

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :**

Department of Justice Canada
Finance and Planning Branch
attention: Sharon Ruiter
Email: sharon.ruiter@justice.gc.ca

Ministère de la Justice Canada
Direction générale des finances et de la planification
Attention : Sharon Ruiter
Courriel : sharon.ruiter@justice.gc.ca

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION****Comments - Commentaires****Amendment 001****Proposal To: Department of Justice Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:

1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;
2. This bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.

Proposition au : Ministère de la Justice Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s).

En apposant ma signature ci-après, j'atteste, au nom du soumissionnaire, que j'ai lu la demande de propositions (DP) en entier, y compris les documents incorporés par renvoi dans la DP et que :

1. le soumissionnaire considère qu'il a les compétences et que ses produits sont en mesure de satisfaire les exigences obligatoires décrites dans la demande de soumissions;
2. cette soumission est valide pour la période exigée dans la demande de soumissions ;
3. tous les renseignements figurant dans la soumission sont complets, véridiques et exacts; et
4. si un contrat est attribué au soumissionnaire, ce dernier se conformera à toutes les modalités énoncées dans les clauses concernant le contrat subséquent et comprises dans la demande de soumissions.

Title – Sujet	
Transcription, translation, interpretation and other linguistic services for multiple languages	
Solicitation No. – N° de l'invitation	Date
1000029029 – Amendment 001	March 31, 2021
Client Reference No. – N° référence du client	
1000029029	
GETS Reference No. – N° de référence de SEAG	
1000029029	
Solicitation Closes L'invitation prend fin	Time Zone Fuseau horaire
at – à 02 :00 PM – 14h00	Eastern Daylight Time (EDT)
on – le April 26, 2021	Heure Avancée de l'Est (HAE)
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address inquiries to – Adresser toute demande de renseignements à :	
Sharon Ruiter	
Area code and Telephone No. Code régional et N° de téléphone	Facsimile No. / e-mail N° de télécopieur / courriel
613-219-5763	sharon.ruiter@justice.gc.ca
Destination – of Goods, Services, and Construction:	
Destination – des biens, services et construction	

Instructions: See Herein**Instructions :** Voir aux présentes

Delivery required -Livraison exigée	Delivery offered -Livraison proposée
See Herein – Voir aux présentes	
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation) Compétence du contrat : Province du Canada choisie par le soumissionnaire et qui aura les compétences sur tout contrat subséquent (si différente de celle précisée dans la demande)	
Vendor/firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	
e-mail - courriel	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



March 31, 2021 – Amendment #001

This amendment is being raised to answer questions, to modify the Pricing Schedule in Attachment 2 to Part 4 and Annex B: Basis of Payment.

In order to do so,

Delete the following:

- **ATTACHMENT 2 TO PART 4 – FINANCIAL EVALUATION – PRICING SCHEDULE**
- **ANNEX B: BASIS OF PAYMENT**

Replace with revised:

- **ATTACHMENT 2 TO PART 4 - FINANCIAL EVALUATION – PRICING SCHEDULE**
- **ANNEX B: BASIS OF PAYMENT**

Outlined below.

(The remainder of the page is intentionally left blank)



ATTACHMENT 2 TO PART 4 – FINANCIAL EVALUATION - PRICING SCHEDULE

The Bidder must complete this pricing schedule and include it in its financial bid.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

The prices specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:

- (a) all travel and living expenses for work performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. The *National Capital Act* is available on the Justice Website: <http://laws-lois.justice.gc.ca/eng/acts/N-4/page-1.html#docCont>
- (b) any travel expenses for travel between the Contractor's place of business and the NCR; and
- (c) any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

