

TRANSLATION AND EDITING FOR ISC

SOLICITATION 1000218911 – QUESTIONS AND ANSWERS

QUESTION 1: Seeing that most requests/texts probably do not have a security requirement, would you be willing to accept 1 or 2 out of 4 standing offers without a security clearance up or security clearance up to protected b? Secret clearance would greatly limit the number of companies that can offer their services. By having more companies participating in the RFSO rates would be much more competitive and advantageous to Aboriginal Affairs & Northern Development Canada.

If not, would you be willing to sponsor a company for secret clearance?

ANSWER 1:

Unfortunately, this is the requirement and we would like for the 4 companies to have the appropriate security clearance due to certain types of documents.

No sponsoring required for the company. If the resource(s) only holds a valid reliability status we could do the Secret clearance internally. Since the contract is done internally, not using any PSPC tools, Facility security clearance is not required, only the resources would require a valid Secret clearance. DSC wouldn't be require, but the company will have to comply with the security requirements agreement attached to the standing offer.

Note: This security screening will be valid for contracts where ISC/ CIRNAC is the contracting security authority only. (and maybe other department that allows security screening for contractors to be granted by other department.

QUESTION 2: M1.3 - can you provide a brief description of "engagement/consultation material"?

ANSWER 2:

Engagement/consultation material can be anything from Powerpoint presentations, letters, transition material, etc that would be shared with external stakeholders.

QUESTION 3: In M2.1 the RFSO refer's to "reviser" is this the same resource that would provide "editing services" as described in M2.4?

ANSWER 3:

Yes a reviser would be a resource who will provide the editing services.

QUESTION 4: Do all proposed resources have to be cleared at secret level by contract award or by bid submission?

ANSWER 4:

The resources must be cleared before awarding the standing offer agreement, not necessarily by bid closing.

QUESTION 5: Can you please explain how the Pricing Score will be calculated? We understand that the pricing score is worth 40% 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?

ANSWER 5:

The score will be determined using an average. For each type of service, I'll add up columns A, B, and C and divide the result by three. Next, I'll add up the average rates for each of the services. This will give me a result that will allow me to do the financial evaluation.

QUESTION 6: Is there an incumbent? If so, who is/are currently providing these services?

ANSWER 6:

There is no current incumbent, this will be the first standing offer agreement for translation and editing for the Department of Indigenous Services Canada.

QUESTION 7: regards to the above-mentioned solicitation, for M2.1, can this also include accredited French-to-English translators?

ANSWER 7:

Yes, please refer to amendment 1.

QUESTION 8: In regards to the above-mentioned solicitation, can we please request a two-week extension to the closing date?

ANSWER 8:

For the time being, my client will only allow a week. Therefore, the new closing date will be on August 31, 2020. Refer to amendment 1.

QUESTION 9: At M1.3: All ten (10) documents must be in the four types identified, with at least one (1) in each category. Is this correct?

ANSWER 9:

Not necessarily one of each, but we need at least one type. For example, you may send 10 of the same type or 5 from one and 5 from another.

QUESTION 10: At M2:

- Is it a minimum of six (6) resources combined for M2.2, M2.3 and M2.4, or six (6) resources per criterion? Please confirm. If combined:
 - Is there a ratio of English to French to French to English resources that must be respected? Similarly, is there a ratio of translators to revisers/editors that must be respected.
 - Will the size of the team presented in M2 (above 6 resources) be a factor in the evaluation?
- M2.1 applies to resources named in M2.4 only (the revisers/editors, but not the translators). Is this correct?
- To demonstrate the experience in M2.2, M2.3 and M2.4, Bidders can describe the work done by each resource for clients (which would include experience in the types of documents), but specific descriptions of documents (as requested in M1.3) is not necessary. Please confirm.
- Bidders must provide the requested information and demonstrate the experience, but full resumes are not required, correct?

ANSWER 10:

- We need a minimum of 6 per criterion, they can be the same for each criterion or different ones. It's also not a maximum, you may propose more if you wish;
- Yes this is correct, but it can be applied to a translator who is also an editor. As long as someone presented as an editor has the appropriate certification.
- M1.3 is independent. M1.3 evaluates the company while M2.2, M2.3 and M2.4 evaluate the resources.
- No they are not necessary as long as you have a way to confirm everything. It's always good to have a

CV for our files and to confirm the information, but we can't use them to disqualify someone.

QUESTION 11: We understand that the values identified at 7.9.2 are maximum totals over (5) years, and that there are no guarantees, but do they represent an honest estimate as to what these SOAs might be worth during this time?

- **In parallel, please further explain the word counts provided at SW3, Item 2. Are these the average size of the documents that would require translation?**

ANSWER 11:

- It's the first standing offer agreement we are doing for ISC, so it's hard to have a previous estimate to base ourselves on. Also with taxes, the first SOA will be almost at \$3.75M which is the limit of our delegation. I think with 4 SOA and 2 others set aside, we will have more than enough to cover our need. And since it's for a whole department, I am sure we will use them a lot.
- Yes, the MC and TB can be big documents.

QUESTION 12: Can Bidders propose resources who are not full-time employees for this requirement?

ANSWER 12:

This is for the company to manage. As long as the work is done on time and with care.

QUESTION 13: At SW4, it states that urgent requests are needed within 24 hours, while regular requests are needed within 10 business days. Those are very broad statements, considering the potential scenarios and various sizes of documents. Is it understood that the Bidder and the client will work together to set a reasonable deadline for each request? If not, firm deadline requirements would need to be further detailed in words per day, with the understanding that a single translator handles from 1,500 to 2,000 words per day, under normal conditions.

ANSWER 13:

Yes urgent request should be under 1,500 words per day. Refer to modification 1.

QUESTION 14: We understand there are no guarantees, but please provide an estimate in good faith of the percentage of documents that could be considered:

- **Urgent**
- **Protected B**
- **Secret**

ANSWER 14:

- Urgent: 15%
- Protected B: 50% (unclassified)
- Secret: 15%