



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :**

Office of the Superintendent of Financial Institutions Canada
Procurement and Contracting
255 Albert Street, 12th floor
Ottawa, ON K1A 0H2
Email : Contracting@osfi-bsif.gc.ca

Bureau du surintendant des institutions financières Canada
Achats et contrats
255 rue Albert, 12^e étage
Ottawa, Ontario, K1A 0H2
Courriel : contracting@osfi-bsif.gc.ca

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Comments - Commentaires

**Proposal To: The Office of the Superintendent of Financial
Institutions 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.

On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:

1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;
2. This bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.

**Proposition au : Bureau du surintendant des institutions
financières Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s).

En apposant ma signature ci-après, j'atteste, au nom du soumissionnaire, que j'ai lu la demande de propositions (DP) en entier, y compris les documents incorporés par renvoi dans la DP et que :

1. le soumissionnaire considère qu'il a les compétences et que ses produits sont en mesure de satisfaire les exigences obligatoires décrites dans la demande de soumissions;
2. cette soumission est valide pour la période exigée dans la demande de soumissions ;
3. tous les renseignements figurant dans la soumission sont complets, véridiques et exacts; et
4. si un contrat est attribué au soumissionnaire, ce dernier se conformera à toutes les modalités énoncées dans les clauses concernant le contrat subséquent et comprises dans la demande de soumissions.

Title – Sujet		Amendment # - Modification no.
Translation Services		004
Solicitation No. – N° de l'invitation		Date
20200150		2020-08-12
Client Reference No. – N° référence du client		
20200150		
GETS Reference No. – N° de référence de SEAG		
20200150		
Solicitation Closes L'invitation prend fin		Time Zone Fuseau horaire
at – à	02 :00 PM – 14h00	Eastern Daylight time (EDT) Heure avancée de l'Est (HAE)
on – le	August 28, 2020	
D.D.P – Delivery Duty Paid		
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address inquiries to – Adresser toute demande de renseignements à :		
Jade Bedard, Senior Contracting Officer		
Area code and Telephone No. Code régional et N° de téléphone		Facsimile No. / e-mail N° de télécopieur / courriel
613-990-8557		contracting@osfi-bsif.gc.ca
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
See Herein – Voir aux présentes	
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Compétence du contrat : Province du Canada choisie par le soumissionnaire et qui aura les compétences sur tout contrat subséquent (si différente de celle précisée dans la demande)	
Vendor/firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	
e-mail - courriel	
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 four (4) is raised to extend the closing date, add instructions regarding confidentiality information for bidding, remove M3 and M4 and revise R3 and R4 from the evaluation criteria, as follows:

At page 1, Cover Page:

DELETE:

Solicitation Closes L'invitation prend fin		Time Zone Fuseau horaire
at – à	02 :00 PM – 14h00	Eastern Daylight time (EDT) Heure avancée de l'Est (HAE)
on – le	August 21, 2020	

INSERT:

Solicitation Closes L'invitation prend fin		Time Zone Fuseau horaire
at – à	02 :00 PM – 14h00	Eastern Daylight time (EDT) Heure avancée de l'Est (HAE)
on – le	August 28, 2020	

At page 8, Part 3 – Bid Preparation Instructions:

INSERT:

3.2.1 Confidential Information for Bidding

In order to prepare a bid in response to the bid solicitation, suppliers must have access to information that is confidential or proprietary to Canada or a third party. It is a condition of the bid solicitation that bidders sign a Confidentiality Agreement substantially in the form set out in Attachment 1 to Part 3, Confidentiality Agreement, before being given access to such information.

The Supplier must submit a signed confidentiality agreement, substantially in the form set out in Attachment 1 to Part 3, Confidentiality Agreement, before being given access to the bid solicitation, as it contains information that is confidential or proprietary to Canada or a third party

The Supplier must submit the confidentiality agreement to the Contracting Authority, via e-mail at Contracting@osfi-bsif.gc.ca, at least five (5) business days in advance of the bid closing date, in order to receive the documents to be translated, as per the requirements of R3 and R4 in Attachment 1 to Part 4 – Technical Evaluation. Once the signed confidentiality agreement is received by the Contracting Authority, the documents to be translated will be provided within 48 hours.

