

## Question & Answer 1

RFP 5Z011-24-0076

### Question #1

Do we have to translate screenshots, scanned copies and images of the translation exam?

### Answer #1

Screenshots, scanned copies and images do not have to be translated. However, captions and alternative text need to be translated.

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### Question #2

Can we have an editable copy of the entire translation exam?

### Answer #2

The CanadaBuys system does not allow us to upload editable documents. If you require an editable copy of the translation exam, please send your request to [receptiondesoumission-bidreceiving@bac-lac.gc.ca](mailto:receptiondesoumission-bidreceiving@bac-lac.gc.ca)

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### Question #3

Is there a contact person who can answer questions from the translators while performing the translation exam?

### Answer #3

No, there is no contact person to answer questions from translators.

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### Question #4

What is the expected value of the resulting contract?

- Please provide an estimate number of words per year. We understand that this can be difficult to predict, and that there are no guarantees, but thank you for providing an estimate in good faith (we noticed the word counts in the pricing table, but they are very low and most likely only for evaluation purposes).

### Answer #4

Based on the numbers from last year, the estimated yearly word count in the English to French stream was approximately 120 000 words. This number is only an estimation and is highly susceptible to change from one year to another.

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**Question #5**

LAC underwent an RFP process in 2022. Is the purpose of this RFP to replace the existing supplier, or to add another supplier? If LAC intends to work with several suppliers, how would work be allocated?

**Answer #5**

The purpose of this RFP is to replace the existing contract that is ending October 31, 2023. Only one supplier will be performing the work.

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**Question #6**

Please provide an approximate breakdown of LAC needs in terms of requests:

- Percentage of work considered regular
- Percentage of work considered urgent
- Percentage of work to be required outside normal working hours

**Answer #6**

Note that the following percentages are approximations and could change from year to year.

- 85% of work considered regular
- 10% of work considered urgent
- 5% of work to be required outside normal working hours

**END OF Questions and Answers**