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Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

LETTER OF INTEREST

LETTRE D'INTÉRÊT

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Linguistic Services Division / Division des services
linguistiques

Les Terrasses de la Chaudière

10, rue Wellington, 5e étage

Gatineau

Québec

K1A 0S5

Title - Sujet RFI Translation Services	
Solicitation No. - N° de l'invitation EN966-140305/M	Date 2023-10-06
Client Reference No. - N° de référence du client 20140305	GETS Ref. No. - N° de réf. de SEAG PW-\$\$ZF-526-41490
File No. - N° de dossier 526zf.EN966-140305	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2023-11-01 Heure Avancée de l'Est HAE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Gratton, Isabelle	Buyer Id - Id de l'acheteur 526zf
Telephone No. - N° de téléphone (873) 355-9751 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 5E ETAGE 975 BOUL.ST JOSEPH Gatineau Quebec K1A0S5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein – Voir ci-inclus	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
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)	
Signature	Date

PUBLIC SERVICES AND PROCUREMENT CANADA (PSPC)

**REQUEST FOR INFORMATION (RFI)
ON OFFICIAL LANGUAGE TRANSLATION SERVICES**

**FOR THE
TRANSLATION BUREAU**

EN966-140305/M

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RFI EN966-140305/M

SECTION 1: INTRODUCTION**1.1 Nature of Request for Information (RFI)**

A Request for Information (RFI) is used when detailed information and feedback are required from contractors. Such requests might outline a potential requirement and request contractors to describe their ability to satisfy the requirement and to provide ideas and suggestions on how the eventual solicitation might be structured. Responses are used to assist Canada in further developing plans for the requirement and in developing achievable objectives and deliverables.

This RFI is neither a call for tender nor a Request for Proposals (RFP). No agreement or contract will be entered into based on this RFI. The issuance of this RFI is not to be considered in any way a commitment by the Government of Canada, nor as authority to potential respondents to undertake any work that could be charged to Canada. This RFI is not to be considered as a commitment to issue a subsequent solicitation or award a contract(s) for the work described herein. This Request for Information (RFI) will not result in the award of any contract; therefore, potential contractors of any goods or services described in this RFI should not earmark stock or facilities, nor allocate resources, as a result of any information contained in this RFI. This RFI is simply intended to solicit feedback from industry with respect to the matters described in this RFI.

Although the information collected may be provided as commercial-in-confidence (and, if identified as such, will be treated accordingly by Canada to the extent permitted by the Access to Information Act), Canada may use the information to assist in drafting performance specifications (which are subject to change).

Participation in this RFI is encouraged but not mandatory. There will be no short-listing of potential contractors for the purposes of undertaking any future work as a result of this RFI. Similarly, participation in this RFI is not a condition or prerequisite for the participation in any potential subsequent solicitation.

1.2 Purpose and Objectives

The purpose of this RFI is to obtain information from contractors to:

- a) Inform industry of the high-level requirements of this anticipated procurement, and request contractors to describe their ability to satisfy the requirement and/or provide their suggestions on how the eventual updated Request for Supply Arrangement EN966-140305 might be structured to satisfy the requirement of parliamentary translation.
- b) Assess the marketplace with respect to the existence of contractors who have experience with translation services. This information will assist Canada to develop or refine a procurement strategy, define other aspects of the requirement, and for budgetary purposes.
- c) Seek input from industry to design an innovative and flexible business model to help meet the fluctuating translation needs of Canada's Parliament.

SECTION 2 – RESPONDENT INSTRUCTIONS**2.1 RFI Closing Date and Contact**

Responses to this RFI must be submitted by email to the PSPC Contracting Authority identified herein, on or before 2:00 p.m. EDT, November 1, 2023.

Contracting Authority

Isabelle Gratton

Email Address: TPSGC.PAAMARepertoireBureau-APSADirectoryBureau.PWGSC@tpsgc-pwgsc.gc.ca

Telephone: 873-355-9751

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Early responses will be considered and are encouraged. However, all responses received by the RFI closing date will be reviewed by Canada. Canada may, in its discretion, review responses received after the RFI closing date.

2.2 Enquiries

As this is not a bid solicitation, the Government of Canada will not necessarily respond to enquiries in writing or circulate answers to all potential respondents. However, respondents with questions regarding this RFI may direct their enquiries to the Contracting Authority identified herein.

Changes/amendments to this RFI may occur and will be advertised on [CanadaBuys](#). Canada asks respondents to visit the site regularly to check for changes, if any.

2.3 Format of Responses Requested

Respondents are requested to provide a response to each question or request for information made in the attached Annex B – Questionnaire.

Respondents should explain any assumptions they make in their responses. Respondents may submit any information they deem appropriate, useful and relevant to this RFI.

2.4 Submission of Responses

Respondents are requested to submit via email one electronic copy of their Respondent Submission Form, found in Annex B – Questionnaire.

Interested respondents may submit their responses to the PSPC Contracting Authority, identified in Section 2.1. Responses to this RFI will not be returned. Responses to this RFI may be in either of Canada's official languages, English or French.

2.5 Follow-up Activity

Canada may, in its sole discretion, contact any respondents to follow up with additional questions or for clarification of any aspect of a response. Canada may invite one, some, or all of the respondents to discuss their response. Canada is not obliged to invite any respondents for further discussions nor are any respondents obliged to participate.

2.6 Contractors Conference

A contractors conference is being held via WebEx on Wednesday, October 25, 2023, from 1:00 p.m. to 3:00 p.m. EDT. The scope of the requirement described in Annex A will be discussed at the conference and questions will be answered. The conference agenda is in Annex C of this RFI. Contractors planning to respond to this RFI are encouraged to attend the conference or send a representative.

To register for the conference, contractors must send an email to the Contracting Authority identified in Section 2.1 of the RFI by 4:00 p.m. Monday, October 25, 2023, and provide the following information:

- Company name
- Name(s) of attendee(s)
- Email address(s) of the attendee(s)

Contractors are asked to contact the Contracting Authority before the conference to confirm attendance. Contractors who do not attend the conference can still submit a response to the RFI. Participation is optional but encouraged.

SECTION 3 – RFI INFORMATION

3.1 Response Costs

The Government of Canada will not reimburse any respondent expenses incurred by participating in this RFI.

3.2 Treatment of Responses

3.2.1 Use of Responses

Responses will not be formally evaluated. However, the responses received may be used by Canada to develop or modify the procurement approach and/or any draft terms and conditions, as well as any documentation contained in this RFI. Canada will have the right to accept or reject any or all comments or suggestions.

3.2.2 Review Team

A review team composed of representatives of Canada will review the responses. Canada reserves the right to engage any outside expert, independent consultant or to use any Government of Canada (GOC) resources that it considers necessary to review any response received as a result of this RFI. Not all members of the review team will necessarily review all responses.