INITIAL CONTRACT PERIOD – CONTRACT AWARD TO MARCH 31, 2022							
LANGUAGES		SERVICE STREAMS					
		TRANSLATION Price (\$) per word	INTERPRETATION Price (\$) per hour			TRANSCRIPTION Price (\$) per word	PROOFREADING Price (\$) per hour
			Site Interpretation	Simultaneous Oral Interpretation	Consecutive Oral Interpretation		
		A (55% weight ratio)	B (5% weight ratio)	C (5% weight ratio)	D (5% weight ratio)	E (15% weight ratio)	F (15% weight ratio)
1.1	Bosnian Croatian & Serbian (BCS) to English or French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1.2	English or French to Bosnian Croatian & Serbian (BCS)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.1	Kinyarwanda to English or French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.2	English or French to Kinyarwanda	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.1	Arabic to English or French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.2	English or French to Arabic	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4.1	Spanish to English or French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4.2	English or French to Spanish	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5.1	Other Source language to English or French (as requested)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5.2	English or French to Other Source language (as requested)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SUB-TOTALS		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____



	TA = $1.1A+1.2A+2.1A+2.2A+3.1A+3.2A+4.1A+4.2A+5.1A+5.2A$	TB = $1.1B+1.2B+2.1B+2.2B+3.1B+3.2B+4.1B+4.2B+5.1B+5.2B$	TC = $1.1C+1.2C+2.1C+2.2C+3.1C+3.2C+4.1C+4.2C+5.1C+5.2C$	TD = $1.1D+1.2D+2.1D+2.2D+3.1D+3.2D+4.1D+4.2D+5.1D+5.2D$	TE = $1.1E+1.2E+2.1E+2.2E+3.1E+3.2E+4.1E+4.2E+5.1E+5.2E$	TF = $1.1F+1.2F+2.1F+2.2F+3.1F+3.2F+4.1F+4.2F+5.1F+5.2F$
COMBINED PRICING TOTAL 1 (T1):	\$_____ (T1= 55% x TA + 5% x TB + 5% x TC + 5% x TD + 15% x TE + 15% x TF)					

OPTION PERIOD 1 – APRIL 1, 2022 TO MARCH 31, 2023							
LANGUAGES		SERVICE STREAMS					
		TRANSLATION Price (\$) per word	INTERPRETATION Price (\$) per hour			TRANSCRIPTION Price (\$) per word	PROOFREADING Price (\$) per hour
			Site Interpretation	Simultaneous Oral Interpretation	Consecutive Oral Interpretation		
		A (55% weight ratio)	B (5% weight ratio)	C (5% weight ratio)	D (5% weight ratio)	E (15% weight ratio)	F (15% weight ratio)
1.1	Bosnian Croatian & Serbian (BCS) to English or French	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
1.2	English or French to Bosnian Croatian & Serbian (BCS)	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
2.1	Kinyarwanda to English or French	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
2.2	English or French to Kinyarwanda	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
3.1	Arabic to English or French	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
3.2	English or French to Arabic	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
4.1	Spanish to English or French	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
4.2	English or French to Spanish	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
5.1	Other Source language to English or French (as requested)	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
5.2	English or French to Other Source language (as requested)	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
SUB-TOTALS		\$_____ TA = $1.1A+1.2A+2.1A+2.2A+3.1A+3.2A+4.1A+4.2A+5.1A+5.2A$	\$_____ TB = $1.1B+1.2B+2.1B+2.2B+3.1B+3.2B+4.1B+4.2B+5.1B+5.2B$	\$_____ TC = $1.1C+1.2C+2.1C+2.2C+3.1C+3.2C+4.1C+4.2C+5.1C+5.2C$	\$_____ TD = $1.1D+1.2D+2.1D+2.2D+3.1D+3.2D+4.1D+4.2D+5.1D+5.2D$	\$_____ TE = $1.1E+1.2E+2.1E+2.2E+3.1E+3.2E+4.1E+4.2E+5.1E+5.2E$	\$_____ TF = $1.1F+1.2F+2.1F+2.2F+3.1F+3.2F+4.1F+4.2F+5.1F+5.2F$
COMBINED PRICING TOTAL 2 (T2):		\$_____ (T2= 55% x TA + 5% x TB + 5% x TC + 5% x TD + 15% x TE + 15% x TF)					