The Supplier should submit each translated document with its proposal, which must be submitted only to contracting@osfi-bsif.gc.ca by the date, time and place indicated on page 1 of the bid solicitation.

ATTACHMENT 1 TO PART 3, CONFIDENTIALITY AGREEMENT

TO: HER MAJESTY THE QUEEN IN RIGHT OF CANADA ("CANADA"), AS REPRESENTED
BY THE MINISTER OF PUBLIC WORKS AND GOVERNMENT SERVICES

The description of the requirement of bid solicitation **No. 20200150** contains information that is confidential or proprietary to Canada or to a third party (the Confidential Information) that is not to be disclosed or used in any way other than as set out below.



[Insert the Supplier's legal name]: _____ (the Supplier) agrees that:

- (a) it must not, without first obtaining the written permission of the Contracting Authority, disclose to anyone, other than an employee or a proposed subcontractor with a need to know, the Confidential Information;
- (b) it must not make copies of the Confidential Information or use it for any purpose other than for the preparation of a bid in response to the bid solicitation identified above; and
- (c) at close or early termination of the bid period, it must immediately deliver the Confidential Information to the Contracting Authority as well as every draft, working paper and note that contains any information related to the Confidential Information.

The Supplier must require any proposed subcontractor referred to in (a) above to execute a Confidentiality Agreement on the same conditions as those contained in this agreement.

The Supplier acknowledges and agrees that it will be liable for any and all claims, loss, damages, costs, or expenses incurred or suffered by Canada caused by the failure of the Supplier, or by anyone to whom the Supplier discloses the Confidential Information to comply with these conditions.

Nothing in this Confidentiality Agreement should be construed as limiting the Supplier's right to disclose any information to the extent that such information:

- (a) is or becomes in the public domain through no fault of the Supplier or any proposed subcontractor;
- (b) is or becomes known to the Supplier from a source other than Canada, except any source that is known to the Supplier to be under an obligation to Canada not to disclose the information;
- (c) is independently developed by the Supplier; or
- (d) is disclosed under compulsion of a legislative requirement or any order of a court or other tribunal having jurisdiction.

[Insert the Supplier's legal name]: _____
Supplier's legal name

Signed by its authorized representative Date

At page 11, 4.2 Basis of Selection - Highest Combined Rating of Technical Merit and Price:

DELETE:

- a. To be declared responsive, a bid must:
 - 1. comply with all the requirements of the bid solicitation; and
 - 2. meet all mandatory criteria; and
 - 3. obtain the required minimum of fifty-six (56) points overall for the technical evaluation criteria, which are subject to point rating.

The rating is performed on a scale of 114 points.

- b. Bids not meeting (1) and (2) and (3) will be declared non-responsive.



INSERT:

- a. To be declared responsive, a bid must:
 - 1. comply with all the requirements of the bid solicitation;
 - 2. meet all mandatory criteria;
 - 3. obtain the required minimum of fourteen (14) points for R1;
 - 4. obtain the required minimum of ten (10) points for R2;
 - 5. obtain the required minimum of thirty (30) points for R3;
 - 6. obtain the required minimum of ten (10) points for R4;
 - 7. obtain the required minimum of four (4) points for R5;
 - 8. obtain the required minimum of four (4) points for R6; and
 - 9. obtain the required minimum of four (4) points for R7.

The rating is performed on a scale of **154 points**.

- b. Bids not meeting (1), (2), (3), (4), (5), (6), (7), (8), and (9) will be declared non-responsive.

At page 13, Attachment 1 to Part 4 – Technical Evaluation:

DELETE in its entirety.

INSERT:

Mandatory Technical Criteria (M)

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders are advised to address each requirement in sufficient depth to permit a complete requisite analysis and assessment by the evaluation team. Proposals failing to adequately respond to the mandatory evaluation criteria will be excluded from further consideration. Only proposals found to meet the mandatory evaluation criteria will be evaluated in accordance with the evaluation criteria subject to point rating.

