

**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 002****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.

<b>Title – Sujet</b>	
Transcription, translation, interpretation and other linguistic services for multiple languages	
<b>Solicitation No. – N° de l'invitation</b>	<b>Date</b>
1000029029 – Amendment 002	April 16, 2021
<b>Client Reference No. – N° référence du client</b>	
1000029029	
<b>GETS Reference No. – N° de référence de SEAG</b>	
1000029029	
<b>Solicitation Closes L'invitation prend fin</b>	<b>Time Zone Fuseau horaire</b>
<b>at – à</b> 02 :00 PM – 14h00	Eastern Daylight Time (EDT)
<b>on – le</b> April 26, 2021	Heure Avancée de l'Est (HAE)
<b>F.O.B. - F.A.B.</b>	
<b>Plant-Usine:</b> <input type="checkbox"/>	<b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>
<b>Address inquiries to – Adresser toute demande de renseignements à :</b>	
Sharon Ruiter	
<b>Area code and Telephone No. Code régional et N° de téléphone</b>	<b>Facsimile No. / e-mail N° de télécopieur / courriel</b>
613-219-5763	sharon.ruiter@justice.gc.ca
<b>Destination – of Goods, Services, and Construction: Destination – des biens, services et construction</b>	

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

<b>Delivery required -Livraison exigée</b>	<b>Delivery offered -Livraison proposée</b>
See Herein – Voir aux présentes	
<b>Jurisdiction of Contract:</b> Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation) <b>Compétence du contrat :</b> Province du Canada choisie par le soumissionnaire et qui aura les compétences sur tout contrat subséquent (si différente de celle précisée dans la demande)	
<b>Vendor/firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b>	
<b>e-mail - courriel</b>	
<b>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)</b>	
<b>Signature</b>	<b>Date</b>



## **April 16, 2021 – Amendment #002**

**This amendment is being raised to answers questions, to modify the Technical evaluation Criteria to accommodate should multiple resources be proposed for each language.**

**In order to do so,**

**Delete the following:**

- **ATTACHMENT 1 TO PART 4 – TECHNICAL EVALUATION CRITERIA**
- **PART 7: Section 5.5 Specific Persons**

**Replace with revised:**

- **ATTACHMENT 1 TO PART 4 – TECHNICAL EVALUATION CRITERIA**
- **PART 7: Section 5.5 Specific Persons**

**Outlined below.**

*(The remainder of the page is intentionally left blank)*

**ATTACHMENT 1 TO PART 4 – TECHNICAL EVALUATION CRITERIA****1 Mandatory Technical Criteria**

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Number	Corporate Mandatory Criteria	Cross Reference to Proposal [Bidder to insert]
<b>MTC1</b>	The Bidder must clearly demonstrate that they have provided resources that performed translation, transcription, proofreading, simultaneous or consecutive interpretation and site interpretation in Arabic, Spanish, Kinyarwanda and Bosnian, Croatian & Serbian (BSC) to English or French .	

The Bidder must address the following Mandatory Criteria for EACH proposed resource in accordance to the language specified. Note that the requirement is for language services in the following FOUR languages: Spanish, Bosnian, Croatian & Serbian (BCS), Kinyarwanda AND Arabic. Failure to document requirement in EACH language will result in the bid being deemed not meeting the mandatory technical criteria.

Resource Mandatory Criteria		Name of Proposed Resource(s):	
		Language:	Arabic
Number	Criteria	Cross Reference to Proposal [Bidder to insert]	
<b>MTC2</b>	The Bidder must clearly demonstrate that their proposed resource(s) is fluent (advanced level in reading, writing and oral interaction as per the Statement of Work) in either English or French.		
<b>MTC3</b>	The Bidder must demonstrate that their proposed resource has a minimum of 2 years of experience in the last 5 years performing translation from Arabic to English or French and vice versa.		
<b>MTC4</b>	The Bidder must demonstrate that their proposed resource has a minimum of 2 years of experience in the last 10 years performing site interpretation from Arabic to English or French and vice versa.		
<b>MTC5</b>	The Bidder must demonstrate that their proposed resource has a minimum of 2 years of experience in the last 10 years performing transcription of audio and/or video recordings in Arabic.		
<b>MTC6</b>	The Bidder must demonstrate that their proposed resource has a minimum 2 years of experience in the last 10 years performing simultaneous and consecutive oral interpretation in Arabic.		
<b>MTC7</b>	The Bidder must demonstrate that their proposed resource(s) has a minimum 2 years of experience in the last 10 years working with Microsoft Word.		



