

Question & Answer 1

RFP 5Z011-22-0009

Question #1

I have gone over the mandate noted in the document and noticed that although it mentions languages, there was no specific mention of American Sign Language (ASL) - English, or la langue des Signes Québécoise (LSQ) – French in the translation requirements. In the COVID-era in which we now find ourselves, we have noticed a marked increase on the need for such Accessibility inclusions and accommodations. It is on that note that I wondered – would there be any openness or interest on this process to entertain a bid that speaks to the added provision of ASL and LSQ Sign Language services?

Answer #1

Thank you for your question. This particular tender notice only pertains to French and English written translations. It does not include interpretation services.

Question #2

Can you please clarify what you mean by "cumulative billed days" in RT6?

"... up to eight separate translation resources where the Bidder has contracted the services of the individual for a minimum of 30 cumulative billed days, within the last five years, in the National Capital Region (NCR)."

The list of translators we would propose have been working with us regularly/every week on a freelance basis for years. We pay them on a per word basis rather than on a per day basis, as this is still the preferred method of remuneration among translators. Given this, how else could we demonstrate that the individuals we propose do, in fact, work with us on a regular basis?

Answer #2

Thank you for your question. For calculation purposes in the context of this particular Request for Proposal (RFP), we are expecting an average of 230 words translated per hour, and a normal working day would be 7.5 hours. This means that the translators proposed would each have translated 51,570 words or more ($230 \times 7.5 \times 30 = 51,570$) over a five-year span.

Please refer to RFP Amendment 1.

Question #3

When you say "in the National Capital Region," do you mean that we (the Bidder) must be located in the NRC, or that the individual translators do, or that the clients for whom we translate must be located in this specific geographic area?

Answer #3

Thank you for your question. LAC will amend this criteria in order to remove the statement "in the National Capital Region".

Please refer to RFP Amendment 1.

Question #4

I have a question. Do we need to propose two separate proposals, one for Stream 1 and one for Stream 2 or can we propose one proposal with all the criteria for the two streams within one proposal. Please confirm.

Answer #4

Two separate proposals are required. One for Stream 1 and one for Stream 2.

Question #5

Must the consultants be full-time employees of the supplier or can we also work with privileged sub-contractors?

Answer #5

The consultants do not need to be full-time employees, but the Bidder must have contracted the individual for a minimum of 30 cumulative billed days to the Federal Government within the last five years.

Note: The minimum 30 days may be demonstrated by the cumulative total of one or more separate contracts. To be considered a cumulative day, a minimum of 1,725 words is required, meaning 230 words translated per hour for a total of 7.5 hours.

Question #6

If we are submitting a bid for both streams, can we include both streams in 1 bid submission, or are you looking for two separate bid packages?

Answer #6

Two separate proposals are required. One for Stream 1 and one for Stream 2.

Question #7

With regards to RT3, could you confirm that translation work completed by the Bidder for a provincial crown corporation would be considered as an equivalent reference project.

Answer #7

Yes, it would.

Question #8

In the context of this request for proposal, can you clarify the following requirement:

- MT3: The offerer must have an on-line system for receiving translation requests and delivering translations requested.

Do you want requests for work and deliveries to be made through a request management portal or is a simple generic reception e-mail address sufficient?

Answer #8

A request management portal is required.

Question #9

Can you please confirm if the translators' resumes are required? If so, in which section of the bid should this information be provided?

Answer #9

No, translators' resumes are not required.

Question #10

In section 5.2.3.1 Status and Availability of Resources, what is the required documentation? Is the bidder requested to certify that it complies with the requirements?

Answer #10

A statement to certify that the bidder complies with the requirements is sufficient. No documentation is required.

Question #11

In section 5.2.3.2 Education and Experience, does the bidder need to simply certify that all of the *résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate?* Or does the bidder need to provide original resumes and proof of education/diploma and OTTIAQ certification? If so, should this information be provided in the certifications section of our response?

Answer #11

A statement to certify that the bidder complies with the requirements is sufficient. No documentation is required.

END OF Questions and Answers