Mandatory Requirements	Complies Yes / No	Cross Reference to Proposal
<p>*M1 The Bidder must clearly identify three (3) resources proposed for the work under the resulting Contact, and must state the employment relationship between the individual and the company (e.g. employee, sub-Contractor, etc.). The Bidder must also demonstrate through the résumé content of each proposed resource that each proposed resource has:</p> <ul style="list-style-type: none"> a. Five (5) years or more of experience, as of RFP closing date, in translation services from English to French; b. A minimum of a bachelor degree with specialization in translation OR A professional designation as a Certified Translator from a Canadian or Provincially recognized professional order or association**; c. Experience using MS Office 2010 and MS Office 2016 Suite; d. Experience using relevant translation software (for example: TERMIUM Plus) e. Capacity to translate a minimum of 1,500 words a day from English to French f. A minimum of four (4) years experience, within the last fifteen (15) years, as of RFP closing date, in the provision of 		



	<p>translation services in at least THREE (3) of the following business areas of:</p> <ol style="list-style-type: none"> 1. Canadian Financial Services; 2. Banking Regulation; 3. Insurance Regulation; 4. Pension Plan Regulation; 5. Basel Capital Accord; 6. Actuarial Reports and Studies; 7. International Financial Reporting Standard (IFRS); 8. Statutory Reports; 9. IM/IT; 10. Human Resources. <p>The resources will be further evaluated under R1.</p> <p><i>**The list of recognized orders and/or associations can be found at the following Internet link: https://rte-nfe.ca/about/professional-associations-and-regulatory-bodies/</i></p>		
*M2	<p>The Bidder must clearly identify two (2) resources proposed for the work under the resulting Contact, and must state the employment relationship between the individual and the company (e.g. employee, sub-Contractor, etc.). The Bidder must also demonstrate through the résumé content of each proposed resource that each proposed resource has:</p> <ol style="list-style-type: none"> a. Five (5) years or more of experience, as of RFP closing date, in translation services from French to English; b. A minimum of a bachelor degree specialized in translation OR A professional designation as a Certified Translator from a Canadian or Provincially recognized professional order or association**; c. Experience using MS Office 2010 and MS Office 2016 Suite; d. Experience using relevant translation software (for example: TERMIUM Plus) e. Capacity to translate a minimum of 1,500 words a day from French to English. f. A minimum of four (4) years experience, within the last fifteen (15) year, as of RFP closing date, in the provision of services in at least THREE (3) of the following business areas of: <ol style="list-style-type: none"> 1. Canadian Financial Services; 2. Banking Regulation; 3. Insurance Regulation; 4. Pension Plan Regulation; 5. Basel Capital Accord; 6. Actuarial Reports and Studies; 7. International Financial Reporting Standard (IFRS); 8. Statutory Reports; 9. IM/IT; 10. Human Resources. <p>The resources will be further evaluated under R2.</p> <p><i>**The list of recognized orders and/or associations can be found at the following Internet link: https://rte-nfe.ca/about/professional-associations-and-regulatory-bodies/</i></p>		



M3	The Bidder must describe its process for ensuring translation quality control on a continuous basis and ensuring continuity of service. The submitted process will be further evaluated under R5 and R6 .		
M4	The Bidder must describe its process for managing translation requests and documents to be translated, including, prioritization, multi-part documents, and version control. The submitted process will be further evaluated under R7 .		
M5	The Bidder must possess a license(s) to a software that is compatible with Logiterm.		
M6	The Bidder must provide from a minimum of three (3) to a maximum of five (5) customer reference contracts with a cumulative billed value of \$500,000.00 (Canadian, including taxes), within the last five (5) years, as of RFP closing date, that meet the following criteria: <ul style="list-style-type: none"> • Each of the contracts was providing Translation services related to the business areas identified in M.1 and M.2 • For each contract referenced, the Bidder must provide a description of the services provided under the contract. The Bidder should provide references for each organization.		

**Bidders may propose the same resources under M1 and M2, if applicable.*

Point Rated Technical Criteria (R)

Proposals that meet all of the mandatory requirements will be further evaluated against the following rated requirements.

The Bidder should demonstrate experience and qualifications with each one of the following requirements, some of which use information provided for Mandatory requirements. The experience demonstrated will be evaluated and scored in accordance with specific evaluation criteria detailed hereafter.