Resource Mandatory Criteria		Name of Proposed Resource(s):	
		Language:	Bosnian, Croatian & Serbian (BCS)
Number	Criteria	Cross Reference to Proposal [Bidder to insert]	
MTC8	The Bidder must clearly demonstrate that their proposed resource(s) is fluent (advanced level in reading, writing and oral interaction as per the Statement of Work) in either English or French.		
MTC9	The Bidder must demonstrate that their proposed resource has a minimum of 2 years of experience in the last 5 years performing translation from BCS to English or French and vice versa.		
MTC10	The Bidder must demonstrate that their proposed resource has a minimum of 2 years of experience in the last 10 years performing site interpretation from BCS to English or French and vice versa.		
MTC11	The Bidder must demonstrate that their proposed resource has a minimum of 2 years of experience in the last 10 years performing transcription of audio and/or video recordings in BCS.		
MTC12	The Bidder must demonstrate that their proposed resource has a minimum 2 years of experience in the last 10 years performing simultaneous and consecutive oral interpretation in BCS.		
MTC13	The Bidder must demonstrate that their proposed resource(s) has a minimum 2 years of experience in the last 10 years in Microsoft Word.		

Resource Mandatory Criteria		Name of Proposed Resource(s):	
		Language:	Kinyarwanda
Number	Criteria	Cross Reference to Proposal [Bidder to insert]	
MTC14	The Bidder must clearly demonstrate that their proposed resource(s) is fluent (advanced level in reading, writing and oral interaction as per the Statement of Work) in either English or French.		
MTC15	The Bidder must demonstrate that their proposed resource has a minimum of 2 years of experience in the last 5 years performing translation from Kinyarwanda to English or French and vice versa.		
MTC16	The Bidder must demonstrate that their proposed resource has a minimum of 2 years of experience in the last 10 years performing site interpretation from Kinyarwanda to English or French and vice versa.		
MTC17	The Bidder must demonstrate that their proposed resource has a minimum of 2 years of experience in the last 10 years performing transcription of audio and/or video recordings in Kinyarwanda.		
MTC18	The Bidder must demonstrate that their proposed resource has a minimum 2 years of experience in the last 10 years performing simultaneous and consecutive oral interpretation in Kinyarwanda.		
MTC19	The Bidder must demonstrate that their proposed resource(s) has a minimum 2 years of experience in the last 10 years in Microsoft Word.		



Resource Mandatory Criteria		Name of Proposed Resource(s):	
		Language:	Spanish
Number	Criteria	Cross Reference to Proposal [Bidder to insert]	
MTC20	The Bidder must clearly demonstrate that their proposed resource(s) is fluent (advanced level in reading, writing and oral interaction as per the Statement of Work) in either English or French.		
MTC21	The Bidder must demonstrate that their proposed resource has a minimum of 2 years of experience in the last 5 years performing translation from Spanish to English or French and vice versa.		
MTC22	The Bidder must demonstrate that their proposed resource has a minimum of 2 years of experience in the last 10 years performing site interpretation from Spanish to English or French and vice versa.		
MTC23	The Bidder must demonstrate that their proposed resource has a minimum of 2 years of experience in the last 10 years performing transcription of audio and/or video recordings in Spanish.		
MTC24	The Bidder must demonstrate that their proposed resource has a minimum 2 years of experience in the last 10 years performing simultaneous and consecutive oral interpretation in Arabic.		
MTC25	The Bidder must demonstrate that their proposed resource(s) has a minimum 2 years of experience in the last 10 years in Microsoft Word.		

## 2

### Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Technical proposals will be assessed separately against the evaluation criteria identified below. Point rated criteria not addressed in the bidder's proposal will result in a score of zero being assigned against that particular criterion.

