



Request for Standing Offer: ISED200187

**TRANSLATION, EDITING (INCLUDING COMPARATIVE EDITING), PROOFREADING AND SPEECHWRITING
SERVICES**

AMENDMENT 001

The purpose of this amendment is to change MT2 and RT2.

DELETE MT2 and RT2 in their entirety and REPLACE with the following:



MT2	<p>The Bidder must demonstrate how it meets the mandatory qualifications. If the Bidder is an individual, they must demonstrate how they meets the qualifications for the stream in which they are submitting a proposal.</p> <p>Proposed Resources:</p> <p>Resources must possess a relevant degree from a recognized Canadian University that relates to the stream they are being proposed. Furthermore, senior resources should be a member of a formal professional association/order that directly correlates to the work they are facilitating. Recognized institutions outside of Canada and a recognition from a professional association will be accepted as well. The proposed resource must also have at a minimum, two (2) years of full-time experience in providing the service(s) within five (5) years of the closing date of the RFSO.</p> <p>At a minimum, proposed resource (i.e., translation, editing, proofreading and/or speechwriting) must possess formal certification* related to the service(s), including but not limited to a degree from a Canadian university and a minimum five (5) years of experience in providing English/French and English to French or French to English within ten (10) years of the closing date of the RFSO.</p> <p>Provide evidence of Bidder's previous experience in the field/discipline by submitting samples of 5 documents submitted to three separate clients within the preceding year.</p> <p>A resume for each of the proposed resources must be provided. The resume must indicate the education and all professional experience in the relevant services and fully demonstrate the relevant experience in "years/months".</p> <p>*Copies of any certificates and/or degrees must be provided. ISED will accept one or the other (both will accepted as well).</p> <p>1. Team Leader:</p> <p>The Bidder shall name a Project Manager/Team Leader to be responsible for managing the members of the proposed team providing services to ISED, so as to ensure the smooth delivery of services and handle the administrative coordination of requests received from ISED.</p> <p>As a minimum qualification, the proposed Team Leader must have at least two (2) years of experience, within five (5) years of the closing date of the RFSO, as a Team Leader managing service-related projects.</p> <p>A résumé must be provided clearly demonstrating that the individual meets the qualifications to manage the project.</p> <p>2. Quality Controller:</p> <p>The Bidder shall name one or more revisers assigned to control quality of the documents and to ensure consistency in compliance with the ISED Style Guide, the Government of Canada communications policy, the Canada.ca Content Style Guide, the Canadian Style Guide and other related government of Canada policies and style guides provided by the client (in terminology, style, tone, language level, etc.) in projects with multiple translators and/or revisers used, before they are returned to ISED.</p>	
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	<p>At a minimum, each proposed quality controller must possess formal certification related to the service(s), including but not limited to a degree from a Canadian university and a professional association memberships, and a minimum of 5 years of experience in document quality assurance within 7 years of the closing date of the RFSO. A résumé must be provided clearly demonstrating that the individual meets the qualifications above.</p> <p>Sole Proprietors/Individuals: Must possess a minimum of five (5) years in the last ten (10) completing work for the Government of Canada under the stream in which they are submitting a proposal. Provide evidence of Bidder's previous experience in the field/discipline by submitting samples of 5 documents submitted to three separate clients within the preceding year. A resume must be provided. The resume must indicate the education and all professional experience in the relevant services and fully demonstrate the relevant experience in "years/months".</p>	
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<p>RT2</p>	<p>Bidders should provide a business plan that contains the following information:</p> <p>A clear and current approach and methodology to ensure quality output, including a description of procedures in place for quality control of texts and for standardization of terminology; <i>(20 points)</i></p> <p>The bidder should provide a detailed risk management plan defining how it would deal with, and the measures in place to address technical problems (electricity, internet, etc.) – for example: having employees that work from outside the city where the business is located in the case of a widespread generalized power issue); <i>(20 points)</i></p> <p>The Bidder should describe its methodology to ensure work is delivered on schedule. <i>(20 points)</i></p> <p>**Sole Proprietors/Individuals** Points will be allocated as follows:</p> <p>A clear and current approach and methodology to ensure quality output, including a description of procedures in place for quality control of texts and for standardization of terminology; <i>(20 points)</i></p> <p>The bidder should provide a plan defining how it would deal with, and alternatives to complete/deliver work. (electricity, internet, etc.) ISED understands this may be more difficult for individuals, and will reflect in scoring based on the approach provided – for example: providing alternatives in the case of a widespread generalized power issue); <i>(20 points)</i></p> <p>The Bidder should describe its methodology to ensure work is delivered within the timeframe set by the ISED client (service standards for email responses, open communication, etc..). <i>(20 points)</i></p>	<p>60</p>	
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****All other terms and conditions remain unchanged.**