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**REVISION TO A REQUEST FOR STANDING
OFFER
RÉVISION À UNE DEMANDE D'OFFRE À
COMMANDES**

The RFSO is hereby revised: unless otherwise indicated, all other terms and conditions of the RFSO remain the same.

La DOC est par les présentes révisée : à moins d'indication contraire, toutes les autres modalités de la DOC demeurent les mêmes.

| | | |
|---|-------------------------------------|--------------------------|
| Acknowledgement copy required / | Yes / Oui | No / Non |
| Accusé de réception requis : | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Vendor/Firm Name and Address / Raison sociale et adresse du fournisseur/de l'entrepreneur : | | |
| | | |
| The Offeror hereby acknowledges this revision to the RFSO. Le proposant constate, par la présente, cette révision à son DOC. | | |
| | | |
| Name, title of person authorized to sign (type or print) Nom et titre du signataire autorisé (caractère d'impression) | | |
| | | |
| Signature | Date | |

| | | |
|---|---|---|
| RETURN OFFERS TO : RETOURNER LES OFFRES À : wd.bidbox@prairiescan.gc.ca | | |
| Title / Sujet : Translation and Revision Services (English to French) / Services de traduction et de révision (de l'anglais au français) | | |
| Solicitation No. / N° de l'invitation : 4W001-256004 | | |
| Date of Solicitation / Date de l'invitation : 2024-05-15 | | |
| Solicitation Closes / L'invitation prend fin : At / à : 16:00 MT/HR On / le : 2024-06-19 | | |
| Amd. No. / No de modif. 002 | Amd. Date / Date de modif. 2024-06-10 | |
| Destination : See herein./ Voir ci-inclus | | |
| Instructions : See herein./ Voir ci-inclus | | |
| F.O.B. / F.A.B. : See herein./ Voir ci-inclus | Taxes : See herein / Voir ci-inclus | Duty / Droits : See herein./ Voir ci-inclus |
| Address Enquiries to / Adresser toute demande de renseignements à : Ryan Bent Ryan.Bent@prairiescan.gc.ca | | |
| Security / Sécurité : THIS DOCUMENT DOES NOT CONTAIN SECURITY REQUIREMENTS LE PRÉSENT DOCUMENT NE COMPORTE PAS D'EXIGENCES EN MATIERE DE SÉCURITÉ | | |
| Comments / Commentaires : | | |

RFSO AMENDMENT 001

This amendment to the RFSO is raised to:

1. answer questions received from industry;
2. amend the Pricing Schedule;
3. amend the Mandatory Technical Criteria;
4. amend the Statement of Work; and
5. extend the closing date of the RFSO.

Note to Offerors:

If your proposal has already been submitted, you may wish to revise it. Revisions to your proposal must be submitted by email to WD.BidBox@prairiescan.gc.ca, clearly identified as a revision. Any revisions must be received before the RFSO closes. Any revisions received after this date and time will not be accepted.

1. QUESTIONS AND ANSWERS

Question 1:

The RFP states in M1 (page 13 of 32 in the RFP document) that “The Offeror must provide an up-to-date curriculum vitae (CV) for each proposed resource.” “Each” suggested to us that PrairiesCan would like to see the experience of more than one resource, but it is not specified in M1 how many precisely. Does PrairiesCan have a preferred number of resources to be proposed?

Answer 1:

Offerors must propose at least one (1) resource and must provide a CV for each Proposed Resource that will be doing work under the Standing Offer.

Question 2:

the RFP calls for 90% translation of English into French and 10% French into English (page 25 of 32 under A1.1, “Summary”). M1 (page 13 of 32 of the RFP) indicates that we must demonstrate experience only for English into French. Would you advise that we provide a CV for a resource who specializes in French into English translation as well? Or is a fully bilingual resource acceptable?

Answer 2:

Offerors are requested to propose at least one (1) resource that is fully bilingual. Offerors may include resources that specialize in French to English translation in addition to this.

Question 3:

We would like to confirm that, according to the concluding information in M2 (page 14 of 32), proof of CAN/CGSB-131.10-2017, Translation Services certification is sufficient evidence of our compliance with the Mandatory Requirements and no further discussion of the previously mentioned points is necessary. Is this correct?