3.2.3 Confidentiality

Respondents are encouraged to identify, in the information they share with Canada, any information that they feel is proprietary third party or personal information. Please note that Canada may be obligated by law (e.g. in response to a request under the Access of Information and Privacy Act) to disclose proprietary or commercially-sensitive information concerning a respondent (for more information: <https://laws-lois.justice.gc.ca/eng/acts/a-1/>).

SECTION 4 – SITUATION AND CONSTRAINTS WITH CURRENT STATEMENT OF WORK

The statement of work in the current [Request for Supply Arrangement \(RFSA\) \(EN966-140305/L\)](#) no longer corresponds to the reality of parliamentary translation. The current parliamentary field excludes translation of the spoken language, which constitutes the translation work for Parliamentary Debates and Committees. Canada is therefore creating two separate fields (*Spoken Language – Political Activities* and *Parliamentary Documents*) to address the situation.

What is more, the statement of work does not take into consideration the highly unpredictable nature of the business of Parliament. The volume of work fluctuates according to parliamentary activities and the hot topics of the day. Periods of very high volumes can be followed by downtime periods, and election periods are idle time. Due to Parliament's deadlines, the Bureau needs contractors who can produce optimal quality work under very tight deadlines.

It is also hard to qualify new contractors in the current parliamentary field because of the aforementioned constraints and the lack of clarity in the parliamentary translation requirements in the statement of work. Through this RFI, Canada hopes to promote and inform industry about parliamentary translation and thereby increase the pool of qualified contractors in the RFSA.

SECTION 5 – STATISTICS

To help respondents formulate their response regarding the potential structure of the Request for Supply Arrangement that would meet the needs of parliamentary translation, below are some statistics on that need:

a) Volume of words translated annually:

- I. *Spoken Language – Political Activities* (Parliamentary Committees and Debates):
 - Annual Volume (ten months): roughly 30 million words (20 million words for committees / 10 million words for debates)
 - Deadlines: vary according to the following categories:
 - Category 1 – 36 hours
 - Category 2 – 96 hours
 - Category 3 – 5 business days; and
 - Category 4 – blocks of 500 words to be delivered as parliamentary activities unfold, in chronological order received and within 90-minute intervals.
- II. *Parliamentary Documents* (House of Commons, Senate, Library of Parliament and other parliamentary entities)
 - Annual Volume (12 months): roughly 20 million words
 - Deadlines: varied, according to need for various parliamentary activities, but generally short and non-negotiable.

Table 1 - Example of level of effort during a regular year

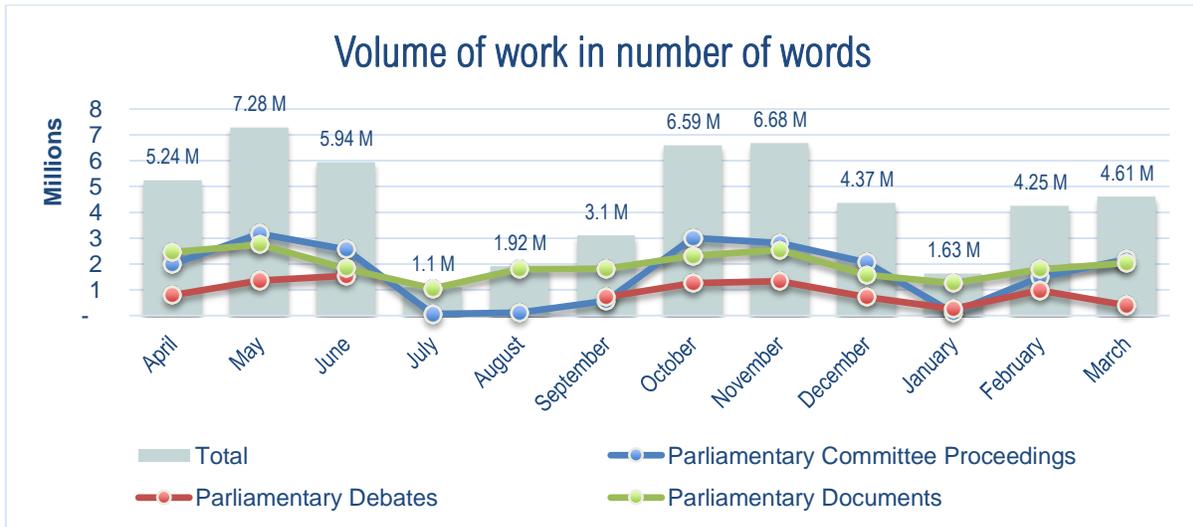
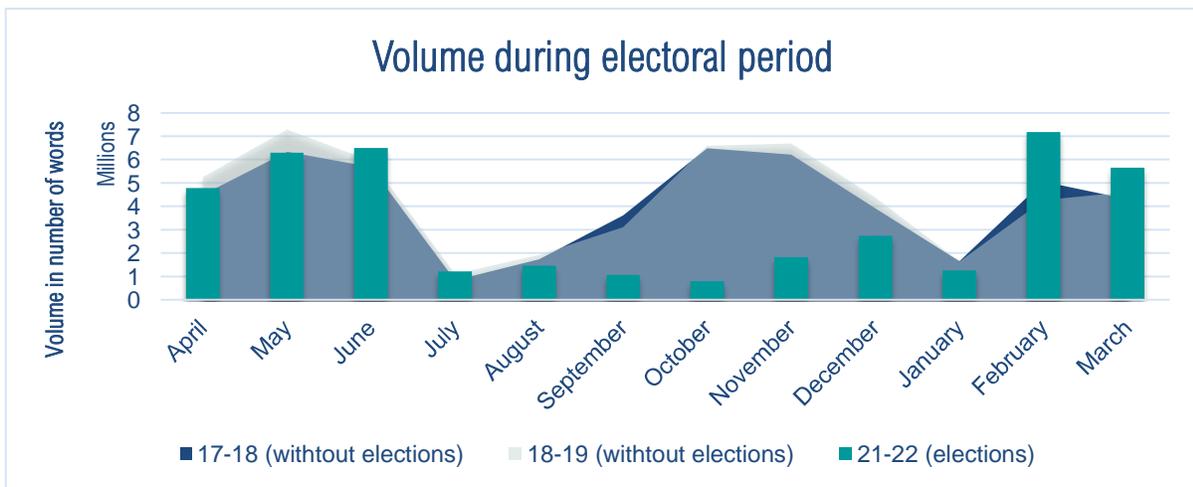


Table 2 - Example of level of effort during electoral period



Annex A – Draft of Statement of Work and Basis of Payment

STATEMENT OF WORK

Translation services from **French** to **English** (*enter the applicable language combination: French to English OR English to French*) upon request for the Translation Bureau.

