



**RFP 100021586**

**Amendment 001 was raised to changer the end date of the Request for Proposal.**

**Amendment 002 is raised to provide questions and answers.**

ENGLISH
<p><b>QUESTION #1</b></p> <p>I see the requirement asking for provincial certificates, but I don't see AIIC being included? <a href="https://aiic.org/">https://aiic.org/</a> - AIIC - International Association of Conference Interpreters. This should be the gold standard, can it be added?</p>
<p><b>ANSWER #1</b></p> <p>All proposed interpreters must hold a valid certificate from a regulatory authority (i.e. the Canadian Translators, Terminologists and Interpreters Council (CTTIC)).</p> <p>AIIC membership would fall under this category.</p>
<p><b>QUESTION #2</b></p> <p>Meeting day before</p> <ul style="list-style-type: none"><li>• We always do soundcheck an hour before, the day before would prevent interpreters from accepting jobs that day, most would not agree to that unless it's a major multi day conference.</li><li>• Is it possible to have soundcheck be an hour before and not a meeting the day before?</li></ul>
<p><b>ANSWER #2</b></p> <p>As per the <b>Statement of Work:</b></p> <p>Scope</p> <p>Interpreter(s) <b>must join</b> training events 30 minutes prior to start time to ensure technical difficulties are addressed before the event begins.</p> <p>The project authority <b>may request</b> a short meeting a day prior to the event with the interpreters and Audio-Visual technicians to ensure technical parameters are met and functioning optimally.</p>



Addressing potential technical difficulties is required the day of the event (i.e., soundchecks), while the meetings would only be requested for events and training that might have an additional layer of complexity such as multi-day events.

### QUESTION #3

1 week cancelation

- Usually once booked solid, their fee is due in full, even several months in advance, some might agree but most would not agree to one week.
- Is it possible to align with the industry and either make this 1 month cancelation, or remove?

### ANSWER #3

ESDC must have the right to cancel or modify SI services with no cancellation penalty when written notice is given to the contractor a minimum of ten (10) business days prior to the event.

If an event is cancelled less than ten (10) business days before the event start date, the contractor will be compensated according to their agreed upon event fee. ESDC will pay the invoice in full after each service rendered.

### QUESTION #4

Hourly

- This is the biggest hurdle, most professional simo interpreters go by full day rate, and since the pandemic some have adopted half day, but no professional simo interpreters would do hourly. I asked some of ours and the solution would be a minimum with an hourly beyond. This also depends on if they are 1 hour, 4 hour, or 8 hour jobs.
- Is it possible to add half day and full day rate as an option to hourly? I would be very weary of people offering hourly rates for simo.

### ANSWER #4

#### 7.7.1 Basis of Payment

The Contractor will be paid firm hourly rates as per **Annex C**, for work performed in accordance with the Contract. Applicable Taxes are extra.

ESDC will guarantee a payment of a minimum of 4 hours which consists of half a day for any event or training.