

ADDENDA No. 006
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

Title-Sujet: Editing services	
Solicitation No. — N° de l'invitation 23-222499	Date: December 22, 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 January 16, 2023	
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° 006

Addendum No. 006 is raised for the following:

A. Extend the solicitation period until January 16, 2023 at 2:00 PM (EST),

Delete:

Solicitation Closes - L'invitation prend fin: At /à: 2 :00 PM On / le : December 23, 2022	Time Zone – Fuseau horaire: EST (Eastern Standard Time) / HNE (heure normale de l'Est)
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Insert:

Solicitation Closes - L'invitation prend fin: At /à: 2 :00 PM On / le : January 16, 2023	Time Zone – Fuseau horaire: EST (Eastern Standard Time) / HNE (heure normale de l'Est)
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B. Modify the technical evaluation criteria:

Following a review of the requirement, some changes have been made to the evaluation criteria. The previous evaluation criteria are deleted in their entirety and replaced with the following below. All changes are reflected in red.

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

ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA

Mandatory Technical Criteria

Offers must meet all the mandatory technical criteria specified below. Offerors must provide the necessary documentation to support compliance with this requirement. Each mandatory technical criterion should be addressed separately.

For Offerors who propose more than one editor, the proposed editors who meet all mandatory technical criteria will be retained for the next step while proposed editors who do not meet all mandatory technical criteria will be disqualified.

Item	Mandatory Criteria	Met	Not Met
M1	<p>The offeror must propose at least 1 English or French editor who meets all the mandatory technical evaluation criteria. The offeror may propose several editors for each language, but each proposed editor must be designated for only 1 language, either English or French.</p> <p>To meet the criterion, the offeror must, before the offer closing date, provide the curriculum vitae (CV) of each proposed editor and identify each editor's language.</p> <p>Note: Only the 9 French editors with the highest combined (technical + financial) scores and the 7 English editors with the highest combined scores will be considered for the issuance of standing offers.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Demonstration:</u>			
M2	<p>The offeror must demonstrate that the proposed editor has either:</p> <ul style="list-style-type: none"> a) 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; or b) a combination of a post-secondary diploma and a minimum of 60 months' experience editing communications documents. <p>The list of recognized organizations can be found on the Canadian Information Centre for International Credentials (CICIC) website: https://www.cicic.ca/2/home.canada.</p> <p>To meet the criterion, the offeror must, before the offer closing date, provide either:</p> <ul style="list-style-type: none"> a) a copy of each proposed editor's diploma or an official document from the educational institution indicating the degree's field of study and confirming that the degree has been conferred; or b) a copy of the post-secondary diploma and descriptions of the projects the proposed editor worked on including the period 	<input type="checkbox"/>	<input type="checkbox"/>

Item	Mandatory Criteria	Met	Not Met
	during which the services were provided (from month and year to month and year).		
<u>Demonstration:</u>			
M3	<p>The offeror must demonstrate that the proposed editor has a minimum 60 48 months of experience acquired within the past 120 months (November 2012 to October 2022) in providing professional editing services, either in English for the English editors or in French for the French editors. This experience must include, but is not limited to, correcting syntax, punctuation, grammar and spelling, as well as fact-checking. The resource must have edited a minimum of 500 000 300 000 words in total during this period.</p> <p>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:</p> <ul style="list-style-type: none"> a. the name of the client or employer to whom the services were provided b. the name and email address of a contact for each client or employer 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) <p>As part of 1 of the project descriptions provided, the offeror must also include a sample edit of between 350 and 450 words. The document must show the edits made in tracked changes. The offeror must indicate to whom the service was provided.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Demonstration:</u>			
M4	<p>The offeror must demonstrate that the proposed French editor has a minimum of 60 48 months' experience within the past 120 months (November 2012 to October 2022) in doing comparative editing of French translations against their original English versions to identify and correct differences in content and meaning between the translation and the original version and, as needed, to rework the translation into idiomatic French. The resource must have edited a minimum of 300 000 200 000 words in total during this period.</p> <p>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 required experience above. The offeror must provide the following for each project:</p>		