A1 BACKGROUND

A2 DOCUMENTS

- A2.1 Nature of texts to be translated
- A2.2 Reference documents

A3 DEFINITIONS

- A3.1 Working day
- A3.2 Calendar day
- A3.3 Statutory holidays

A4 DESCRIPTION OF REQUIREMENT

- A4.1 General
- A4.2 Performance of work
- A4.3 Daily production capacity
- A4.4 Workload management
- A4.5 Applications
- A4.6 Equipment and materials

A5 RECEIPT AND DELIVERY OF WORK

- A5.1 Receipt of work
- A5.2 Delivery of work

A6 QUALITY AND TIMELINESS STANDARDS FOR OFFICIAL LANGUAGE TRANSLATION

A7 STANDARDS OF PROFESSIONAL CONDUCT

A8 MEETINGS (*remove if not required under the contract*)

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A1 BACKGROUND

The Translation Bureau is an agency of Public Services and Procurement Canada (PSPC) charged with supporting the Government of Canada in its efforts to provide services for, and communicate with, Canadians in the official language of their choice.

This requirement is for the provision of translation services, from English to French (*enter the applicable language combination: French to English OR English to French*), of work in the field of “(*enter the full name of the field [there can be only one field per contract]*)”, as and when requested, for all federal departments and agencies served by the Translation Bureau *French (OR Parliament for the Spoken Language – Current Political Affairs and Parliamentary Documents fields)*.

OPTION (insert the paragraph below if the requirement includes accessibility criteria and standards, as indicated in the Translation Bureau’s contract request)

The Government of Canada strives to ensure that the goods and services it procures are inclusive by design and accessible by default, in accordance with the *Accessible Canada Act*, its associated regulations and standards, and the *Treasury Board Contracting Policy*. Procurement documents will specify the accessibility criteria and standards to be met and provide guidelines for evaluating proposals with respect to those criteria and standards.

A2 DOCUMENTS

A2.1 Nature of texts to be translated

(The contracting authority must insert a description of the texts to be translated from the field indicated in the Bureau’s contract request.)

For illustrative purposes, here is a description of the texts to be translated for each of the fields to be inserted here for subsequent tenders:

For Spoken Language – Current Political Affairs:

Oral interventions and statements delivered in the House of Commons, the Senate and parliamentary committees, including those of witnesses from diverse backgrounds. Topics vary from day to day and relate to bills and motions debated by members and senators as well as programs delivered by federal departments and organizations. All of these statements must be translated and published in both official languages in accordance with the Official Languages Act, an obligation arising from the Constitution Act, 1867.

OR

For Parliamentary Documents:

Written documents produced to support members of Parliament and senators in carrying out their parliamentary duties. Topics vary from day to day and may cover numerous non-technical domains. Parliamentary Documents translators are considered “supergeneralists”. Most translation requests are from the House of Commons administration, the Senate administration and the Library of Parliament.

A2.2 Reference documents

(The contracting authority must select one of the two (2) options below.)

OPTION 1

The contractor must use the reference documents, as stipulated in Article A6.2 (Quality Standards for Official Language Translation) of this annex.

OR

OPTION 2 (for Spoken Language – Current Political Affairs)

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The contractor must use the reference documents, as stipulated in Article A6.2 (Quality Standards for Official Language Translation) of this annex.

The contractor shall also follow the usage and terminology rules provided by the project authority, as well as the rules of the Triguide prepared by the Parliamentary Committee Proceedings Division or the Aide-mémoire prepared by the Parliamentary Debates Division, which will be provided for the contractor at the beginning of the contract. In case of discrepancy between the above documents, either the Triguide or the Aide-mémoire takes precedence, as appropriate.

A3 DEFINITIONS

A3.1 Field (*Enter the field name in full [do not use the acronym] and the definition.*):

A3.2 Working day: A day of the week that is normally devoted to work or professional activities (Monday to Friday) and that is not a statutory holiday.

A3.3 Regular working hours: Monday to Friday, inclusive, from 8 a.m. to 5 p.m. Eastern Standard Time or Eastern Daylight Time, as appropriate.

A3.4 Calendar day: Any consecutive day in the calendar.

A3.5 Statutory holidays: For the purposes of this contract, the term “statutory holiday” means (*The contracting authority must choose one of the two options below.*)

OPTION 1 (for texts delivered in Quebec)

- New Year's Day
- Good Friday
- Easter Monday
- Victoria Day
- Saint-Jean-Baptiste Day
- Canada Day
- Labour Day
- National Day for Truth and Reconciliation
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

When a statutory holiday does not coincide with a regular working day, the holiday is moved to the next regular working day.

OR

OPTION 2 (for texts delivered in a province other than Quebec OR for Spoken Language – Current Political Affairs and Parliamentary Documents)

- New Year's Day
- Good Friday
- Easter Monday
- Victoria Day
- First Monday in August
- Canada Day
- Labour Day
- National Day for Truth and Reconciliation

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- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

When a statutory holiday does not coincide with a regular working day, the holiday is moved to the next regular working day.

A4 DESCRIPTION OF REQUIREMENT

A4.1 General

The Translation Bureau requires translation services from **French to English** (*enter the appropriate language combination: French to English or English to French*) as and when requested in the field of (*enter the full name of the field*).

The requirement is estimated at **XXXX words** (*enter the number of words for the initial contract period and update when option years are added, as required*) for the contract period.

This volume is an estimate and in no way constitutes a commitment on the part of Canada with respect to the contractor.

A4.2 Performance of work

(The contracting authority must select one of the four (4) options below.)

OPTION 1

This is a **day** contract, for working days, namely from Monday to Friday inclusive.

OR

OPTION 2

This is a **day** contract for Saturdays, Sundays and statutory holidays.

OR

OPTION 3

This is a **day** contract for **calendar days**, namely from Sunday to Saturday inclusive, including statutory holidays, and the contractor is frequently asked to work on Saturdays and Sundays.

OR

OPTION 4

This is an **evening** contract, for working days, namely from Monday to Friday inclusive.

AND (if applicable)

OPTION 4A (add for Spoken Language – Current Political Affairs)

The workload is typically heaviest during two periods corresponding to the parliamentary calendar, i.e., September to the end of December and February to the end of June, but work may be required throughout the year depending on parliamentary activity and current events. Election periods are downtime.

OR

OPTION 4B (add for Parliamentary Documents)

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The workload is year-round but may be lighter in the summer. Election periods are downtime.

A4.3 Daily production capacity

OPTION 1

The contractor must provide translation services according to the daily production capacity of up to **XXXX words** (*enter the daily production capacity indicated in the Bureau's contract request*) per day as stipulated in A4.2, including the receipt of the text to be translated, the translation, quality control and delivery of the completed work.

OR

OPTION 2 (for Spoken Language – Current Political Affairs and Parliamentary Documents)

The contractor must provide translation services according to the daily production capacity of up to **XXXX words** (*enter the daily production capacity indicated in the Bureau's contract request*) per day as stipulated in A4.2, including the receipt of the text to be translated, the translation, quality control and delivery of the completed work.

