

Atlantic Canada Opportunities Agency
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February 15, 2024

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

ADDENDUM No.2

Further to the above-mentioned Request for Standing Offer, Addendum No. 2 is hereby issued.

Questions and Answers:

Question 1

Would Canada confirm if the statement found in Annex A - Statement of Work, 2.0 Purpose, which says, "This RFSO will enable the Agency to engage the services of contractors who offer these translation and editing services when such services are required, and who demonstrate that they provide these services through a fully-operational, permanent, commercial office in Canada" is a requirement of the solicitation?

Answer 1

The Offeror must have a fully operational, permanent, commercial office in Atlantic Canada. This is a rated criteria (R4) worth 10 points in Annex D – Evaluation Criteria

Question 2

Would Canada confirm if a company based in the United States can participate in this solicitation?

Answer 2

This is a rated criteria (R4) worth 10 points in Annex D – Evaluation Criteria; therefore, no points would be allocated for these criteria to a US-based company that does not have a fully-operational, permanent, commercial office in Atlantic Canada.

Question 3

Would Canada be able to specify both the anticipated workload and specification on types of projects?

Answer 3

Please see Addendum 1 on *CanadaBuys* posting.

Question 4

As per section 3.2.2 found in **Style of Translation and Linguistic Quality** of Annex A – Statement of Work, we understand that an ACOA Glossary will be provided at contract award. Would Canada please confirm what format will this glossary be available in?

Will reference documents also be made available and if so, in which format would they be provided?

Answer 4

The glossary will be provided in Microsoft Word format.

If available, reference documents may accompany translation requests. Reference documents will be in the same format as the document to be translated.

Question 5

As per section 3.4.1 found in **Quality Assurance** of Annex A – Statement of Work, would Canada confirm whether the Contractor is expected to replace images and/or logos?

Answer 5

Service providers are expected to produce translated documents that contain logos and images in the same language. Any logos or images that need to appear in a translated document will be provided with the translation request.

Question 6

Would Canada confirm is they will accept proposed resources who have post-secondary education, but do are not certified members of a recognized Canada translation association or corporation, as per Mandatory criteria M3 and M4 in Annex D – Evaluation Criteria

Answer 6

Offerors must demonstrate that their resources have a bachelor's degree in translation from a recognized post-secondary institution, and that they are certified members in good standing of a recognized Canadian translation association or corporation. No other credentials will be accepted.