



CMIP21202302

Amendment No. 1: To the Tender Documents Translation and Editing Services

Amendment Date: November 24, 2023

To all Bidders:

The Purpose of this Amendment is to address the following questions:

1. With respect to the proofreading services, are we required to provide pricing for that service within our proposal? Or if awarded, would we be invoicing on a per-project basis?

Please provide your cost per word.

2. I am not sure what to enter for **Editing Services** under "Price per document" in the case of 1,000 words or more. A document could be any number of pages and words. Should I enter a price per hour or a price per word or both for editing **each segment of 1,000 words** in a document?

Please provide your cost per word and if the pricing changes based on volume.

3. In the RFP, it says rush translations are due within two business days. Would translations ever be required in less than two business days?

Yes this does happen from time to time. Typically, it would be for shorter documents (250 words) or clarification on short phrases for example.

4. Can you estimate what proportion of your translation needs would be from English to French and vice versa?

Almost exclusively English to French.

5. The RFP states that most translation requirements are 1000 words or less. On average, how many words are in a translation request?

Most individual translation requests are under 500 words.

6. The RFP document does not clearly specify what editing services will be required. It refers mainly to proofreading, but editing and proofreading are two very different things, and

Section 5.6 does not request a fee breakdown for proofreading. In the RFP, do the terms “editing” and “proofreading” refer to the same service?

No.

7. If the terms “editing” and “proofreading” refer to the same service in the RFP, does it mean that the CMI requires only copy editing services (spelling, grammar, punctuation, consistency of terminology) and does not require substantive editing services?

Yes. However, some of our translation can be subjective and nuanced such as a tagline where we would not be looking for a literal translation.

8. Section 1.3.5 states: “The contractor shall provide proofreading services ... for editing/proofreading of French copy to check for grammar and consistency.” Does this mean that the contractor is supposed to edit French translations? If so, that involves more than checking grammar and consistency.

It would involve checking grammar and consistency.

9. Since the working language at the CMI is English, does the museum require the editing of texts written originally in English?

No.

10. Section 4.2 (Evaluation Criteria) mentions only translation. Can you please confirm that the proponents’ ability to provide editing services will not be evaluated.

Correct.

11. Section 1.1 states that the CMI “is seeking proposals for translation and editing services from English to French and French to English”. What is meant by editing services from English to French and French to English? Does it refer to the editing of French translations of English texts and English translation of French texts?

It could involve checking grammar, consistency and copy length.

12. Section 1.3.7 states: “Proofreading projects can be stand-alone or as an added step following a translation request.” Does “added step” refer to the editing of the translation?

Yes.

13. In Section 5.6.2, does the fee breakdown for editing services refer to the editing of texts written originally in English, the editing of French translations or the editing of English translations?

It could be any of the above.

14. Section 5.6.2 requests a price per document for editing services. Editing is usually billed per word or per hour, not per document. It is impossible to provide a price per document. It takes a lot longer to edit corporate reports and academic papers than to edit first-person stories, for example.

Please provide price per word.

15. Proofreading usually refers to the correction of PDF page proofs produced by a graphic designer. Will the CMI require this type of service for its exhibition texts?

No.

16. In Appendix E, Basis of Payment, there is no minimum billing fee, yet translators demand it prior to accepting work offers. Could the pricing table be amended to include the minimum fee per request?

No.

Under **Section 3.3.2 Proponent Submission Instructions**, add the following: Please note that email submissions over 15 MB will not be received through CMI's electronic mail server. Please ensure submissions are provided in a compressed format such as a compressed pdf.

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