If necessary, and with the agreement of the contractor, the project authority may send the contractor a larger daily workload, provided it does not exceed the daily production capacity of the contract tier as defined in the supply arrangement.

A4.4 Workload management

OPTION 1

- (a) The contractor must translate texts, as agreed with the project authority, to reflect the pace of work required under the “Daily Production Capacity” clause.
- (b) In the event of a dispute with respect to workload management, the project authority will set the priorities and deadlines (date and time) related to the approved task authorization issued to the contractor.
- (c) The contractor will be required to deliver work on the same day or within 24 hours, at the project authority's discretion. In the case of work to be delivered on the same day, the deadline for the work will be calculated on the basis of **XXXX words** (*enter the hourly production capacity [number of words] by dividing the daily production capacity indicated in A4.3 by 9 hours for a day contract OR 8 hours for an evening contract*) per hour.

OR

OPTION 2 (for Spoken Language – Current Political Affairs)

- (a) The contractor must translate texts, as agreed with the project authority, to reflect the pace of work required under the “Daily Production Capacity” clause. The exact number of words to be received on a given day cannot be determined in advance.
- (b) Deadlines for translation of parliamentary activities (parliamentary debates and committees) fall into four categories:
 - (i) **Category 1:** Work must be delivered within 36 hours of reception.
 - (ii) **Category 2:** Work must be delivered within 96 hours of reception.
 - (iii) **Category 3:** Work must be delivered within five (5) working days of reception.
 - (iv) **Category 4:** Work (blocks of approximately 500 words) must be delivered as parliamentary activities progress, in order or time received and in intervals of less than 90 minutes. The contractor will receive a high volume of texts on Tuesdays and Thursdays. However, the contractor may receive work regularly on other sitting days, depending on the workload on any given day.

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- (c) No additional time will be provided. The contractor must ensure that they have all the necessary resources to perform the work.
- (d) In the event of a dispute with respect to workload management, the project authority will set the priorities and deadlines (date and time) related to the approved task authorization issued to the contractor.

OR***OPTION 3 (for Parliamentary Documents)***

- (a) The contractor must translate texts, as agreed with the project authority, to reflect the pace of work required under the “Daily Production Capacity” clause.
- (b) In the event of a dispute with respect to workload management, the project authority will set the priorities and deadlines (date and time) related to the approved task authorization issued to the contractor.
- (c) When committees undertake major studies, the regular workload may increase exponentially. Notice is generally given, but agreed-upon deadlines are firm and non-negotiable. The contractor must ensure that they have all the necessary resources to perform the work.

A4.5 Applications*(The contracting authority must select one of the two (2) options below.)****OPTION 1***

The contractor must be able to use all the software applications listed below at all times during the period of the contract.

Conversions will not be accepted in any form. Consequently, it will not be possible to convert documents from one type of operating system to another or to save texts in an earlier version of a requested application.

Documents must be submitted to the task authorization authority in the following software:

Microsoft Office suite (Word, PowerPoint, Excel, Visio)
 Portable Digital Format (.pdf) file processing application
 Translation memory (.tmx file)

On the approved task authorization form, the project authority may ask that the documents be submitted in later versions of such software. Should the project authority use a later version of one of the applications listed above, the project authority must give the contractor two weeks to obtain the required version at the contractor’s expense and to become familiar with the new features.

The contractor must also have the WinZip compression application.

The contractor agrees to obtain any new application within two weeks of notice provided in writing by the project authority.

Work must be performed directly in the application (and the version) of the source text. The most commonly used applications are Microsoft Office (Word, PowerPoint, Excel, Visio) and Adobe Acrobat, PowerPDF. The contractor must also be able to handle translation memory (.tmx) files.

The contractor must also be able to handle XLIFF files when work is sent through GClingua. XLIFF is a markup language created to standardize exchanges for regionalization (or localization). This type of file is typically used to store language translation information. XLIFF files use the .xlf extension.

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OR**OPTION 2 (for Spoken Language – Current Political Affairs)**

The contractor must be able to use all the software applications listed below at all times during the period of the contract.

Note: The contractor must be trained on the Remote Translation Application (RTA) to perform the work. See the “RTA” and “Training” clauses.

The work must be submitted to the project authority in Word or XML (RTA), including any subsequent applicable version, as directed by the project authority.

All work must be submitted with no handwritten corrections, using the same format, pagination, layout and special characters as the text to be translated, thereby ensuring that the project authority can use the work without having to manipulate it in any way. For Senate texts created in Word, change-of-language and formatting indications must be inserted in accordance with the instructions provided. For House of Commons texts, the text must be inserted between the appropriate tags using the RTA.

Remote Translation Application (RTA)

To produce its parliamentary publications, the House of Commons uses an in-house application that is based in part on an XML editor (XMetal). Contractors shall produce their translations using the Remote Translation Application (RTA), which is also based on XML. This software is provided for contractors free of charge for the duration of the contract. The project authority will provide the contractor with a hyperlink to install the software. The contractor must then access a website to download the RTA as is. The contractor must be able to begin working no more than five working days after receiving the software and documentation, as directed by the project authority.

Upgrading

If the client changes the technical requirements for using the RTA, the contractor shall, at its own expense, complete the necessary upgrades to comply with these requirements within 10 business days of advance notice.

Training

Before the work begins, contractors that are not familiar with the RTA will be required to learn how to use it at their own expense by attending a half-day training session given at the project authority’s premises or virtually.

The contractor must also have the WinZip compression application.

The contractor agrees to obtain any new application required within two weeks upon receipt of a written notice from the project authority.

A4.6 EQUIPEMENT AND MATERIALS

(The contracting authority must select one of the two (2) options below.)

OPTION 1

The contractor must have a high-speed Internet connection to send and receive texts.

The contractor must use a recent version of Google Chrome, Mozilla Firefox or Microsoft Edge to connect to GClingua. Internet Explorer 11 (IE11) is not fully compatible.

OR

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OPTION 2 (for Spoken Language – Current Political Affairs)

The contractor must have a high-speed Internet connection to send and receive texts.

Task authorizations may be sent via GClngua. The contractor must use a recent version of Google Chrome, Mozilla Firefox or Microsoft Edge to connect to GClngua. Internet Explorer 11 (IE11) is not fully compatible.

The contractor is responsible for ensuring that its system is compatible with the RTA. If, during installation, the support team runs into problems and finds that these issues are attributable to defects in the contractor's system (e.g., missing operating files, viruses, specific configurations), the contractor will be responsible for making the necessary corrections to its system (at its own expense). Technical support services are offered solely to the contractor.

The RTA and support services (where appropriate) are provided as is. Canada is not responsible for any damage that may be caused to the contractor from the use of the software, or in the event of conflict with any other application used by the contractor. The integration of risk associated with the use or performance of the RTA and support services, if any, lies with the contractor.