Answer 3:

Offerors are only required to respond to M3.1 and M3.2 if they **do not** have CAN/CGSB-131.10-2017, Translation Services. Otherwise, proof of certification **alone** is sufficient for M3.

Question 4:

We would like to ask for clarification on the demonstrated experience for M1. Would the Project Authority like to see individual translation projects for the resources, or is it sufficient to reference long-term projects/contracts on which the resource worked? Is it acceptable for the bidder to serve as a reference for these projects or does the Project Authority require that the reference be the organization for whom the work was conducted? Many of our resources have only been employed by our organization and do not have individual references.

Answer 4:

M1 has been revised and is now split into two separate criterion – M1 for organizational experience and M2 for resource experience. In-depth project details and references are not required for resource experience.

Question 5:

We see that there are two (2) “M2” criteria listed (page 13 of 32) – one that is for the Certifications of the proposed resources, and one that is for Quality Control. Is this an error and the second M2 should be M3?

Answer 5:

This is an error. The mandatory evaluation criteria have been revised accordingly.

Question 6:

As per the subcontracting section on pg.28, subcontracting is not allowed for this work. We are certified under the national standard CAN/CGSB and rely heavily on subcontracting for translation services. Nearly all of our contracted translators are freelancers. All of our freelancers must pass strict criteria and testing before being onboarded and available for any assignments or projects. They must also sign a subcontractor agreement agreeing to strict confidentiality, data and privacy clauses. Would Prairies Economic Development Canada be open to subcontracting by the offeror?

Answer 6:

Subcontracting is permitted. The RFSO SOW has been amended accordingly.

Question 7:

Attachment 1 to PART 3 pg.10. On the chart it says GST & HST, is it a mistake as in Alberta there is only one tax. Please confirm.

Answer 7:

Applicable Tax does not need to be included as it is not being evaluated. The pricing schedule has been updated accordingly.

2. Amendments to the Pricing Schedule

AT: Attachment 1 to Part 3

DELETE: Tables 1, 1.1, 1.2, 1.3, and 1.4

INSERT:

| (A) No. | (B) Service Type | (C) Unit Type | (D) Volumetric Data | (E) All-inclusive Regular Rate | (F) All-inclusive Urgent Rate | (G) *Total |
|---|-----------------------------|------------------|---------------------------|--------------------------------------|-------------------------------------|----------------------|
| 1. Initial Contract Period - July 1, 2024 - March 31, 2025 | | | | | | |
| 1 | Translation | Cents/Word | 1,500 words | | | |
| 2 | Revision and Editing | \$/Hour | 1.5 hours | | | |
| **Total for Initial Contract Period: | | | | | | |

| | | | | | | |
|---|-----------------------------|------------|-------------|--|--|--|
| 1.1 Option Period 1 - April 1, 2025 - March 31, 2026 | | | | | | |
| 1 | Translation | Cents/Word | 1,500 words | | | |
| 2 | Revision and Editing | \$/Hour | 1.5 hours | | | |
| Total for Option Period 1: | | | | | | |

| | | | | | | |
|---|-----------------------------|------------|-------------|--|--|--|
| 1.2 Option Period 2 - April 1, 2026 – March 31, 2027 | | | | | | |
| 1 | Translation | Cents/Word | 1,500 words | | | |
| 2 | Revision and Editing | \$/Hour | 1.5 hours | | | |
| Total for Option Period 2: | | | | | | |

| | | | | | | |
|---|-----------------------------|------------|-------------|--|--|--|
| 1.3 Option Period 3 - April 1, 2027 – March 31, 2028 | | | | | | |
| 1 | Translation | Cents/Word | 1,500 words | | | |
| 2 | Revision and Editing | \$/Hour | 1.5 hours | | | |
| Total for Option Period 3: | | | | | | |

| | | | | | | |
|---|-----------------------------|------------|-------------|--|--|--|
| 1.4 Option Period 4 - April 1, 2028 – March 31, 2029 | | | | | | |
| 1 | Translation | Cents/Word | 1,500 words | | | |
| 2 | Revision and Editing | \$/Hour | 1.5 hours | | | |
| Total for Option Period 4: | | | | | | |