OPTION PERIOD 2 – APRIL 1, 2023 TO MARCH 31, 2024							
LANGUAGES		SERVICE STREAMS					
		TRANSLATION Price (\$) per word	INTERPRETATION Price (\$) per hour			TRANSCRIPTION Price (\$) per word	PROOFREADING Price (\$) per hour
			Site Interpretation	Simultaneous Oral Interpretation	Consecutive Oral Interpretation		
A (55% weight ratio)	B 5% weight ratio	C (5% weight ratio)	D (5% weight ratio)	E (15% weight ratio)	F (15% weight ratio)		
1.1	Bosnian Croatian & Serbian (BCS) to English or French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1.2	English or French to Bosnian Croatian & Serbian (BCS)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.1	Kinyarwanda to English or French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.2	English or French to Kinyarwanda	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.1	Arabic to English or French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.2	English or French to Arabic	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4.1	Spanish to English or French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4.2	English or French to Spanish	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5.1	Other Source language to English or French (as requested)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5.2	English or French to Other Source language (as requested)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SUB-TOTALS		\$ _____ TA = 1.1A+1.2A+2.1A+ 2.2A+3.1A+3.2A+ 4.1A+4.2A+5.1A+ 5.2A	\$ _____ TB = 1.1B+1.2B+2.1 B+2.2B+3.1B+3 .2B+4.1B+4.2B +5.1B+5.2B	\$ _____ TC = 1.1C+1.2C+2.1 C+2.2C+3.1C+3 .2C+4.1C+4.2C +5.1C+5.2BC	\$ _____ TD = 1.1D+1.2D+2.1 D+2.2D+3.1D+3 .2D+4.1D+4.2D +5.1D+5.2D	\$ _____ TE = 1.1E+1.2E+2.1E+ 2.2E+3.1E+3.2E+ 4.1E+4.2E+5.1E+ 5.2E	\$ _____ TF = 1.1F+1.2F+2.1F+2. 2F+3.1F+3.2F+4.1F +4.2F+5.1F+5.2F
COMBINED PRICING TOTAL 3 (T3):		\$ _____ (T3= 55% x TA + 5% x TB + 5% x TC + 5% x TD + 15% x TE + 15% x TF)					



OPTION PERIOD 3 – APRIL 1, 2024 TO MARCH 31, 2025							
LANGUAGES		SERVICE STREAMS					
		TRANSLATION Price (\$) per word	INTERPRETATION Price (\$) per hour			TRANSCRIPTION Price (\$) per word	PROOFREADING Price (\$) per hour
			Site Interpretation	Simultaneous Oral Interpretation	Consecutive Oral Interpretation		
A (55% weight ratio)	B 5% weight ratio)	C (5% weight ratio)	D (5% weight ratio)	E (15% weight ratio)	F (15% weight ratio)		
1.1	Bosnian Croatian & Serbian (BCS) to English or French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1.2	English or French to Bosnian Croatian & Serbian (BCS)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.1	Kinyarwanda to English or French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.2	English or French to Kinyarwanda	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.1	Arabic to English or French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.2	English or French to Arabic	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4.1	Spanish to English or French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4.2	English or French to Spanish	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5.1	Other Source language to English or French (as requested)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5.2	English or French to Other Source language (as requested)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SUB-TOTALS		\$ _____ TA = 1.1A+1.2A+2.1A+ 2.2A+3.1A+3.2A+ 4.1A+4.2A+5.1A+ 5.2A	\$ _____ TB = 1.1B+1.2B+2.1 B+2.2B+3.1B+3 .2B+4.1B+4.2B +5.1B+5.2B	\$ _____ TC = 1.1C+1.2C+2.1 C+2.2C+3.1C+3 .2C+4.1C+4.2C +5.1C+5.2BC	\$ _____ TD = 1.1D+1.2D+2.1 D+2.2D+3.1D+3 .2D+4.1D+4.2D +5.1D+5.2D	\$ _____ TE = 1.1E+1.2E+2.1E+ 2.2E+3.1E+3.2E+ 4.1E+4.2E+5.1E+ 5.2E	\$ _____ TF = 1.1F+1.2F+2.1F+2. 2F+3.1F+3.2F+4.1F +4.2F+5.1F+5.2F
COMBINED PRICING TOTAL 4 (T4):		\$ _____ (T4= 55% x TA + 5% x TB + 5% x TC + 5% x TD + 15% x TE + 15% x TF)					