A5 RECEIPT AND DELIVERY OF WORK**A5.1 Receipt of work**

(The contracting authority must select one of the ten (10) options below.)

OPTION 1 (for day contracts, from Monday to Friday):

The contractor must be available every day under the contract, namely Monday to Friday inclusive, from 8:00 a.m. to 5:00 p.m. EST or EDT (as appropriate) to receive work.

The contractor must acknowledge receipt of any work sent from 8:00 a.m. to 5:00 p.m. EST or EDT (as appropriate) within one hour of receiving the work. If the work was received by electronic mail, the contractor must reply to the task authorization authority at the email address indicated in the task authorization. If the work was received in GClngua, the contractor must use the "Accept" or "Refuse" buttons in the GClngua "Task" menu.

In the case of work received by the contractor after 5:00 p.m. EST or EDT (as appropriate), the contractor must acknowledge receipt of the work by 9:00 a.m. the following day specified in the contract.

OR***OPTION 2 (for day contracts, for Saturdays, Sundays and statutory holidays only)***

The contractor must be available every day under the contract, namely Saturdays, Sundays and statutory holidays, from 8:00 a.m. to 5:00 p.m. EST or EDT (as appropriate) to receive work.

The contractor must acknowledge receipt of any work sent from 1:00 p.m. to 5:00 p.m. on Friday or the day before the statutory holiday, and from 8:00 a.m. to 5:00 p.m. EST or EDT (as appropriate) within one hour of receiving the work. If the work was received by electronic mail, the contractor must reply to the task authorization authority at the email address indicated in the task authorization. If the work was received in GClngua, the contractor must use the "Accept" or "Refuse" buttons in the GClngua "Task" menu.

In the case of work received by the contractor after 5:00 p.m. EST or EDT (as appropriate), the contractor must acknowledge receipt of the work by 9:00 a.m. the following day specified in the contract.

OR

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OPTION 3 (for *calendar day* contracts – *every day of the week, from Sunday to Saturday, including or excluding statutory holidays*)

The contractor must be available every day under the contract, namely any consecutive day in the calendar, *including (or excluding) statutory holidays*, from 8:00 a.m. to 5:00 p.m. EST or EDT (as appropriate) to receive work.

The contractor must acknowledge receipt of any work sent from 8:00 a.m. to 5:00 p.m. EST or EDT (as appropriate) within one hour of receiving the work. If the work was received by electronic mail, the contractor should reply to the task authorization authority at the email address indicated in the task authorization. If the work was received in GClingua, the contractor must use the “Accept” or “Refuse” buttons in the GClingua “Task” menu.

In the case of work received by the contractor after 5:00 p.m. EST or EDT (as appropriate), the contractor must acknowledge receipt of the work by 9:00 a.m. the following day specified in the contract.

OR**OPTION 4 (for *evening* contracts, *Monday to Friday, only*):**

The contractor must be available every day under the contract, namely every evening from Monday to Friday inclusive, from 4:00 p.m. to 9:00 p.m. EST or EDT (as appropriate) to receive work.

The contractor must acknowledge receipt of any work sent from 4:00 p.m. to 9:00 p.m. EST or EDT (as appropriate) within one hour of receiving the work. If the work was received by electronic mail, the contractor must reply to the task authorization authority at the email address indicated in the task authorization. If the work was received in GClingua, the contractor must use the “Accept” or “Refuse” buttons in the GClingua “Task” menu.

In the case of work received by the contractor after 9:00 p.m. EST or EDT (as appropriate), the contractor must acknowledge receipt of the work by 5:00 p.m. the following day specified in the contract.

OR**OPTION 5 (for *evening* contracts, *Monday to Friday, for Spoken Language – Current Political Affairs only*):**

The contractor must be available every day under the contract, namely every evening from Monday to Friday, including the day before a statutory holiday, from 4:00 p.m. to 10:30 p.m. EST or EDT (as appropriate), to receive work.

The contractor must acknowledge receipt of work from 4:00 p.m. to 10:30 p.m. EST or EDT (as appropriate). The contractor must reply to the task authorization authority at the email address indicated in the task authorization or use the “Accept” or “Refuse” buttons in the GClingua “Task” menu within one hour of receiving the work.

OR**OPTION 6 (for *evening* contracts, for *Saturdays, Sundays and statutory holidays only*):**

The contractor must be available every evening under the contract, namely every Saturday, Sunday and statutory holiday, from 4:00 p.m. to 9:00 p.m., EST or EDT (as appropriate) to receive work.

The contractor must acknowledge receipt of any work sent from 4:00 p.m. to 9:00 p.m. EST or EDT (as appropriate). If the work was received by electronic mail, the contractor must reply to the task authorization authority at the email address indicated in the task authorization. If the work was received in GClingua, the contractor must use the “Accept” or “Refuse” buttons in the GClingua “Task” menu within one hour of receiving the work.

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In the case of work received by the contractor after 9:00 p.m. EST or EDT (as appropriate), the contractor must acknowledge receipt of the work by 5:00 p.m. the following day specified in the contract.

OR

OPTION 7 (for *evening* contracts, for *Saturdays, Sundays and statutory holidays*, for *Spoken Language – Current Political Affairs* only):

The contractor must be available every evening under the contract, namely every Saturday, Sunday and statutory holiday, from 4:00 p.m. to 10:30 p.m., EST or EDT (as appropriate) to receive work.

The contractor must acknowledge receipt of work from 4:00 p.m. to 10:30 p.m. EST or EDT (as appropriate). The contractor must reply to the task authorization authority at the email address indicated in the task authorization or use the “Accept” or “Refuse” buttons in the GClingua “Task” menu within one hour of receiving the work.

OR

OPTION 8 (for *evening* contracts *every day of the week, from Sunday to Saturday, with or without statutory holidays*):

The contractor must be available every day under the contract, namely every consecutive calendar day, including statutory holidays (*modify as appropriate because it may or may not include statutory holidays*), between 4:00 p.m. and 9:00 p.m., EST or EDT (as appropriate) to receive work.

The contractor must acknowledge receipt of any work sent from 4:00 p.m. to 9:00 p.m. EST or EDT (as appropriate). If the work was received by electronic mail, the contractor must reply to the task authorization authority at the email address indicated in the task authorization. If the work was received in GClingua, the contractor must use the “Accept” or “Refuse” buttons in the GClingua “Task” menu within one hour of receiving the work.

In the case of work received by the contractor after 9:00 p.m. EST or EDT (as appropriate), the contractor must acknowledge receipt of the work by 5:00 p.m. the following day specified in the contract.

