



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

Title - Sujet Interpretation services	
Solicitation No. - N° de l'invitation EN960-202683/A	Amendment No. - N° modif. 007
Client Reference No. - N° de référence du client 20202683	Date 2020-03-31
GETS Reference No. - N° de référence de SEAG PW-\$\$ZF-526-37471	
File No. - N° de dossier 526zf.EN960-202683	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-04-17	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Payer, Manon	Buyer Id - Id de l'acheteur 526zf
Telephone No. - N° de téléphone (613) 720-9492 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

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

Amendment 007

The amendment no. 007 is raised to advise you that the questions and answers **6 and 38** have been modified and adding questions and answers **81 to 104**.

Modified question and answer 6:

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

Answer: No, you cannot send a paper copy of your submission by mail, due to the Coronavirus disease situation, the Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) will only accept a bid sent in one of two ways:

1. Your bid may be sent by fax at: (819) 997-9776
2. Epost connection:
TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca

Modified question and answer 38:

38. Are the two duly completed annexes E and F the only documents to be sent to Bid Receiving Unit and how many copies do I have to send?

Answer: These are the documents that needs to be filled out and gathered per section and only one copy is required as you can only send your bid either by fax or by epost.

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

Section I: Technical Submission

- Page 1 of the Request for Proposal: You must complete the sections at the bottom of the page:
- Legal name and address of supplier/contractor
- Phone number
- Fax No.
- Name and title of the person authorized to sign on behalf of the supplier/contractor (type or print).
- Signed and dated

Section II: Financial Proposal

- Attachment 1 of Part 3 - Pricing Schedule completed with your Basic Daily rate for both interpretation services. (Page 10 of the RFP)
- Attachment 2 to Part 3 - Electronic Payment Instruments; select the desired payment method. (Page 11 of the RFP)

Section III: Certifications

Complete all sections of the Appendix E – Response Form and sign this form at page 36 also at the bottom of page 39 section 3.2.1 Status and Availability of Resources (Total of 6 pages from 36 to 41 in the RFP).

Appendix F - Integrity Declaration Form - To be completed if you or the Offeror, your affiliates or any of your directors, have been convicted of or pleaded guilty to an offence or similar offence committed in Canada or elsewhere under any of the provisions listed on the form. (Pages 42 and 43 of the RFP).

ADDING QUESTIONS AND ANSWERS 81 to 104

81. What is the methodology that will be put in place to establish the value of the contracts?

Answer

The following is the methodology that will be put in place to establish the value of the contracts.

The amount of the open contract for a freelancer will be established based on the value (in dollars) of the annual business volume with the Translation Bureau with the highest annual volume of business over a history of the last three completed fiscal years. The value of the contract will then be rounded up to the nearest dollar amount (\$25,000, \$50,000, \$75,000, \$100,000, \$125,000 or \$150,000).

Example: Contractor X's business volume for the last three years was \$22,000, \$40,000 and \$18,000. The contract for 2020-21 for Contractor X will therefore be set at \$50,000 (\$40,000 rounded up to the next higher level of \$50,000).


82. How to receive amendments by mail notification that are posted on buyandsell.gc.ca?

Answer

In order to receive an email notification for new amendments, you can follow the instructions on 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. You can customize the title of the emails you will receive

83. What is the 2003 standard instructions and where do I find them?

Answer: Standard instructions are an integral part of the solicitation and are used to clarify certain requirements. For example, these refer to the Transmission by facsimile or by epost Connect.

08 (2019-03-04) Transmission by facsimile or by epost Connect

1. Facsimile

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile.
 - i. PWGSC, National Capital Region: The only acceptable facsimile number for responses to bid solicitations issued by PWGSC headquarters is 819-997-9776 or, if applicable, the facsimile number identified in the bid solicitation.
 - ii. PWGSC regional offices: The facsimile number for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
- b. For bids transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed bid including, but not limited to, the following:
 - i. receipt of garbled, corrupted or incomplete bid;
 - ii. availability or condition of the receiving facsimile equipment;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid; or
 - vii. security of bid data.
- c. A bid transmitted by facsimile constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

2. epost Connect

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the [epost Connect service](#) provided by Canada Post Corporation.
 - i. PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC headquarters is: tpsgc.dgareceptiondessoumissions-abbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca, or, if applicable, the email address identified in the bid solicitation.
 - ii. PWGSC regional offices: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
- b. To submit a bid using epost Connect service, the Bidder must either:
 - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.
- e. The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
- g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
 - i. receipt of a garbled, corrupted or incomplete bid;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or,
 - viii. inability to create an electronic conversation through the epost Connect service.
- h. The Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- i. Bidders must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
- j. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

84. What if I do not receive a new open contract? Will I still be able to receive spot contracts from the Bureau?

Answer:

The Bureau will still provide freelancers with spot contracts on occasion however work will be attributed in priority through open contracts.