OPTION PERIOD 4 – APRIL 1, 2025 TO MARCH 31, 2026							
LANGUAGES		SERVICE STREAMS					
		TRANSLATION Price (\$) per word	INTERPRETATION Price (\$) per hour			TRANSCRIPTION Price (\$) per word	PROOFREADING Price (\$) per hour
			Site Interpretation	Simultaneous Oral Interpretation	Consecutive Oral Interpretation		
A (55% weight ratio)	B 5% weight ratio)	C (5% weight ratio)	D (5% weight ratio)	E (15% weight ratio)	F (15% weight ratio)		
1.1	Bosnian Croatian & Serbian (BCS) to English or French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1.2	English or French to Bosnian Croatian & Serbian (BCS)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.1	Kinyarwanda to English or French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.2	English or French to Kinyarwanda	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.1	Arabic to English or French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.2	English or French to Arabic	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4.1	Spanish to English or French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4.2	English or French to Spanish	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5.1	Other Source language to English or French (as requested)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5.2	English or French to Other Source language (as requested)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SUB-TOTALS		\$ _____ TA = 1.1A+1.2A+2.1A+ 2.2A+3.1A+3.2A+ 4.1A+4.2A+5.1A+ 5.2A	\$ _____ TB = 1.1B+1.2B+2.1 B+2.2B+3.1B+3 .2B+4.1B+4.2B +5.1B+5.2B	\$ _____ TC = 1.1C+1.2C+2.1 C+2.2C+3.1C+3 .2C+4.1C+4.2C +5.1C+5.2BC	\$ _____ TD = 1.1D+1.2D+2.1 D+2.2D+3.1D+3 .2D+4.1D+4.2D +5.1D+5.2D	\$ _____ TE = 1.1E+1.2E+2.1E+ 2.2E+3.1E+3.2E+ 4.1E+4.2E+5.1E+ 5.2E	\$ _____ TF = 1.1F+1.2F+2.1F+2. 2F+3.1F+3.2F+4.1F +4.2F+5.1F+5.2F
COMBINED PRICING TOTAL 5 (T5):		\$ _____ (T5= 55% x TA + 5% x TB + 5% x TC + 5% x TD + 15% x TE + 15% x TF)					

EVALUATED PRICE (EP)	\$ _____ (EP = T1 + T2 + T3 + T4 + T5)
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ANNEX B

BASIS OF PAYMENT *(rates to be inserted upon contract award)*

B1 During the Initial Contract Period, the Contractor shall be paid the following firm all-inclusive rates in **Canadian funds**, Applicable Taxes extra, for each category listed below, for work and services performed pursuant to this Contract.

INITIAL CONTRACT PERIOD – CONTRACT AWARD TO MARCH 31, 2022							
LANGUAGES		SERVICE STREAMS					
		TRANSLATION Price (\$) per word	INTERPRETATION Price (\$) per hour			TRANSCRIPTION Price (\$) per word	PROOFREADING Price (\$) per hour
			Site Interpretation	Simultaeous Oral Interpretation	Consecutive Oral Interpretation		
		A	B	C	D	E	F
1.1	Bosnian Croatian & Serbian (BCS) to English or French	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
1.2	English or French to Bosnian Croatian & Serbian (BCS)	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
2.1	Kinyarwanda to English or French	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
2.2	English or French to Kinyarwanda	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
3.1	Arabic to English or French	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
3.2	English or French to Arabic	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
4.1	Spanish to English or French	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
4.2	English or French to Spanish	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
5.1	Other Source language to English or French (as requested)	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
5.2	English or French to Other Source language (as requested)	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____

Estimated Cost: \$ *(to be inserted upon contract award)*



B2

Subject to the exercise of Contract option to extend the Contract period for Option Period 1 (April 1, 2022 to March 31, 2023), the Contractor shall be paid the following firm all-inclusive rates in **Canadian funds**, Applicable Taxes extra, for each category listed below, to complete all work and services required to be performed in relation to the Contract extension.

