



REQUEST FOR PROPOSAL

Provision of Translation Services for the Canadian Association of Midwives (CAM)/Association canadienne des sages-femmes (ACSF)

The Canadian Association of Midwives/Association canadienne des sages-femmes (CAM/ACSF) invites you to submit a proposal in accordance with the requirements of the following Solicitation. Proposals must be received by CAM/ACSF no later than the Due Date indicated in the table below.

Issue Date:	January 21, 2020
Proposal Due Date:	February 10, 2020
Written questions and Proposals should be submitted via email to:	Email: admin@canadianmidwives.org Subject: "Translation Services"

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SECTION I – BACKGROUND AND OBJECTIVE

The Canadian Association of Midwives (CAM) is the national organization representing midwives and the profession of midwifery in Canada. CAM supports the National Aboriginal Council of Midwives (NACM) as the voice of Aboriginal midwifery. The mission of CAM is to provide leadership and advocacy for midwifery throughout Canada as an autonomous, self-regulated, publicly funded and vital part of primary maternal and newborn care. CAM promotes the development of the profession in the public interest and contributes the midwifery perspective to the national health policy agenda.

The vision of the Canadian Association of Midwives is that midwifery is fundamental to maternal and newborn health services, and that everyone in Canada will have access to a midwife's care for themselves and their baby. For more information, visit: www.canadianmidwives.org and www.cam-global.org.

The Canadian Association of Midwives/Association canadienne de sages-femmes (CAM/ACSF) is issuing a Request for Proposals (RFP) for Translation Services. CAM/ACSF is developing a pool of translators to be used on a regular basis as preferred suppliers. The successful bidders will be added to a select pool of translation service providers that will be contracted for specific project(s) by the Canadian Association of Midwives/Association canadienne des sages-femmes over the period January 2020-December 2022.

SECTION II – OVERVIEW AND SCOPE OF WORK

RFP No: 20200210COMMS

RFP Date: January 21, 2020

RFP Title: Translation Services for the Canadian Association of Midwives.

RFP Issued By: Canadian Association of Midwives/Association canadienne de sages-femmes (CAM/ACSF)

Submission of Questions regarding the RFP:

Questions related to the RFP must be submitted in writing to admin@canadianmidwives.org no later than February 10, 2020.

Language of Proposals:

The technical and cost proposals may be in English or French languages.

Instructions for Submission of Proposals:

In order to be considered, an electronic copy of the proposal must be submitted by **February 10 at 17:00** to admin@canadianmidwives.org. Please include subject line: "Translation Services".

Interview Process: Following receipt of qualified proposals, CAM/ACSF reserves the right to interview all bidders. Interview format will be presented to the offerors at the time of official notification of any interview.

Award:

The successful bidder(s) will be added to a select pool of translation service providers that will be contracted for specific project(s) by the Canadian Association of Midwives/Association canadienne des sages-femmes over the period January 2020-December 2022. CAM/ACSF aims to have 3-5 preferred service providers for translation. CAM/ACSF will divide translation work between preferred service providers based on availability and specific skill set and will do so as equally as possible.

CAM/ACSF will select the successful bidder(s) based on the qualifications and experience of the respondent and the respondent's experience providing these services in Canada.

Issuance of this request for proposals does not constitute an award commitment on the part of CAM/ACSF nor does it commit CAM/ACSF to pay for costs incurred by the bidders for the preparation and submission of a proposal.

SCOPE OF WORK

Type(s) of content:

- Web
- Document
- Audio/Video

Language(s) required in order of frequency:

- English to French
- French to English
- English to Spanish
- Spanish to English
- English to Arabic

Translation services required may include but are not limited to:

(please follow hyperlinks for examples of work)

Project	Approximate Word Count	Frequency/Timeline
Newsletter	4,000-5,000	3 times per year: April, August, December
Conference Preliminary Program	200	1 time per year: May/June
Conference Program	2,000-3,000	1 time per year: September/October
Conference Abstract Summaries	4,000-5,000	1 time per year: June-September
Annual Report	8,000	1 time per year: August-October
Website	Variable	Ongoing
Global Website	Variable	Ongoing
Conference Website	Variable	Ongoing
Conference Mobile App	Variable	Ongoing
Job Postings	2,000	Ongoing
Position Statements	1,000	Ongoing
Call for Interest	1,000-3,000	Ongoing
Legal Contracts	Variable	Ongoing
Letters	Variable	Ongoing
Financial Reporting	Variable	Ongoing
Press Releases	Variable	Ongoing
Terms of Reference	1,500	Ongoing
Policies	Variable	Ongoing

Dates of Service:

CAM/ACSF requires translation services year-round.