#### Corporate Point Rated Criteria:

Criterion Number	Point Rated Technical Criteria	Cross Reference to Proposal	Max Available Points	Minimum Points Required (if applicable)	Points Received
PR1a	The Bidder should describe the environmental or sustainable development policies that they have initiated or practice within their organization. One (1) point will be awarded per initiative or practice. <b>Maximum 3 pts</b>		3	0	Score:
Point Rated Criteria Subtotal – Corporate Criteria (PR1)					Score:

The Bidder should address the following Point Rated Technical Criteria for EACH proposed resource and indicate the designated language. Note that the requirement is for language services in the following FOUR languages: Spanish, Bosnian, Croatian & Serbian (BCS), Kinyarwanda AND Arabic. Failure to document a resource for a language will result in the bid receiving a score of zero for that particular language.



Language:	Arabic	Name of Proposed Resource(s):			
Criterion Number	Point Rated Technical Criteria	Cross Reference to Proposal	Max Available Points	Minimum Points Required (if applicable)	Points Received
PR2a	<p>The Bidder should state and demonstrate the proposed resource's qualifications and experience with translation from Arabic to English or French and vice versa.</p> <p><b>Maximum 20 pts</b></p> <p>Accredited in translation: 5 pts</p> <ul style="list-style-type: none"><li>• Proof of accreditation must be provided in the bid to obtain 5 points</li></ul> <p><b>Combined with:</b></p> <p>Years of Experience:</p> <ul style="list-style-type: none"><li>• Less than 2 years = 0 pts</li><li>• 2 years to 3 years = 5 pts</li><li>• More than 3 years to 5 years = 10 pts</li><li>• More than 5 years = 15 pts</li></ul>		20	5	Score:  Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>
PR2b	<p>The Bidder should state and demonstrate the proposed resource's qualifications and experience with site interpretation, simultaneous oral interpretation and consecutive oral interpretation from Arabic to English or French and vice versa.</p> <p><b>Maximum 20 pts</b></p> <p>Accredited Interpreter: 5 pts</p> <ul style="list-style-type: none"><li>• Proof of accreditation must be provided in the bid to obtain the 5 points</li></ul> <p><b>Combined With:</b></p> <p>Years of Experience:</p> <ul style="list-style-type: none"><li>• Less than 2 years = 0 pts</li><li>• 2 years to 3 years = 5 pts</li><li>• More than 3 years to 5 years = 10 pts</li><li>• More than 5 years = 15 pts</li></ul>		20	5	Score:  Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>
PR2c	<p>The Bidder should state and demonstrate the proposed resource's qualifications and experience with transcription of audio and/or video recordings in Arabic to English or French.</p> <p><b>Maximum 20 pts</b></p> <p>Court certified in transcription: 5pts</p> <ul style="list-style-type: none"><li>• Proof of certification must be provided in the bid to obtain 5 pts.</li></ul> <p><b>Combined with:</b></p> <p>Years of Experience:</p> <ul style="list-style-type: none"><li>• Less than 2 years = 0 pts</li><li>• 2 years to 3 years = 5 pts</li><li>• More than 3 years to 5 years = 10 pts</li><li>• More than 5 years = 15 pts</li></ul>		20	5	Score:  Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>



