that you want to follow.
- On the page of the tender notice of interest, select the email notification service icon  to fill out the subscription form to receive email notifications from [Buyandsell.gc.ca](http://Buyandsell.gc.ca). You can customize the title of the emails you will receive

Questions on Annex E

26. Substitution (replacement of personnel): The RFP mention only a few reasons (death, etc.).

Answer

Please refer to Annex E - clause 3.2.1 Status And Availability of Resources for full clause definition: For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default. If this situation occurs, a decisions will be made on a case by case basis.

27. I only bid for unclassified conferences. I therefore understand that I do not need to complete all security forms, including page 4 (list of directors of the company), even if I am incorporated and am the sole director. But since I'm not asking for security clearance contracts, I don't need to complete all of this...That's what I understand. Is that right?

Answer

To be awarded a contract, you are required to complete the form "Integrity Provisions - List of Names" in Annex E.

28. Please confirm if Annex E should be filled and signed?

Answer

Yes, you need to fill out the Annex E and include your signature in the first section:

I have read and understand the instructions:
Signature: _____

29. Under **Annex E** – in the section 3.1.2 entitled "Integrity Provisions" – List of Names, do we have to put our name under "Board of Directors" if we are a sole proprietorship or do we just leave this blank?

Answer: Yes, you need to indicate your name.

30. In Annex E, I am asked if I am a "former public servant in receipt of a pension". However, I was a fixed-term employee for two years in Parliament from 2001 to 2003. I chose at the time to receive my pension only at retirement age, so I did not receive a lump sum, and I am not receiving a pension right now and not until about 2030. My understanding is that I must check "no" without completing anything or providing any other information. Did I understand correctly?

Answer: Yes, the answer was understood correctly, you must check "no".

### Questions on Security

31. In Annex E under the heading "Security Certificate Number" do we give our company code (xxxxx-00) or our personal security code (95xxxxxx)?

**Answer:** Please provide the Personal Security Certificate number

32. Which Security Certificate Number should I provide?

**Answer:** The security certificate number of the resource

33. Where can I find the security certificate number?

**Answer:** On your certification form

34. Who do we email to obtain our security certificate number?

**Answer**

For additional information on security requirements, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada website (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>).

35. For Parliamentary services – what is the level of security - secret or top secret?

**Answer:** Secret

### Questions on Annex F

36. Annex F - I was going to fill out everything on my computer, but under the offences section, I can't actually place my X in the No box. Is it all right if I place it next to the box?

**Answer:** Yes, you can place the X next to the box.

37. Please confirm that we only put pages 42 and 43 under Annex F - Protected B -Declaration of Convicted Offences Form.

**Answer**

This declaration form must be submitted as part of the bidding process only if you have been convicted.

If you have been convicted, please complete and submit in a sealed envelope labelled "Protected" to the attention of Integrity, Departmental Oversight Branch, PWGSC, 11 Laurier Street, Place du Portage, Phase III, Tower A, 10A1, Room 108, Gatineau, Quebec, Canada K1A 0S5. Include the sealed envelope with your bid submission. This form is considered "Protected B" when completed.

38. Are the two duly completed annexes E and F the only documents to be sent to Bid Receiving Unit. Also which form needs to be provided in two copies?

**Answer**

In PART 3 - BID PREPARATION INSTRUCTIONS, it list the documents to be provided.

### **3.1 Bid Preparation Instructions**

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copies)  
Section II: Financial Bid (1 hard copy)  
Section III: Certifications (1 hard copy)

39. Which pages need filling?

Answer

Please follow the instructions in Part 3 – Bid Preparation Instructions. It is not necessary to send all the pages of the RFP. The bid proposal should include at a minimum:

- 1st page of RFP completed and signed.
- Annex E and F completed and signed

40. Please clarify the meaning of "separately bound sections".

Answer

In order for the technical proposals are kept separate from the financial proposals as they are not evaluated by the same group. In this case it means that Annex E is separated from Annex F. They can still be in the same bid envelope.

41. What is your preferred method to keep Annexes E and F separate? Do we place both annexes in separate envelopes, or can we send 2 hard copies of section 1 and 1 hard copy of section 2 in one single package and you will do the separating?

Answer: One single package is fine.

42. Integrity: do we need to complete the form Declaration of Convicted Offences?

Answer: Only if it's applicable.

43. On Annex F, does the submission date correspond to the date I complete the form or the date of publication on the website?

Answer

In Annex F – Integrity Declaration Form, we ask for the Date of Bid, this is the date that you submit your bid.

44. Annex F –Declaration of Convicted Offences on page 19 of the 1st document, how can it be in a sealed envelope if we're bidding via fax or epost?

Answer

If you are submitting electronically, please disregard this instruction. Also it is **not** mandatory to fill out the Declaration of Convicted Offences Form.

