



Conseil des arts
du Canada

Canada Council
for the Arts

Canada Council for the Arts

Standing Offer: Translation and Editing Services

Deadline for submissions: May 14, 2018, at 5 p.m. (EST)

This Standing offer is divided in six parts, as follows:

- Part 1** – General information
- Part 2** – Information for Suppliers
- Part 3** – Preparation and Delivery of the proposal
- Part 4** – Evaluation Procedures and Basis of Selection
- Part 5** – Requirements of the Canada Council
- Part 6** – Appendix 1: Rates and services

PART 1 - GENERAL INFORMATION

The purpose of this Standing Offer is to select suppliers to be prequalified suppliers the Canada Council can call upon to obtain **translation and editing services** (in French or in English) for certain projects. A Standing Offer Agreement is an arrangement to provide goods and services at prearranged prices with set terms and conditions, for specific periods of time on an “as requested” basis. A Standing Offer is not a Contract and an Order against a Standing Offer is a “Call-up”. Each Call-up is a separate Contract between the Council and the prequalified supplier.

About the Canada Council for the Arts

The Canada Council for the Arts is a federal crown corporation created by an Act of Parliament in 1957 to “foster and promote the study and enjoyment of, and the production of works in, the arts.” The Canada Council offers a broad range of grants, services and prizes to professional Canadian artists and arts organizations. The Canada Council is also responsible for the operation of the Art Bank, the Canadian Commission for UNESCO and the Public Lending Right Commission. For more info: canadacouncil.ca

Context: Translation and Editing for the Canada Council for the Arts

The Canada Council translates and edits a wide variety and a vast quantity of documents each year. The Council’s Communications Content team does not have the capacity to process all requests and must occasionally call upon external suppliers.

Languages

This standing offer concerns writing and editing texts in French or English.

Period Covered by the Standing Offer

This Standing Offer will begin in May 2018 and end on *June 30, 2021, with the option to renew for two (2) additional period of one (1) year each.*

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.

Requested Services

The purpose of this Request for Standing Offers is to seek proposals from bidders interested in providing translation and editing services on an “as and when requested” basis to the Canada Council for the Arts in the following service areas:

- Translation
- Comparative revision
- Revision of pre-translations
- Unilingual revision

PART 2 - INFORMATION FOR SUPPLIERS

Enquiries

All enquiries must be submitted by email to Lolita Boudreault, Manager, Communications Content, Canada Council for the Arts at translation@canadacouncil.ca

To ensure that all suppliers receive equivalent information, the Council will post applicable clarification questions and responses on MERX. Deadline for submitting questions is May 4, 2018 at 5:00 pm EST. Enquiries received after that time may not be answered.

Confidentiality and Council's Obligation

All information, including the SO provided to the Agencies, shall remain the exclusive property of the Council. As such, all data and information shall be kept strictly confidential and shall not be disclosed to any third party without the express written consent of the Council.

The issuance of this SO and Council's receipt of any proposal shall not, in any manner, obligate Council to perform any act, incur any liabilities, or reimburse or compensate any Supplier for preparation costs or other losses incurred in the preparation of their response to this SO. The Council shall have the right to use, for any purpose, any information submitted in connection with the SO unless it has been marked Confidential.

Extent of the obligations of the Canada Council for the Arts

This invitation to submit a proposal as supplier and the Council's receipt of that submission in no way obliges the Council to offer work to a supplier, nor does it entitle the supplier to receive work from the Council.

The Council retains full decision-making authority regarding proposals that respond to the requirements laid out in the standing offer and regarding evidence demonstrating the respect of these requirements. As well, the Council reserves the right, at its sole discretion:

- to suspend the standing offer at any time;
- to negotiate with none of the suppliers who have submitted proposals;
- to ask, orally or in writing, for clarifications regarding any additional information concerning proposals judged to be adapted to its needs.

Intellectual Property

Any intellectual property rights arising from the performance of the Work under the resulting contract(s) will belong to the Canada Council for the Arts, unless otherwise negotiated.

Modification or Withdrawal of the Request for Proposals

Suppliers may modify their proposal up to the closing date of the competition, as specified.

Any correction or clarification relating to the request for proposals will be published in the form of an addendum and sent to all concerned suppliers. No interpretation, correction, clarification or modification to the request presented in any form other than an addendum shall engage the Council. Suppliers must acknowledge receipt of all addenda in their proposals.

PART 3 – FORMAT AND DELIVERY OF THE PROPOSAL

Format 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;
- b) Contact information (including web site and email addresses);
- c) Years of experience and/or date of incorporation;
- d) List of current clients in the arts and culture sector, as well as references or testimonials from two clients;
- e) Names and experience of key staff; and principal translators and editors who will be assigned to the Council;
- f) Translation capacity: Approximate number of words that can be processed (specify in French or in English) on any given day;
- g) A brief description of the supplier (60 words);
- h) Two examples of work representative of the type of work and quality that it typically produces (if the example exceeds 2 pages, provide an excerpt);
- i) Quality assurance statement: The supplier must provide a description of how it ensures the quality and accuracy of its work (40 words);
- j) The *Rates and Services Grid* (see Appendix 1) duly completed.

Your proposal must be no longer than three (3) pages (excluding examples of works and Appendix 1).

All proposals must be signed by a duly authorized officer and include a statement that the supplier has examined and understood the SO and accepts the conditions contained therein.

The proposal must state that the supplier has the technical and financial resources and personnel to provide the services as identified in this standing offer, and within the timeframes specified in this proposal.

Period of Validity of Proposal

Proposals submitted must remain open for acceptance by the Council for a period of not less than sixty (60) days from the specified closing date.

