



Tower "C", Place de Ville
275 Sparks Street
Ottawa, Ontario, K1A 0H8

March 29, 2021

AMENDMENT No. 6

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

The purpose of this Amendment No. 6, 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: In Part A - Mandatory Requirements, you state the following: The six (6) proposed resources must hold a Bachelor's degree or a Master's degree in translation (English to French) from a recognized Canadian post-secondary institution.

All our OTTIAQ-certified translators hold Bachelor and Master's degrees, but not necessarily in translation from English to French. Some have degrees in applied linguistics, French, journalism, technology, etc. Would consider a combination of relevant degree and number of years of experience? This would open up the competition to a wider range of experienced translators, especially in the technical (navigation, transport) field.

A-1: As indicated in the mandatory requirements (M2), the six (6) proposed resources must hold a Bachelor's degree or a Master's degree in translation (English to French) from a recognized Canadian post-secondary institution.

Q-2: What is the anticipated values of the resulting contracts? We understand that there are no guarantees, but is the volume provided in the Basis of Payment, an estimate provided in good faith? Would 105,000 words per year be the estimate for both contracts?

A-2: It is neither possible to predict the anticipated values of the contracts nor the estimated number of words per year.

Q-3: What approximate percentage of the requirement could be required outside of normal business hours?

A-3 It is not possible to predict how much work could be required outside normal business hours.

Q-4 We are a certified translation agency in good standing with the Canadian General Standards Board (AILIA CAN/CGSB 131.10-2017) and compliant with ISO 17100:2015.

For mandatory requirement M1:

The six (6) proposed resources must be certified members in good standing of the "Ordre des traducteurs, terminologues et interprètes agréés du Québec" (OTTIAQ) or a provincial or territorial professional association affiliated with the Canadian Translators, Terminologists and Interpreters Council (CTTIC).

Proof of certification must be submitted with the bid for each of the six (6) proposed resources.

A recent call for tenders for Correctional Service Canada had the same requirement, and the following was published [translation]:

If the translators work for a company that is certified and in good standing with the Canadian General Standards Board AILIA CAN/CGSB 131.10-2017 and ISO 17100:2015 compliant, they are considered to meet M3.

M3 being: Proposed translators must be certified and in good standing with the Association of Translators and Interpreters of Ontario (ATIO) or other provincial equivalent under the Canadian Translators, Terminologists and Interpreters Council (CTTIC). The proposal must include a current copy of the certificate of registration.

Would Transport Canada accept this equivalency as well?

A-4 As indicated in the mandatory requirements (M1), the six (6) proposed resources **must** be certified members in good standing of the "Ordre des traducteurs, terminologues et interprètes agréés du Québec" (OTTIAQ) or a provincial or territorial professional association affiliated with the Canadian Translators, Terminologists and Interpreters Council (CTTIC).

Proof of certification must be submitted with the bid for each of the six (6) proposed resources.

Q-5 Can you specify what you mean by "detailed"? Other than the standard content in a CV, would you like three (3) specific communications/subtitling examples (year, name of project, number of words, name of client) that span over three (3) years?

A-5 The résumés must be detailed enough to demonstrate that the resources have a minimum of three (3) years' experience each within the last five (5) years in translating (English to French) **Communications products** (e.g. speeches, news releases, media lines, backgrounders, social media messages) to provide the services as detailed in the Statement of Work.

AND

The résumés must be detailed enough to demonstrate that the resources have a minimum of three (3) years' experience each within the last five (5) years in translating (English to French) **subtitles for videos** to provide the services as detailed in the Statement of Work.

Q-6 Do the "minimum of three (3) years' experience each within the last five (5) years" have to be **subsequent** years, or can they be 3 years within the last 5 years? (I ask this because we were disqualified in a bid last year because we didn't provide examples for subsequent years, even though this was not specified in the requirements, so I just want to make sure I understand your requirement correctly).

A-6 The minimum of three (3) years' experience within the last five (5) years need not be subsequent years.