### 3.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, if applicable, the Integrity declaration form available on the Forms for the Integrity Regime website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

45. I was a public servant with the PIS section of PWGSC until 2009. By 2010-11, I resigned completely from my position. I did not receive any lump sum, and opted for a deferred pension upon my severance from the public service upon resignation. However, it is likely payment for things such as unused leave or other entitlements may have been paid. Can I safely answer "no" to the last question on page 7 of annex F? Will your department do a follow up? Will I be penalized, if in any way my answer is inadvertently incorrect?

Answer: Yes you should enter "no". There will be no penalty if there is a mistake.

46. What do the words 'Delivery Offered' mean on page 1 of the RFP, which we are meant to complete?

Answer

That is automatically generated by our ABE software. It is for goods when the vendor would like to propose an alternate delivery option. **You don't have to fill this box.** All you need to fill out on the first page is the following highlighted areas:

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

47. At the bottom of the form of Annex F, I am not sure what to put for my 'position' and 'company name Bidder', should I put 'sole proprietorship' for position and my own name for 'company name Bidder' as I am not incorporated?

I, (name) \_\_\_\_\_, (position) \_\_\_\_\_, of (company name Bidder) \_\_\_\_\_ authorize PWGSC to collect and use the information provided, in addition to any other information that may be required to make a determination of ineligibility and to publicly disseminate the results.

Answer

Yes you should write 'sole proprietorship' for position and your own name for 'company name Bidder' as you are not incorporated?

Epost Connect

48. What are the ways to submit our quote? There are 4 ways to submit submissions (E-Post, e-mail, in person and facsimile). I don't quite understand how epost works.

Answer

You can download the Epost Connect Participant Guide in the attachment section.

Instructions for epost connect are in Part 2.2 Submission of Bids of the RFP.

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

49. You mention double-sided printing for the forms, is that compulsory?

Answer: It's not compulsory but we strongly recommended to assist Canada in reaching its objectives of the Policy on Green Procurement.

50. In the document it refers to Additional Information. What are you asking?

Answer

Some bidders often supply extra information about their company, this would be an example of additional information. It is not required to have additional information.

#### Questions on Travel

51. I found nothing in the document that says that airline tickets purchased that are not refundable for interpreting at a conference once the offer is confirmed were refunded in the event of a conference cancellation. At present, in the event of cancellation, the Translation Bureau asks me to invoice the flight ticket and fees if I do not have other assignments for the same dates.

Answer

You will be able to invoice for any non-refundable accommodations already booked in accordance with the NJC travel directive. As for travel time, if the travel has started, you will be able to invoice travel time as agreed upon in your TA, if travel has not started, you are to invoice loss of earnings as you did not travel.

52. If I go to work in Guelph from home (also my professional home), I have to drive for about an hour. It doesn't count for travel time, but I should be able to bill for mileage according to NJC guidelines, right? And from how many kilometres do these directives come into force? I do not see this information anywhere, either on the CNM website or in the online documents of the open contract.

Answer

Yes, while one hour of travel is not eligible for travel time, any travel beyond 16 km does allow for a mileage claim based on the NJC.

53. Is it worth submitting a bid for parliamentary if your domicile is not Ottawa?

Answer: Yes

54. Is there a specific distance that triggers the ability to charge mileage (travel costs), according to the NJC guidelines?

For the calculation of your travel expenses, you may declare a professional domicile rather than use your residence. This will affect both your ability to charge travel costs (as opposed to travel time), and also the amount for which you are eligible, according to the NJC guidelines.

I have heard that the interpreter may charge mileage if the location of the conference is over 15 kilometers from his/her professional domicile (or residence, if the interpreter prefers that option). Is this correct? This would clarify whether or not any travel costs may be added to the invoice when the interpreter works at a conference relatively far from their professional domicile or residential address, but that does not require an overnight stay at a hotel.

#### Answer

Travel more than 16 km triggers eligibility for travel costs. Interpreters who must travel more than 16 km from their residence or their professional domicile (whichever they selected upon bidding) may claim travel expenses, as laid out in the NJC Travel Directive. Under section 3.1 Directive (Travel within headquarters area), travel less than 16 km is considered regular commuting. When interpreters are required to travel more than 16 km from headquarters area (your residential address or professional domicile) section 3.2 of the Directive (Travel outside headquarters area) applies.

Please note:

- Details on travel arrangements and claims will be contained in the Freelance Interpreter Handbook.
- The Directive applies to both employees and contractors, and distinguishes between both, so clauses referring to employees do NOT apply to contractors, who are referred to as travellers rather than employees.
- Under section 1.5.2, it is stated clearly that it is your responsibility to (a) become familiar with the provisions of this directive; (b) consult and obtain authorization [...] to travel in accordance with the directive; [...] (d) complete and submit travel expense claims with necessary supporting documentation as soon as possible after the completion of the travel. [...]; and (e) be responsible for cancelling reservations as required [...].

