



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

pcs-sac@pco-bcp.gc.ca

**AMENDMENT – 002
REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Privy Council
Office**

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.

Proposition aux: Bureau du Conseil Privé
Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées

**Instructions : See Herein
Comments - Commentaires**

This document contains a
SECRET Security Requirement.
Ce document comporte une exigence
de sécurité de niveau **SECRET.**

**Vendor/Firm Name and address
Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office – Bureau de distribution
Privy Council Office/Bureau du Conseil Privé
85 Sparks St./85, rue Sparks
Room 301/Piece 301
Ottawa, Ontario K1P 5B4

Title – Sujet Translation, editing and comparative editing services	
Solicitation No. – N° de l'invitation 20200181	Date September 14, 2020
Client Reference No. – N° référence du client 20200181	
GETS Reference No. – N° de référence de SEAG PW-20-00924168	
File No. – N° de dossier 20200181	CCC No. / N° CCC - FMS No. / N° VME
Solicitation Closes – L'invitation prend fin at – à 02 :00 PM on – le September 18, 2020	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to : - Adresser toutes questions à:	Buyer Id – Id de l'acheteur
Telephone No. – N° de téléphone :	FAX No. – N° de FAX
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein	
Delivery required - Livraison exigée See Herein	Delivered Offered – Livraison proposée
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
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 001 is raised to:

1. Amend the request for proposal attachment 1 to part 4 – Technical Criteria; and
 2. Provide Questions and Answers.
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1a. At attachment 1 to part 4 – Technical Criteria on page 12 of 39 **DELETE** Mandatory Technical Criteria M2 in its *entirety*;

The proposed resource(s) must each have a valid Government of Canada **Secret Status** level at the time of Bid Closing. The following information must be provided with the proposal for each resource:

- File number
- Security level
Expiration date

INSERT:

The proposed resource(s) must each have a valid Government of Canada **Secret Status** level before award of contract. The following information must be provided with the proposal for each resource:

- File number
- Security level
Expiration date



1b. At attachment 1 to part 4 – Technical Criteria on page 15 of 39 DELETE Point Rated Technical Criteria R2 in its entirety;

<p>R2</p>	<p>The Bidder must provide a detailed risk management plan describing:</p> <ul style="list-style-type: none"> a) Their capacity to manage the work volume as identified in the Statement of Work by providing a contingency plan to ensure uninterrupted services; b) That a process is in place to ensure the ongoing quality of the work done by resources; and c) How specified deadlines will be met (including the methodology for tracking and ensuring the timely delivery of work). 	<p>20</p>	<p>The Bidder has a contingency plan in place in the event of staff shortage = 10 points</p> <p>The Bidder has a process in place to ensure the ongoing quality of the work done by its resources = 10 points</p> <p>The Bidder has a detailed plan that clearly conveys how deadlines will be met = 10 points</p>
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INSERT:

<p>R2</p>	<p>The Bidder must provide a detailed risk management plan describing:</p> <ul style="list-style-type: none"> a) Their capacity to manage the work volume as identified in the Statement of Work by providing a contingency plan to ensure uninterrupted services; b) That a process is in place to ensure the ongoing quality of the work done by resources; and c) How specified deadlines will be met (including the methodology for tracking and ensuring the timely delivery of work). 	<p>30</p>	<p>The Bidder has a contingency plan in place in the event of staff shortage = 10 points</p> <p>The Bidder has a process in place to ensure the ongoing quality of the work done by its resources = 10 points</p> <p>The Bidder has a detailed plan that clearly conveys how deadlines will be met = 10 points</p>
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2. Question and Answers:

Q1. Is there an incumbent? If so, who is/are currently providing these services?

A1. The incumbent is Lionbridge.

Q2. What the anticipated annual volume of work is? If so, what is the percentage of English to French work versus French to English work?

A2. The estimated annual volume of work is 65,000 words of translation and 300 hours of editing. The percentage of French to English is approximately 90%, and the percentage of English to French is approximately 10%. Note that the volume and percentages are estimates and in no way constitute a commitment or guarantee.

Q3. As we to propose both English to French AND French to English translators? If so, how many of each?

A3. Yes, both English-to-French and French-to-English translators should be proposed. There is no minimum, but bidders should ensure that the number proposed is sufficient to satisfy the conditions in the request for proposal.

Q4. In regards to R4 on page 16 of 39, will a translator certified by the Canadian Translators, Terminologists and Interpreters Council (CTTIC) score any points?

A4. Since R4 relates solely to education, CTTIC certification will not score any points.

Q5. Is a minimum number of translators to propose?

A5. No. Bidders may propose as many translators as possible to satisfy the conditions set out in the request for proposal.

Q6. As it pertains to security, 1.1 states that requirements must be met “before award of a contract”, while M2 suggests that they have to be met by the RFP closing date. Please confirm that all requirements must be met by bid closing per M2. What percentage of requests would be considered Protected B? Secret? Please provide estimates in good faith.

A6. All requirements must be met before the awarding of the contract. While the nature of requests vary widely, secret requests could account for less than 5% of requests, and Protected B requests could account for 5% of requests. Note that these are estimates only.

Q7. At M3, is PCO requesting that Bidders provide three (3) client references, including one (1) document title per reference? Please clarify.



A7. Bidders should provide three (3) client references and one (1) list of documents that includes titles and summaries per reference.

Q8. At M4, can Bidders propose any number of linguists to be considered compliant?

A8. Bidders can propose as many linguists as they will assign to requests. CVs must be provided only for linguists who will work on PCO requests.

Q9. At R2, please confirm that the total possible score is 30 points (not 20).

A9. Yes, the total possible score is 30 points.

Q10. At R4, PCO is awarding points for education, up to a PhD. This is quite unusual and not aligned with industry standards and practice. A PhD would be obtained by an individual wanting to teach language or study the science of language. A linguist, on the other hand, would focus on obtaining a university degree (B.A.) and professional certification. Industry standards and common practice would dictate that a linguist with a B.A., professional certification in his or her language combination, and sufficient years of experience, should obtain maximum points at R4. Please consider revising R4 to align with common industry standards. Do you require copies of degrees and or certifications?

A10. Yes, please provide copies of degrees and certifications.

Q11. We understand that the level of effort identified in the pricing schedule is for evaluation purposes and that there are no guarantees, but is it still a good approximation of PCO's annual requirements if compared to previous years?

A11. The nature and volume of work vary based on a number of factors, but the estimated annual volume of work is 65,000 words of translation and 300 hours of editing. Note that this is an estimate and in no way constitutes a commitment or guarantee.

Q12. The SOW (page 30) states that the Bidder must remain available to receive work from 7:00 a.m. to 11:00 p.m., seven days of week. While it is common for suppliers to become available after normal hours, upon request, it is quite unusual to request that coordinators remain available at ALL times, regardless of workload. This is very costly service, which should be subject to fees. What approximate percentage of requirements would be needed outside normal working hours and during weekends? Please confirm that Bidders can outline a procedure whereby they would quickly become available should an after-hours need arise.

A12. Approximately 10% to 15% of requests may arise outside normal working hours (i.e. after hours and on weekends or holidays). Bidders can outline their procedures for handling after-hours requests in their contingency plans under criterion R2.



ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.