



Transport
Canada

Transports
Canada

Tower "C", Place de Ville
330 Sparks Street

Ottawa, Ontario, K1A 0N5

June 23, 2021

ADDENDUM # 2

Subject: Request for Proposal T8080-210037 Translation Services

No consideration will be given for extras and/or changes because the tenderer was not familiar with the contents of this Addendum.

The purpose of this Addendum, to the Request for Proposal, is issued to answer questions received from a supplier.

Question 1: Who currently provides these services to Transport Canada?

Answer: The Oceans Protection Plan currently uses the services of PSPC's Translation Bureau

Question 2: What is the estimated value of the contract to be awarded? Please provide an estimate in good faith.

Answer: We have a budget estimate for translation services for this fiscal year between \$70,000 and \$100,000 but cannot guarantee a specific amount.

Question 3: Could Transport Canada please be more precise as it pertains to the Terms of Service in the SOW, keeping in mind that professional translation is done at an approximate rate of 1,500 words per day per translator? Expected turnaround should be expressed in a specific number of words per business day. It currently states that 100 to 5,000 words must be provided within 72 hours for regular requests and 6 hours for urgent requests. As an example, 5,000 words in 3 days is reasonable (but could also be considered rush), but not possible in 6 hours. It is also important to note that turnaround for Secret documents can take longer and has to be negotiated for each request, based on the various factors in play.

Answer: The Deliverables section in the SOW recognizes that the standard rate of translation is 1,500 words per day per translator and that urgent requests can be up to 48 hours. The Terms of Service also say that translations will be delivered according to a mutually agreed upon deadline between the Requestor and the Contractor. In general, urgent requests are expected to be shorter than 5000 words. We would negotiate an acceptable turnaround time with translators for urgent and/or secret documents taking into account all factors.

Question 4: For Secret documents:

- What is the estimated percentage of requests, which could be considered Secret? Please provide an estimate in good faith.

- Will Transport Canada agree to cover the courier costs related to Secret requests (when necessary)? This cost cannot be blended into a per word rate as it would inflate the cost of unclassified requests.

Answer: Between 25% and 40% of documents are expected to be Secret. We agree to cover the Contractor's courier costs related to Secret requests.

All other terms and conditions of the solicitation document remain unchanged.

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