

Question & Answer 4

RFP 5Z011-23-0096

Question #1

Are bidders required to provide all three services (translation, unilingual editing and comparative editing), or can they provide only one service (translation services, for example)?

Answer #1

Yes, all three services must be provided, i.e. translation from English to French, unilingual French editing, and comparative editing for texts translated from English to French.

Question #2

Are bidders required to propose two resources (which would automatically exclude self-employed workers)?

Answer #2

Yes, bidders must propose two translators from English to French and two French editors, given the expected workload.

Question #3

According to Annex A - Chapter 15 (page 33) - Location of work : the place of business of the contractor or their resource must be within Canada.

We are a foreign translation company (in the process of incorporating in Canada) and we will involve Canadian translators living in Canada for this contract. Are we eligible to take part in the tender?

If so, how would the required certifications (Chapter 5.1 – page 21) be applied in our case?

Answer #3

All suppliers are entitled to submit a proposal. However, all conditions under the request for proposals need to be met. For their bid to be compliant, all bidders must provide the certification required under Chapter 5.1 (page 21) – Certifications Required with the Bid. The work will be performed at the place of business of the contractor within Canada or their resource within Canada.

Question #4

Is it mandatory (and the bid would be excluded) if the bidder cannot demonstrate previous experience in providing services for departments, agencies or corporations of the Government of Canada?

Answer #4

R2 Corporate experience is a point-rated technical criteria. A supplier can submit a proposal but will receive a score of zero (0) out of thirty (30) if they cannot demonstrate previous experience in providing services for departments, agencies or corporations of the Government of Canada.

Question #5

The request for proposals states that LAC is looking for two (2) translators and two (2) editors. Can two people occupy both positions? For example:

Person 1 = translator AND editor

Person 2 = translator AND editor

Or are you looking for four (4) distinct people?

Answer #5

We are looking for four (4) distinct resources, i.e. two (2) translators and two (2) editors.

Question #6

With regard to criteria R4 and R5, they each have a maximum of 36 points with a maximum of six (6) points per field, so six (6) fields. In the description, three (3) fields are mentioned: a) libraries, archives, museums and exhibitions; b) Canadian history; c) products for the general public. Can you clarify the six (6) fields that will be used for point allocation, or will you adjust the number of points to 12 per field?

Answer #6

Criteria R4 relates to criteria M2, which states that the bidder must propose two (2) translators. There are three (3) applicable fields for criteria R4. A maximum of six (6) points can be obtained per field per translator, for a total of 18 points per translator and a combined total of 36 points for the two translators.

Criteria R5 relates to criteria M3, which states that the bidder must propose two (2) translators. There are three (3) applicable fields for criteria R5. A maximum of six (6) points can be obtained per field per translator, for a total of 18 points per translator and a combined total of 36 points for the two translators.

Question #7

In item 4.2, Basis of Selection 1.c., the required minimum overall pass mark is 80 points out of 160 points; however, the Rated Technical Criteria table indicates minimum overall points of 92 out of a maximum of 154 points. While I understand that this table corresponds to the rated technical criteria, can you correct item 4.2?

Answer #7

This correction (only applicable to the French RFP) was made in amendment 1 of the RFP, published on August 24, 2022.

Question #8

- In Annex A, Statement of Work, would it be possible to have some information about the volume of work? For example:
 - Can you provide an estimate of the yearly number of translation requests?
 - Can you confirm the minimum number of words per translation request?
 - Can you provide an estimate in % of the yearly number of translation requests of less than 300 words?
 - Can you provide an estimate of the average number of words per translation request?

Answer #8

The following figures are provided for information purposes only and do not constitute a guarantee of work. The volume of requests varies from week to week. We expect there to be between 250 and 450 requests per year. It is unlikely that a request will be less than 100 words, but there is no minimum word count per document. Approximately 25% of the requests are 500 words or less; the rest are between 500 and 3000 words. Requests that exceed 3000 words are very rare.

Question #9

- Could we obtain samples of texts corresponding to the six (6) fields indicated under R4 and R5?

Answer #9

There are three (3) fields specific to Library and Archives Canada (LAC), not six (6), since they're the same three (3) for R4 and R5. Please refer to Library and Archives Canada's [website](#) and social media ([Facebook](#); [Twitter](#); [YouTube](#); [LinkedIn](#); [Instagram](#)) to find out more about the types of products translated, including:

a) Libraries, archives, museums and exhibitions

[Travelling exhibition – Hiding in Plain Sight](#)

[TD Summer Reading Club](#)

[A to Z tools and guides](#)

b) Canadian history (general, military or Indigenous)

[Military history](#)

[Indigenous documentary heritage initiatives](#)

[Genealogy and family history](#)

c) Products for the general public (brochures, magazines, podcasts, websites, printed books, e-books, etc.)

[Nations to Nations: Indigenous Voices at Library and Archives Canada](#)

[Podcasts](#)

[Blogs](#)

[Flickr](#)

END OF Questions and Answers