Language:	Arabic	Name of Proposed Resource(s):			
Criterion Number	Point Rated Technical Criteria	Cross Reference to Proposal	Max Available Points	Minimum Points Required (if applicable)	Points Received
PR2d	<p>The Bidder should state and demonstrate that the proposed resource(s) has knowledge of Microsoft Office Software.</p> <p><b>Maximum: 6 pts</b></p> <ul style="list-style-type: none"> <li>Excel: 2 pts</li> <li>Power point: 2 pts</li> <li>Word: 2 pts</li> </ul> <p>If multiple resources are proposed, each resource must have the necessary knowledge to obtain the 2 points per Microsoft Office Software. If the bidder does not demonstrate that one of the proposed resources have experience no points will be awarded for that Microsoft Office Software.</p>		6	2	<p>Score:</p> <p>Min. met: <input type="checkbox"/></p> <p>Min. not met: <input type="checkbox"/></p>
PR2e	<p>The Bidder should state and demonstrate that the proposed resource has experience using transcription software.</p> <p><b>Maximum 25 pts</b></p> <p>Years of Experience:</p> <ul style="list-style-type: none"> <li>Less than 2 years = 0 pts</li> <li>2 years to 3 years = 5 pts</li> <li>More than 3 years to 5 years = 10 pts</li> <li>More than 5 years = 15 pts</li> </ul> <p><b>Combined With:</b></p> <p>If the demonstrated experience includes the use of Start Stop Transcription software: 5 pts</p> <p>If the demonstrated experience includes the use of other transcription software (please name): 5pts</p>		25	5	<p>Score:</p> <p>Min. met: <input type="checkbox"/></p> <p>Min. not met: <input type="checkbox"/></p>
PR2f	<p>The Bidder should state and demonstrate that the proposed resource(s) has experience working in a team.</p> <p><b>Maximum 6 pts</b></p> <ul style="list-style-type: none"> <li>2 projects/experiences working with a team of a minimum of 2 team members = 2 points</li> <li>3 or 4 projects/experiences working with a team of a minimum of 2 team members = 4 points</li> <li>5 or more projects/experiences working with a team of a minimum of 2 team members = 6 points</li> </ul> <p>If multiple resources are proposed, the bidder must demonstrate how EACH resource has experience to obtain the full number of points. For example to obtain 6 points each resource must have experience working in teams for a minimum of 5 projects. If one proposed resource only has 2 project experiences but the other proposed resource(s) have 5 project experience only 2 points will be awarded.</p>		6	2	<p>Score:</p> <p>Min. met: <input type="checkbox"/></p> <p>Min. not met: <input type="checkbox"/></p>
<b>Total maximum points available, minimum total points required and total score for the proposed Arabic (PR2) resource</b>			97	24	<p>Score:</p> <p>Min. met: <input type="checkbox"/></p> <p>Min. not met: <input type="checkbox"/></p>



Language:	Bosnian, Croatian & Serbian (BCS)	Name of Proposed Resource(s):			
Criterion Number	Point Rated Technical Criteria	Cross Reference to Proposal	Max Available Points	Minimum Points Required (if applicable)	Points Received
PR3a	<p>The Bidder should state and demonstrate the proposed resource's qualifications and experience with translation from BCS to English or French and vice versa.</p> <p><b>Maximum 20 pts</b></p> <p>Accredited in translation: 5 pts</p> <ul style="list-style-type: none"> <li>Proof of accreditation must be provided in the bid to obtain 5 points</li> </ul> <p><b>Combined with:</b></p> <p>Years of Experience:</p> <ul style="list-style-type: none"> <li>Less than 2 years = 0 pts</li> <li>2 years to 3 years = 5 pts</li> <li>More than 3 years to 5 years = 10 pts</li> <li>More than 5 years = 15 pts</li> </ul>		20	5	<p>Score:</p> <p>Min. met: <input type="checkbox"/></p> <p>Min. not met: <input type="checkbox"/></p>
PR3b	<p>The Bidder should state and demonstrate the proposed resource's qualifications and experience with site interpretation, simultaneous oral interpretation and consecutive oral interpretation from BCS to English or French and vice versa.</p> <p><b>Maximum 20 pts</b></p> <p>Accredited Interpreter: 5 pts</p> <ul style="list-style-type: none"> <li>Proof of accreditation must be provided in the bid to obtain the 5 points</li> </ul> <p><b>Combined With:</b></p> <p>Years of Experience:</p> <ul style="list-style-type: none"> <li>Less than 2 years = 0 pts</li> <li>2 years to 3 years = 5 pts</li> <li>More than 3 years to 5 years = 10 pts</li> <li>More than 5 years = 15 pts</li> </ul>		20	5	<p>Score:</p> <p>Min. met: <input type="checkbox"/></p> <p>Min. not met: <input type="checkbox"/></p>
PR3c	<p>The Bidder should state and demonstrate the proposed resource's qualifications and experience with transcription of audio and/or video recordings in BCS to English or French.</p> <p><b>Maximum 20 pts</b></p> <p>Court certified in transcription: 5pts</p> <ul style="list-style-type: none"> <li>Proof of certification must be provided in the bid to obtain 5 pts.</li> </ul> <p><b>Combined with:</b></p> <p>Years of Experience:</p> <ul style="list-style-type: none"> <li>Less than 2 years = 0 pts</li> <li>2 years to 3 years = 5 pts</li> <li>More than 3 years to 5 years = 10 pts</li> <li>More than 5 years = 15 pts</li> </ul>		20	5	<p>Score:</p> <p>Min. met: <input type="checkbox"/></p> <p>Min. not met: <input type="checkbox"/></p>
PR3d	<p>The Bidder should state and demonstrate that the proposed resource(s) has knowledge of Microsoft Office Software.</p> <p><b>Maximum: 6 pts</b></p> <p>Excel: 2 pts</p> <p>Power point: 2 pts</p> <p>Word: 2 pts</p> <p>If multiple resources are proposed, each resource must have the necessary knowledge to obtain the 2 points per Microsoft</p>		6	2	<p>Score:</p> <p>Min. met: <input type="checkbox"/></p> <p>Min. not met: <input type="checkbox"/></p>