Item	Mandatory Criteria	Met	Not Met
	<p>a. the name of the client or employer to whom the services were provided</p> <p>b. the name and email address of a contact for each client or employer who can confirm the information provided by the offeror</p> <p>c. the period during which the services were provided (from month and year to month and year)</p> <p>As part of 1 of the project descriptions provided, the offeror must also include a sample comparative edit of between 350 and 450 words. The document must show the edits made in track changes. The offeror must indicate to whom the service was provided and include the original English document.</p>		
<u>Demonstration:</u>			
M5	<p>The offeror must demonstrate that the proposed editor has experience using Microsoft Word 2016 or later or an equivalent software tool.</p> <p>For any other equivalent tool, the offeror must, 10 days before the offer closing date, submit by email a request for acceptance of equivalency. A response will be provided by way of addenda.</p> <p>The offeror must demonstrate the required experience in the curriculum vitae (CV) of the proposed editor.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Demonstration:</u>			
M6	<p>The offeror must demonstrate that, throughout their on-call period, the proposed editor will be reachable by email and telephone and will have access to a computer with high-speed Internet.</p> <p>To meet the criterion, the offeror must, before the offer closing date, provide the following information for each proposed editor:</p> <ul style="list-style-type: none"> - a valid email address - a cellphone number - a cellphone service agreement indicating a voice mail service - a computer model name and number - a high-speed Internet service agreement 	<input type="checkbox"/>	<input type="checkbox"/>
<u>Demonstration:</u>			

Item	Mandatory Criteria	Met	Not Met
M7	<p>The offeror must demonstrate that the proposed editor has experience in providing timely and accurate professional editing services.</p> <p>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. For comparative editing, the offeror must demonstrate that the resource edited 500 words in a 1-hour time frame and compared the translation to the source document. The bidder does not have to provide an explicit request from a client or copies of the source language document or the translation worked on. They must demonstrate that they corrected syntax, punctuation, grammar and spelling. They must provide the following for each sample:</p> <ul style="list-style-type: none">a. the name of the client or employer to whom the services were providedb. the name and email address of a contact for each client or employer who can confirm the information provided by the offerorc. the period during which the services were provided (from month and year to month and year)	<input type="checkbox"/>	<input type="checkbox"/>
<u>Demonstration:</u>			

Point-rated technical criteria

Offers will be evaluated and scored as specified in the tables inserted below. Each point rated technical criterion should be addressed separately. Proposed editors who fail to obtain the required minimum number of points specified will be disqualified.

Point-Rated Criteria	Points Awarded
<p>R1—Experience editing communications products</p> <p>The offeror should demonstrate that the proposed editor has a minimum of 12 months' experience editing communications documents, either strategic communications or media communications documents—for example, the following:</p> <ul style="list-style-type: none"> news releases backgrounders statements speeches tweets and infographics internal departmental messages articles departmental messages <p>To meet the criterion, the offeror should, before the offer closing date, provide project descriptions for each proposed editor that include the period (from month and year to month and year) and the types of documents edited.</p>	<p>60+ months = 30 points 36 to 59 months = 20 points 12 to 35 months = 10 points</p> <p>Maximum 30 points</p>
<p><u>Demonstration:</u></p>	<p>Score: /30</p>
<p>R2—Experience translating</p> <p>The offeror should demonstrate that the proposed editor has a minimum of 12 months' experience translating documents from French to English or vice versa.</p> <p>To meet the criterion, the offeror should, before the offer closing date, provide project descriptions for each proposed editor that include the period (from month and year to month and year).</p>	<p>60+ months = 10 points 36 to 59 months = 5 points 12 to 35 months = 3 points</p> <p>Maximum 10 points</p>
<p><u>Demonstration:</u></p>	<p>Score: /10</p>
<p>R3—Experience editing various types of products</p> <p>The offeror should demonstrate that the proposed editor has experience in editing various types of documents.</p> <p>To meet the criterion, the offeror should, before the offer closing date, provide project descriptions for each proposed editor that demonstrate the experience required.</p>	<p>1 point per product demonstrated</p> <p>Maximum 10 points</p>

