

This Amendment 01 is issued to answer questions from industry to the Solicitation 84084-19-0120 and to change RFSO closing date to May 15, 2020

On page 1

Delete

2020-04-29

Insert

2020-05-15

Under 2.2 Submission of Offers

Delete

Date: April 29, 2020

Insert

Date: May 15, 2020

Questions and Answers

Q1

Regarding the Request for Standing Offers mentioned above,

I would appreciate it if you could clarify the following:

Is a company based in Greece (member of the European Union) considered eligible to submit an offer?

A1

We do not accept offer from company based in Greece. International Trade Agreements don't apply to this requirement.

Q2

In regards to the above-mentioned solicitation I have two questions for you:

1) Can you please explain how the Pricing Score will be calculated? We understand that the pricing score is worth 30% but we don't see how you are determining the score. For example, will you be multiplying the number of words by the price per word and then adding up all three years for a total price?

2) Is there an incumbent? If so, who is/are currently providing these services?

A2

Please see this table below on P.11 of the RFSO, it explains how the pricing score will be calculated. We will use the price submitted by the offeror in Annex B page 36 of the RFSO to do the calculation.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection – Highest Combined Rating of Technical Merit and Price				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.62$	$89/135 \times 70 = 46.14$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.54$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30$
Combined Rating		84.16	73.14	77.70
Overall Rating		1 ^{er}	3 ^e	2 ^e

For English to French, we have 3 providers right now

Tessier

Edgar

Lionbridge LTD

For French to English, we have one provider

Tessier

Q3

We'd like clarification that it is indeed into English that you want Appendix 2 B translated.

A3

The text in Appendix 2 B is in French. The supplier must translate that text into English and attach the translation to their bid.

Q4

We would very much like to offer our translation services to the Canada Energy Regulator.

We have a question about the Word count regarding weighted words.

Do our resources have to have the Trados software? Also, will the matched words already be translated in the document?

If you could clarify, it would be much appreciated.

A4

The resource does not need to have the SDL Trados software. The matched words will not be translated in the document, but the resource will be provided with the CER translation memory.

Q5

We'd like to know if you will agree to work in a portal other than Broca for this mandate. Along the same lines, can you explain to us how we would work using Broca? Will any costs be incurred for the supplier selected? Broca is a software program from another language supplier.

A5

We will not agree to work with a portal other than Broca. The supplier will have to use his CER's Broca account for retrieving the documents to be translated,

receiving the instructions, and uploading the translations. There are no additional costs.

Q6

RFSO states that CER does not guarantee any specific volume of work as the service modality is “as-and-when-requested”.

However, since Proponents are required to demonstrate they have a minimum of four (4) translators (see Mandatory Requirement 2 – M2), we would like to know if you can provide any reference volume information based on previous contracts. This information is will only be used for tentative resource allocation purposes.

A6

For the current standing offers, below are the usage reports.

E-F: average of 260,000 words for each provider (3 providers in total)

F-E: 60,000 words

Please also refer to ANNEX B of the RFSO for estimated usage.

Q7

Please confirm that a bid for both categories can be included in one (1) proposal package (or whether complete separate proposals must be submitted)?

A7

Yes it can be included one (1) proposal package however the offeror needs to clearly specify which category of translation service it is providing as a separate evaluation will be done for each category.

Q8

In regards to M3, as it pertains to proof documents for individual security clearances, please confirm that we can provide all pertinent information needed to verify the validity of each clearance (as opposed to the actual completed briefing forms, which are Protected B documents once completed).

A8

Yes? You don't need to submit the briefing forms. The security clearance number will be sufficient to verify security.

Q9

Please provide an approximate percentage of requests which could be classified as:
(1) Protected B; (2) rush, and; (3) required outside of normal business hours.

A9

- (1) 20 %
- (2) 10 %
- (3) 5 %

Q10

Can you please tell me how you will be establishing the Bid Evaluated Price? The examples in the RFP just show total value but it doesn't show how you get to that total value.

A10

Please refer to Sec 4.1.2 of the RFSO. Below is how the total price will be calculated.

4.1.2 Financial Evaluation (Step 3) Fill out Annex B Basis of Payment. Offerors must fill out separate basis of payment for each category they are proposing to supply.

The quantities as shown in Annex "B" are estimated usages and for evaluation purposes only and will not form part of the final Standing Offer.

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.1.2.1 The Firm Unit Price for each item will be multiplied by its respective annual estimated usage to determine a Total Extended Price for each year.

4.1.2.2 The Total Extended Prices for each year will be added together to obtain the Total Evaluated Offer Price.