Language:	Bosnian, Croatian & Serbian (BCS)	Name of Proposed Resource(s):			
Criterion Number	Point Rated Technical Criteria	Cross Reference to Proposal	Max Available Points	Minimum Points Required (if applicable)	Points Received
	Office Software. If the bidder does not demonstrate that one of the proposed resources have experience no points will be awarded for that Microsoft Office Software.				
PR3e	<p>The Bidder should state and demonstrate that the proposed resource has experience using transcription software.</p> <p><b>Maximum 25 pts</b></p> <p>Years of Experience:</p> <ul style="list-style-type: none"><li>• Less than 2 years = 0 pts</li><li>• 2 years to 3 years = 5 pts</li><li>• More than 3 years to 5 years = 10 pts</li><li>• More than 5 years = 15 pts</li></ul> <p><b>Combined With:</b></p> <p>If the demonstrated experience includes the use of Start Stop Transcription software: 5 pts</p> <p>If the demonstrated experience includes the use of other transcription software (please name): 5pts</p>		25	5	Score:  Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>
PR3f	<p>The Bidder should state and demonstrate that the proposed resource(s) has experience working in a team.</p> <p><b>Maximum 6 pts</b></p> <ul style="list-style-type: none"><li>• 2 projects/experiences working with a team of a minimum of 2 team members = 2 points</li><li>• 3 or 4 projects/experiences working with a team of a minimum of 2 team members = 4 points</li><li>• 5 or more projects/experiences working with a team of a minimum of 2 team members = 6 points</li></ul> <p>If multiple resources are proposed, the bidder must demonstrate how EACH resource has experience to obtain the full number of points. For example to obtain 6 points each resource must have experience working in teams for a minimum of 5 projects. If one proposed resource only has 2 project experiences but the other proposed resource(s) have 5 project pexperience only 2 points will be awarded.</p>		6	2	Score:  Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>
Total maximum points available, minimum total points required and total score for the proposed BCS (PR3) resource			97	24	Score:  Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>