85. How will bids be evaluated?

Answer:

Bids will be assessed based on the requirements of the bid solicitation, which include both the technical, and the financial, evaluation criteria. Acquisitions Branch will evaluate the financial criteria, and the Translation Bureau will evaluate the technical criteria (i.e. Bureau will confirm accreditation). For additional information, see Part 4 in the RFP.

86. Will work be attributed based on lowest cost? If not how will work be attributed?

Answer:

Contractors will be assigned to specific events for Conferences and to specific days for Parliamentary. The work will be attributed according to the best fit model, which assigns interpreters based on their language profile, security clearance, location, availability and quality index. For exceptional circumstances, for example for events requiring specific experience or knowledge, or dealing with a specific subject or client, the Project Authority reserves the right to attribute work outside the best fit model. For more information, please refer to PART 7 - RESULTING CONTRACT CLAUSES section 7.1.2 Task Authorization Process and 7.1.3 Task Authorization – Allocation of work.

87. What is the quality index? How will it affect work attribution, and how do I go about increasing my index?

Answer:

The quality index is a rating (green, yellow or red) given to Contractors based on the Interpretation Technique Requirements as found in Annex A. Translation Bureau accreditation confirms the Contractor meets the Interpretation Technique Requirements, therefore all Contractors who meet the Technical Requirements (Translation Bureau accreditation) start with a green quality index. Contractors whose rating is yellow or red may not be given Work in priority. The Translation Bureau will conduct Technical Evaluations in person based on operational needs, which may be on a targeted or random basis. The Technical Evaluation, conducted by a Translation Bureau Senior Interpreter will confirm that the Contractor continues to meet the Interpretation Technique Requirements, or may indicate that the Contractor's performance falls short of the requirements. If the Technical Evaluation determines that the Contractor's performance does not meet a small number of the Interpretation Technique Requirements, the Contractor's rating will be downgraded to yellow. If the Technical Evaluation determines that the Contractor's performance does not meet a large number of the Interpretation Technique Requirements, or any of the Interpretation Technique Requirements to a great degree, the Contractor's rating will be downgraded to red. For Contractors whose quality index is downgraded to yellow or red, the Translation Bureau will endeavour to conduct a Technical Evaluation within 18 months. For more information, please refer to PART 7 - RESULTING CONTRACT CLAUSES section 7.1.2 Task Authorization Process and 7.1.3 Task Authorization – Allocation of work.

88. What is the difference between declaring a professional domicile and using my residential address? How will it affect my travel claims?

Answer:

As per the commonly accepted practice in conference interpretation, Contractors may declare a professional domicile that is different from their residence if they wish to be considered as living in that city for the attribution of work. If Contractors declare a professional domicile that is different from their residence, their travel costs will be calculated from city hall of the location they have declared. 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. This will affect your travel reimbursement claims since the location from which travel costs are calculated will affect the amounts you are eligible to claim. For example, if you live in a rural setting 75 km from a major city and you elect to declare your professional

domicile as that nearby city, your travel claims will be calculated from city hall of that city. If you not to declare a professional domicile, your travel claim amounts will be calculated based on your residential address.

89. What if I am not given work up to the total dollar value? What if I reach the total dollar value?

Answer:

You will invoice and be paid for the work attributed, if you do not reach the total dollar value it will not be paid.

90. Can I have various rates depending on the assignment?

Answer:

As per Annex B- Basis of Payment you are to provide one daily rate for simultaneous interpretation for Conference Interpretation or Parliamentary Interpretation. If the event for which you are providing services requires broadcasting or short consecutive and whispered or long consecutive, escalators will apply.

91. Do I have to bid for Parliamentary Interpretation AND Conference Interpretation?

Answer:

No you are not required to bid for both Parliamentary Interpretation and Conference Interpretation contracts, however you may bid for both should you wish to work for both services.

92. What will the median be? What percentage above and below the median will be included in the range? What if my bid falls outside of the range?

Answer:

The median will only be known once all of the bids are received.

The median will be the middle value of the rates submitted by Bidders for a given service (Parliamentary and Conference), and will be calculated using the MEDIAN function in Microsoft Excel. For both Conference Interpretation and Parliamentary Interpretation services, Canada will include bids within a range of below 20% and above 20% of the median rate in Pool 1. As a hypothetical example, if the median were calculated at \$725, Pool 1 would include all bids between \$580 and \$870.