Proposals which do not achieve the minimum pass marks stated in the tables will be deemed non-compliant and will not be considered further. **NOTE** that there are individual pass marks for the various criteria, and these must be achieved or exceeded in each case. If any individual pass mark is not achieved, the proposal will be considered non-compliant and will receive no further consideration; it is not sufficient to merely achieve a total sum of all pass marks in the proposal that meets or exceeds the total sum of the all pass marks required.

Each requirement will be assessed using the criteria stated in the tables.

Point Rated Requirements		Maximum Points	Pass Mark	Project / Page Cross Reference to Substantiating Detail in Proposal
R1	Additional points will be awarded where the Bidder's three (3) proposed resources have a minimum of four (4) years' experience, within the last fifteen (15) years, as of RFP closing date, in the provision of translation services over the mandatory three (3) business areas required at M1 . The Bidder should demonstrate through the résumé content	30	14	



	<p>of each proposed resource that each proposed resource has additional experience in the provision of translation services in the business areas of:</p> <ol style="list-style-type: none"> 1. Canadian Financial Services; 2. Banking Regulation; 3. Insurance Regulation; 4. Pension Plan Regulation; 5. Basel Capital Accord; 6. Actuarial Reports and Studies; 7. International Financial Reporting Standard (IFRS); 8. Statutory Reports; 9. IM/IT; 10. Human Resources. <p>Points will be allocated per resource, up to a maximum 30 points:</p> <ul style="list-style-type: none"> • 2 points - One (1) additional business area (total of four (4) business areas) • 4 points – Two (2) additional business areas (total five (5) business areas) • 6 points - Three (3) additional business areas (total of six (6) business areas) • 8 points – Four (4) additional business areas (total of seven (7) business areas) • 10 points – Five (5) or more additional business areas (total of eight (8) or more business areas) 			
<p>R2</p>	<p>Additional points will be awarded where the Bidder's two (2) proposed resources have a minimum of four (4) years experience, within the last fifteen (15) years, as of RFP closing date, in the provision of translation services over the mandatory three (3) business areas required at M2.</p> <p>The Bidder should demonstrate through the résumé content of each proposed resource that each proposed resource has additional experience in the provision of translation services in the business areas of:</p> <ol style="list-style-type: none"> 1. Canadian Financial Services; 2. Banking Regulation; 3. Insurance Regulation; 4. Pension Plan Regulation; 5. Basel Capital Accord; 6. Actuarial Reports and Studies; 7. International Financial Reporting Standard (IFRS); 8. Statutory Reports; 9. IM/IT; 10. Human Resources. <p>Points will be allocated per resource, up to a maximum 20 points:</p> <ul style="list-style-type: none"> • 2 points - One (1) additional business area (total of four (4) business areas) • 4 points – Two (2) additional business areas (total five (5) business areas) 	<p>20</p>	<p>10</p>	



	<ul style="list-style-type: none"> • 6 points - Three (3) additional business areas (total of six (6) business areas) • 8 points – Four (4) additional business areas (total of seven (7) business areas) • 10 points – Five (5) or more additional business areas (total of eight (8) or more business areas) 			
R3	<p>Each of the Bidder’s three (3) resources proposed under M1 should each translate the two provided sample English texts into French. The translated texts will be evaluated on their accuracy, correction, flow, and adaptation.</p> <p>Bidders will receive a starting value of 10 points for each of the translated texts.</p> <p>1 point will be deducted from the starting value of 10 points for each and every instance of faults assessed in each of the translated texts. If the same type of error (i.e. spelling error) is made in more than one of the translated texts, 1 point will be deducted from each document that the error occurs in.</p> <p>If the translation of a sample text is not submitted with the Bidder’s technical bid, the Bidder will score 0 points. Bidders cannot receive less than 0 points for each translated text.</p> <p>Points will be deducted as follows:</p> <ul style="list-style-type: none"> • 1 point – Meaning in the target text significantly differs from meaning in the source text; • 1 point – Additional or missing text; • 1 point – Spelling error; • 1 point – Grammatical error; • 1 point – Punctuation error; • 1 point – Typographical error; • 1 point – Incorrect word choice; • 1 point – Anglicism/Gallicism. <p>Total number of translated texts to be submitted: 6 (2 translated texts per proposed resource)</p> <p>Maximum of 60 points.</p> <p><i>*Note: The English texts to be translated will be sent to potential Bidders upon receipt of the signed Confidentiality Agreement (see Attachment #1 to Part 3). For further instructions, please see 3.2.1 Confidential Information for Bidding.</i></p>	60	30	
R4	<p>Each of the Bidder’s two (2) resources proposed under M2 should translate the single provided sample French text into English. The translated texts will be evaluated on their accuracy, correction, flow, and adaptation.</p> <p>Bidders will receive a starting value of 10 points for each of the translated texts.</p>	20	10	