Language:	Kinyarwanda	Name of Proposed Resource(s):			
Criterion Number	Point Rated Technical Criteria	Cross Reference to Proposal	Max Available Points	Minimum Points Required (if applicable)	Points Received
PR4a	<p>The Bidder should state and demonstrate the proposed resource's qualifications and experience with translation from Kinyarwanda to English or French and vice versa.</p> <p><b>Maximum 20 pts</b></p> <p>Accredited in translation: 5 pts</p> <ul style="list-style-type: none"> <li>• Proof of accreditation must be provided in the bid to obtain 5 points</li> </ul> <p><b>Combined with:</b></p> <p>Years of Experience:</p> <ul style="list-style-type: none"> <li>• Less than 2 years = 0 pts</li> <li>• 2 years to 3 years = 5 pts</li> <li>• More than 3 years to 5 years =10 pts</li> <li>• More than 5 years = 15 pts</li> </ul>		20	5	<p>Score:</p> <p>Min. met: <input type="checkbox"/></p> <p>Min. not met: <input type="checkbox"/></p>
PR4b	<p>The Bidder should state and demonstrate the proposed resource's qualifications and experience with site interpretation, simultaneous oral interpretation and consecutive oral interpretation from Kinyarwanda to English or French and vice versa.</p> <p><b>Maximum 20 pts</b></p> <p>Accredited Interpreter: 5 pts</p> <ul style="list-style-type: none"> <li>• Proof of accreditation must be provided in the bid to obtain the 5 points</li> </ul> <p><b>Combined With:</b></p> <p>Years of Experience:</p> <ul style="list-style-type: none"> <li>• Less than 2 years = 0 pts</li> <li>• 2 years to 3 years = 5 pts</li> <li>• More than 3 years to 5 years =10 pts</li> <li>• More than 5 years = 15 pts</li> </ul>		20	5	<p>Score:</p> <p>Min. met: <input type="checkbox"/></p> <p>Min. not met: <input type="checkbox"/></p>
PR4c	<p>The Bidder should state and demonstrate the proposed resource's qualifications and experience with transcription of audio and/or video recordings in Kinyarwanda to English or French.</p> <p><b>Maximum 20 pts</b></p> <p>Court certified in transcription: 5pts</p> <ul style="list-style-type: none"> <li>• Proof of certification must be provided in the bid to obtain 5 pts.</li> </ul> <p><b>Combined with:</b></p> <p>Years of Experience:</p> <ul style="list-style-type: none"> <li>• Less than 2 years = 0 pts</li> <li>• 2 years to 3 years = 5 pts</li> <li>• More than 3 years to 5 years =10 pts</li> <li>• More than 5 years = 15 pts</li> </ul>		20	5	<p>Score:</p> <p>Min. met: <input type="checkbox"/></p> <p>Min. not met: <input type="checkbox"/></p>
PR4d	<p>The Bidder should state and demonstrate that the proposed resource(s) has knowledge of Microsoft Office Software.</p> <p><b>Maximum: 6 pts</b></p> <p>Excel: 2 pts</p> <p>Power point: 2 pts</p> <p>Word: 2 pts</p>		6	2	<p>Score:</p> <p>Min. met: <input type="checkbox"/></p> <p>Min. not met: <input type="checkbox"/></p>



Language:	Kinyarwanda	Name of Proposed Resource(s):			
Criterion Number	Point Rated Technical Criteria	Cross Reference to Proposal	Max Available Points	Minimum Points Required (if applicable)	Points Received
	If multiple resources are proposed, each resource must have the necessary knowledge to obtain the 2 points per Microsoft Office Software. If the bidder does not demonstrate that one of the proposed resources have experience no points will be awarded for that Microsoft Office Software.				
PR4e	<p>The Bidder should state and demonstrate that the proposed resource has experience using transcription software.</p> <p><b>Maximum 25 pts</b></p> <p>Years of Experience:</p> <ul style="list-style-type: none"><li>• Less than 2 years = 0 pts</li><li>• 2 years to 3 years = 5 pts</li><li>• More than 3 years to 5 years = 10 pts</li><li>• More than 5 years = 15 pts</li></ul> <p><b>Combined With:</b></p> <p>If the demonstrated experience includes the use of Start Stop Transcription software: 5 pts</p> <p>If the demonstrated experience includes the use of other transcription software (please name): 5pts</p>		25	5	Score:  Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>
PR4f	<p>The Bidder should state and demonstrate that the proposed resource(s) has experience working in a team.</p> <p><b>Maximum 6 pts</b></p> <ul style="list-style-type: none"><li>• 2 projects/experiences working with a team of a minimum of 2 team members = 2 points</li><li>• 3 or 4 projects/experiences working with a team of a minimum of 2 team members = 4 points</li><li>• 5 or more projects/experiences working with a team of a minimum of 2 team members = 6 points</li></ul> <p>If multiple resources are proposed, the bidder must demonstrate how EACH resource has experience to obtain the full number of points. For example to obtain 6 points each resource must have experience working in teams for a minimum of 5 projects. If one proposed resource only has 2 project experiences but the other proposed resource(s) have 5 project pexperience only 2 points will be awarded.</p>		6	2	Score:  Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>
<b>Total maximum points available, minimum total points required and total score for the proposed Kinyarwanda (PR4) resource</b>			97	24	Score:  Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>



