

Request For Standing Offer (RFSO)

Certified English/French Translators

Submission Deadline: June 6, 2025, by 11:59pm ET

Background

The AMFC represents all 18 medical schools in Canada and has a mandate to provide high quality content in both English and French. To this end, the AFMC is currently sourcing a list of skilled and certified translators to translate written (and occasionally verbal/video) content into English and/or French, on a project-by-project basis. Content is highly customized and specific to the academic medicine community. Reference lexicons will be made available. No guarantee of contract is given for any translator accepted on the standing offer list.

Scope of Work

- **Certified Translation in English or French:** Provision of timely translation services and certified translated documents from English to French or from French to English based on the needs of the requestor. Work is requested through the AFMC Happy Fox Ticketing System and translators will receive notifications and relevant attachments via email.

Experience & Knowledge

Proposals submitted under this RFSO should provide evidence and meet the following requirements:

- Indication of English to French and/or French to English translation services.
- Certified Translator status: Be a certified member in good standing of the *Ordre des traducteurs, terminologues et interprètes agréés du Québec* (OTTIAQ) or a provincial or territorial professional association affiliated with the Canadian Translators, Terminologists and Interpreters Council (CTTIC).
- Demonstrated translation experience in any field over the past 5 years of at least 50,000 words.
- Demonstrated experience in translation of academic records (e.g. grades, transcripts) and documents relating to medicine and its specialties over the past 5 years.

Pricing

Proponents are requested to provide a **per word** translation rate, separately for each of English to French and/or French to English translation where applicable. Rates should be Canadian dollars, cover all costs, with applicable taxes listed separately.

Rated Criteria

Submissions will be evaluated under the following criteria:

Criteria	Weighting (Points)
Relevant Experience and Qualifications <i>Assess the proponent's demonstrated experience and qualifications relevant to English-French and French-English translation.</i> <i>Considerations: Relevant education, certifications and industry credentials; years of experience in related fields; experience working with multi-stakeholder organizations.</i>	20
Experience translating academic documents (50%) and / or documents relating to medicine and its specialties (50%) <i>Assess the proponent's demonstrated experience translating academic documents and/or documents relating to medicine and its specialties.</i> <i>Considerations: Evaluation of a sample/test translation; (to be requested of proponents after the June 6 closing date), to assess translation of technical language, consistent use of sector-specific terminology, acronyms etc.</i>	20
Capacity and availability to support individual requests on an ad hoc basis, and especially during AFMC peak seasons (January-April and August-October) <i>Assess the proponent's demonstrated methodology for managing workflow.</i> <i>Considerations: Size of team, size of client portfolio, systems in place to reliably receive and satisfy translation requests in a timely manner, quality assurance methodologies.</i>	20
Pricing* <i>Scored using relative pricing formula, see process documentation linked below for full details</i>	25
Suitability <i>Assess the overall alignment of the proponent's expertise, approach, and capacity with the unique requirements of this project.</i> <i>Considerations: Overall fit of expertise and approach to project needs; ability to adapt to project-specific challenges; understanding of the project's unique context and requirements.</i>	10
Social Procurement <i>Assess the proponent's commitment to delivering social value through their organization or approach.</i> <i>Considerations: Whether the proponent is a social enterprise or non-profit; demonstrated outcomes such as inclusive hiring, community benefit, or reinvestment into social missions.</i>	5
Total Points	100

* Scored using relative pricing formula, see process documentation linked below for full details

Proposal Submission Instructions

Proposals will be limited to a maximum of 5 pages and submitted in English as a PDF to Fatou Thioune at fthioune@afmc.ca by **June 6, 2025 at 11:59 p.m. ET**, along with a completed [RFP Acknowledgement Form](#). No hyperlinks or appendices will be accepted, please contain all information within the 5-page limit.

Please ensure Proposals follow this format:

- Page 1-4: Response to RFP (including willingness to participate in translation sample process)
- Page 5: Pricing

A rectification date will be set for three (3) business days following the submission deadline.

Supporting Documentation should include:

- Confirmation that certificate(s) of affiliation to a professional association can be provided upon request
- Indication of Service Level Commitments for response time to clients and delivery timeframe for translation requests
- Evidence of experience aligned with the requirements of this request
- Proposed rates for services on a per word count basis in Canadian dollars
- Signed RFP Acknowledgement Form

Requests for additional information may be directed to the above contact.

This request is subject to the process, terms and conditions available [here](#).

Sample Translation Request

To assess the quality and agility of translations, we will ask proponents to participate in a sample translation process. To participate, please indicate your willingness to do so in your proposal indicating where a translation request can be sent.

Translation sample requests (max 1 page) will be issued to proponents on June 10, 2025 with a requested turnaround time of 24-hours.