



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment Canada / Réception des soumissions – Environnement Canada</p> <p>soumissionsbids@ec.gc.ca</p> <p>BID SOLICITATION AMENDMENT MODIFICATION DE LA DEMANDE DE SOUMISSIONS</p> <p>The referenced Bid Solicitation is revised in this document; unless otherwise indicated, all other terms and conditions of the Bid Solicitation remain the same.</p> <p>La demande de soumissions citée en référence est modifiée dans ce document; sauf indication contraire, les modalités de la demande de soumissions demeurent les mêmes.</p>	<p>Title – Titre Translation, unilingual or comparative revision and translation updating.</p>	
	<p>EC Bid Solicitation No./SAP PR No. - N° de la demande de soumissions EC / N° SAP PR</p> <p>5000068561</p>	<p>Amendment No. - N° de modification</p> <p>003</p>
	<p>Date of Bid Solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ)</p> <p>2023-01-24</p>	
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ)</p> <p>at – à 2:00 P.M. on – le 2023-03-29</p>	<p>Time Zone – Fuseau horaire</p> <p>Eastern Daylight Time (EDT)</p>
	<p>F.O.B – F.A.B Destination</p>	
	<p>Address Enquiries to - Adresser toutes questions à</p> <p>Michel Lariviere à michel.lariviere@ec.gc.ca</p>	
	<p>Delivery Required (YEAR-MM-DD) / Livraison exigée (AAAA-MM-JJ) See herein</p>	
	<p>Destination of Services / Destination des services See herein</p>	
<p>Security / Sécurité See herein</p>		



The amendment to the bid solicitation is to address the following enquiries received:

[Response(s) (R) to Question(s) (Q)]

Q1. Annex A, Section 5.1.4 – What is the anticipated frequency, and volume of translation expected to be required after hours, on weekends or on statutory holidays?

R1 The frequency is very variable, but these types of requests can occur a few times from one week to another.

The volume of words per request can range from 200 to 1000 words but can sometimes be up to 3000 words.

Q2. Annex A, Section 5.2 – How much notice will be given in advance of requests for standby services? Can you please confirm that standby services will be paid for the duration of the standby period at the appropriate hourly rate regardless of whether or not translation work is received?

R2 Whenever possible, a 24- to 48-hour notice including the type of services requested and the estimated volume of words is given to the Contractor, but it could be sometimes less than a 12-hour notice.

A new category “**1f – Standby**” is added to the table in Attachment 1 to Part 3 of the (refer to the revised table below).

Q3. Attachment 1 to Part 3 – The solicitation asks for hourly rates. Typically, translation is charged at a per word rate. Could you please confirm that ECCC requires hourly pricing, even for translation services?

R3 ECCC confirm the requirement for hourly pricing, even for translation services.

Q4. Could you please clarify how we should calculate the extended price in column C? The data in Column A does not relate to a weighting in hours that can be used to multiply the hourly rate to arrive at a Total in Column C.

R4 The Financial Bid Presentation Sheet under Attachment 1 to Part 3 has been modified.

Q5. Could you please confirm that the intention is that the same rate is applied regardless of whether or not the services are for translation or for revision?

R5 The Financial Bid Presentation Sheet under Attachment 1 to Part 3 has been modified.

Q6. Could you please clarify how the standby rate is applied? As an example, if a contractor is requested to be on standby from 7 p.m. to 11 p.m. on a weeknight:

Q6a) If no work is received, can you confirm the contractor would be paid for at least four hours at the standby rate?



R6a) ECCC confirm the contractor charges the number of hours of lay-off as requested.

Q6b) If work request is received, at 7 p.m. as scheduled, will the contractor be paid at the standby rate, or will the rate be converted to the after regular business hours rate, and then charged for the duration of the work (i.e. if it takes 4 hours or more, the contractor will be paid at the after hours rate for the full level of effort)?

