

ADDENDA No. 002
SOLICITATION No. 23-222499

RETURN BID TO/ RETOURNER LES SOUMISSIONS À :

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**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

Title-Sujet: Editing services	
Solicitation No. — N° de l'invitation 23-222499	Date: December 06, 2022
Solicitation Closes — L'invitation prend fin	Time Zone —Fuseau horaire
At /à: 2 :00 PM	EST (Eastern Standard Time) / HNE (heure normale de l'Est)
On / le December 16, 2022	
F.O.B. — F.A.B. Plant-Usine: <input type="checkbox"/> Destination: X Other — Autre: <input type="checkbox"/>	
Address Enquiries to — Addresser les questions à: Assane Ndiaye assane.ndiaye@international.gc.ca	
Telephone No. – No de téléphone: 613- 791-7185	
Destination of Goods and or Services/ Destination – des biens et ou services : Department of Foreign Affairs, Trade and Development (DFATD) / Ministère des Affaires étrangères, Commerce et Développement (MAECD)	
Vendor/Firm Name and Address — Nom du Vendeur et adresse du fournisseur/de l'entrepreneur:	
Telephone No. – No de téléphone:	
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)	
Name, Title	
Signature	Date

Addendum n° 002

Addendum No. 002 is raised for the following:

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

Question 1:

The RFSO states that all proposed editors must be bilingual in French and English.

I intended to submit an offer as a sole proprietor who is an English editor. Do I have to be bilingual to submit a proposal as one of your English editors?

Answer 1:

Yes, as stated: the proposed editors must be bilingual in French and English. This applies to all bidders, including those who submit offers as sole proprietors who are English editors.

Question 2:

The RFSO states that all proposed editors must be bilingual in French and English.

How comfortable do English editors need to be in French?

Answer 2:

The proposed editors must be bilingual in English and French. Editors won't be asked to edit documents in their second official language. English editors may, very occasionally, have to compare a French-to-English translation to verify that it accurately reflects the French source text. Their knowledge of French must be sufficient to do that.

Question 3:

Mandatory criterion M2 states:

The offeror must demonstrate that the proposed editor has a bachelor's degree from a recognized Canadian institution or, if the degree was obtained outside Canada, the equivalent as determined by a recognized credential assessment service in Canada.

Would DFATD accept a college diploma (in journalism) for M2 or is only a bachelor's degree acceptable for each proposed editor.

Answer 3:

The offeror must demonstrate that the proposed editor has a bachelor's degree from a recognized Canadian institution or, if the degree was obtained outside Canada, the equivalent as determined by a recognized credential assessment service in Canada. This criterion is mandatory. A college diploma would not be accepted as it does not meet the mandatory requirement.

Question 4:

Mandatory criterion M2 states:

To meet the criterion, the offeror must, before the offer closing date, provide a copy of each proposed editor's diploma.

Would DFATD accept an official Enrollment Verification document stating degree conferred, and issued from the educational institution in lieu of copy of diploma for M2?

Answer 4:

Yes, DFATD would accept an official document from the educational institution if it indicated the degree's field of study and confirmed that the degree has been conferred.

Question 5:

The Department's previous solicitation for editing services provided for a daily on-call rate for working days when, for example, an editor is on-call from 9:00 a.m. to 5:00 p.m., and not paid for the entire replacement day, to replace a daytime editor. In this RFSO, we are asked to propose a "weekly on-call rate" but not a daily on-call rate. Is this an oversight or are you going to use a pro-rated weekly period rate for on-call workdays?

Answer 5:

The present request for standing offers does not provide for a daily on-call rate for working days. Therefore, offerors are not required to provide such a rate.

Question 6:

Rated point criterion R4 states:

The offeror should provide details of the proposed resource's education and training in editing, writing, translation, journalism or literature.

University degree in one of the following fields: editing, writing, translation, journalism, literature = 15 points

Can DFATD clarify what they mean by "Editing or Writing university degree"? Neither Editing nor Writing are University degrees.

Additionally, would DFATD accept a Master's degree in the humanities, which is within the field of writing, to obtain the 15 points?

Answer 6:

No, DFATD would not accept a master's degree in the humanities in response to R4. The proposed resource's education and training must be in editing, writing, translation, journalism or literature. Therefore, a degree in humanities would not meet the criteria.

Question 7:

Rated point criterion R4 states:

To meet the criterion, the offeror should, before the offer closing date, provide a copy of the diplomas and certificates for each proposed editor.

Would DFATD accept an official Enrollment Verification document stating degree conferred, and issued from the educational institution in lieu of copy of diploma for R4?

Answer 7:

Yes, we would accept an official document from the educational institution if it indicated the degree's field of study and confirmed that the degree has been conferred.

Question 8:

Rated point criterion R5 states:

The offeror should demonstrate the certifications of the proposed editor from among the following options:

- a. Editors Canada certification program
- b. Certification from a provincial professional translators' association:

Editors Canada has five certifications for professional editors. As long as the editor has one (for example, the Proofreader Certification) will it count for 10 points? Or does DFATD mean only 10 points for a Professional Certified Editor (CPE) certification.

Answer 8:

Ten points will be awarded for each certification, up to a maximum of 20 points. Each certification from Editors Canada's certification program would be worth 10 points, but no more than 2 such certifications could be counted.

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