Bidders who submit daily rates that fall outside of the median range will be awarded an open contract under Pool #2. Work will be attributed in priority by the Translation Bureau to Contractors in Pool 1, and then subsequently to Pool 2. For more information, see section 4.1.2 Financial Evaluation.

93. What if I do not bid or I miss the deadline on BuyandSell.gc.ca?

Answer:

If you do not bid, or if you miss the deadline on BuyandSell.gc.ca, you will not be awarded an open contract and you will not be eligible to receive work in priority from the Translation Bureau. The Bureau may still issue spot contracts, but would only do so when no Contractors from the open contract are available.

94. How long will this contract be valid?

Answer:

The period of the Contract is from July 1st, 2020 to June 30, 2021 inclusively.

95. What is the difference between compensation for loss of earnings and compensation for travel time when travelling for the Government of Canada?

Answer:

Under the new contract, your travel for the Translation Bureau will be compensated in one of two ways, depending on whether or not your travel prevents you from doing other work.

1. If your travel for the Translation Bureau prevents you from accepting other work, you may claim a loss of earnings equivalent to a full fee for the day(s) on which you are unable to work.

2. If you are able to work and also travel on the same day, then you will be compensated under the Travel Time provision (article 3. Travel Time in Annex B – Basis of Payment of the contract). Under the Travel Time provision if you travel for less than 90 minutes of travel, you will not be compensated, if your travel time is from 90 minutes to five hours, you will receive half of your daily rate and for travel more than five hours for one trip you may claim your full daily rate. For details on train, plane and car travel times, and please see the Travel Time provision in article 2.

In the event of a cancellation you will be compensated for the loss of earnings if you did not work, however if you are offered work after your event is cancelled, you are required to inform Canada and forfeit the payment of loss of earnings. If you are being paid for loss of earnings and your work was cancelled, you must remain available for Canada during availability hours (see 7.12.1 Availability Hours).

96. What is the Interpreters' Handbook?

Answer:

The Interpreter's Handbook is a tool to provide freelance interpreters with detailed information on a variety of topics that not related to procurement directly. The handbook is an evergreen document that will be kept up to date and will evolve as operational needs and realities change. Examples of topics included in the Handbook include: how to obtain security clearance, proper invoicing practices, role of team leader, etc.

97. Why a Handbook?

Answer:

The handbook has been developed by the Procurement Working Group as document to add information that is not contractual but rather operational or to help support the freelance interpreter community.

98. Does the Handbook have a legal status? Is it binding?

Answer:

No, the Handbook does not have a legal status and will constantly be updated. The contract as per the RFP is the legally binding document.

99. Will my name stay on the list of providers even if I choose not to bid? How long can I remain on the list without bidding?

Answer:

Your accreditation status will not change and is independent of the contracting tool the Translation Bureau uses. Your accreditation makes you eligible to work for the Translation Bureau, but if you do not obtain an open contract you will not be offered work in priority and will only receive work if no Contractors with open contracts are available.

100. What's the difference between an open contract and a spot contract?

Answer:

A spot contract is a one-time contract that the Translation Bureau use for Conference Interpretation services to issue work for single events.

The open contract is used for Parliamentary Interpretation and allows for interpreters to be assigned work for multiple days and events on one contract.

You will receive Task Authorizations asking you to confirm your availability and providing you with details on the Work (dates, locations, etc.).

101. How is the billing to be done according to the new open contract at Conference and at Parliamentary?

Answer:

You will provide an invoice that is consistent with the Task Authorization and a complete and understandable breakdown of travel expenses. If you fail to do this, your invoice will be returned for correction, which will delay payment. For example, envelopes with numerous Task Authorizations, supporting documents and invoices that do not clearly indicate invoicing details will be returned to be resubmitted. For more information, please refer to the 7.8 Invoicing Instructions.

102. Who is making travel arrangements, the freelance interpreter or the Translation Bureau?

Answer:

As per current procedure for Conference Interpretation Services, as the Contractor, you are responsible for booking your travel, according to the NJC guidelines and you must advise the bureau of your travel arrangements.

103. Are travel costs included in the open contract?

Answer:

Yes, as was the case with spot contracts, the total value of the Task Authorization (including travel) will be deducted from your contract.

104. Can you explain the meaning of "stand in readiness" at Article 7.1.5 of PART 7 - RESULTING CONTRACT CLAUSES? Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph c) of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

Answer:

The definition of stand in readiness is the following: the contractor as to be ready to perform the work when required throughout the Contract period.