



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Bid Receiving - PWGSC / Réception des soumissions -  
TPSGC

11 Laurier St. / 11, rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2

Gatineau  
Québec

K1A 0S5

Bid Fax: (819) 997-9776

**Revision to a Request for Supply  
Arrangement - Révision à une demande  
pour un arrangement en matière  
d'approvisionnement**

The referenced document is hereby revised; unless  
otherwise indicated, all other terms and conditions of  
the Solicitation remain the same.

Ce document est par la présente révisé; sauf  
indication contraire, les modalités de l'invitation  
demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Linguistic Services Division / Division des services  
linguistiques

Les Terrasses de la Chaudière  
10, rue Wellington, 5e étage

Gatineau  
Québec

K1A 0S5

<b>Title - Sujet</b> RFSA Translation Services	
<b>Solicitation No. - N° de l'invitation</b> EN966-140305/L	<b>Date</b> 2022-03-11
<b>Client Reference No. - N° de référence du client</b> 20140305	<b>Amendment No. - N° modif.</b> 002
<b>File No. - N° de dossier</b> 526zf.EN966-140305	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZF-526-40507	
<b>Date of Original Request for Supply Arrangement</b> 2022-01-31 <b>Date de demande pour un arrangement en matière d'app. originale</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2027-03-31</b> Heure Avancée de l'Est HAE	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Gratton, Isabelle	<b>Buyer Id - Id de l'acheteur</b> 526zf
<b>Telephone No. - N° de téléphone</b> (873) 355-9751 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This revision does not change the security requirements of the solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b>	<b>Yes - Oui</b>	<b>No - Non</b>
<b>Accusé de réception requis</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

Amendment 002 is issued to modify clauses of the Request for Supply Arrangement (RFSA) and to respond to questions received from bidders.

**PART A – AMENDMENTS TO THE RFSA**

**1. At article 2.2 Submission of Arrangements of PART 2 – SUPPLIER INSTRUCTIONS;**

**DELETE:** article 2.2 in its entirety; and

**REPLACE WITH:**

**2.2 Submission of Arrangements**

- (a) Suppliers must obtain the RFSA document posted on the [Government Electronic Tendering Service \(GETS\)](#), also known as the buyandsell.gc.ca website, and read it in its entirety. Suppliers are responsible for downloading all RFSA amendments, as they may contain questions and answers, as well as changes to RFSA requirements.
- (b) Arrangements must be submitted to the Bid Receiving Unit at Public Services and Procurement Canada (PSPC) by the date and time stipulated in Article 6.7 Bidding Periods and Quarterly Evaluations of Part A – Supply Arrangements and Resulting Contract Clauses.
- (c) Suppliers should submit their arrangement by fax or through epost Connect, as indicated in Article 8 of the [2008](#) Standard Instructions (2020-05-28).

**2. At article 3.4 Arrangement Submission Grid of PART 2 – SUPPLIER INSTRUCTIONS;**

**DELETE:** article 3.4 in its entirety; and

**REPLACE WITH:**

**3.4 Arrangement Submission Grid**

Suppliers may refer to the table below to ensure that their arrangement includes the completed documents required according to their situation.

Column A	Column B	Column C	Column D	Column E	Column F
Description of Items	New Supplier (has no SA for official languages translation services)	Current Supplier (has an SA for official languages translation services)	Tier 1 (reference point in RFSA document)	Tier 2 (reference point in RFSA document)	Tier 3 (reference point in RFSA document)
Signed RFSA Cover Page	Required*	Not required**	N/A	N/A	N/A
<b>SECTION I: Technical arrangement</b>					

Supply Arrangement No. - N° de l'arrangement  
EN966-140305/L

Amd. No. - N° de la modif.  
001

Buyer ID - Id de l'acheteur  
526zf

Client Ref. No. - N° de réf. du client  
20140305

File No. - N° du dossier  
526zf EN966-140305

CCC No./N° CCC - FMS No./N° VME

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Response form – Technical evaluation	Required*	Not required**	Part 4, Attachment 1	Part 4, Attachment 1	Part 4, Attachment 1
<b>SECTION II: Certifications</b>					
Integrity provisions – Declaration of convicted offences	Required	Not required**	Part 5, Attachment 2	Part 5, Attachment 2	Part 5, Attachment 2
Certification of resource qualifications for Tiers 1 and 2	Required	Not required**	Part 5, Attachment 2	Part 5, Attachment 2	Part 5, Attachment 2
National Standard of Canada <a href="#">CAN/CGSB-131.10-2017</a> certification for Tier 3	Required	Not required**	Part 5, Attachment 2	Part 5, Attachment 2	Part 5, Attachment 2
Integrity provisions – List of names	Required	Not required**	Part 5, Attachment 2	Part 5, Attachment 2	Part 5, Attachment 2
Supplier declaration	Required	Not required**	Part 5, Attachment 2	Part 5, Attachment 2	Part 5, Attachment 2

## **PART B – QUESTIONS AND ANSWERS**

### **Question 1:**

Can I include a cover letter to explain certain points of the arrangement in greater detail?

