



Note 1

It is estimated between 80 – 85 percent of the translations are “Regular” request and roughly 15 – 20 percent of the translations are “Urgent” requests.

Question # 4

Can you confirm that we need to tell our cost price on the technical bid section (page 36 of RFP document) because usually when bids need to be submitted in sections like mentioned, price should not appear in technical part. Thank you for confirming.

M5 Bidder’s service delivery and cost per word

The Bidder must attest to be able to translate a minimum of 1,500/day in English-to-French and/or French-to-English in line with regular service delivery and urgent service delivery timeframes, and the cost per word in both instances.

Answer # 4

Please disregard the cost price from M5. M5 has been revised.

The Bidder must attest to be able to translate a minimum of 1,500/day in English-to-French and/or French-to-English in line with regular service delivery and urgent service delivery timeframes.

Question # 5

I have two more questions:

1. M12 Resumes of the Proposed Translators of the RFP document.
The Bidders must provide a detailed up-to-date resumes (maximum of five (5) pages) for each of the four (4) translators proposed in M1.

Please clarify as no translators have been proposed under M1. Do you mean M9?

2. Can you please clarify whether the dedicated translators mentioned for M9 must or can be from the M8 group of 12 translators.

Answer # 5

1. Please disregard the reference from M12 to M1.
2. The group of translators can be from M9.

Question # 6

I have another question concerning M 12 of the RFP document.

What is the difference between the two requests? Both project description is within the same point, The Bidder must provide:

- Project title, along with the dates the proposed resource worked on the project
 - Name of Organization
 - A reference (Manager Level or above) with contact information (name, email address, and phone number) for the project
- versus

The Bidders must provide a detailed up-to-date resumes (maximum of five (5) pages) for each of the four (4) translators proposed in M1. The resumes must include the following information for the translation projects completed:

- I. The name of the client for whom the translation services were performed;
- II. The name, telephone number and email address of a representative of the client who could confirm the information

CRTC RFP # 21-0065 – Translation Services

Bid Submission Deadline : December 9, 2020 @ 14:00 EST

Bids must be submitted electronically to: Approvisionnement-Procurements@crtc.gc.ca



provided by the Bidder;

III. The time period during which the translation services were provided to the client (from “Month year” to Month year”);

IV. The number of words translated from English to French and/or French to English during the time period specified in III;

V. The field of the translated documents.

Resumes are already proposed under point M8 and not M1. Should this point be only on the projects related to the translators, 2 projects per translator. Kindly confirm please.

Answer # 6

M12 has been modified as such:

The Bidder’s proposed translators must have three (3) years of full-time employment experience in English to French translation and/or French-English translation within the last five (5) years.

The required experience can demonstrated over one or more contracts.

The Bidders must provide a detailed up-to-date resumes (maximum of five (5) pages) for each of the four (4) translators proposed in M1. The resumes must include the following information for the translation projects completed:

- I. Project title, along with the dates the proposed resource worked on the project
- II. Name of Organization
- III. A reference (Manager Level or above) with contact information (name, email address, and phone number) for the project
- IV. The number of words translated from English to French and/or French to English during the time period specified in III;
- V. The field of the translated documents.

The Bidder must provide for each translator two (2) client references as required to demonstrate that they meet the above requirements.

M1 should not have any reference to resumes.