*(E x D) + (F x D) = G

**G1 + G2 = Total

***Total for the initial period + Total for option periods
1, 2, 3, and 4 (Applicable Taxes excluded)

*****TOTAL Evaluated Offer Price:**

3. Amendments to the Mandatory Technical Criteria

DELETE: 4.2.1 Mandatory Technical Criteria, in its entirety

INSERT:

4.2.1 Mandatory Technical Criteria

- (a) The offer must meet the mandatory technical criteria specified below. The Offeror must provide the necessary documentation to support compliance with this requirement.
- (b) Offers which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

| MANDATORY CRITERIA | | Page number | Meets | Does not meet |
|---|---|--------------------|--------------|----------------------|
| For each criterion, identify the relevant page number in your proposal. | | | | |
| M1 | <p>The Offerors Experience:</p> <p>The Offeror must demonstrate a minimum of four (4) years experience over the last ten (10) years providing English to French and French to English translation and revision services as of the RFSO closing date.</p> <p>The Offeror must provide the following information for each project used to demonstrate experience:</p> <ul style="list-style-type: none"> i. Name of Client Organization; ii. Project Name (if applicable); iii. The approximate total word count and what proportion (%) was English to French and French to English; iv. Brief Project Description; v. The period over which time the translation work was provided, using the following format: from (month/year) to (month/year) vi. Client Contact Name, Position Title, Phone Number and/or Email | | | |
| M2 | <p>Resource Experience</p> <p>The Offeror must have at least one (1) Proposed Resource. All Proposed Resources must be fully bilingual in English and French. The Offeror must provide an up-to-date curriculum vitae (CV) for each Proposed Resource that will be performing work under the Standing Offer.</p> <p>The CV for each Proposed Resource must include:</p> <ul style="list-style-type: none"> i. A clear indication of the number of years of experience the Proposed Resource has providing translation and revision services for English to French and, if applicable (French to English). ii. Educational background (M2.1) and certifications (M2.2); iii. Brief description (500 words or less) of relevant experience of the Proposed Resource has worked on in the last 10 years; | | | |

| | | | | |
|-----------|--|--|--|--|
| | <p>M2.1 Educational Background</p> <p>All Proposed Resources must have a bachelor's degree in translation from a recognized post-secondary institution. No other credentials will be accepted.</p> <p>Please provide a scanned copy of the degree. Please ensure that all information on the scanned copy of the degree is legible.</p> <p>(The list of recognized organizations can be found under the Canadian Information Centre for International Credentials website, at the following Internet link: http://www.cicic.ca/2/home.canada)</p> <p>M2.2 Certifications</p> <p>The Offerors proposed resources must be certified members in good standing of a recognized Canadian translation association or corporation (Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ) or a provincial or territorial professional association affiliated with the Canadian Translators, Terminologists and Interpreters Council (CTTIC)). The Offeror must provide valid copies of these certifications with their offer. Please ensure that all information in the certifications is legible.</p> | | | |
| M3 | <p>Quality Control</p> <p>The Offeror must demonstrate its quality management and deadline compliance processes.</p> <p>To meet this requirement, the supplier must submit the following items:</p> <p>M3.1 Quality Management Documentation</p> <p>The quality management documentation must include the following:</p> <ul style="list-style-type: none">i. Description of the quality management processii. How the process is applied on a day-to-day basis by the Offeror's team; andiii. What steps are taken when the translation quality is not deemed satisfactory by the client. <p>M3.2 Deadline Compliance Documentation</p> <p>The deadline compliance documentation must include the following:</p> <ul style="list-style-type: none">i. Description of the deadline compliance process;ii. How the Offeror establishes priorities;iii. How the process is applied on a day-to-day basis by the Offeror's team; and What steps are taken when deadlines are not met. <p>M3, including M3.1 and 3.2, will be considered as being met if the Offeror can provide proof of certification attesting that the provider is certified under national standard CAN/CGSB-131.10-2017, Translation Services.</p> | | | |

4. Amendments to the Statement of Work

DELETE:

A3. Subcontracting (pg. 28), in its entirety.

5. Extend the closing date of the RFSO

The deadline to submit offers is hereby extended to the closing date and time indicated on page 1.