

Questions and Answers for RFP 20231231

Question #	Questions Received from Bidders	Responses to Bidders	Date / Time Question Received	Date/Time of Response
1	In M2 Corporate experience, please confirm that multiple projects may be used to demonstrate the required volume and business areas.	Yes, multiple projects may be used to demonstrate the required volume and business areas of the translation services provided.	Mon 11/20/2023 4:50 PM	Mon 11/27/2023 4:45pm
2	In M2 Corporate experience, is there a maximum number of projects that may be used to demonstrate the required volume and business areas?	No, there is no maximum of projects that may be used to demonstrate the required volume and business areas.	Mon 11/20/2023 4:50 PM	Mon 11/27/2023 4:45pm
3	Are we required to demonstrate a total volume of 5,000,000 words translated from English to French cumulatively across the related business areas, or do we need to demonstrate a total volume of 5,000,000 words in each of the business areas (for a minimum 3 business areas)?	This criterion is a cumulative value of 5,000,000 words translated from English to French cumulatively across the related business areas.	Mon 11/20/2023 4:50 PM	Mon 11/27/2023 4:45pm
4	Is the objective of this RFP to find one supplier or more? Up to how many suppliers would OSFI be looking to select for this opportunity?	Please see Section 1 Summary on page 2 - PART 1 – GENERAL INFORMATION 1. Summary This bid solicitation is being issued to satisfy the requirement of the Office of the Superintendent of Financial Institutions (OSFI) for the provision of Professional Services. OSFI requires a contractor that specializes in the provision of translation services. It is intended to result in the award of up to five (5) contracts for two (2) years, plus five (5) irrevocable option(s), allowing Canada to extend the term of the contract(s) by one-year each.	Mon 11/20/2023 7:30 PM	Mon 11/27/2023 4:45pm
5	If more than one (1) bidders is selected, how will the volume of work be distributed among the selected bidders?	Please refer to page 26 Section 4 of PART 6 – RESULTING CONTRACT CLAUSES Multiple Contracts and Work Allocation	Mon 11/20/2023 7:30 PM	Mon 11/27/2023 4:45pm

6	How many suppliers does OSFI currently work with?	OSFI currently work with 2 suppliers and the Translation Bureau	Mon 11/20/2023 7:30 PM	Mon 11/27/2023 4:45pm
7	What is your internal team comprised of? (i.e. Translators, Revisers, Project Managers, Coordinators, etc.)	Our internal team is composed of 2 team leads, 6 Translator/Editors, 1 Junior translator, 1 Coordinator and 1 terminologist.	Mon 11/20/2023 7:30 PM	Mon 11/27/2023 4:45pm
8	Is the objective of this RFP to downsize the internal team?	No, the objective of this RFP is not to downsize the team – the objective is to address increasing volume.	Mon 11/20/2023 7:30 PM	Mon 11/27/2023 4:45pm
9	Can projects requiring evening/weekend/holiday work, as far as possible, be anticipated and our teams notified in advance?	<i>Both planned and unplanned translation request may be required after work hours but we do our best to notify the supplier in advance as much as possible.</i>	Wed 11/22/2023 4:20 PM	Mon 11/27/2023 4:45pm
10	Do these same urgent requests received outside normal working hours require execution at Protected B level?	Yes, there is a potential for both.	Wed 11/22/2023 4:20 PM	Mon 11/27/2023 4:45pm
11	Will the work have to be carried out on OSFI computers directly or on our own equipment?	No, please see section 2 Security requirement of Part 6 – Resulting Contract Clauses	Wed 11/22/2023 4:20 PM	Mon 11/27/2023 4:45pm
12	The Pricing Schedule includes an approximate level of effort in Words and Hours (stating words or hours). Please clarify the instructions to Bidders. Are we to include <u>both</u> options and extended pricing, or is OSFI looking for bidders to decide whether they wish to invoice per word or per hour? If the choice falls on the Bidder, will the total evaluated price be the only factor in the evaluation (regardless of the chosen method or unit price)?	Please refer to amendment #1 to RFP 20231231	Thu 12/7/2023 11:00 AM	Fri 12/8/2023 7:30 PM

13	As I continue reviewing the RFP in greater detail, I'm now seeing that 3.5.1.2 of the SOW states that invoicing is to be done on an hourly basis. I still think that my question below is pertinent, and that there should be clarification as to exactly what needs to be entered in the pricing schedule. I thought to mention it.	Please refer to amendment #1 to RFP 20231231	Thu 12/7/2023 11:00 AM	Fri 12/8/2023 7:30 PM
14	Is this a designated translator contract?	No	Thu 12/14/2023 12:09 PM	Fri 12/15/2023 2:30 PM
15	Do you expect translator profiles in our response? This criterion doesn't seem to appear in the RFP.	No	Thu 12/14/2023 12:09 PM	Fri 12/15/2023 2:30 PM

16	If so, do you expect all translators to work on the sample text?	No, the sample text in M-7 is required by the Bidder as a firm, not a specific resource.	Thu 12/14/2023 12:09 PM	Fri 12/15/2023 2:30 PM
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