

ADDENDUM No. 001
SOLICITATION No. 23-239439

RETURN BID TO/ RETOURNER LES SOUMISSIONS À :

[receptionsoumission-
bidsreceiving.spp@international.gc.ca](mailto:receptionsoumission-bidsreceiving.spp@international.gc.ca)

**Department of Foreign Affairs, Trade and
Development (DFATD)**
**Ministère des Affaires étrangères, Commerce et
Développement (MAECD)**

Request for Proposal
Demande de proposition

Proposal to:

Department of Foreign Affairs, Trade and Development
We hereby offer to sell to Her Majesty the Queen in right of
Canada, in accordance with the terms and conditions set out
herein, referred to herein or attached here to, the goods,
services, and construction listed herein and on any attached
sheets at the price(s) set out therefore.

Proposition à:

Ministère des Affaires Étrangères, Commerce et
Développement
Nous offrons par la présente de vendre à Sa Majesté la
Reine du chef du Canada, aux conditions énoncées ou
incluses par référence dans la présente et aux
appendices ci-jointes, les biens, services et construction
énumérés ici sur toute feuille ci-annexée, au(x) prix
indiqué(s).

Comments — Commentaires :

Issuing Office – Bureau de distribution

Foreign Affairs, Trade and Development Canada
200 Promenade du Portage,
Gatineau, Québec, K1A 0G4

Affaires étrangères, Commerce et Développement Canada
200 Promenade du Portage,
Gatineau, Québec, K1A 0G4

Title-Sujet: English Editing Services for Visual Art Collection program	
Solicitation No. — N° de l'invitation 23-239439	Date: August 24, 2023
Solicitation Closes — L'invitation prend fin	Time Zone —Fuseau horaire
At /à: 2 :00 PM	EDT (Eastern Daylight Time) / HAE (Heure Avancée De l'Est)
On / le August 28, 2023	
F.O.B. — F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other — Autre: <input type="checkbox"/>	
Address Enquiries to — Addresser les questions à: Assane Ndiaye assane.ndiaye@international.gc.ca	
Telephone No. – No de téléphone: 613- 791-7185	
Destination of Goods and or Services/ Destination – des biens et ou services : Department of Foreign Affairs, Trade and Development (DFATD) / Ministère des Affaires étrangères, Commerce et Développement (MAECD)	
Vendor/Firm Name and Address — Nom du Vendeur et adresse du fournisseur/de l'entrepreneur:	
Telephone No. – No de téléphone:	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) — Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Name, Title	
Signature	Date

Addendum n° 001

A. The following questions have been received, and DFATD hereby answers as follows:

Question 1:

Has there been an incumbent providing these services in the past 12 months? If so, please provide the name of the incumbent supplier, the duration of the contract, and the contract value.

Answer 1:

An incumbent has been providing these services in the last 12 months. The supplier name was Jennifer Rae-Brown, the duration was 20 months and the contract value was \$90,400.00 including taxes.

Question 2:

For criterion R1:

Given the RFP's categories of copy, stylistic and substantive editing as being "for fine art, cultural or heritage clientele, such as museums, galleries, visitor centres, libraries, archives or public art and culture programs," do the following qualify as examples for R1?

- Editing works of fiction and non-fiction for publication
- Editing content for magazines on wine, food and travel qualify

Answer 2:

Editing works of fiction and non-fiction for publication and editing content for magazines on wine, food and travel are not considered fine art, cultural or heritage clientele. Therefore, they do not qualify as examples for R1.

Question 3:

For criteria R1, R2 and R3:

Can you further clarify the definitions for copy, stylistic and substantive editing? Specifically, we consider a stylistic edit to include the interventions of a copy edit; and the extent of a substantive edit to include copy- and style-edit actions.

If this expanded definition is acceptable, can bidders reference the same projects used for M2, M3, M4 and M5 as examples for the rated criteria R1, R2 and R3?

Answer 3:

There are three types of editing mainly required for the performance of the services:

- Copy editing is editing to ensure correctness, accuracy, consistency, and completeness.
- Stylistic editing is editing to clarify meaning, ensure coherence and flow, and refine the language.

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- Substantive editing also known as structural editing, focuses on the content, organization, and presentation of an entire text, from the title through to the ending.

Stylistic edit does include the interventions of a copy edit; and the extent of a substantive edit includes copy- and style-edit actions.

The same projects can be referenced between different criteria as long as the required type of editing experience is demonstrated.

Question 4:

For criteria M2, M3, M4, R1, R2 and R3:

DFATD requires the name and email address of a contact for each client who can confirm the information provided on projects going back five years and more. In some cases, clients on projects that are only a few years old have moved on from their positions. It is not unusual to lose touch with these individuals. Could DFATD suggest a workaround for this requirement?

Answer 4:

In cases where the clients have moved on from their positions, the name and email address of another reference contact at the institution who also worked on the project can be provided.

Question 5:

Can a bidder use the same projects for M2, M3, M4, R1, R2 and R3 when the experience encompasses the three different aspects of editing asked for on the mandatory criteria of the RFSO (copy editing, stylistic editing, and substantive editing), and is also fine art, cultural or heritage clientele, such as museums, galleries, visitor centres, libraries, archives or public art and culture programs?

Answer 5:

The same projects can be referenced between different criteria as long as the required type of editing experience is demonstrated.

*****All other terms and conditions remain unchanged*****