

2023-00283 (B0688) – Translation, Editing and Transcription Services

Addendum #1

1. Part 1, Item 1.3: PSIB set-aside – This states that if two (2) or more Indigenous businesses respond to the RFP, then the entire requirement would be a set-aside, but that non-Indigenous business can still bid in the event that Indigenous business bids aren't received. Is this accurate? Meaning that a non-Indigenous business could respond but have its bid disregarded simply based on other bids received?

Yes. However if only one Indigenous business submits a bid, all bids will be included.

2. In Part 5, 5.1.2.2 – This certification seems to suggest that the entire RFP is a set-aside. Please clarify.

This is a Conditional set-aside only not a complete Voluntary set-aside.

3. The RFP states that the estimated value of the resulting contract would be \$815,000:
 - a. Please confirm that a single contract would be awarded. Yes, a single contract will be awarded.

Yes, only one contract will be awarded.

- b. Is the above amount the estimate for 2 years of service (the initial period).

Yes.

- c. Please provide an estimated percentage of the business that would be for translation and for transcription. We understand that there are no guarantees and that this will be an estimate in good faith.

We estimate approximately 1% to 5% would be for transcription and the balance would be translation and editing.

4. As it pertains to this service: "Transcription of audio and/or video files for the creation of virtual training", billing is usually done on a "per audio minute" basis (not "per word"). Could this be added to the Basis of Payment?

Yes. Annex B Basis of Payment for Transcription Services delete 'per word' and replace with 'per audio minute'. Annex B Basis of Payment for Transcription Services must now be completed as – Per Audio Minute.

5. Please provide an estimate percentage of the requirements that would be required as:
 - a. "urgent" translation: estimated to be between 30% and 40%
 - b. "off-hours" translation: estimated to be between 2% and 5%
 - c. "urgent" transcription: none expected
 - d. "off-hours" transcription: none expected