

Request for Supplier Qualifications (RFSQ)

SQ341-2016-02

For Translation/Revision Services

ADDENDUM No. 1

The RFSQ is amended as follows:

The following timelines have been extended, as noted in **RED** below and throughout the RFSQ.

DEADLINE FOR PROPONENT ENQUIRIES	Wednesday, December 7, 2016 no later than 5:00:00 p.m. EST
DEADLINE FOR ISSUING ADDENDA & RESPONSES TO PROPONENT ENQUIRIES	Friday, December 9, 2016
PROPOSAL SUBMISSION DEADLINE	Thursday, December 15, 2016 no later than 3:00:00 p.m. EST

Clarification of Section 4.0 – Requirements

There is no minimum page requirement for submissions provided Proponents demonstrate their ability to meet the requirements of the RFSQ in a cover letter and accompanying documentation such as a resume, CV, list of references and required appendices.

QUESTIONS & ANSWERS

Please see the answers below regarding any questions raised in relation to this RFSQ.

1. Question:

Does it constitute a conflict of interest if I have previously provided translation or revision services to CPAC?

Answer:

No, it does not.

2. Question:

What is a witness/proponent representative and do I need one (I have sole proprietorship of my business and none of my fellow translators/revisers live near my place of residence)?

Answer:

Any individual available, whether a neighbor or relative in close vicinity, that has witnessed your signature.

3. Question:

If my application is shortlisted and I am not available the week of January 16th (which is the week during which interviews/tests are scheduled to happen), is it possible to postpone the interview/test?

Answer:

The Partnership will reasonably accommodate schedules when interviewing/testing shortlisted Proponents.

End of Addendum No. 1 and Q&A