55. Professional domicile vs residence: what is it?

#### Answer

Interpreters can choose one of the two. Here is an excerpt from Annex B – Basis of Payment (Travel Expenses):

“As per the commonly accepted practice in conference interpretation, Contractors may declare a professional domicile that is different from their residence. If Contractors declare a different address than their residence as their professional domicile, their travel costs will be calculated from city hall of the location they have selected. Contractors who elect to declare a professional domicile may change it only every six months and must do so in writing to the Project Authority.”

56. Do I choose between “Address” and “Professional Domicile” That is, do I fill out one or the other? Example, if I live in a suburb of Montreal (Beaconsfield), do I need to make my professional domicile Montreal, and calculate all my mileage from Montreal City Hall if I want Montreal to be deemed my location, or can I keep my own home address because I live in Beaconsfield which is on the Island of Montreal? (Same question from an interpreter in Longueuil.)

#### Answer

Yes, you must either choose to use your residence address or declare a professional domicile. If you choose a professional domicile, the Translation Bureau will calculate your travel claims based on the city hall for the city you have chosen, rather than your residential address. If you choose your residence, then all of your travel claims will be based on that location.

57. Do I have to make 2 submissions for the period of the contract, one for Conference and one for the Parliamentary interpretation service? What happens with the current contract in place?

#### Answer

The Bidder can submit a bid on one or both services. Canada requests that the Bidder clearly identifies in the first pages of its bid which services it is bidding on.

As operations continue while the RFP is open and bids are being evaluated, the Parliamentary and Conference Interpretation Services assign work with a TA under the current process until the RFP is completed and new open contracts are awarded. The new contracts will start July 1<sup>st</sup>, 2020 until June 30<sup>th</sup>, 2021.

58. Will contracts awarded in response to the Tender Notice combine both Conference and Parliamentary Interpretation streams in one and the same contract in the case of interpreters bidding for both streams?

Answer: Yes.

59. What is the period during which a former public servant cannot work for the Translation Bureau again – Federal Government? Where is the provision in the Open Contract in this regard?

Answer

There are many factors that come into play. The RFP only requires the forms to be filled out but does not go into the details of the various Acts that govern this issue.

60. Will our bid be refused or rejected if we do not use the 30% recycled paper (see 3.1 Bid Preparation Instructions)?

Answer

There will be no penalty for not using the recommended type of paper and your bid will not be rejected. It is recommended to assist Canada in reaching its objectives of the Policy on Green Procurement.

61. Do we sign page 1 of the Request for Proposal or page 1 of the Solicitation Amendment?

Answer

We require the signature on the main RFP document. The amendment documents do not necessarily need to be signed.

62. And is an electronic signature acceptable?

Answer: Yes an electronic signature acceptable.

63. Electronic calendar? When to expect?

Answer

This is a project in development and the Translation Bureau does not have a fixed schedule.

64. Notifying the Translation Bureau of availability: suggesting google calendar.

Answer

To be discussed with the procurement working group.

65. What is meant by Legal Name? (If an interpreter is not incorporated, is their own name deemed to be a Legal Name?)

Answer: Yes

66. What is a resource? (Make clear whether a sole proprietorship needs to list his/her name in the table that asks for Resource Name)

Answer

Yes, if the bidder is a sole proprietor the name of the bidder is considered the name of the resource.

67. Outside-of-Ottawa interpreters have asked if they should apply for Parliamentary Interpretation given that in recent years they have been offered work with House and Senate Committees when these have criss-crossed the country. They want to be eligible for this work and think that to be eligible they should offer their services for Parliamentary. (This needs to be clarified during the WEBEX.)

Answer

Interpreters outside the National Capital Region may apply for a Parliamentary Interpretation open contract, and they may be offered work on occasion, either when Parliamentary Committees travel across Canada, or if the Translation Bureau cannot fulfill a demand with local interpreters in Ottawa. All travel

provisions from the National Joint Council Travel Directive will apply if Task Authorizations are issued to Contractors outside the National Capital Region.

68. If I make a mistake when I fill out my forms, will my bid be discarded/rejected?

Answer

It depends in what type of mistake; the bidders must accept the terms and conditions of the RFP and meet the mandatory technical requirement. However, you will not be penalized for missing the administrative information as any missing information will be sought before awarding a contract. We also expect you to sign the first page of the Solicitation.

69. Is there a required format for invoices? Can they be emailed in?

Answer

Instructions for invoicing will not change. For more information on invoices, please refer to Section 7.8 Invoicing Instructions.

