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procurement-approvisionnements@cihr-irsc.gc.ca

This is the only acceptable email address for responses to the bid solicitation. Bids submitted by email directly to the Contracting Authority or to any other email address will not be accepted.

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REVISION 002 TO A REQUEST FOR PROPOSAL

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions remain the same.

Title – Sujet : English to French translation services for the Canadian Institutes of Health Research (CIHR)	
Solicitation No. – N° de l'invitation: 182435/A	Date: February 8, 2023
Amendment No. - N° de modification : 002	
GETS Reference No. - N° de reference du SEAG : PW-23-01024095	

L'invitation prend fin - Solicitation Closes : À - at : 2:00 PM Le - on : February 16, 2023	Fuseau horaire - Time Zone EST
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F.O.B. – F.A.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
Address Enquiries to – Adresser toute demande de renseignements à : Sonia Beauchesne	
Email Address – Email Address: sonia.beauchesne@cihr-irsc.gc.ca	Telephone No. - N° de téléphone: 343-597-5116
Destination of Goods, Services, and Construction – Destination des biens, services et travaux de construction: See herein	

TO BE COMPLETED BY THE BIDDER – À REMPLIR PAR LE SOUMISSIONNAIRE

Vendor/ Firm Name – Nom du fournisseur/de l'entrepreneur:	
Address – Adresse :	
Telephone No. - N° de téléphone:	Email Address - Courriel:
Name of person authorized to sign on behalf of the Vendor/ Firm (type or print) Nom de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie):	
Signature:	Date:

Amendment 002

This amendment is raised to provide responses to potential bidders' questions and correcting misprint from amendment 001.

A . Correcting misprint in amendment 001 :

Correction underlined in bold and blue.

Q2: Is LTAC membership (rather than OTTIAQ membership) acceptable as a qualification for **MC1**?

A.2: No. A member of the translation team must be a member in good standing of OTTIAQ, ATIO or CTINB.

B. Questions and Answers

Q4. In question 1 (amendment 001), the answer indicates "A member of the translation team". The Mandatory criterion states "their resource or resources". So, only one team member needs a Bachelor's degree in translation?

A4. Yes. Since proposals with only one resource are accepted, and therefore only one person's diploma or resume can be provided, bidders with multiple resources are only required to provide the diploma or resume of one member of their team with a Bachelor's or Master's degree in English to French translation from a Canadian university, even though other team members will sometimes be called upon to translate CIHR documents.

Q5. Can you please provide the breakdown of the volume (approximate number of words) we could expect to receive from Canada for different files types (administrative, health-related, communications and publications)?

A5. There are too many unpredictable factors to provide such a breakdown estimate.

Q6. In section 1.4 Intent, Canada mentions that *If 5 vendors are responsive, CIHR will award 5 contracts worth an estimated initial value of \$100,000 each, taxes included*, which gives the total contractual value of approximately \$500,000. However, if only 2 vendors are responsive the total contractual value would be approximately \$200,000. What happens when the contractual amount of \$200,000 has been reached with the 2 selected vendors?

A6. As per 1.4 : CIHR reserves the right to requalify new vendors (up to a total of 8) 6 to 12 months after the initial request for an estimated value of \$60,000 each if 3 vendors or less qualify through this Bid Solicitation. There are also optional periods planned.

Q7. With regards to section *ATTACHMENT 1 to PART 4 OF THE BID SOLICITATION M2*, does the Bidder need to submit the full original resume of the proposed translator(s) or is a biography stating their experience and fields of expertise sufficient? If so, should the original resumes be provided under the Section III: Certifications?

A7. The bidder must provide a diploma or curriculum vitae (resume) in a conventional format, not a biography. Experience and fields of expertise are not criteria. If there is any doubt about the veracity of the diploma or curriculum vitae, CIHR will contact the Canadian university to obtain confirmation. The document(s) related to this criterion should be provided in *Section I : Technical bid*.

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Contracting Authority:
Sonia Beauchesne

Q8. With regards to section 6.5 *Authorities, under 6.5.3 Contactor's Representative on page 14*, does the contractor need to fill out the table and provide it as part of their response in Section I: Technical Bid or should this table be completed only upon contract award?

A8. Please complete section 6.5.3 and submit it with your proposal in section

Q9. Regarding the exam process, would you be able to give us a ballpark estimation of the expected word count for the translation test?

A9. Around 250 words.

Q10. Can you please let us know which subject matter the translation test will be on?

A10. No.

Q11. Could we have an up-to-date copy of CIHR's English-French lexicon and French writing guide?

A11. You will find them at <https://cihr-irsc.gc.ca/f/2168.html> and <https://cihr-irsc.gc.ca/f/44167.html>.

Q12. What will be the word count and electronic format (e.g., MS Word, PDF) of the document to translate?

A12. Around 250 words in MS Word.

Q13. Do you often have translation requests to be delivered in 60 minutes? If so, we would understand that you want to check both our speed of execution (processing the request, translation, revision and delivery) and the quality of the work delivered within this time frame.

A13. No. Such urgent requests are almost always translated by our in-house team. The number of words to be translated as part of the exam reflects a normal work pace.

Q14. If not, would it be possible to have 90 minutes for this exam to allow us time to receive the request, hand it over to our translator (terminology research, consultation of the CIHR guide and lexicon, translation), receive his translation, revise the text, and then send it to you, which is more in line with our translation and project management processes, which are in line with the National Standard for Translation Services (CAN/CGSB 131.10 2017)?

A14. The 60-minute time limit is firm. If you deem it more efficient, you can include your translator's name and email address in your submission so that the exam is sent directly to him. That said, the number of words to be translated as part of the exam reflects a normal work pace for a single resource, even if the translation is revised by a colleague.

ALL OTHER TERMS & CONDITIONS REMAIN UNCHANGED.