OR

OPTION 9 (for *evening* contracts *every day of the week, from Sunday to Saturday, with or without statutory holidays*, for *Spoken Language – Current Political Affairs* only):

The contractor must be available every day under the contract, namely every consecutive calendar day, including statutory holidays (*modify as appropriate because it may or may not include statutory holidays*), between 4:00 p.m. and 10:30 p.m., EST or EDT (as appropriate) to receive work.

The contractor must acknowledge receipt of work sent from 4:00 p.m. to 10:30 p.m. EST or EDT (as appropriate). The contractor must reply to the task authorization authority at the email address indicated in the task authorization or use the “Accept” or “Refuse” buttons in the GClingua “Task” menu within one hour of receiving the work.

OR

OPTION 10 (for *evening* contracts – *Tuesday to Thursday* for *Spoken Language – Current Political Affairs* only):

The contractor must be available every evening under the contract, namely every Tuesday, Wednesday and Thursday, between 4:00 p.m. and 10:30 p.m., EST or EDT (as appropriate) to receive work.

The contractor must acknowledge receipt of any work sent from 4:00 p.m. to 10:30 p.m. EST or EDT (as appropriate). The contractor must reply to the task authorization authority at the email address indicated in the task authorization or use the “Accept” or “Refuse” buttons in the GClingua “Task” menu within one hour of receiving the work.

A5.2 Delivery of work

(The contracting authority must select one of the two options below.)

OPTION 1

- (a) The project authority will usually send texts to be translated to the contractor, and the completed work is returned through electronic channels (FTP, GClingua, email or GCcollab, at the discretion of the project authority's representative).
- (b) When the work is sent through GClingua, the contractor receives both native and XLIFF 1.2 formats. The contractor must always return the translation in both native and XLIFF 1.2 formats when possible, that is, if its tool is compatible.

The contractor must download the native and XLIFF 1.2 files and process them using its own tool, then upload the translated documents to GClingua.

- (c) In the case of an unforeseen interruption of electronic communication channels, the project authority may require the contractor to pick up the work from and deliver it to the address indicated below (either in person or by messenger, at the contractor's discretion and expense), or to one of the Translation Bureau's regional offices, as applicable.

Public Services and Procurement Canada
 Translation Bureau – Reception Services
 Crémazie Building
 70 Crémazie Street, 8th Floor
 Gatineau, Quebec
 Canada K1A 0S5

OR

(for Parliamentary Documents)

Translation Bureau, Parliamentary Translation
 Public Services and Procurement Canada
 Vanguard Building
 171 Slater Street
 Ottawa, Ontario K1A 0S5

- (d) The task authorization form sent with the work (or email notification sent by GClingua) includes all the relevant details for performing the work. It also provides information as to where and how the text must be delivered.

AND *(if applicable, add the following paragraph for evening contracts)*

- (e) Access to resource persons outside regular business hours is limited. It is important to ask any questions as soon as possible after receiving the request.

If the request was assigned during regular business hours, please submit your questions to the client advisor who assigned the work or to the resource person identified in the task authorization.

After regular business hours, contractors with urgent questions or issues can contact the After-Hours Emergency Service. However, there is no terminological or documentation support capacity available after regular business hours.

If you do not receive a response to your questions before delivery, you may deliver the text with your questions.

OR**OPTION 2 (for Spoken Language – Current Political Affairs)**

- (a) The project authority will usually send texts to be translated to the contractor, and the completed work is returned through electronic channels (email, GCcollab or RTA, at the discretion of the project authority's representative).
- (b) En cas d'interruption imprévue des moyens de communication électronique, le chargé de projet peut demander à l'entrepreneur de prendre et de livrer en mains propres le travail à l'adresse indiquée ci-après (en personne ou par messagerie, à la discrétion et aux frais de l'entrepreneur), ou à l'un des bureaux régionaux du Bureau de la traduction, selon le cas.

Translation Bureau, Parliamentary Translation
 Public Services and Procurement Canada
 Vanguard Building
 171 Slater Street
 Ottawa, Ontario K1A 0S5

- (c) The task authorization form sent with the work (or email notification sent by GClingua) includes all the relevant details for performing the work. It also provides information about where and how the text must be delivered.
- (d) Access to resource persons outside regular business hours is limited. It is important to ask any questions as soon as possible after receiving the request.

If the request was assigned during regular business hours, please submit your questions to the client advisor who assigned the work or to the resource person identified in the task authorization.

After regular business hours, contractors with urgent questions or issues can contact the After-Hours Emergency Service. However, there is no terminological or documentation support capacity available after regular business hours.

If you do not receive a response to your questions before delivery, you may deliver the text with your questions.

A6 QUALITY AND TIMELINESS STANDARDS FOR OFFICIAL LANGUAGE TRANSLATION

The quality standards below apply to all translation work and serve as the basis for evaluating contractors' work and establishing satisfaction indicators. The quality standards cover the following two areas:

- (a) Timeliness
 (b) Translation quality

A6.1 Timeliness

- (a) The contractor must ensure that the work is delivered in accordance with the due date indicated in the task authorization.
- (b) The contractor must notify the project authority as soon as possible if it will not be able to meet the deadline indicated in the task authorization.
- (c) Canada will assess the situation and determine whether or not the delay is excusable, pursuant to the definition of an excusable delay set out in Article 10 of the [2035](#) General Conditions:
- (i) is beyond the reasonable control of the contractor,

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- (ii) could not reasonably have been foreseen,
 - (iii) could not reasonably have been prevented by means reasonably available to the contractor, and
 - (iv) occurred without the fault or neglect of the contractor.
- (d) If Canada deems the delay to be excusable, the contractor must submit the work completed to date to the project authority. The contractor will receive a task authorization amendment that is consistent with the completed work and will be paid as indicated in the task authorization. An excusable delay has no impact on the timeliness satisfaction indicator.
- (e) If Canada **does not** deem the delay to be excusable, the contractor must meet the deadline set out in the task authorization. If the contractor fails to meet the deadline, it will receive a notice of unsatisfactory performance for timeliness and its satisfaction indicator shall be reduced.

A6.2 Translation quality

The contractor must meet the following requirements:

- (a) Ensure that the translation accurately reflects the meaning of the source text.
- (b) Ensure that the translation is consistent with spelling, grammar and syntax rules, with usage and with writing conventions.
- (c) Ensure that the translated text reads well, that it can be easily understood by readers, and that it is idiomatic, clear, concise, logical and coherent.
- (d) Ensure that the register and level of language is tailored to the audience, namely the reader and client, and that the tone of the source text is preserved.
- (e) Preserve the layout of the source text and produce the translations using the agreed-upon software in the agreed-upon format.
 - (i) The contractor must follow the specific instructions given by the client with respect to software and format. Absent any direction from the client, the translation must be produced using the same software (and the same version of that software) and the same format as were used for the source text.
- (f) Be guided by the following references:
 - (i) The reference package supplied by the client, which contains the client's official titles, terminology and usage preferences
 - (ii) [Writing Tips Plus](#) for French-to-English translations and [Clés de la rédaction](#) for English-to-French translations, both of which are available on the Bureau website
 - (iii) [TermiumPlus®](#)
 - (iv) Translation Bureau [Glossaries and Vocabularies](#) (if applicable), available on the Bureau website

Note: If there are discrepancies between the above reference works, the reference work that is highest in the list takes precedence.

