

QUESTIONS AND ANSWERS (“QA”)

ISSUED TO ALL PROPONENTS

QA No.:	1
RFP #:	21220019
RFP Title:	Translation Services
Issue Date:	April 14, 2022
Issue by:	Lindsay Empey

DETAILS OF THIS DOCUMENT

This QA document is being issued to respond to questions submitted by Proponents seeking further clarification.

QUESTION 1:

Can Outside Canada can apply for this?

ANSWER:

If the proponent is able to satisfy all criteria listed within the RFP then they may apply.

QUESTION 2:

Whether we need to come over there for meetings?

ANSWER:

Travel is not required for this Contract.

QUESTION 3:

Can we perform the tasks (related to RFP) outside Canada?

ANSWER:

If the proponent is able to satisfy all criteria listed in the RFP.

QUESTION 4:

Can we submit the proposals via email?

ANSWER:

As per Section 5.3 of the RFO document it lists the instructions for submissions.

QUESTION 5:

Please define occasionally work outside regular business hours in percentage of work terms.

ANSWER:

Urgent requests may require more work outside of regular hours to make the need by date.

QUESTION 6:

Annex B - M8 "Proponents must provide the names of 3 clients whom IDRC can contact regarding a reference (see Annex A)." No Annex A was found. Please confirm that IDRC means Annex D.

ANSWER:

Yes

QUESTION 7:

Annex C - R1 Can the lead proponent list experience of subcontractors with whom they have worked with before?

ANSWER:

We would appreciate that the experience listed be that of current subcontractors that would be suggested to IDRC.

QUESTION 8:

Annex C - R4 and R5 R5 seems to be a copy of R4. Please explain and advise.

ANSWER:

Yes this is a duplicate please only use R4 and the weighting for this section will remain at 20 weighting.

QUESTION 9:

2.3 Regarding Reliability Security Status, does this mean at a company level or at the individual level? If at the individual level, do all proposed resources need to have this or can only the ones tasked to work on documents tagged as protected B need this?

ANSWER:

The reliability security status applies to those working on documents tagged as protected B, and the clearance would be at the individual rather than organizational level.

QUESTION 10:

Annex – D Does IDRC expect the references in annex B to already be filled and submitted with the proposal for IDRC to do a simple reference check, or will IDRC call to interview and ask the questions listed?

ANSWER:

Annex-D is a sample that will be used when contacting the references. IDRC will conduct the reference checks.

QUESTION 11:

2.2 It is understood that each resource will be able to translate a minimum of 1,500 words per day. Is there a maximum total output of words that IDRC is expecting? Is the 1,800,000 words per year a function of the number of resources expected to be available?

ANSWER:

There is no defined maximum total output of words that IDRC is expecting. The 1,800,000 words is an approximation based on volume in recent years. The minimum of 1,500 words per day refers to the expected standard of translation productivity, toward setting expected delivery schedules on regular translation requests.

QUESTION 12:

Are there a minimum number of resources that IDRC expects proponents to submit?

ANSWER:

We are expecting that the proponent would be in the best position to dictate the number of resources to allocate based on the information provided. Should that change over the course of the contract we would hope that the Service Provider would work with IDRC to make the necessary adjustments to provide best services.

QUESTION 13:

At page 13, in the pricing table for Proofreading, the first line item is for "English or French text", while on line 2 it says "English text". Should the first line be for French text and second line for English text? Please confirm.

ANSWER:

Yes

QUESTION 14:

As it pertains to the evaluation of the Financial Proposal:

- a) "3.2.4 Step 4 – Financials" states that the Proponent submitting the lowest price will receive the maximum 10 points on the standard evaluation scale of 0-10.
 - Could IDRC please further explain how a bidder's "price" will be calculated? Will the rates provided be simply added? If so, please confirm which (if not all) rates will be considered in the evaluation.
 - In the case of "other languages", some suppliers may list more languages than others. How will this be considered in the evaluation?

ANSWER:

We will compare all like items separately, for example all regular translation English to French rate per word pricing. This will also be done for proof reading and editing services. The Services IDRC deems to be most important will be averaged into the scores. Other languages will not be evaluated but are important to be listed for interest purposes and to include in the final contract.

QUESTION 14b:

In regards to "4.7.2 Mathematical Errors" at page 13: This is probably standard verbiage for RFPs, but please confirm that there are no calculations to be done when providing the rates.

ANSWER:

That is correct

QUESTION 15:

Under the "proprietary nature", since this RFP requires security clearance, are you willing to sponsor us to get a security clearance?

ANSWER:

No, we would be expecting that the supplier would take care of this requirement.

END OF QA
