

Request for Supplier Qualifications (RFSQ)

SQ341-2016-02 For Translation/Revision Services

ADDENDUM NO. 2

The RFSQ is amended as follows:

Appendix C – Financial Proposal, Section 7, Line 8 Delete and **Replace “Per Hour” with “Per Word”, as stated below:**

Proofreading	1,000 words	\$ _____ Per Word	\$ _____	\$ _____ Per Word	Proofreading
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QUESTIONS & ANSWERS

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

1. Question:

Project Samples – Do the four (4) required types of projects stipulated apply to both translation and revision?

Answer:

Yes.

2. Question:

Project Samples – If we have completed both translation and revision on a single project, may we use that project to demonstrate expertise in both services, i.e. can we submit the source document, final translation and revisions made using track changes for a single document to demonstrate both services?

Answer:

Yes, providing that the revision was done by a different translator.

3. Question:

Project Samples – May we use samples of assignments that have been completed for the Partnership?

Answer:

No.

4. Question:

Appendix A – Organization Client List – May we list projects that we have completed for the Partnership? Also, may we list multiple projects from one client?

Answer:

Yes, you may list projects that you have completed for the Partnership, and you may list multiple projects from one client.

5. Question:

Section 5, Description of Requirements – This section seems to indicate that we must propose a specific team; however this requirement does not appear in Section 4, Requirements. Please clarify if you require us to provide not only the key managers (as indicated in Section 4, III) but translators and revisers as well. Are bios for key managers and translators / revisers (if required) sufficient?

Answer:

Yes, please provide translators and revisers as well. Resumes/bios will be sufficient.

6. Question:

Reference Form – The form requests references for each candidate in a key role and this could result in 12 or more references being required. This may not be feasible as clients do not always know which translators are working on their projects. Please confirm if we are only required to submit three (3) references for our organization as a whole.

Answer:

Yes, please submit only three (3) references for your organization as a whole.

7. Question:

Financial Proposal Form, Line 1 – Translation is not typically charged on a “per hour” basis but rather on a “per word” basis as per industry standard. Would the Partnership consider removing this line from the form and from the evaluation or alternatively may we indicate that this fee is “Not Applicable”?

Answer:

You may indicate that this fee is “Not Applicable”.

8. Question:

Financial Proposal, Line 8 – Is this intended to be “per word”? Typically proofreading is included in our quoted translation per word rate. Does the Partnership want us to split the proofreading from the translation fee and state it separately? Alternatively, if this was intended to be proofreading of third party translations, this would typically fall under the “per hour” rates indicated in Line 7 and we would ask that you consider eliminating this line or allowing an answer of “Not Applicable”. Please clarify.

Answer:

Yes, it was intended to be “Per Word”. The form has been amended, as issued with this Addendum.

No, please do not split your translation and proofreading fee, but please indicate the rate for proofreading laid out documents (PDFs, etc.) in Line 7. You may indicate “Not Applicable” in Line 8 if you do not have a per-word rate for proofreading.

End of Addendum No. 2 and Q&A Final