

Questions and answers

2018 Standing offer- Translation and Editing Services

Canada Council for the Arts

1. Question : workload

Do you have an estimate of the volume (in number of words) of translations and revisions over a year for example?

Answer

In 2017-2018, we sent nearly one million (1,000,000) words to be translated from French into English and one million (1,000,000) from English into French. The editing work was more occasional, and we do not have statistics for the editing work.

2. Question : freelancers

We are two freelance translators who have been working together as a team for 23 years, however, we do not constitute a company as such. Can we submit a bid together as the “supplier,” with one contact person?

Answer

The information you are looking for is in the following sections:

Part I- General information

Eligibility

Public corporations, small businesses and independent professionals (freelancers) offering at least one of the above-mentioned services may apply for inclusion on this list. Freelancers must demonstrate that they have their translations reviewed by a third party.

Part 3 –Format and delivery of the proposal

The entire proposal should be contained in a single PDF document containing:

- a) Information about the supplier’s business status: nature of the business (e.g., incorporated, partnership, self-employed), business number and GST number;
- e) Names and experience of key staff; and principal translators and editors who will be assigned to the Council;

You can be the main contact, but you will have to include the name of your partner (the third party editor).

3. Question : PDF

In response to the RFP, the Council would like to receive a single PDF document. Does this also apply to examples of works? Or can these be sent separately?

Answer

Please include them in the PDF.

4. Question: 3-page limit and Rates grid

It is understood that the 3 page limit does not include samples. Is it the same for the Rates and Services Grid, which itself has a page?

Answer

The RFP states:

Your proposal must be no longer than three (3) pages (excluding examples of works and Appendix 1). Appendix 1 is the grid. It is therefore excluded.

5. Question: samples

For previous or existing suppliers, does the CAC wish to have references and samples from the CAC?

Answer

We leave the choice to the suppliers.

6. Question: general info on Broca

We would like more information about Broca.

Answer

Broca is our translation management system. It is both a computer-assisted translation software and a translation memory. See broca.ca

7. Question : licences-Broca

Does the supplier have to pay for a license to use Broca? Or will the suppliers have access?

Answer

The supplier will not have to pay for a license. Suppliers have access to our system.

8. Question: previous suppliers

Would it be possible to know who the suppliers under the current contract are?

Answer

- Meristem
- Caron-Masse
- Lexitech
- Editext
- Michel Trahan

9. Question: number of examples for translation services into both French and English

For work samples, please confirm that the Council would like to receive one (1) example from English to French and one (1) example from French to English.

Answer

If you are submitting a proposal for translation services into both French AND English, please submit two examples for each service (two (2) examples of translation from English to French; two (2) examples from French to English)