- (g) Ensure that the translation is consistent with the client's terminology and official titles and reflects client usage.
 - (i) The contractor must do the necessary research to familiarize itself with client-specific terminology and concepts.

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- (ii) The contractor must use current official titles, correct technical terminology and the terminology applicable to government programs.
 - (iii) The contractor must use any reference package or other documentation made available to it containing terminology requirements, reference documents and related lexicons and glossaries.
- (h) Ensure that the names and addresses of websites, web pages and hyperlinks are correct in the target language, unless the client has instructed the contractor not to change them.
- (i) Exercise discretion in using reference documents.
- (i) The contractor may consult previous translations, government websites and other reference material, but must exercise discretion, as these are not always reliable sources.
 - (ii) Deliver translations that are ready for use.
 - a. Translations must not include notes, questions, highlighted passages or options for the client to choose from. If a translation needs to be delivered before all the issues have been resolved, the translator's notes must be submitted in a separate file.
- (j) Adhere to the following guidelines regarding initialisms and acronyms:
- (i) If the source text contains an initialism or acronym, the contractor shall observe the following rule in the target language, even if the source text does not: the first instance of the expression is to be written out in full, followed by the initialism or acronym in parentheses; thereafter, the initialism or acronym may be used alone as required.
 - (ii) The official title of a Government of Canada organization, program or administrative body is often accompanied by an initialism or acronym. The English or French equivalents of official Government of Canada titles (including any abbreviations, initialisms or acronyms) can be found in [TermiumPlus®](#), the Government of Canada's terminology and linguistic data bank. Official parliamentary titles can be found on the [Parliament of Canada](#) website.
- (k) Use Government of Canada terminology.
- (i) Terminology relating to an activity, initiative, program or concept associated with a Government of Canada department or agency. English and French terminology applicable to federal programs can be found in [TermiumPlus®](#) or in the glossaries, packages or reference works supplied under the contract.

A7 STANDARDS OF PROFESSIONAL CONDUCT

The contractor must meet the following requirements:

- (a) The contractor must demonstrate professionalism and respect in its dealings with its client, the Translation Bureau.
- (b) The contractor must demonstrate professionalism in performing its duties and prepare for the work by conducting the relevant research and gathering the appropriate documentation.
- (c) In the course of the work, the contractor must refrain from any act which might bring the Translation Bureau into disrepute.
- (d) The contractor must follow the agreed-upon protocols, terms and conditions and procedures as set out in the resulting contract and supply arrangement.

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- (e) The contractor must not perform any duties other than the work described in the task authorization for which it has been contracted.
- (f) The contractor must refrain from deriving any personal gain from information it may have acquired in the course of the work.

A7.1 Failure to meet standards of professional conduct

- (a) Canada may terminate the contractor's contract if it fails to meet the standards of professional conduct stipulated in Article A7 (Standards of professional conduct) above and suspend its supply arrangement for a specified period pursuant to the article entitled "Suspensions for failure to comply with the standards of professional conduct" in the supply arrangement.

A8 MEETINGS *(remove if not required under the contract)*

- (a) The contractor agrees that a team of its main contract administration personnel and personnel responsible for carrying out the work will meet with their Translation Bureau counterparts within two weeks of contract award.
- (b) The contractor agrees that its contracting authority and one of its quality controllers will, within two weeks of the start of each new contract year, attend a meeting with their Translation Bureau counterparts to review the past year and discuss any corrective action required.
- (c) Meetings may take place virtually or in person. The contractor will cover travel expenses for in-person meetings.

BASIS OF PAYMENT

1. For evaluation purposes – Financial bid *(delete this section at contract award)*

A bidder must complete this pricing schedule and include it with their financial bid. As a minimum, the bidder must respond to this pricing schedule in their financial bid by including their quoted all-inclusive rate (in Canadian dollars) for each period specified below and for each service stream identified in Annex A – Statement of Work.

The volumetric data included in this pricing schedule are provided strictly for the purpose of determining the bid evaluated price. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

The rates included in this pricing schedule include the total estimated cost of any travel and living expenses that may need to be incurred for the work described in Annex A of the bid solicitation.

Canada shall not cover, under any resulting contract, the travel and living expenses contractors may incur to refit resources to meet their contractual obligations.

A. Initial contract period from _____ to _____ *(enter dates when contract is awarded).*

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During the contract period, the contractor will be paid at the rate specified below for work performed in accordance with the contract and the terms and conditions of the Statement of Work.

(Insert the appropriate basis of payment for the requirement and delete the others)

A	B	C
Unit price per word *	Estimated Number of Words	Total (A x B)
\$X.XX	<i>Enter the estimated number of words for the initial contract period.</i>	\$X.XX
Firm Hourly Rate*	Estimated Number of Hours	Total (A x B)
\$X.XX	<i>Enter the estimated number of hours for the initial contract period.</i>	\$X.XX
1 – Total price for initial period		\$X.XX

B. First option to extend the contract from _____ to _____ *(enter dates when contract is awarded).*

This section applies only if Canada opts to extend the contract .

During the contract extension period, the contractor will be paid at the rate specified below for work performed in accordance with the contract extension period and the terms and conditions of the Statement of Work.

(Insert the appropriate basis of payment for the requirement and delete the others)

A	B	C
Unit price per word *	Estimated Number of Words	Total (A x B)
\$X.XX	<i>Enter the estimated number of words for the first option year.</i>	\$X.XX
Firm Hourly Rate*	Estimated Number of Hours	Total (A x B)
\$X.XX	<i>Enter the estimated number of hours for the first option year.</i>	\$X.XX
2 - Total price for option period 1		\$X.XX

C. Second option to extend the contract from _____ to _____ *(enter dates when contract is awarded).*

This section applies only if Canada opts to extend the contract.

During the contract extension period, the contractor will be paid at the rate specified below for work performed in accordance with the contract extension period and the terms and conditions of the Statement of Work.

(Insert the appropriate basis of payment for the requirement and delete the others)

A	B	C
Unit price per word*	Estimated Number of Words	Total (A x B)

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\$X.XX	<i>Enter the estimated number of words for the second year.</i>	\$X.XX
Firm Hourly Rate*	Estimated Number of Hours	Total (A x B)
\$X.XX	<i>Enter the estimated number of hours for the second option year.</i>	\$X.XX
3 - Total price for option period 2		\$X.XX

***Unit price per word (or firm hourly rate):** the unit price per word (*or the firm hourly rate*) must be presented in dollar form and have a maximum of two decimals. Bids with more than two decimals will be rejected (*delete this paragraph when contract is awarded*).

