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275 Sparks Street
Ottawa, Ontario, K1A 0H8

March 23, 2021

AMENDMENT No. 4

**Subject: Request for Standing Offer No. T8080-200582
English to French Translation Services for Transport Canada**

The purpose of this Amendment No. 4, to the Request for Standing Offer, is to summarize questions received and to inform all potential bidders.

No consideration will be given for extras and/or changes because the bidder was not familiar with the contents of this Amendment.

Q-1: The following questions relate to subtitle translations:

- a) Is there any idea of the length of the project (number of words or minutes to be translated)?
- b) Do we have any idea when the subtitle translation projects will take place? How long the resources will be mobilized?
- c) We're talking about reliability status, are we talking about reliability status for resources? In the case of a Protected B document, would the translation be done on-site, or via our closed environment?
- d) Will they be working with Studio?

A-1:

- a) As specified in Annex B "Basis of Payment", the estimated quantity per year of subtitle translation needs is 10,000 words for standard translation and 10,000 words for urgent translation. It is not possible to predict precisely how this quantity will be distributed during each contract year.
- b) It is not possible to predict precisely when the projects will take place during the two years of the contract, nor the resources needed to meet the subtitle translation needs.
- c) The Reliability Status applies to the Contractor/Bidder's personnel, and therefore to the resources. All material (documents to be translated and reference documents) sent to Contractors will be unclassified and the translation will be done at your offices. For more information, see Part 7, Section 7.2 and Part 6 of Annex A - Statement of Work of the Request for Standing Offers.
- d) For the purpose of this Request for Standing Offers, Transport Canada does not have any requirements as to the type of computer-assisted translation tool used by the Bidder.

Q-2: "In a GoC RFSO we bid on last year, the word rate for translation was broken down into two components: rate/word for translation and rate/word for revision as the Department requested that all translations be revised by a second independent translator. I don't see the distinction made in your financial table. Would you like the rate to include revision (higher rate), or just the translation (lower rate), in which case Transport Canada would revise in-house."

A-2: For this Request for Standing Offers, Transport Canada expects the translations provided by the Contractors to meet the quality standards outlined in Annex A – Statement of Work, Part 3 – Deliverables. The bidder should take into account the effort required to meet these quality standards in their assessment of the proposed price per word and extended price.