

**Request for Standing Offer  
Translation Services  
H610020001/B - Amendment 01**

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

1) Statement of Work – Annex A - Article 2.0 Description of Tasks is amended as follows:

**DELETE:**

Annex A, Article 2.0 Description of Task in its entirety.

**Replace it With:**

Annex A, Article 2.0 Description of Task as follows:

This Statement of Work identifies the type of task that could be requested throughout the period of the Standing Offer, including any options to extend the period as follows:

1. Translation services, from English text to French; and
2. Translation services, from French text to English.

Quality and form for all deliverables:

- a. All translated text must be delivered in the same format (e.g. Microsoft Word, PowerPoint, Excel) as the text originally provided by the CTA in its request for service, and;
- b. All translated text must be provided by the agreed-to deadlines established in the request for translation as set by the CTA.

**2.1 Translation services - English to French**

Most requests for translation services are for the translation of English text to French. Contractors must provide qualified and knowledgeable translators meeting Article 1.6, Translator's Qualifications & Experience, above in order to perform the requested translation. Translators may also be required to research certain subject matter in order to ensure the accuracy of all terms used, with regard to meaning, but also the consistency of the terminology used within the document itself, including the terminology of the CTA.

When unsure of a term, the translator must request a clarification by sending questions through to the CTA Project Authority identified at the e-mail address, detailed in article 7.5.2.

**2.2 Translation services - French to English**

Less frequent are requests for the translation of French text to English. Contractors must provide qualified and knowledgeable translators meeting Article 1.6, Translator's Qualifications & Experience, above in order to perform the requested translation. Translators may also be required to research certain subject matter in order to ensure the accuracy of all terms used, with regard to meaning, but also consistency of the terminology within the document itself, including the terminology of the CTA.

When unsure of a term, the translator must request a clarification by sending questions through to the CTA Project Authority identified at the e-mail address, detailed in article 7.5.2.

**2.3 Quality and Form of Deliverables**

- a. Translators are to work directly in the documents provided by the CTA so as not to alter their format in any way.
- b. Translators must ensure that the translated text is correct in terms of grammar and syntax, and that it is accurate with regard to the original. It should convey the same message as the original text, with no additions or omissions. It should also flow well and be plausible. Ultimately, upon reading the text, the reader should not be able to tell that it is a translation. In other words, the translated text should stick to the original text without being a literal translation.

The Resource performing this task should also ensure that the translated text is clear and does not contain any mistakes (such as Gallicisms, vocabulary errors, calques). The Resource providing the service should also pay attention to sentence structure and quality of language.

c. All turnaround times required as well as the level of urgency (normal or urgent) will be mutually agreed upon by both parties prior to the time the call-up is issued.

Translation services may be required on short notice and on an urgent basis.

In addition, priorities for delivery of various products may change, making it necessary to move from one project to another immediately or on very short notice.

This requires the contractors to demonstrate considerable flexibility and quick response time in order to guarantee availability for work.

2) Mandatory Requirement – M5

**DELETE:** ANNEX D - EVALUATION GRID FOR MANDATORY AND RATED TECHNICAL REQUIREMENTS - TRANSLATION SERVICES - MANDATORY CRITERIA GRID - M5 in its entirety.

**INSERT:** At ANNEX D - EVALUATION GRID FOR MANDATORY AND RATED TECHNICAL REQUIREMENTS - TRANSLATION SERVICES - MANDATORY CRITERIA GRID - M5

<b>M5</b>	<p><b>Quality of translation of text</b></p> <p>The Offeror must provide a distinct French translation of Document 1 for all <u>four</u> (4) proposed Named Resources to provide translation services from English to French.</p> <p>The Offeror must also provide a distinct English translation of Document 2 for <u>one</u> (1) Named Resource to provide translation services from French to English.</p> <p>Both documents can be found at Annex E. Translations will be assessed for quality.</p> <p>List of documents to be translated by the said Resources of the Offeror:</p> <p>From English to French</p> <p>Document 1 – President's Blog – Year End (769 words)</p> <p>From French to English</p> <p>Document 2 – President's Blog – January 2021 (562 words)</p> <p>The Offeror must ensure that:</p> <p>1) each proposed resource is identified by name on their translations;</p> <p>2) each resource's translation is different from those of other resources.</p> <p>3) translations are presented in the same format as in the original documents.</p>
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### 3) Questions and Answers

No.	Question	Response
01	The pricing table relates only to pricing on a per word basis. Does that cover translation as well as revision services? The description in the table mentions a single base of payment, which is for translation services although, according to the offer, revision services are also required.	No, the pricing table applies only to translation services. Annex A, Article 2.0 has been amended by this Amendment number 1.
02	Concerning the tests, if we mention four resources for translation towards French, and more than one resource for translation towards English, are all of these resources required to take the tests?	Offers must meet all Mandatory criteria in Annex D entitled "EVALUATION GRID FOR TECHNICAL AND FINANCIAL OFFER; TRANSLATION SERVICES MANDATORY CRITERIA GRID".

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**