



## Question 7

So if M12 is for two references, how do we do that for R2, R3 and R4. Should it each translator have more than 2 examples-references? The ratings for R2 , R3 and R4 will apply to M12? Please clarify.

### **R2 : Number of translated words**

Number of words translated by each of the translators proposed in M8 and M9 during the five (5) year period ending on the bid solicitation date in at least two (2) of the following elements:

- Decisions;
- Regulatory Policies;
- Orders;
- Notice of Consultations;
- Information Bulletins.

**The information must be provided in the format specified in M11 in the resume of each translator.**

Points shall be awarded per translator, per subject matter, as follows:

- 20,000 translated words or less = 3 points
- More than 20,000 translated words BUT less than 30,000 translated words = 6 points
- 30,000 translated words or more BUT less than 40,000 translated words = 9 points
- 40,000 translated word or more BUT less than 50,000 translated words = 12 points
- 50,000 translated words or more = 15 points

**A maximum of 180 points will be awarded for this criterion.**

### **R3 Translators Experience – legal and specialized terminology**

Number of words translated by the each of translators proposed in M8 and M9 during the five (5) year period ending on the bid solicitation date in two (2) of the following fields:

- Broadcasting
- Telecommunications
- Compliance and Enforcement
- Legal

**The information must be provided in the format specified in M11, in the resume of each translator.**

**Points shall be awarded per translator, per relevant field, as follows:**

- 20,000 translated words or less = 3 points
- More than 20,000 translated words BUT less than 30,000 translated words = 6 points
- 30,000 translated words or more BUT less than 40,000 translated words = 9 points
- 40,000 translated words or more BUT less than 50,000 translated words = 12 points
- 50,000 translated words or more = 15 points

**A maximum of 180 points will be awarded for this criterion.**

### **R4 Translators Experience – General Fields**

Number of words translated by the twelve (12) translators proposed in M8 during the five (5) year period ending on the bid solicitation date of administrative documents for the Federal Government.

**The information must be provided in the format specified in M11, in the resume of each translator.**

**Points shall awarded per translator, per relevant field, as follows:**

- 40,000 translated words or less = 5 points
- More than 40,000 translated words BUT less than 60,000 translated words = 7 points
- 60,000 translated words or more BUT less than 80,000 translated words = 9 points

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- 80,000 translated words or more BUT less than 100,000 translated words = 12 points
- 100,000 translated words or more = 15 points

**A maximum of 180 points will be awarded for this criterion**

## Answer 7

You are correct, for R2, R3 and R4, you should have read: **The information must be provided in the format specified in M12, in the resume of each translator.**

Under M12, you should have read: **Translators identified at M8 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.**

Please refer to the amended Technical Evaluation Section.

## Question 8

1. M8 – You ask that we propose 12 translators to respond to the need – 6 French and 6 English – Why ask 6 translators for F-E translation when the yearly volume is estimated to only 75,000 words (compared to 425,000 words for E-F translation). Following your requirement of translating 1500 words per day, one translator must be able to produce approximately 330,000 words, which is way more than the expected volume. Can you adjust the number of translators required so it is coherent with the expected workload.
2. M10 – Are those requirements applicable only to the 2 translators identified at M9 or to the 6 mentioned at M8?
3. M11 – Translators' education (French-to-English)
  - a. Are those requirements applicable only to the translator identified at M9 or to the ones mentioned at M8?
  - b. It is mentioned:  
Each translator must have at least two (2) of the following qualifications:
    - I. A degree from a recognized university in translation from English-to-French\*;
    - II. A degree in French literature from a recognized university\*;
    - III. A degree from a recognized university in related areas, such as journalism, linguistics, literature and communications\*;
    - IV. A designation from a recognized professional association or body of professional translators (i.e. OTTIAQ, ATIO, etc.)\*.But it is then written: \*Bidders must provide proof, by attaching a copy of the official document, that each of the proposed translators holds a degree from a recognized university or a designation from a recognized professional association or body of professional translators.  
Incoherence between the 2 requirements.
4. M12 – Proposed translators' resumes  
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. There is a lot of confusion in regards to the number of translators, and M1 doesn't mention translators. Can you modify the RFP accordingly?
5. M15 – Systems and tools: Can you explain for what need SharePoint will be used. SharePoint is not mention at any other point in the RFP.
6. R2 - The information must be provided in the format specified in the resume of each translator and in the format specified at M11: which format do you refer to, section M11 doesn't mention any?

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## Answer 8

1. M8 has been amended: **The Bidder must propose a group of twelve (12) translators who will be principally carrying out the English-to-French and French-to-English translations for CRTC documents.**
2. M10 has been amended: **Translators identified at M8 must have at least one (1) of the following qualifications.**
3. M11 has been amended. We ask one of the qualifications, and the proof must be provided.
4. The technical evaluation has been amended to clarify it all. Please refer to the amended version.
5. We mention, "including but not limited to." Access to SharePoint is not mandatory, but this interface could be used for the transmission of documents.
6. It is an error. You should have read **M12**.

## Question 9

- At M1, the requirement states a minimum of 10 clients, but then says that a minimum of 5 references are to be provided. Does this mean that a project description can only be provided for 5 clients, or should we do this for all 10 (or more)?
- At M5, contrary to what is asked, please confirm that costs per word should NOT be included in the Technical proposal.
- At M8, bidders are asked to provide 12 translators (6 in each language):
  - o While the ratio of work appears to be 75% E-F and 25% F-E, the ratio of resources is 50/50. Should it rather be 9 E-F translators and 3 F-E translators, which more accurately reflects what would be needed?
  - o Please confirm that freelance translators can be named as long as the bidder fully demonstrates how 80% or more of the overall requirement will be handled by full-time employees.
- At M9, please confirm that the 3 dedicated resources are among those already named in M8 and that these particular resources must be employees of the bidder.
- M10, M11 and M12 apply to all proposed resources, not just the dedicated translators, correct? (at M12, the mention of 4 translators proposed in M1 appears to be an error)

## Answer 9

- The bidder must attest to have worked with a minimum of 10 clients **simultaneously** for 5 years over the last 10 years. In order to demonstrate that, the bidder must provide 5 references of clients who can confirm having worked with the bidder.
- The cost per word is not requested under M5.
- M8 has been amended:
  - o **The Bidder must propose a group of twelve (12) translators who will be principally carrying out the English-to-French and French-to-English translations for CRTC documents.**
  - o The workload must be managed by employees of the Bidder firm. Subcontracting would be an option only if the bidder doesn't have the capacity to respect multiple deadlines, for example. This option will need to be approved by the CRTC. Freelancers could be named, but the bidder will need approval from the CRTC in order to use their services.
- The 3 dedicated resources are among those already named in M8 and must be employees of the bidder.
- You are correct, M10, M11 and M12 apply to all proposed resources (12). M12 was amended: **The Bidders must provide a detailed up-to-date resumes (maximum of five (5) pages) for each translator identified at M8.**