SECTION III – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

A. Translation Services Proposal

Offerors' Translation Services Proposal shall include the following. **Offerors are welcome to submit a proposal for one or all aspects of the above Scope of Work.**

Narrative - Offerors shall submit a complete narrative and/or supporting materials addressing all benefits provided under their Translation Services Package and their capabilities to perform the scope of work. **Please consider the following when submitting your proposal.**

1. What are your core services?
2. How many years have you been in business?
3. What languages are served?
4. Where are your translators and copywriters located?
5. What are your standard days/hours of operation?
6. What is your standard turn-around time for a project?
7. Describe briefly your experience servicing non-profit organizations, professional organizations and/or health organizations.
8. Describe briefly your experience providing translation for financial and legal documents.
9. Describe briefly your process for translation.
10. What types of translation tools are used, if any?
11. Do you use translation memory?
12. What is your process for safeguarding proprietary information?
13. Provide CVs of potential translators and editors on the proposed team.
14. Provide examples of comparable translation work.

Completed Attachment A - Cover Sheet

Completed Attachment B – Past Performance/References - A minimum of two (2) client references worked with in the past two years on an activity that is similar to this Scope of Work. Include the contact information (names, company or organization, phone number and email). This document must be signed by the offeror. ****This is not required for suppliers who have worked with CAM/ACSF in the past three years.***

Completed Attachment C – Cost Proposal - The cost proposal should include cost per word for all types of translation services offered. Please indicate if editing is included in these services. If editing is not included, please indicate if it is available at an additional cost and what that cost is. Please specify if any discounts or non-profit rates are being offered. If your company has a pricing chart, please attach it.

B. Questions

Questions regarding this RFP may be submitted IN WRITING VIA EMAIL no later than February 10, 2020. Questions shall be submitted to: admin@canadianmidwives.org.

C. Submission of Offers

Proposals must be received no later than **February 10, 2020 at 17:00**.
Proposals shall be submitted via email to: admin@canadianmidwives.org.
Subject: "Translation Services"

Note: Any proposal received after the above date and time will not be considered

SECTION IV – EVALUATION CRITERIA

A. General Information

CAM/ACSF intends to evaluate proposals in accordance with the following criteria and select offeror(s) whose proposal(s) best fit the evaluation criteria.

B. Evaluation Criteria

Selections will be made based on whose services will ensure the best possible quality of translated information and be in keeping with the most efficient process in terms of quality versus cost.

Offers will be evaluated based on the following criteria:

1. Ability to provide the best option and prices:
 - Provide best overall solution to translation requirements
 - Offer should be very competitive technically and financially

2. Experience and Skill
 - Certification or demonstration of qualifications
 - Experience in translation in the areas of health care, non-profits, professional associations, international work, financial reporting and or legal documents
 - Experience with both print and web formats

3. Saving Time
 - Fast turn-around time
 - Ability to meet deadlines
 - Translation contact(s) must be available via phone and email for questions and revisions

4. Good Reputation
 - Quality assurance
 - References
 - Billing done in a timely manner

C. Non-Profit Pricing

CAM/ACSF is a non-profit organization. Offerors should provide any and all discounts available to CAM/ACSF based on its status as a non-profit organization.

D. Acceptance of Offer and Award

The successful offeror(s) will be added to a select pool of official translators for the Canadian Association of Midwives. CAM/ACSF reserves the right to select a proposal in whole or in part, or not to select a proposal, in accordance with the best interests of CAM/ACSF.

ATTACHMENT A – PROPOSAL COVER SHEET

20200210COMMS

Company Name:

Name of Person to be Contacted in Case of Questions Regarding this Proposal:

Telephone of Contact Person Named Above:

Email of Contact Person Named Above:

Name of Individual Authorized to Sign Contracts on Behalf of Company Named Above:

Title of Authorized Individual:

Certification:

By signing below, I certify that the information provided is true and correct, that it shall remain valid for a minimum of 90 days, and that I am authorized to respond to this solicitation on behalf of the Company named above. I further understand that CAM/ACSF retains the right to reject, in whole or in part, any and all bids for any reason.

Signature of Authorized Individual

Date

ATTACHMENT B – REFERENCES/PAST PERFORMANCE

20200210COMMS

Complete the table below providing information for at least 2 past/current customers for whom your company provided services similar to the ones for which you are submitting a proposal. Past customers listed below must be available to speak with a CAM/ACSF staff member during the evaluation process.

Offeror Signature (Mandatory): _____

REFERENCES/RECOMMENDATIONS

Past/Current Customer's Company Name	Past/Current Customer Contact Person	Phone & Email Information for Contact Person	Company Address	Description of Services Provided	Date(s) Work Performed

ATTACHMENT D – PRICE QUOTE

VENDOR NAME: _____