Evaluated price: *Total price for initial period + Total price for first option period + Total price for second option period (modify as appropriate)*

Annex B – Questionnaire

As the purpose of this RFI is to solicit industry feedback with respect to Translation Bureau requirements for parliamentary translation, respondents are invited to submit answers in response to the questions below. Respondents are encouraged to submit answers to as many questions as possible; however, they may choose not to answer certain questions. It is important to take Annex A into account when you answer the questions.

Name of Contractor:	
Name of Contractor's Representative:	
Procurement Business Number (PBN):	
Email Address:	
Phone Number:	
SECTION 1: <i>Questions about the draft Statement of Work and the Basis of Payment at Annex A</i>	
Question 1.1: Do you have any comments and/or concerns and/or recommendations about the definition of the new work fields <i>Spoken Language – Political Current Affairs</i> and <i>Parliamentary Documents</i> under section A2.2 Nature of texts?	
<i>Please provide response here.</i>	
Question 1.2: Do you have any comments and/or concerns and/or recommendations about option 2 of Section A4.3 Daily Production Capacity?	
<i>Please provide response here.</i>	
Question 1.3: Do you have any comments and/or concerns and/or recommendations about the four categories indicated in paragraph (b) of option 2 for the field <i>Spoken Language – Political Current Events</i> Section A4.4 Workload Management?	
<i>Please provide response here.</i>	
Question 1.4: Do you have any comments and/or concerns and/or recommendations about option 3 for the field <i>Parliamentary Documents</i> in Section A4.4 Workload Management?	
<i>Please provide response here.</i>	
Question 1.5 : Do you have any comments and/or concerns and/or recommendations about any aspect of the draft Statement of Work? If so, please explain.	
<i>Please provide response here and specify the section from the Statement of Work.</i>	
Question 1.6: Do you have any comments or concerns about the proposed Basis of Payment for the translation services in the fields <i>Spoken Language – Political Current Events</i> and <i>Parliamentary</i>	

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<i>Documents? If so, please explain.</i>
<i>Please provide response here and specify the section from the Statement of Work.</i>
SECTION 2: <i>Questions about the current Request for Supply Arrangement EN966-140305/L (RFSA) (https://canadabuys.canada.ca/en/tender-opportunities/tender-notice/pw-zf-526-40507)</i>
Question 2.1: Although Canada intends to amend the current RFSA following this exercise, do you have any comments and/or concerns and/or recommendations about the terms and conditions of the current RFSA?
<i>Please provide response here.</i>
Question 2.2: Do you think the proposed contract structure will meet the needs of the translation services for Parliament? If not, please explain.
<i>Please provide response here.</i>
SECTION 3: <i>General Questions</i>
Question 3.1: Would you or your organization be able to provide the services outlined in the draft statement of work? Please elaborate.
<i>Please provide response here.</i>
Question 3.2: Would you or your organization be interested in submitting an arrangement to qualify in the field <i>Spoken Language – Political Current Events</i> following the changes being made to the Statement of Work? If not, please explain.
<i>Please provide response here.</i>
Question 3.3: Would you or your organization be interested in submitting an arrangement to qualify in the field <i>Parliamentary Documents</i> following the changes being made to the Statement of Work? If not, please explain.
<i>Please provide response here.</i>
SECTION 4: <i>Question about training and review to quality for <i>Spoken Language – Political Current Events</i> and <i>Parliamentary Documents</i></i>
Question 4.1: The Translation Bureau is seeking to increase its outsourcing capacity for parliamentary translation. Currently, to qualify for <i>Parliamentary</i> , contractors must demonstrate that they have translated 400,000 words in this field over the past five years. However, with the creation of two new fields <i>Spoken Language – Political Current Events</i> and <i>Parliamentary Documents</i> and given how difficult it is to acquire this experience other than through contracts with the Bureau, the Bureau wants to launch a pilot project to offer contractors another way to qualify in new fields, in other words by participating in training AND passing an exam. Would you or your organization be interested in participating in training and taking an exam with a view to submitting an arrangement to qualify in one or two new fields or both? If no, please explain.
<i>Please provide response here.</i>

SECTION 5:

Questions about Indigenous procurement. Federal departments and agencies are required to assign at least 5% of the total value of their contracts to Indigenous businesses. The following questions will help PSPC develop its procurement strategy for Indigenous businesses for the next RFSA update.

Question 5.1: Is your business an Indigenous business under the definition set out in the [Procurement Strategy for Aboriginal Business \(PSAB\)](#)?

- Yes
 No

Question 5.2: If yes, is your business registered in the [Aboriginal Business Database \(ABD\)](#)? The Aboriginal Business Database is designed to help and support Aboriginal businesses looking for business opportunities, including federal procurement.

- Yes
 No
 N/A

Question 5.3: Does your business subcontract to Indigenous businesses?

Please provide response here.

Question 5.4: Does your business employ Indigenous peoples? If so, indicate how many Indigenous people your business employs.

Please provide response here.

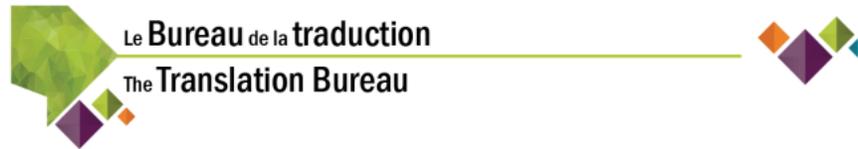
Question 5.5: Does your business indirectly contribute to the economic development of Indigenous communities? Professional training, grants, subsidies, etc., are examples of indirect contributions that help in the economic development of Indigenous communities.

Please provide response here.

Question 5.6: Do you have any suggestions and/or recommendations on ways to expand our pool of Indigenous enterprises?

Please provide response here.

Annex C – Agenda for the Contractors Conference



Conférence des entrepreneurs

Supplier Conference

Ordre du jour / Agenda

Mercredi 25 octobre, 2023 / Wednesday October 25th, 2023
De 13 h à 15 h (HAE) / 1 p.m. – 3 p.m. (EDT)
WebEx

POINTS À L'ORDRE DU JOUR / AGENDA ITEMS		
Sujets / Items	Durée / Duration	Présentateurs / Presenter
Sujet 1 / Item 1		
Mot de bienvenue / Opening Remarks	5 minutes	Caroline Corneau/Isabelle Gratton
Sujet 2 / Item 2		
Présentation du travail du secteur parlementaire / Presentation of work of the parliamentary sector	45 minutes	Caroline Corneau/Isabelle Gratton
Sujet 3 / Item 3		
Discussion sur la demande de proposition / Discussion on the request for information	40 minutes	Tous / All
Sujet 6 / Item 6		
Période de questions / Question period	30 minutes	Tous / All