Deadline and delivery of the proposal

Proposals must be sent via email to translation@canadacouncil.ca no later than May 14, 2018, at 5 p.m. (EST) with Standing Offer in the subject line):

For any information about the Standing Offer:

[Lolita Boudreault](#)

Manager, Communications Content, Canada Council for the Arts

PART 4 – ACCEPTANCE, EVALUATION, RESULTS AND AGREEMENTS

Acceptance or Rejection of Proposals

The Council reserves the right to reject any or all proposals or to accept any proposal at its discretion.

Proposals will not be opened prior to the specified closing date and time. Any proposal received after the specified closing date and time will be disqualified from competition and not evaluated.

Evaluation of Proposals

All proposals will be rated on the basis of a "points earned" matrix that will involve an analysis of the complete proposal including, but not limited to, such areas as:

- Ability of bidder to supply that service
- Professional experience
- Quality of support material
- Type of translation services (see the list of requested services)
- Price per service (Rates will remain in effect through 30, June, 2021.)

Results and agreements

The Council shall enter into negotiations with the successful suppliers with a view to finalizing a contract, on terms acceptable to the Council. The Council reserves the right to cancel the contract at any time if the service does not meet Council's expectations and a 30-day advance notice will be sent.

If an agreement acceptable to the Council is not reached within sixty (60) days after selection of the successful suppliers, the Council may disqualify that Firm and re-evaluate the remaining proposals without obligation or claim against the Council.

All proponents will be advised on the results of the RFP, including disclosure of the name of the winning proponent, once the proposals have been reviewed and the final negotiations with the winning proponent have been finalized and agreed. Notifications will be done via an email with all the proponents. The Council does not provide feedback to suppliers on their proposals.

PART 5 – REQUIREMENTS OF THE CANADA COUNCIL

Quality of work, response time and respect for deadlines

It is expected that all suppliers offering translation and editing services to the Canada Council will provide these services in a timely manner, with the highest possible level of accuracy. To this end, suppliers are expected to verify the quality of their own work before delivering the finished product to the Canada Council. The Council may choose to refuse a job or ask for compensation if the work is considered to be poor quality (work that requires extensive revision by the Council).

Requests for translation or editing will be sent to suppliers through Broca, the Council's translation management system and suppliers are expected to accept or refuse by email any request from the Council **within the two (2) hours following the request** (normal hours of work). Once a job is accepted, the supplier must respect the required deadline.

Requests for Service or Requests Subsequent to the Standing Offer

The Canada Council shall provide the supplier with the necessary information via Broca, including the documentation and information required for the work, delivery dates and a description of the work, to permit the supplier to determine whether it can accept and process the work requested within the deadlines specified by the Canada Council.

Technical, Operational and Organizational Environment

Suppliers must be able to share electronic documents in Microsoft Word or Microsoft Excel or other MS Office formats.

Location of Work Site and Delivery

Suppliers are expected to work from their own locations and communicate with the Canada Council by phone and/or by email. All completed work is to be uploaded to Broca.

Confidentiality

The supplier must ensure the confidentiality of all texts assigned to it for translation or editing, as well as the confidentiality of content from Echo, the translation memory built-in to Broca.

The Consultant will assume full responsibility for complying with the CC standards for personal information found in the *Privacy Act*, including its collection, use, retention and disposition, and will be accountable for any breach in this process. The CC reserves the right to examine any results or reports in order to verify that there has been no compromise of the personal information.

Special Requirements

The Canada Council will describe any special requirements of the work on the request for service. Suppliers must seek approval for any surcharges or additional costs (above and beyond those identified in the *Rates and Services Grid*) prior to commencing work on any such request. Suppliers must also notify Communications Content staff if they expects any delays or upsets due to the special requirements.

PART 6 – APPENDIX 1: RATES AND SERVICES

Services

The main services involve translation and editing of a variety of texts in various formats (Word, PPT, Excel, PDF): speeches, arts stories, policies, reports, texts for the web and others.

Language

Suppliers must state whether they are able to perform the translation (English or French) and editing (English or French) work specified in the *Rates and Services grid*.

Rush Work

From time to time, the supplier may be asked to respond to urgent or “rush” call-ups. If the supplier accepts such work, it shall be entitled to invoice the Canada Council at the rush rates specified in the Supplier’s *Rates and Services Grid* submitted in response to this SO Agreement.

Rates and Services Grid

This Rates and Services Grid must be completed by the supplier as part of its application to be included on the list of pre-qualified suppliers.

Rates remain in effect through to June 30st, 2021. Provide details on rush rate if applicable.

Please use the grid on the next page.

Rates and Services Grid

Note: write n/a for services not provided.

Rates Services	Regular rates (per word) (Convert hourly rate to per word rate, if necessary.)	Rush rates* (per word) (Convert hourly rate to per word rate, if necessary.)
<p>Translation of a text without pre-translation OR translation and revision of a pre-translated text (fuzzy matches)</p> <p>The same rate applies in both cases.</p> <p>Note: Fuzzy matches usually require substantial editing. Broca produces these pre-translations.</p>		
<p>Translation and revision of a pre-translated text (exact or close matches)</p> <p>Note: We are referring here to correspondence at 100% or a segment close to the desired translation. In both cases, the relevance of the pre-translated segment must be checked and, if necessary, action may be taken. Broca produces these pre-translations.</p>		
<p>Comparative revision</p>		
<p>Unilingual revision</p>		
<p>Language(s) of services offered</p>	EN <input type="checkbox"/> FR <input type="checkbox"/>	
<p>Details on rush rates</p> <p>Describe in which situations "rush" rates will apply.</p>		