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February 9, 2024

**Subject:** P2400387 Request for Standing Offer (RFSO) - Translation Services (English to French) and Editing Services for French Documents

### **ADDENDUM No.1**

Further to the above-mentioned Request for Standing Offer, Addendum No. 1 is hereby issued.

#### **Questions and Answers:**

##### **Question 1**

Would Canada clarify whether criteria R4 in Annex "D", which says "The Offeror must have a fully operational, permanent, commercial head office in Atlantic Canada", is a mandatory or rated criteria? Additionally, are there any points allocated for having satellite offices within Atlantic Canada?

##### **Answer 1**

The following criteria as it appears in Annex D "R4 The Bidder should have a fully-operational, permanent, commercial head office in Atlantic Canada" should read as follows: "The Bidder should have a fully-operational, permanent, commercial office in Atlantic Canada". The word "head" should not appear in this criteria. This is a "Rated Criteria". See Amendment 01.

##### **Question 2**

Would Canada provide us with an estimate of the annual workload?

##### **Answer 2**

The average workload may reach 70,000 words annually for translation, and 10,000 words for editing; however, this is an estimated volume of words which may vary (higher or lower).

##### **Question 3**

Would Canada clarify if its intention is to issue a second standing offer in separate Request for Standing Offer (RFSO) for translation services (English to French) and editing services for French documents?

##### **Answer 3**

Both Standing Offers will be issued from this solicitation. We will not be issuing a second RFSO.

##### **Question 4**

Would Canada further define "project", as referred to in criteria M1 in Annex D?

**Answer 4**

A project can correspond to a total number of words translated for a client. In response to M1, offerors should provide the number of words translated during a certain period of time for specific clients. A table can be used to list the number of words translated for each client and the corresponding period of time in order to demonstrate a total of five years of experience accumulated over the last ten years.

**Question 5**

Would Canada further define "translation project", as referred to in criteria M1 in Annex D?

**Answer 5**

A project can correspond to a total number of words translated for a client. In response to R1, offerors are to provide references who will be contacted to confirm their satisfaction with the services they received. Offerors must provide the number of words translated during a certain period of time for two clients in the last three years, and provide the name and current telephone number and/or email address of the client's representative who would be able to confirm the information provided.

**Question 6**

For R2 (Annex D), does Canada require the offeror provide the number of words each resource has translated for each client they have worked with, as well as how long they have been working with each client?

**Answer 6**

Offerors must demonstrate that the proposed resources have a minimum of five (5) years of experience in the last ten (10) years in translating from English to French with little or no supervision. To demonstrate this, they should provide the number of words that each proposed resource has translated for specific clients, those clients' names and the period of time that the resource has worked with those clients.

**Question 7**

Would Canada confirm whether it will accept relevant translation experience for the proposed resource if it extends beyond their time working with offeror?

**Answer 7**

If a resource has gained relevant experience before their time working with the offeror, the offeror may provide this information to demonstrate that the proposed resource has a minimum of five (5) years of experience in the last ten (10) years in translating from English to French with little or no supervision.

**Question 8**

Would Canada specify its preference for the how the offeror should incorporate the tables from Annex D into their technical offer (Section I)?

**Answer 8**

There is no preference regarding this. Offerors can include a copy of the table in their bid package or they can use the tables found in the RFSO.

**Question 9**

In Annex B Basis of Payment, is the offeror to enter amounts using the table provided? How should this amount be calculated?

**Answer 9**

Offerors are responsible to insert their rates only.

**Question 10**

In Annex B Basis of Payment, would Canada specify whether it prefers the offerors use the provided table on Page 25 of the RFSO, or can an offeror create their own document as part their financial offer (Section II)?

**Answer 10**

Please Refer to Part 3 – Offer Preparation Instructions.

**Question 11**

Annex B in the English RFSO document and *Annexe B* in the French *demande d'offre à commandes* have different dates for periods 2 and 3. Would Canada clarify which dates are correct?

**Answer 11**

An amendment to the RFSO has been posted to correct the error.

**Question 12**

Would Canada accept a proposed resource if they have a master's degree or a certification in translation, rather than a bachelor's degree?

**Answer 12**

Yes.