

NOTICE OF PROPOSED PROCUREMENT (NPP) 18-699

TRANSLATION SERVICES

PURPOSE OF THIS NOTICE:

Export Development Canada (EDC), per its obligations under Chapter Five of the Canadian Free Trade Agreement (CFTA) and Chapter Nineteen of the Comprehensive Economic and Trade Agreement (CETA), is announcing that it is undertaking a Request for Proposal (RFP) process to solicit submissions with the objective of entering into an agreement with a single Supplier for all of EDCs translation services requirements. The scope of services is broad, a single Supplier may not offer the wide range of services required, as such, Suppliers will be welcome to sub-contract or joint venture dependent on EDC acceptance and approval.

POTENTIAL SUPPLIERS

Should potential suppliers of these services wish to be included in this process, they must complete a “Letter of Interest” (as detailed below). Without exception, suppliers that do not submit letters of interest will not be considered in the RFP process.

INSTRUCTIONS FOR THE SUBMISSION OF A “LETTER OF INTEREST”

The letter of interest must identify “NPP # 18-699 – Translation Services”. Letters may be provided in either official language however the Supplier should be advised that its response may be required to be translated in order to be assessed and EDC reserves the right to rely upon its translation as the basis for this assessment.

Letters of Interest must identify the supplier’s:

- Legal name
- Mailing address
- Telephone number
- Website/URL
- Contact (to coordinate receipt of the Non-Disclosure Agreement and RFP)
- Contact’s email address

Letters of Interest must be received by EDC by mail or by electronic mail (npp@edc.ca) before 3:00 p.m. Ottawa Time on Monday, October 22, 2018. Upon receipt of the letter of interest, a Non-Disclosure Agreement (NDA) will be issued to the supplier, who upon execution of the NDA will be entitled to receive the RFP documentation.

The RFP is scheduled to be released the week of October 29, 2018.

EDC may, in its sole and absolute discretion, change the foregoing dates and times upon prior written notice to the potential suppliers.

RFP MANDATORY REQUIREMENTS:

In order to assist potential suppliers in determining their suitability in responding to this RFP, below is an excerpt of the mandatory requirements of the RFP. Potential suppliers will be required to be **100% compliant** with **all** of the following mandatory elements and must address each element below in order of appearance within the RFP response. Interested companies are required to have proven expertise in the following areas:

1. The Proponent **must (M)** provide completed pricing tables (Appendix C) for all goods and services required under this Request for Proposal. All costs, including any One Time Costs, **must (M)** be provided with the Proponent’s Offer or submission as part of its Financial Proposal
2. All Proponent resources **must (M)** have a minimum of Enhance Reliability security clearance or equivalent as determined by EDC Security

3. The Proponent must provide the location(s) (City and Country) of the proposed site(s) or premises where services will be performed and/or EDC documents may be stored.
4. The Proponent must provide 3 client references.
5. The Proponent must indicate in their proposal response if they are a sole source provider, joint venture and/or will be engaging subcontractors.
6. The Proponent must translate and include the EDC supplied sample translation documentation based on the EDC Style Guide
7. The Proponent must be able to handle approximately 3 million words per year of translation services, and 1 million words per year of editing and proofing services combined which is primarily comprised of Canadian French and English.
8. The Proponent must have the ability to provide services in additional languages and provide a list of these languages.

RFP EVALUATION CRITERIA:

(Criteria and their associated weights are estimates and are subject to change at the discretion of EDC.)

Written Rated Requirements (75%)

1. **Corporate Capability**
2. **Methodology**
3. **Experience / Capability**
4. **Project Management**
5. **Translation Software**
6. **Canadian English to Canadian French**
7. **Canadian French to Canadian English**
8. **Foreign Languages to Canadian English and Canadian French**
9. **Financial Document Translation**
10. **Legal Services Document Translation**
11. **Translation Certification**
12. **Translation Services Use Cases and Scenarios**

Client References (5%)

Financial Assessment (20%)

NON-DISCLOSURE AGREEMENT:

All participants in any subsequent RFP process will be required to sign EDC's Non-Disclosure Agreement without amendment prior to receiving the RFP documentation. Additionally, if deemed applicable by EDC, participants will be required to enter into a more detailed Agreement to ensure compliance with the requirements of the Privacy Act, should they be awarded the contract at the completion of the RFP process.

GENERAL:

EDC reserves the right to contact the referenced organizations for the selected provider as part of a subsequent RFP process.

EDC reserves the right to satisfy itself of the financial viability of the selected provider as part of a subsequent RFP process.

All documents and other deliverables provided in response to this NPP become the property of EDC.

This NPP and any submission received in response thereto, any associated RFP and proposal submitted in response thereto, and all related agreements, including a confidentiality agreement and services agreement, ~~will be interpreted and governed by the laws of the Province of Ontario and federal laws of Canada applicable~~



therein.

EDC has issued this NPP in order to solicit information from potential Service Providers. EDC assumes no liability, responsibility or obligation whatsoever to any Service Provider with respect to any aspect of this NPP. EDC has no obligation to reimburse or in any way compensate any Service Provider for expenses incurred in connection with its receipt, review or response to this NPP or in connection with the negotiation of a confidentiality agreement, services agreement, or otherwise.

BACKGROUND – EDC:

EDC is a Crown Corporation that provides financing and risk management services to Canadian exporters and investors in up to 200 markets worldwide.

Founded in 1944, EDC is financially self-sufficient and operates on commercial principles.

Additional detailed information on EDC's services, organization, policies and financial operations is located on EDC's website at www.edc.ca.