R6b) The after-hour rate applies from start to finish.

Q6c) If work is received at 8 p.m., will the contractor be paid for one hour at the standby rate, and then paid accordingly for the work performed?

R6c) In this case, the contractor will charge one hour at the standby rate and four hours (i.e., the duration of the work given as an example) at the after-hour service rate.

Q6d) If work is received at 7 p.m., but only requires 1 hour of effort, will the contractor be paid for the remaining time at the standby rate?

R6d) Correct. Otherwise, the contractor will be informed that the standby period ends upon receipt of the expected work request.

Q6e) Is there a minimum number of hours for a standby window (typically 4 hours) to accommodate that translation companies typically need to pay staff for a minimum number of hours to be on standby.

R6e) When there is a standby need, one of the following scenarios is applied:

- If it is a weekday, we ask that the day be extended. The end time of a day (from Monday to Friday), in such a case, could vary between 6 p.m. and 10 p.m.
- If it is over the weekend or on statutory holiday, we ask either a full day standby (from 8 a.m. or 9 a.m., depending on the case, to 5 p.m.) or a half-day standby (from 8 a.m. to 12 p.m. or from 12 p.m. to 4 p.m., or 5 p.m., depending on the case). One of these scenarios could apply for more than one day.

Q7. We would like to confirm if a California-based company is eligible to participate in the bidding process?

R7 Since the requirement is subject to only the Canadian Free Trade Agreement, only Canadian suppliers can submit a bid.

Q8. We seek clarification on the expected language pair for the translation/revision, specifically if it is English-French Canadian or standard French?



R8 As per Annex A of the Statement of Work, the requirement is to obtain translation from English to French and from French to English. Since it is the federal government, we do refer to Canadian French.

Q9. We would like to confirm the definition of revision and whether it pertains to proofreading of previously translated content by our company or a third party.

R9 A comparative revision work is to compare a translated text with its source text to fix all types of errors.

A unilingual revision work is to fix syntax, grammar and spelling errors along with typographical errors (e.g., extra spaces, font size, bold or italics) as well as to validate proper names and links.

A proofreading work is to fix grammar and spelling errors along with typographical errors (e.g., unnecessary spaces, font size, bold or italics).

In any case, the text could have been written or translated by Environment and Climate Change Canada (ECCC) or a third party.

Q10. We would like to stipulate that we were awarded 4 years back a contract with the Government of Canada, could that be calculated towards our experience with the federal government?

R10 According to the Mandatory criterion no. O1 and O2 of Attachment 1 to Part 4, if the experience was obtained within the federal government, ECCC would accept such experience.

Q11. In O1, do we need a reference for both the contractor and resources? Could the resources reference be the contractor?

R11 A reference must be provided for the contractor and the resources. The reference for the resources can also be the contractor.

Q12. How many resources should be included for each criterion?

R12 List all the resources that are relevant.

The bid solicitation is amended as follows:

1) **Delete:** ATTACHMENT 1 TO PART 3

Insert:

ATTACHMENT 1 TO PART 3

FINANCIAL BID PRESENTATION SHEET



Financial Proposal

The Bidder must complete this Financial Bid Presentation Sheet and include it in its financial bid. Prices and rates must only appear in the Financial Bid and in no other part of the bid.

The Bidder must enter the all-inclusive* hourly rate for each category of service and type to be assigned to the work.

The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable.