	<p>1 point will be deducted from the starting value of 10 point for each instance of faults assessed in each of the translated texts. If the same type of error (i.e. spelling error) is made in more than one of the translated texts, 1 point will be deducted from each document that the error occurs in.</p> <p>If the translation of a sample text is not submitted with the Bidder's technical bid, the Bidder will score 0 points. Bidders cannot receive less than 0 points for each translated text.</p> <p>Points will be deducted as follows:</p> <ul style="list-style-type: none"> • 1 point – Meaning in the target text significantly differs from meaning in the source text; • 1 point – Additional or missing text; • 1 point – Spelling error; • 1 point – Grammatical error; • 1 point – Punctuation error; • 1 point – Typographical error; • 1 point – Incorrect word choice. <p>Total number of translated texts to be submitted: 2 (1 translated text per proposed resource)</p> <p>Maximum of 20 points.</p> <p><i>*Note: The French text to be translated will be sent to potential Bidders upon receipt of the signed Confidentiality Agreement (see Attachment #1 to Part 3). For further instructions, please see 3.2.1 Confidential Information for Bidding.</i></p>			
<p>R5</p>	<p>The Bidder's process submitted under M3 for ensuring translation quality control services on a continuous basis will be evaluated as follows:</p> <ul style="list-style-type: none"> • 8 points - The process to ensure translation quality control services is described in detail, including existing corporate processes and specific measures to be implemented for OSFI; • 6 points - The process to ensure translation quality control services is reasonably described in detail of existing corporate processes, but does not clearly describe any measures to be implemented specifically for OSFI; • 4 points - The process to ensure translation quality control services is described in some detail, but does not clearly delineate between existing corporate processes and measures to be implemented specifically for OSFI; • 2 points - The process to ensure translation quality control services is poorly described with limited detail, or is unclear; • 0 points - The process to ensure translation quality control services is not described. 	<p>8</p>	<p>4</p>	
<p>R6</p>	<p>The Bidder's backup plan submitted under M3 for ensuring</p>	<p>8</p>	<p>4</p>	



	<p>continuity of service will be evaluated as follows:</p> <ul style="list-style-type: none"> • 8 points - The backup plan for ensuring continuity of service is thoroughly described in detail, including existing corporate processes and specific measures to be implemented for OSFI; • 6 points - The backup plan for ensuring continuity of service is reasonably described with a good level of detail of existing corporate processes, but does not clearly describe any measures to be implemented specifically for OSFI; • 4 points - The backup plan for ensuring continuity of service is described in some detail, but does not clearly delineate between existing corporate processes and measures to be implemented specifically for OSFI; • 2 points - The backup plan for ensuring continuity of service is poorly described with limited detail or is unclear; • 0 points - The backup plan for ensuring continuity of service is not described. 			
R7	<p>The Bidder's process submitted under M4 for managing translation requests and documents to be translated, including, prioritization, multi-part documents, and version control will be evaluated as follows:</p> <ul style="list-style-type: none"> • 8 points - The process for managing translation requests and documents to be translated is thoroughly described, in detail, including existing corporate processes and specific measures to be implemented for OSFI; • 6 points - The process for managing translation requests and documents to be translated is reasonably described with a good level of detail of existing corporate processes, but does not clearly describe any measures to be implemented specifically for OSFI; • 4 points - The process for managing translation requests and documents to be translated is described in some detail but does not clearly delineate between existing corporate processes and measures to be implemented specifically for OSFI; • 2 points - The process for managing translation requests and documents to be translated is poorly described with limited detail or is unclear; • 0 points - The process for managing translation requests and documents to be translated is not described. 	8	4	
TOTAL RATED POINTS		154	76	

* Each of the pass marks for individual criteria must be achieved in order to be further considered to move forward in the process.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.