### **Answer 1:**

You may include a cover letter to further explain some of the points of the arrangement, but Canada will only evaluate Attachment 1 – Technical evaluation and Attachment 2 – Attestations, certifications and additional information about the supplier arrangement. Furthermore, Canada will not evaluate information such as references to a Web site address where additional information can be found, or technical manuals or brochures not included with the arrangement.

### **Question 2:**

On page 74, under point a), it specifies that “the bidder cannot use the same translation experience for more than one domain.” This limitation is very problematic for me, given that my contracts in science and related fields cover a vast array of fields. Over the past five years, I have produced about four million words, as part of three contracts, in a wide range of technical and specialized fields that I cannot boil down to just three fields (one per contract, according to point a).

### **Answer 2:**

You cannot reuse the same number of translated words from the same contract for more than one field. However, you could divide up the total number of translated words in a contract to demonstrate that you have the minimum required experience / number of words (as shown in Table 1 of Attachment 1 to the RFSA) for more than one domain. For example, if you translated 1,000,000 words as part of contract X, you could use 450,000 words as experience in an institutional field, 450,000 words for an administrative field, and 100,000 words for a specialized field, for a total of 900,000 words translated. However, you could not reuse the same 100,000 translated words for another specialized field.

### **Question 3:**

What dates should be indicated for contracts that started before the five-year period, or that continue after the end date?

### **Answer 3:**

If a contract started before the five-year period, you can specify the start date of the contract. However, Canada will only evaluate bidder services that were provided during the five years prior to the date the supplier arrangement was submitted. For a contract that has not yet been completed at the time of submission of the arrangement, you should put the submission date of the arrangement as the end date. Canada will only evaluate bidder services that were provided over the course of the five years prior to this date

### **Question 4:**

Column I of the M2A Selection Grid asks for the number of words translated. I'm guessing this is the number of words translated by contract, not the number of words provided for in the contracts? Please confirm. Can the procurement unit provide me with this information?

**Answer 4:**

You do indeed need to indicate the number of words translated, not the number of words provided for in the contract, for a given domain. If the reference is the Translation Bureau, you can provide an approximate number of words translated and the Bureau will do the necessary verifications to confirm the number of translated words at the time of the reference check.

**Question 5:**

On page 14, you state that Former Public Servant Certification and Workforce Reduction Program Certification must be provided; however, I do not see any link or form in the rest of the application to submit these certifications. Is it the same thing as the List of names for the Integrity Verification Form, in point 4 on page 89? If so, I have no names to provide, as I am the sole shareholder of my company and have never been a public servant. Would a single entry be sufficient?

**Answer 5:**

Former Public Servant Certification and Workforce Reduction Program Certification should not be included in the Arrangement Submission Grid. These certifications will be required at the time of bid solicitations for subsequent contracts. The Arrangement Submission Grid has been amended in PART A above.

**Question 6:**

The requirement to provide contract numbers is an issue for many bidders. While some translation is performed under supply arrangements or formal contracts, a substantial amount of translation is performed on a job by job basis upon request. Even then, there may not be a formal purchase order. Each individual request is received, translated, and invoiced independently. The closest thing to a contract number is an invoice number, but to demonstrate the required number of words it may involve thousands of individual invoices even though the work is done for the same client.

Would it be possible to provide for the contract number a single invoice number for the client that includes translation done in the field being demonstrated, while including the full number of words translated for the client over the applicable period? Since the volumes would be substantiated with a reference client contact, the volumes would be validated by the client. If not, how can such bidders be expected to reasonably demonstrate their experience?

**Answer 6:**

Bidders must provide a contract number, or any other reference number (for example, purchase order number, invoice number, etc.), supporting the number of words translated. The reference number will be provided to the Bidder's reference during the reference verification check process to help validate the number of words translated. Failure to submit a reference number in column F of M2A – Selection Grid of Attachment 1 will result in the Bidder being declared non-compliant for the selected field.