TRANSLATION, UNILINGUAL OR COMPARATIVE REVISION AND TRANSLATION UPDATING						
SERVICES		All-inclusive* hourly rate (in Cdn dollars)				
TYPE	CATEGORY	Contract Period from Date of Award to May 31 st 2024	Option Period #1 June 1 st , 2024 to May 31 st , 2025	Option Period #2 June 1 st , 2025 to May 31 st , 2026	TOTAL PRICE D = (A+B+C)	
		(A)	(B)	(C)	(D)	
Working day (8 am to 5 pm)	Translation	\$<bidder to complete>	\$<bidder to complete>	\$<bidder to complete>	\$<bidder to complete>	D1
	Revision	\$<bidder to complete>	\$<bidder to complete>	\$<bidder to complete>	\$<bidder to complete>	D2
After regular business hours (5 pm to 10 pm)	Translation	\$<bidder to complete>	\$<bidder to complete>	\$<bidder to complete>	\$<bidder to complete>	D3
	Revision	\$<bidder to complete>	\$<bidder to complete>	\$<bidder to complete>	\$<bidder to complete>	D4
Day of rest (Saturday and Sunday)	Translation	\$<bidder to complete>	\$<bidder to complete>	\$<bidder to complete>	\$<bidder to complete>	D5
	Revision	\$<bidder to complete>	\$<bidder to complete>	\$<bidder to complete>	\$<bidder to complete>	D6
Statutory holiday	Translation	\$<bidder to complete>	\$<bidder to complete>	\$<bidder to complete>	\$<bidder to complete>	D7
	Revision	\$<bidder to complete>	\$<bidder to complete>	\$<bidder to complete>	\$<bidder to complete>	D8
Urgent Work	Translation	\$<bidder to complete>	\$<bidder to complete>	\$<bidder to complete>	\$<bidder to complete>	D9
	Revision	\$<bidder to complete>	\$<bidder to complete>	\$<bidder to complete>	\$<bidder to complete>	D10
Standby	Translation	\$<bidder to complete>	\$<bidder to complete>	\$<bidder to complete>	\$<bidder to complete>	D11
	Revision	\$<bidder to complete>	\$<bidder to complete>	\$<bidder to complete>	\$<bidder to complete>	D12
Total Evaluated Bid Price (applicable taxes excluded): (SUM of D1 to D12)					\$ <bidder to complete>	
Applicable Taxes - Percentage					% <bidder to complete>	



(Insert the percentage of the applicable tax rate) Applicable Taxes – Amount (Insert the applicable taxes amount)	\$ <bidder to complete
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* All-inclusive hourly rates are firm and include overhead profit and expenses such as travel and time to NCR facilities.

2) **Delete:** ANNEX “B”

Insert:

ANNEX “B”

BASIS OF PAYMENT

CONTRACT PERIOD from Date of Award to May 31, 2024

SERVICES		All-inclusive hourly rate (in Cdn dollars)
Type	Category	
Working day (8 am to 5 pm)	Translation	\$
	Revision	\$
After regular business hours (5 pm to 10 pm)	Translation	\$
	Revision	\$
Day of rest (Saturday and Sunday)	Translation	\$
	Revision	\$
Statutory holiday	Translation	\$
	Revision	\$
Urgent Work	Translation	\$
	Revision	\$
Standby	Translation	\$
	Revision	\$



OPTIONS PERIODS:

SERVICES		All-inclusive hourly rate (in Cdn dollars)	
TYPE	CATEGORY	Option Period #1 June 1 st , 2024 to May 31 st , 2025	Option Period #2 June 1 st , 2025 to May 31 st , 2026
Working day (8 am to 5 pm)	Translation	\$	\$
	Revision	\$	\$
After regular business hours (5 pm to 10 pm)	Translation	\$	\$
	Revision	\$	\$
Day of rest (Saturday and Sunday)	Translation	\$	\$
	Revision	\$	\$
Statutory holiday	Translation	\$	\$
	Revision	\$	\$
Urgent Work	Translation	\$	\$
	Revision	\$	\$
Standby	Translation	\$	\$
	Revision	\$	\$

3) **Delete:** Bid solicitation closes (YEAR-MM-DD): 2023-03-08 at 2:00 P.M.

Insert:

Bid solicitation closes (YEAR-MM-DD): **2023-03-29 at 2:00 P.M.**

All other terms and conditions of the Bid Solicitation remain the same.