70. Please clarify the notion of "minimum work guarantee". Expressed in %, days? If so, how many?

Answer

As per clause 7.1.5, the minimum guarantee represents 1% of the total contract value. ie: If the contract is valued at \$100,000.00 then the minimum revenue the Contractor will receive is \$1,000.00.

In the event that Canada does not request Work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested.

71. What happens when a given contract is awarded and it has reached the maximum dollar value including taxes, is the contract automatically renewed/extended, as long as the interpreter remains in good standing?

Answer

No, the contract is not automatically renewed/extended. As indicated in the RFP, the contract is for one year from July 1<sup>st</sup>, 2020 to June 31<sup>st</sup>, 2021. If for some reason there is an extension to the contract end date you will be advised by the contracting authority and a contract amendment will be sent for your signature.

72. Does the maximum value of the contracts to be awarded (\$xxx,xxx) include travel and accommodation and other related expenses, as well as applicable taxes?

Answer

Yes the contract includes travel, accommodation, other related expenses and applicable taxes.

73. Please clarify the meaning of total liability. Where will it be specified?

Answer

Total liability is the total maximum contract liability that can be charged for work performed by the Contractor.

Total liability is specified in Part 7 resulting Contract clause under Section 7.7.1 Basis of payment – TA subject to a Limitation of Expenditure

7.7.1 Basis of payment - TA subject to a Limitation of Expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work specified in the authorized TA in accordance with the basis of payment in Annex B to the limitation of expenditure specified in the authorized TA.

Canada's total liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra. No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work specified in the authorized TA will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the TA Authority before their incorporation into the Work specified in the authorized TA. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written authorization of the TA Authority. The Contractor must notify the TA Authority in writing as to the adequacy of this sum:

- a) when it is 75 percent committed, or
- b) four (4) months before the final delivery date specified in the authorized TA, or
- c) as soon as the Contractor considers that the authorized TA funds are inadequate for the completion of the Work specified in the authorized TA,

whichever comes first.

If the notification is for inadequate authorized TA funds, the Contractor must provide to the TA Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

74. Letters of accreditations - do we need to submit the letters as part of our bid?

Answer

No. As indicated in 1.0 Mandatory Technical Criteria. Just fill out the Anne E- Response form.

The technical bid must meet all mandatory technical criteria specified in the table below. The Bidder must provide the necessary documentation to demonstrate compliance. Any Bid which fails to meet any of the mandatory technical criteria will be declared non-responsive.

Number	Mandatory Technical Evaluation Criterion
<b>MT1</b>	<p>Each resource proposed by the Bidder must hold Translation Bureau accreditation.</p> <p>The Bidder must provide the name of each proposed resource for verification with the Translation Bureau's database of accredited interpreters using Annex E – Response form, article 2.1 – List of proposed resources.</p> <p><u>Note to Bidder:</u></p> <ul style="list-style-type: none"> <li>a) The resources proposed may be employees of the bidder or of a subcontractor. They may also be independent contractors to whom the bidder would assign part of the work;</li> <li>b) The same resource cannot be proposed by more than one bidder.</li> </ul>

75. Prices are set for how long?

Answer: From July 1<sup>st</sup>, 2020 to June 30, 2021 (one year).

76. What is the TA distribution process?

Answer

If there are more than one available interpreter, a TA will be issued based on a rotational basis. Please refer to PART 7 – **RESULTING CONTRACT CLAUSES**, Sections 7.1.2 Task Authorization Process and 7.1.3 Task Authorization – Allocation of work

77. Please address what the rotational list is based on?

Answer

The rotational list was proposed by the interpreter community as a method to attribute work if and when all other considerations were met and equal. For example, if for a given event, requiring one English booth for a meeting requiring Secret clearance in Montreal there were still 3 candidates available and qualified, the interpreter at the top of the rotational list would be selected and then he or she would go to

the bottom of the rotational list. It was felt to be the fairest and most transparent method to make a selection.

78. The rotational list: is it one National list?

Answer: Yes.

79. What is the number of freelancers right now?

Answer: This is confidential information, we cannot answer that question.

80. What are the criteria for work assignment?

Answer

The work will be attributed according to the language profile, security clearance, location, availability, detailed in the TA and the quality index detailed below. For exceptional circumstances, the Project Authority reserves the right to attribute work for events based on specific experience or knowledge, or dealing with a specific subject or client. If no contractor can perform the task, Canada reserves the right to acquire the required Work by other means.

Solicitation No. - N° de l'invitation  
EN960-202683/A  
Client Ref. No. - N° de réf. du client  
20202683

Amd. No. - N° de la modif.  
002  
File No. - N° du dossier  
526zf.EN960-202683

Buyer ID - Id de l'acheteur  
526zf  
CCC No./N° CCC - FMS No./N° VME

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The Amendment no. 002 is raised to provide the questions and answers from 1 to 80.