

Request For Standing Offer (RFSO) Amendment 1 is issued to address questions received and to amend the articles listed below as follows:

1) Article 4.2 Basis of Selection is amended as follows:

DELETE:

Article 4.2 Basis of Selection in its entirety.

Replace it With:

Article 4.2 Basis of Selection as follows:

1. To be declared responsive, an offer must:
 - a. comply with all the requirements of the solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 140 points overall for the technical evaluation criteria which are subject to point rating.
2. Offers not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive offer will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. The Offeror's Price Evaluation Score is calculated as follows: offer price x annual estimated volume x 3 years = Price Evaluation Score.

 EXAMPLE: $\$0.25 \times 250,000 \times 3 = \$187,500.00$ Therefore the Offeror's Price Evaluation Score, for evaluation purposes only, is \$187,500.
6. To establish the pricing score, each responsive offer will be prorated against the lowest evaluated price and the ratio of 30%.
7. For each responsive offer, the technical merit score and the pricing score will be added to determine its combined rating.
8. Neither the responsive offer obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive offer with the highest combined rating of technical merit and price will be recommended for a Standing Offer.

The table below *illustrates an example* where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000.

EXAMPLE: Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Ranking		1st	3rd	2nd

2) Article 7.11 Financial Limitation is amended as follows:

DELETE:

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$75,000.00**, taxes included unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

Replace it With:

The total cost to Canada resulting from call ups against the Standing Offer throughout the period of Standing Offer (3 years) must not exceed the sum of **\$225,000.00**, taxes included unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

3) Annex A, Statement of Work, Article 1.4 Security is amended as follows:

DELETE:

Annex A, Article 1.4 Security in it's entirety.

Replace it With:

Annex A, Article 1.4 Security

Although most of the work is unclassified, the contractors shall treat all information to which they have access as restricted and shall not share this information without written authorization from the CTA.

The Contractor must ensure that all translators providing services for the CTA hold a secret security clearance.

Access to the facility by contractors is not required. All translation requests will be delivered to the contractor via e-mail.

The contractor must notify the CTA's coordinator of the acceptance of the request within a reasonable timeframe (Defined as within 2 hours of receipt or request)

Questions regarding the meaning of terms or sentences can be referred to the CTA's coordinator, who is the intermediate between the translator and the CTA.

4) Questions and Answers

No.	Question	Response
01	Who is the incumbent currently providing the service?	The incumbents are; a) UBIQUS OTTAWA (Société Gamma Inc.) b) WTB Language Group Inc. (Wintranslation)
02	What the anticipated annual volume of work is?	Canada estimates the annual volume at 300,000 words.
03	Can you please explain how the Pricing Score will be calculated? We understand that the pricing score is worth 30% but we don't see how you are determining the score.	The Basis of Selection Article is amended by this RFSO Amendment 01, as above.
04	You state a Financial Limitation of \$75,000.00. Is that per year, or for the initial period of three years?	The limitation estimate is for the initial Contract period of three years. The estimated amount is amended above.

05	We have a question concerning the handling process, during this pandemic, of translations classified as "Secret". Resources do not have access to the secret room located in our offices. What security process is envisaged during the pandemic for translations classified as secret?	Canada has reviewed its requirements and they remain unchanged.
06	What is your courier-shipping method?	Annex A, Article 1.4 Security is amended by this RFSO Amendment 01, as above.
07	I usually work alone or with a colleague translating from English to French. Is it necessary to have the four resources mentioned to respond to the offer? Please note that I also have resources translating from French to English.	Yes, the four resources mentioned represent the minimum required to respond to the offer.
08	My colleague and I, who do translation towards French, have experience in the field of transportation of hazardous materials (data sheets, for instance), but this experience goes back more than 7 years. Is this experience still acceptable?	Canada's requirement is for "a minimum of five (5) years of experience in the translation of transportation-related documents within the last seven (7) years." Please note that the field of transportation is very wide.
09	Do you have an idea concerning the workload that such an offer can represent? Would you have an approximate number of words per day or per week?	The workload varies; for instance, it can be of 5,000 words a certain week, and of 25,000 words or more the next week. There is no guarantee for a fixed workload.
10	With regard to the security clearance, I am quite willing to ask for it. Who should I contact? And how much time does it usually take? Would I have enough time to obtain a response before the offer's closure date? Should my colleague also obtain this security clearance?	For more information regarding the instructions, the steps to follow and the deadlines linked to the process, please call 613-948-4176 or 1-866-368-4646. Any staff required to do translation must have a SECRET security clearance before the offer's date of closure.