

ATTACHMENT 1 TO PART 4

TECHNICAL EVALUATION

Mandatory Technical Criteria (Pass or Fail assessment)

Mandatory Technical Criteria	Pass	Fail	Page #
Corporate Qualifications			
<p>M1 Company Experience</p> <p>The Bidder must have at least five (5) years of experience in the last ten (10) years in providing English-to-French and French-to-English translation services to at least ten (10) clients simultaneously.</p> <p>*For experience in providing English-to-French and French-to-English translation services, the required experience can be demonstrated over one or more contracts.</p> <p>The Bidder must provide a minimum of 5 references:</p> <ul style="list-style-type: none"> • Project title, along with the dates the Bidder 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 			
<p>M2 Bidder's capacity</p> <p>The Bidder attests that it is able to manage approximately 500,000 words per year of translation services. The majority of this work is comprised of English-to-French translation (75% or 425,000 words) and French-to-English translation (25% or 75,000 words). The workload must be managed by employees of the Bidder firm. Subcontracting to other firms or freelancers cannot exceed 20% of the total volume and must be previously approved by the CRTC.</p>			
<p>M3 Bidder's dispatching capacity</p> <p>The Bidder must provide access to their dispatch function from 8:00 am to 6:00 pm Monday through Friday.</p>			
<p>M4 Bidder's dispatch overflow plan</p> <p>In dispatching overflow that cannot be handled by the designated translators, the Bidder must attest to have the capacity to use the same employees regularly as opposed to dispatching the work to different persons each time.</p>			
<p>M5 Bidder's service delivery and cost per word</p> <p>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.</p>			

<p>M6 Office Located in Canada</p> <p>The Bidder must demonstrate that they have at least one (1) office in Canada and that one hundred per cent (100%) of the translators assigned to CRTC documents will work either in that office or elsewhere in Canada, by providing the business address in Canada.</p>			
<p>M7 Bidder's contact</p> <p>The Bidder must identify the name of the resource who will act as a liaison officer between the administrator of the Contract on the part of the Contractor and the Project Authority of CRTC by the Vendor Information and Authorization Form in completing Annex F.</p>			
Translator qualifications			
<p>M8 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.</p> <p>*Bidders must provide the resume of each translator.</p>			
<p>M9 Dedicated translators</p> <p>The Bidder must propose three (3) dedicated translators to CRTC documents – two (2) English-to-French and one (1) French-to-English.</p>			
<p>M10 Education English-to-French translators</p> <p>Translators identified at M8 must have at least one (1) of the following qualifications:</p> <ul style="list-style-type: none"> 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.). <p>*Bidders must provide proof, by attaching a copy of the official document(s), that each of the proposed translators hold.</p> <p>In cases where the degree was obtained from an institution outside Canada, only an equivalency certificate from an accredited institution recognizing the credentials as Canadian equivalences will be accepted. These institutions include the credential assessments services of the federal or provincial governments and the international Credential Assessment Service of Canada as well as others recognized as credential assessment services for comparing degrees and diplomas to Canadian standards and identified the Canadian Information Centre for International Credentials Website: http://www.cicic.ca</p>			
<p>M11 Education French-to-English Translators</p>			

<p>Translators identified at M8 must have at least one (1) of the following qualifications:</p> <ol style="list-style-type: none"> I. A degree from a recognized university in translation from French-to-English; II. A degree in English 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.). <p>*Bidders must provide proof, by attaching a copy of the official document(s), that each of the proposed translators hold.</p> <p>In cases where the degree was obtained from an institution outside Canada, only an equivalency certificate from an accredited institution recognizing the credentials as Canadian equivalences will be accepted. These institutions include the credential assessments services of the federal or provincial governments and the international Credential Assessment Service of Canada as well as others recognized as credential assessment services for comparing degrees and diplomas to Canadian standards and identified the Canadian Information Centre for International Credentials Web site: http://www.cicic.ca</p>			
<p>M12 Resumes of the Proposed Translators</p> <p>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.</p> <p>The required experience can demonstrated over one or more contracts.</p> <p>The Bidders must provide a detailed up-to-date resumes (maximum of five (5) pages) for each translators identified at M8. The resumes must include the following information for the translation projects completed:</p> <ol style="list-style-type: none"> 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. <p>The Bidder must provide for each translator two (2) client references as required to attest that they meet the above requirements.</p>			
<p>M13 Availability</p> <p>The bidder must attest to have dedicated translators that are available to occasionally work outside the regular business hours of 8:00 am to 6:00 pm.</p>			

Business transition			
M14 Transition approach to full service delivery Describe your transition approach to full service delivery. The approach should include how the Bidder will prepare to start services on the target date and how it would interact with CRTC during this preparation period and the initial period of the contract to full service delivery.			
Research and verification			
M15 Systems and tools Explain how your systems and tools possess the capability to successfully deliver the contract requirements, including but not limited to software capabilities, accessibility to Microsoft SharePoint interface, use of translation software and maintenance of lexicons and term banks.			

Point Rated Technical Criteria

Point-rated Technical Criteria (R)	Page #
R1 Bidder's Overall Experience Bidder's number of years of experience in providing translation services above the requirement of five (5) years indicated in M1. Points shall be awarded as follows: <ul style="list-style-type: none"> ➤ 5 years of experience or less = 0 points ➤ More than five (5) years of experience = 1 point for each year of experience above the minimum of five (5) years up to a maximum of 20 points A maximum of 20 points will be awarded for this criterion	/20
R2 Number of Translated Words Number of words translated by each of the translators proposed in M8 during the five (5) year period ending on the bid solicitation date in at least two (2) of the following elements: <ul style="list-style-type: none"> ➤ Decisions; ➤ Regulatory Policies; ➤ Orders; ➤ Notice of Consultations; ➤ Information Bulletins. The information must be provided in the format specified in M12 in the resume of each translator. Points shall be awarded per translator, per project, as follows: <ul style="list-style-type: none"> ➤ 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 	

<ul style="list-style-type: none"> ➤ 40,000 translated word or more BUT less than 50,000 translated words = 12 points ➤ 50,000 translated words or more = 15 points <p>A maximum of 180 points will be awarded for this criterion.</p>	/180
<p>R3 Translators Experience – legal and specialized terminology</p> <p>Number of words translated by the each of translators proposed in M8 during the five (5) year period ending on the bid solicitation date in two (2) of the following fields:</p> <ul style="list-style-type: none"> ➤ Broadcasting ➤ Telecommunications ➤ Compliance and Enforcement ➤ Legal <p>The information must be provided in the format specified in M12, in the resume of each translator.</p> <p>Points shall be awarded per translator, per project, as follows:</p> <ul style="list-style-type: none"> ➤ 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 <p>A maximum of 180 points will be awarded for this criterion.</p>	/180
<p>R4 Translators Experience – General Fields</p> <p>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.</p> <p>The information must be provided in the format specified in M12, in the resume of each translator.</p> <p>Points shall be awarded per translator, per project, as follows:</p> <ul style="list-style-type: none"> ➤ 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 ➤ 80,000 translated words or more BUT less than 100,000 translated words = 12 points ➤ 100,000 translated words or more = 15 points <p>A maximum of 180 points will be awarded for this criterion</p>	/180
<p>TOTAL</p>	/560