OPTION PERIOD 1 – APRIL 1, 2022 TO MARCH 31, 2023							
LANGUAGES		SERVICE STREAMS					
		TRANSLATION Price (\$) per word	INTERPRETATION Price (\$) per hour			TRANSCRIPTION Price (\$) per word	PROOFREADING Price (\$) per hour
			Site Interpretation	Simultaneous Oral Interpretation	Consecutive Oral Interpretation		
		A	B	C	D	E	F
1.1	Bosnian Croatian & Serbian (BCS) to English or French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1.2	English or French to Bosnian Croatian & Serbian (BCS)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.1	Kinyarwanda to English or French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.2	English or French to Kinyarwanda	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.1	Arabic to English or French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.2	English or French to Arabic	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4.1	Spanish to English or French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4.2	English or French to Spanish	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5.1	Other Source language to English or French (as requested)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5.2	English or French to Other Source language (as requested)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Estimated Cost: \$ (unfunded)



- B3** Subject to the exercise of Contract option to extend the Contract period for Option Period 2 (April 1, 2023 to March 31, 2024), the Contractor shall be paid the following firm all-inclusive rates in **Canadian funds**, Applicable Taxes extra, for each category listed below, to complete all work and services required to be performed in relation to the Contract extension.

OPTION PERIOD 2 – APRIL 1, 2023 TO MARCH 31, 2024							
LANGUAGES		SERVICE STREAMS					
		TRANSLATION Price (\$) per word	INTERPRETATION Price (\$) per hour			TRANSCRIPTION Price (\$) per word	PROOFREADING Price (\$) per hour
			Site Interpretation	Simultaneous Oral Interpretation	Consecutive Oral Interpretation		
A	B	C	D	E	F		
1.1	Bosnian Croatian & Serbian (BCS) to English or French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1.2	English or French to Bosnian Croatian & Serbian (BCS)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.1	Kinyarwanda to English or French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.2	English or French to Kinyarwanda	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.1	Arabic to English or French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.2	English or French to Arabic	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4.1	Spanish to English or French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4.2	English or French to Spanish	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5.1	Other Source language to English or French (as requested)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5.2	English or French to Other Source language (as requested)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Estimated Cost: \$ (unfunded)



- B4** Subject to the exercise of Contract option to extend the Contract period for Option Period 3 (April 1, 2024 to March 31, 2025), the Contractor shall be paid the following firm all-inclusive rates in **Canadian funds**, Applicable Taxes extra, for each category listed below, to complete all work and services required to be performed in relation to the Contract extension.

OPTION PERIOD 3 – APRIL 1, 2024 TO MARCH 31, 2025							
LANGUAGES		SERVICE STREAMS					
		TRANSLATION Price (\$) per word	INTERPRETATION Price (\$) per hour			TRANSCRIPTION Price (\$) per word	PROOFREADING Price (\$) per hour
			Site Interpretation	Simultaneous Oral Interpretation	Consecutive Oral Interpretation		
		A	B	C	D	E	F
1.1	Bosnian Croatian & Serbian (BCS) to English or French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1.2	English or French to Bosnian Croatian & Serbian (BCS)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.1	Kinyarwanda to English or French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.2	English or French to Kinyarwanda	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.1	Arabic to English or French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.2	English or French to Arabic	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4.1	Spanish to English or French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4.2	English or French to Spanish	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5.1	Other Source language to English or French (as requested)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5.2	English or French to Other Source language (as requested)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Estimated Cost: \$ (unfunded)



- B5** Subject to the exercise of Contract option to extend the Contract period for Option Period 4 (April 1, 2025 to March 31, 2026), the Contractor shall be paid the following firm all-inclusive rates in **Canadian funds**, Applicable Taxes extra, for each category listed below, to complete all work and services required to be performed in relation to the Contract extension.