**Question 7:**

Question in regards to "Technical Evaluation - M2 Translation Experience"

How many words does the bidder have to proof in order to apply for Tier 2, for 2 translation fields? It is 400,000 words or 1,600,000? (Please see the example below)

For example. If we would like to submit a Bid for Tier 2, for the administrative field, we have to proof 400,000 English to French, plus 400,000 French to English. That is a total of 800,000.

The same example continues here, by adding Tier 2, for the institutional field, we will add another 800,000 words. Therefore the total proof is 1,600,000 words?

**Answer 7:**

The number of words the Bidder must demonstrate depends under which of the three categories of field (Administrative, Institutional or Specialized fields) the selected field fall under and the language combination. There are no differences by Tier level in what Bidders must demonstrate in M2. Therefore, you are correct to say that if you submit a Bid for Tier 2, for the administrative field (which falls under the Administrative Category of field) that you would have to demonstrate that you meet the 400,000 words translated from English to French, plus 400,000 words translated from French to English if you choose both language combinations. For fields which fall under the Institutional Category of fields, the Bidder must also demonstrate the minimum number of words of 400,000 words translated per language combination, regardless of the tier level. Note that each field falls under one category only.

**Question 8:**

Question in regards to "Technical Evaluation - M2 Translation Experience"

Will translations delivered outside Canada granted as translation experience for the technical evaluation of this bid?

**Answer 8:**

Yes, experience acquired outside Canada can be recognized. However, please note that translations delivered by Translation Bureau suppliers must be faithful, idiomatic and adapted to the audience, and must respect usage in the target language, namely Canadian English or French.

**Question 9:**

Question in regards to "Technical Evaluation - M2 Translation Experience, Tier 2 (Daily translation capacity greater than or equal to 3000 words and less than 7999 words)"

Is the Tier 2 daily capacity word count number for our reference to choose where we are capable or that is also a category we have to demonstrate? By providing the start date, end date and number of words (Column G, H and I of the M2A Selection Grid) will be sufficient? Since this a way of proofing the daily capacity.

**Answer 9:**

Yes, the Tier 2 daily capacity word count number is for your reference to choose where you are capable. Bidders do not need to proof their daily capacity. As indicated at paragraph b of M2 Translation Experience, "**The Bidder must select the appropriate Tier level for each field based on their daily translation capacity.** Bidders who qualify in Tier 2 or 3 will automatically qualify in lower Tier levels. For example, if the Bidder qualifies at Tier 3 level in the Indigenous field from French to English, the Bidder will automatically qualify in the same field and language combination at the Tier 2 and Tier 1 levels". The Bidder does not need to demonstrate its daily capacity.

**Question 10:**

Question related to "3.1 Arrangement Preparation Instructions - Policy on Green Procurement"

Are environmental certifications mandatory for all Tiers?

**Answer 10:**

Environmental certifications are not mandatory. However, to assist Canada in reaching its green procurement objectives, Bidders should include in their arrangement all environmental certifications relevant to your organization, if applicable.

**Question 11:**

Question related to "A4.6 Equipment and materials - Option 2 (proceedings)"

We do not run Windows system on our computers, can we submit this Bid but avoiding future parliamentary proceedings Bids?

**Answer 11:**

To be invited to bid on a contract in an institutional field, such as parliamentary proceedings, the contractor must first demonstrate that it meets all the technical requirements when submitting a proposal. Unqualified contractors will not be invited to bid.

**Question 12:**

Question related to GClingua

Based on the proposal GClingua is not fully in place yet, how is the current communication performed between the contractor and project authority?

**Answer 12:**

Communication is initiated by email. The contractor will be informed by email that a task authorization has been created in GClingua.

**Question 13:**

When is the next submission closing date after February 25th, 2022?

**Answer 13:**

Please refer to article 6.7 Bidding Periods and Quarterly Evaluations of PART 6 – SUPPLY ARRANGEMENT AND BID SOLICITATION of the RFSA for the next submission period.

**Question 14:**

Is there any proposal template for this Bid?

**Answer 14:**

No there are no proposal template. However, Bidders can refer to the Arrangement Submission Grid at article 3.4 of the RFSA (also amended in PART A above) for the required documents to be submitted based on their situation.

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**ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR SUPPLY ARRANGEMENT REMAIN  
UNCHANGED**