Language:	Spanish	Name of Proposed Resource(s):			
Criterion Number	Point Rated Technical Criteria	Cross Reference to Proposal	Max Available Points	Minimum Points Required (if applicable)	Points Received
PR5a	<p>The Bidder should state and demonstrate the proposed resource's qualifications and experience with translation from Spanish to English or French and vice versa.</p> <p><b>Maximum 20 pts</b></p> <p>Accredited in translation: 5 pts</p> <ul style="list-style-type: none"> <li>Proof of accreditation must be provided in the bid to obtain 5 points</li> </ul> <p><b>Combined with:</b></p> <p>Years of Experience:</p> <ul style="list-style-type: none"> <li>Less than 2 years = 0 pts</li> <li>2 years to 3 years = 5 pts</li> <li>More than 3 years to 5 years = 10 pts</li> <li>More than 5 years = 15 pts</li> </ul>		20	5	<p>Score:</p> <p>Min. met: <input type="checkbox"/></p> <p>Min. not met: <input type="checkbox"/></p>
PR5b	<p>The Bidder should state and demonstrate the proposed resource's qualifications and experience with site interpretation, simultaneous oral interpretation and consecutive oral interpretation from Spanish to English or French and vice versa.</p> <p><b>Maximum 20 pts</b></p> <p>Accredited Interpreter: 5 pts</p> <ul style="list-style-type: none"> <li>Proof of accreditation must be provided in the bid to obtain the 5 points</li> </ul> <p><b>Combined With:</b></p> <p>Years of Experience:</p> <ul style="list-style-type: none"> <li>Less than 2 years = 0 pts</li> <li>2 years to 3 years = 5 pts</li> <li>More than 3 years to 5 years = 10 pts</li> <li>More than 5 years = 15 pts</li> </ul>		20	5	<p>Score:</p> <p>Min. met: <input type="checkbox"/></p> <p>Min. not met: <input type="checkbox"/></p>
PR5c	<p>The Bidder should state and demonstrate the proposed resource's qualifications and experience with transcription of audio and/or video recordings in Spanish to English or French.</p> <p><b>Maximum 20 pts</b></p> <p>Court certified in transcription: 5pts</p> <ul style="list-style-type: none"> <li>Proof of certification must be provided in the bid to obtain 5 pts.</li> </ul> <p><b>Combined with:</b></p> <p>Years of Experience:</p> <ul style="list-style-type: none"> <li>Less than 2 years = 0 pts</li> <li>2 years to 3 years = 5 pts</li> <li>More than 3 years to 5 years = 10 pts</li> <li>More than 5 years = 15 pts</li> </ul>		20	5	<p>Score:</p> <p>Min. met: <input type="checkbox"/></p> <p>Min. not met: <input type="checkbox"/></p>



Language:	Spanish	Name of Proposed Resource(s):			
Criterion Number	Point Rated Technical Criteria	Cross Reference to Proposal	Max Available Points	Minimum Points Required (if applicable)	Points Received
PR5d	<p>The Bidder should state and demonstrate that the proposed resource(s) has knowledge of Microsoft Office Software.</p> <p><b>Maximum:</b> 6 pts</p> <p>Excel: 2 pts</p> <p>Power point: 2 pts</p> <p>Word: 2 pts</p> <p>If multiple resources are proposed, each resource must have the necessary knowledge to obtain the 2 points per Microsoft Office Software. If the bidder does not demonstrate that one of the proposed resources have experience no points will be awarded for that Microsoft Office Software.</p>		6	2	Score:  Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>
PR5e	<p>The Bidder should state and demonstrate that the proposed resource has experience using transcription software.</p> <p><b>Maximum 25 pts</b></p> <p>Years of Experience:</p> <ul style="list-style-type: none"><li>• Less than 2 years = 0 pts</li><li>• 2 years to 3 years = 5 pts</li><li>• More than 3 years to 5 years =10 pts</li><li>• More than 5 years = 15 pts</li></ul> <p><b>Combined With:</b></p> <p>If the demonstrated experience includes the use of Start Stop Transcription software: 5 pts</p> <p>If the demonstrated experience includes the use of other transcription software (please name): 5pts</p>		25	5	Score:  Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>
PR5f	<p>The Bidder should state and demonstrate that the proposed resource(s) has experience working in a team.</p> <p><b>Maximum 6 pts</b></p> <ul style="list-style-type: none"><li>• 2 projects/experiences working with a team of a minimum of 2 team members = 2 points</li><li>• 3 or 4 projects/experiences working with a team of a minimum of 2 team members = 4 points</li><li>• 5 or more projects/experiences working with a team of a minimum of 2 team members = 6 points</li></ul> <p>If multiple resources are proposed, the bidder must demonstrate how EACH resource has experience to obtain the full number of points. For example to obtain 6 points each resource must have experience working in teams for a minimum of 5 projects. If one proposed resource only has 2 project experiences but the other proposed resource(s) have 5 project pexperience only 2 points will be awarded.</p>		6	2	Score:  Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>
<b>Total maximum points available, minimum total points required and total score for the proposed Spanish (PR5) resource</b>			97	24	Score:  Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>