OPTION PERIOD 4 – APRIL 1, 2025 TO MARCH 31, 2026							
LANGUAGES		SERVICE STREAMS					
		TRANSLATION Price (\$) per word	INTERPRETATION Price (\$) per hour			TRANSCRIPTION Price (\$) per word	PROOFREADING Price (\$) per hour
			Site Interpretation	Simultaneous Oral Interpretation	Consecutive Oral Interpretation		
		A	B	C	D	E	F
1.1	Bosnian Croatian & Serbian (BCS) to English or French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1.2	English or French to Bosnian Croatian & Serbian (BCS)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.1	Kinyarwanda to English or French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.2	English or French to Kinyarwanda	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.1	Arabic to English or French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.2	English or French to Arabic	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4.1	Spanish to English or French	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4.2	English or French to Spanish	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5.1	Other Source language to English or French (as requested)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5.2	English or French to Other Source language (as requested)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Estimated Cost: \$ (unfunded)

B6 Pre-Authorized Travel and Living Expenses

- B6.1** Canada will not accept any travel and living expenses for:
- (a) Work performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. The *National Capital Act* is available on the Justice Website: <http://laws.justice.gc.ca/eng/acts/N-4/>;
 - (b) Any travel between the Contractor's place of business and the NCR; and
 - (c) Any relocation of resources required to satisfy the terms of the Contract.
- These expenses are included in the firm all-inclusive rates specified above.
- B.7** Any Contractor or Contractor's resources that are required to work on site during non-business hours under this Contract must obtain pre-authorization in writing by the Project / Technical Authority prior to commencing work.
- B.8** All payments are subject to Government audit.



Transcription, Translation, Interpretation and Other Linguistic Services for Multiple Languages (1000029029)

Questions and Answers

1. Can a non-based Canadian agency perform the work?

Answer: Yes, a non-based Canadian agency can perform the work as long as the necessary security clearances are met before bid closing.

2. With regards to Attachment 1 to Part 4 Mandatory Technical Criteria, the RFP states, "The Bidder must address the following Mandatory Criteria for EACH proposed resource in accordance to the language specified." From this, and for the charts for MTC2-7, it appears as if DOJ is requesting one resource only per language who can provide all of the services requested. Can we provide different language professionals for a specific language for a specific service? For example, Arabic Language Professional 1 – Translation and transcription; Arabic Language Professional 2 – interpretation.

Answer: Yes.

3. In what cases would you require consecutive interpretation and/or simultaneous interpretation?

Answer: Consecutive interpretation would likely take place in the case of a witness interview wherein the witness is asked a question by counsel in either French or English and then the interpreter would translate the question to the witness in their language and then provide the response. Consecutive interpretation would also be required in a situation wherein an expert witness or contractor may require interpretation via a phone call or a video conference.

Simultaneous interpretation maybe required if this service type is requested during a hearing or court proceeding.

4. With regards to Attachment 2 to Part 4 – Pricing Schedule, as consecutive and simultaneous interpretation are often priced separately, would you consider splitting up these two services on the schedule?

Answer: Yes, refer to amendment 1.

5. The RFP does not seem to provide any indication of volume. What is the expected value of the resulting contract? While we understand that there are no guarantees, please provide an estimate in good faith of the anticipated volume for each service and in each language, to allow bidders to properly evaluate the requirement.

Answer:

Kinyarwanda – 40%

Majority to French

Kinyarwanda 10 % to English

Bosnia/Serbian/Croatian – 29%

To English majority

Spanish – 29%

To English majority

Arabic – 2%

To English majority

Translation: 80 % of services

Transcription : 5%

Site Interpretation : 8 %

Consecutive Interpretation – Oral 6%

Simultaneous Interpretation – Oral 1%

6. Is there an incumbent? If so, who is/are currently providing these services?

Answer: MCIS Language Solutions is the incumbent.

7. Are the proposed resources required to have Reliability Status clearance at bid closing, or contract award?

Answer: Refer to Part 6 – Security Requirements of the request for proposal.

8. Would there be any openness or interest, on this process, to entertain a bid from a contractor that focuses solely on Translation or Interpreting services?

Answer: The bidder must be able to perform all linguistic services requested in the request for proposal.