

March 8, 2018

Request for Supplier Qualification (RFSQ)

SQ341-2018-01

For Revision Services

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

1. Question:

Regarding submission requirement "A.b) Bachelor's degree or certificate in translation": Am I automatically ineligible if I do not have such an educational background?

Answer:

Experience will be considered along with educational background. You are encouraged to submit a proposal.

2. Question:

Requirement F: I have done a lot of revision work for clients who did not require tracking of changes per se, but asked me to deliver a finished text that incorporated my suggested changes. In such cases, I discussed the changes in an accompanying Word document I would draw up. Is any of the work completed in this manner acceptable to you?

Answer:

This would be acceptable. It would also be possible to compare the unrevised version with the revised version using the "Compare" functionality in Word. Tracked changes would then appear.

3. Question:

On page 10, under Appendix A – Form of Offer, 1. Proponent Information, 3rd question:

"The jurisdiction under which the Proponent is governed is:"

What does it mean? Where the Proponent lives and works? May I write Quebec and Ontario?

Answer:

The location of where the Proponent conducts their business. It can be both Quebec and Ontario.

4. Question:

For the purposes of this RFSQ, the documents to be submitted are the ones indicated on page 6, plus Appendix A on page 10, pages 12, 13 and 14?

Answer:

Yes.

5. Question:

On page 11, 3. Addenda, do I need to answer the question “List Addenda numbers”? And does it need to be submitted as well as part of the RFSQ?

Answer:

If Addendum or Questions and Answers documents have been issued, then that needs to be identified in this section.

6. Question:

The witness on page 14 could be anyone?

Answer:

Yes.

7. Question:

On page 6, question C, question of 3 key references, these are general references not necessarily related to the revision of cancer-related documents? These references could be related to any revision or proofreading project?

Answer:

Yes.

8. Question:

On page 6, question E, question of the typical project process, does it refer to the usual revision process or the various steps that the reviser follows?

Answer:

The various steps you follow when revising a document (your own process).

9. Question:

On page 6, question F, 3 revision samples: Although I have done several revisions over the last few years, the copies of these revisions have been deleted or the revisions were made directly in a CAT tool not available anymore. Could I use bilingual proofreading copies created in pdf using the traditional marks in the yellow bubbles entitled “Commentaires”?

Answer:

Yes.

10. Question:

The Proposal Submission Deadline is Thursday March 15 and not Tuesday March 13?

Answer:

Proposal submission deadline: **Thursday, March 15, 2018 no later than 3 p.m. ET (Toronto local time)**, as stated in the RFSQ.

11. Question:

I have a referral from 2014, would that be considered?

Answer:

Yes.