

**ADDENDA No. 001**  
**SOLICITATION No. 23-222499**

**RETURN BID TO/ RETOURNER LES SOUMISSIONS À :**

[receptionsoumission-  
bidsreceiving.spp@international.gc.ca](mailto:receptionsoumission-bidsreceiving.spp@international.gc.ca)

**Department of Foreign Affairs, Trade and  
Development (DFATD)**  
**Ministère des Affaires étrangères, Commerce et  
Développement (MAECD)**

**Request for a Standing Offer (RFSO)**  
**Demande d'offres à commandes (DOC)**

**Offer to:**

Department of Foreign Affairs, Trade and Development  
We hereby offer to sell to Her Majesty the Queen in right of  
Canada, in accordance with the terms and conditions set out  
herein, referred to herein or attached here to, the goods,  
services, and construction listed herein and on any attached  
sheets at the price(s) set out therefore.

**Offre à:**

Ministère des Affaires Étrangères, Commerce et  
Développement  
Nous offrons par la présente de vendre à Sa Majesté la  
Reine du chef du Canada, aux conditions énoncées ou  
incluses par référence dans la présente et aux  
appendices ci-jointes, les biens, services et construction  
énumérés ici sur toute feuille ci-annexée, au(x) prix  
indiqué(s).

**Comments — Commentaires :**

**Issuing Office – Bureau de distribution**

Foreign Affairs, Trade and Development Canada  
200 Promenade du Portage,  
Gatineau, Québec, K1A 0G4

Affaires étrangères, Commerce et Développement Canada  
200 Promenade du Portage,  
Gatineau, Québec, K1A 0G4

<b>Title-Sujet:</b> Editing services	
<b>Solicitation No. — N° de l'invitation</b> 23-222499	<b>Date:</b> November 16, 2022
<b>Solicitation Closes — L'invitation prend fin</b>	<b>Time Zone —Fuseau horaire</b>
<b>At /à:</b> 2 :00 PM	EST (Eastern Standard Time) / HNE (heure normale de l'Est)
<b>On / le</b> December 16, 2022	
F.O.B. — F.A.B. <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> X <b>Other — Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to — Addresser les questions à:</b> Assane Ndiaye <a href="mailto:assane.ndiaye@international.gc.ca">assane.ndiaye@international.gc.ca</a>	
<b>Telephone No. – No de téléphone:</b> 613- 791-7185	
<b>Destination of Goods and or Services/ Destination – des biens et ou services :</b> Department of Foreign Affairs, Trade and Development (DFATD) / Ministère des Affaires étrangères, Commerce et Développement (MAECD)	
<b>Vendor/Firm Name and Address — Nom du Vendeur et adresse du fournisseur/de l'entrepreneur:</b>	
<b>Telephone No. – No de téléphone:</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) — Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
Name, Title	
Signature	Date

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# Addendum n° 001

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Addendum No. 001 is raised for the following:

**A. The following questions have been received, and DFATD hereby answers as follows:**

**Question 1:**

Is it possible to apply for one of these editors' positions related to solicitation number 23-222499? The documents attached to this call for tenders suggest that only companies are eligible to apply.

**Answer 1:**

As specified in clause 02 - Procurement Business Number of the Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements (Document [2006](#) (2022-03-29)):

Suppliers are required to have a Procurement Business Number (PBN) before issuance of a standing offer. Suppliers may register for a PBN on line at [Supplier Registration Information](#).

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**Question 2:**

Mandatory criterion M3 states:

To meet the criterion, the offeror must, before the offer closing date, provide descriptions of the projects the proposed editor worked on that demonstrate the experience required above. The offeror must provide the following for each project:

- a. the name of the client to whom the services were provided
- b. the name and email address of a contact for each client who can confirm the information provided by the offeror
- c. the period during which the services were provided (from month and year to month and year)"

Given that most editing projects are typically completed within hours, demonstrating 60 months of experience could require listing hundreds, if not thousands, of projects. Does DFATD expect offerors to list vast numbers of projects (along with contact information and dates for each one)? Such a list could easily cover 10 or more pages.

**Answer 2:**

DFATD requires demonstration of experience through description of projects on which the proposed editor has worked. As stated in the criterion, the required length of experience must be demonstrated by the period the services of editing were provided (month and year to month

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and year). This means that for any proposed project, the offeror must indicate the entire period of time that the editor has worked for the client (or employer). For example, Project #1 was completed in the course of providing services to client ABC during the period of March 2020 to September 2020 (7 months).

To meet the criterion, the cumulative periods of service delivery must be at least 60 months and the total number of words revised for all projects combined must be at least 500,000. DFATD does not require a complete list of projects a proposed editor has worked on. The offeror will determine the necessary number of projects to include in their offer to demonstrate the requirement.

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**Question 3:**

Mandatory criterion M7 states:

To meet the criterion, the offeror must, before the offer closing date, provide descriptions of 2 projects that the proposed editor worked on that demonstrate that the resource edited 800 words in a 1-hour time frame.

How can an offeror demonstrate the amount of time taken to edit a particular product? Is the offeror' word enough?

**Answer 3:**

DFATD requires demonstration of the experience required through description of projects the proposed editor has worked on. Validation of the information provided will be done via reference check with the contact information of the client. Proposed projects that fail the reference check will be disqualified.

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**Question 4:**

Rated point criterion R5 states:

For any equivalent tool, the offeror must submit a request for acceptance of equivalency by email 10 days before the offer closing date. A response will be provided by way of addenda.

Would DFATD accept the following as an equivalent tool for the Professional editing or translation certification:

- Backdraft, certification in professional writing and editing obtained by successfully completing the training offered through the firm Stiff Sentences.

**Answer 4:**

DFATD does not accept the proposed certification as an equivalent to the professional certifications listed in R5. The offeror's proposed certification is issued by educational entities and confirm training has been received. The certifications listed under R5 are issued by

independent professional associations; they indicate the person certified has met objective standards of professional competence defined by those associations.

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**Question 5:**

Rated point criterion R5 states:

For any equivalent tool, the offeror must submit a request for acceptance of equivalency by email 10 days before the offer closing date. A response will be provided by way of addenda.

Would DFATD accept the following as an equivalent tool for the Professional editing or translation certification:

- The Toronto Metropolitan University's Publishing program certification focused on editing courses.

**Answer 5:**

DFATD does not accept the proposed certification as an equivalent to the professional certifications listed in R5. The offeror's proposed certification is issued by educational entities and confirm training has been received. The certifications listed under R5 are issued by independent professional associations; they indicate the person certified has met objective standards of professional competence defined by those associations.

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**\*\*\* All other terms and conditions remain unchanged\*\*\***