Summary Table Points Awarded	Name of Bidder:		
	Max Available Points	Minimum Points Required	Scores
Point Rated Criteria Subtotal – Corporate Criteria (PR1)	3	0	Score:
Point Rated Criteria Subtotal – Arabic Resource (PR2)	97	24	Score: Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>
Point Rated Criteria Subtotal – BCS Resource (PR3)	97	24	Score: Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>
Point Rated Criteria Subtotal – Kinyarwanda Resource (PR4)	97	24	Score: Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>
Point Rated Criteria Subtotal – Spanish Resource (PR5)	97	24	Score: Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>
Total Maximum Available Points :		391	
Minimum Total Points Required :		96	
TOTAL POINTS AWARDED (PR1 + PR2 + PR3 + PR4 + PR5) :			Score: Min. met: <input type="checkbox"/> Min. not met: <input type="checkbox"/>

**5.5** **SPECIFIC PERSONS** (names to be inserted upon contract award)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract:

Resource Title	Name of Contractor's Resource
Arabic Resource(s)	
Bosnian, Croatian & Serbian (BCS) Resource(s)	
Kinyarwanda Resource(s)	
Spanish Resource(s)	



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

**Questions and Answers**

- 1. The RFP's Mandatory Criteria suggest that a single resource (for each language) would act as a translator, interpreter and transcriber. These are three completely separate services usually handled by different professionals. Please confirm that a specialized resource can be proposed for each service.**

Answer: YES.

- 2. Can Bidders propose individuals who are not employees, provided that they hold the necessary security clearance?**

Answer: YES.

- 3. Can Bidders propose resources which do not have clearance (to only handle non-classified projects)?**

Answer: No.

- 4. The RFP states that all clearances must be in good standing at bid closing. Does this mean that JUS would not sponsor resources to allow them to obtain clearance?**

Answer: Justice will not sponsor resources.

- 5. Would JUS cover any travel costs related to site interpretation? Given the pandemic, is it believed that interpretation assignments will only be done remotely?**

Answer: YES JUS will cover any travel costs related to site interpretation.  
YES during the pandemic interpretation assignments will be done remotely.

- 6. Please confirm that JUS is looking to award a single contract for this requirement. This would mean that proposals for some, but not all services and languages, would not be considered?**

Answer: Only one contract will be awarded.

- 7. In regards to signing page 1 of the RFP, is it possible to sign it electronically?**

Answer: Yes page one can be signed electronically.

- 8. Can we target specific language or service or is it mandatory to target them all?**

Answer: It is mandatory to target all languages listed.

- 9. In the site interpretation, can the interpreter perform it remotely or he is required to perform it on site?**

Answer: Remote site interpretation services can be done remotely, especially during the pandemic. There may be circumstances where site interpretation may require on site services of which the contractor will be advised of in advance of the service requirement.

- 10. Would there be interest in entertaining a submission for ASL and LSQ Interpreting and Translation services?**

Answer: There is currently no requirement for sign language services.

- 11. We are a US company, do we still need to have Procurement business number (PBN) in Canada? And if yes, can you please advise from where can we get the PBN?**

Answer: No