<p><u>Demonstration:</u></p>	<p style="text-align: center;">Score: /10</p>
<p>R4—Education and training</p> <p>The offeror should provide details of the proposed resource's education and training in editing, writing, translation, journalism, teaching, communications, linguistics or literature.</p> <p>To meet the criterion, the offeror should, before the offer closing date, provide a copy of the diplomas and certificates for each proposed editor or an official document from the educational institution indicating the field of study and confirming that the degree, diploma or certificate has been conferred.</p>	<p>University degree in one of the following fields: editing, writing, translation, journalism, teaching, communications, linguistics, literature = 45 10 points</p> <p>College diploma or university certificate in one of the following fields: editing, writing, translation, journalism, teaching, communications, linguistics, literature = 40 5 points</p> <p>Any other diploma or certificate in one of the following fields: editing, writing, translation, journalism, teaching, communications, linguistics, literature = 3 points</p> <p>Maximum 28 18 points</p>
<p><u>Demonstration:</u></p>	<p style="text-align: center;">Score: /28 18</p>
<p>R5—Professional editing or translation certification</p> <p>The offeror should demonstrate the certifications of the proposed editor from among the following options:</p> <ol style="list-style-type: none"> 1. Any certification of the Editors Canada certification program 2. Certification from a provincial professional translators' association: <ul style="list-style-type: none"> • Alberta: ATIA • British Columbia: STIBC • Manitoba: ATIM • Ontario: ATIO • Quebec: OTTIAQ • Saskatchewan: ATIS • New Brunswick: CTINB • Nova Scotia: ATINE • Prince Edward Island: CTIC • Newfoundland and Labrador: CTIC • Nunavut: CTIC • Northwest Territories: CTIC 	<p>Each certification = 10 points 2 points</p> <p>Maximum 20 points</p>

<p>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.</p> <p>To meet the criterion, the offeror should provide, before the offer closing date, proof of certification for each proposed editor.</p>	
<p><u>Demonstration:</u></p>	<p>Score: /20</p>
<p>R6—Comparative editing of translations from French to English</p> <p>The offeror should demonstrate that the proposed English editor has a minimum of 12 months' experience in comparative editing of English translations against their original French version to identify and correct the differences in content and meaning between the translation and the original version and, as needed, to rework the translation into idiomatic English.</p> <p>To meet the criterion, the offeror should, before the offer closing date, provide project descriptions for each proposed editor, including the period (from month and year to month and year) and the types of documents edited.</p>	<p>60+ months = 20 points 36 to 59 months = 15 points 12 to 35 months = 10 points</p> <p>Maximum 20 points</p>
<p><u>Demonstration:</u></p>	<p>Score: /20</p>
<p>R7—Document editing</p> <p>The offeror must demonstrate that each proposed editor has a minimum 60 months of experience acquired within the past 120 months (November 2012 to October 2022) in providing professional editing services, either in English for the English editors or in French for the French editors. This experience must include correcting syntax, punctuation, grammar and spelling, as well as fact-checking. The resource must have edited a minimum of 500,000 words in total during this period.</p> <p>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:</p> <ol style="list-style-type: none"> a. the name of the client or employer to whom the services were provided b. the name and email address of a contact for each client or employer 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) 	<p>85 months or plus = 20 points 73 to 84 months = 15 points 60 to 72 months = 10 points</p> <p>Maximum 20 points</p>

Solicitation No. - N° de l'invitation
23-222499
Client Ref. No. - N° de réf. du client
23-222499

Add. No. - N° de l'addenda.
006
File No. - N° du dossier
23-222499

Buyer ID - Id de l'acheteur
Assane Ndiaye

<u>Demonstration:</u>		Score: /20
Pass mark for each proposed editor:	40	<u>Final score</u>
Maximum score for each French editor:	98 108	French editor: /108
Maximum score for each English editor:	118 128	English editor: /128