



LMDC
Remember Rebuild Renew

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Addendum No. 1
RFQ for Translation Services
August 1, 2003

Acknowledgement of the Addendum

Please acknowledge receipt of this addendum in your proposal

Question 1)

What will be the anticipated volume of work for the translation project?

Answer 1) The LMDC can not predict the volume of work related to translation needs. The average number of documents translated per month has been 3 documents; sometimes they can be all three in a single week.

Question 2)

Will LMDC consider to localize/translate the web site as well?

Answer 2) The LMDC may require the translation of parts of the website.

Question 3)

What will be the deliverable formats for the translation work? Will it be word document, PDF file, Illustrator, Quark Express or other graphic formats?

Answer 3) The format of the documents to be translated is usually delivered in a Word format. At times documents may also be required to be delivered in one or more formats, such as PDF, Illustrator, Quark and possibly others.

Question 4)

Is there an existing glossary for the translation project? If not, will the project manager consider building one from scratch to ensure the consistency of the translation moving forward?

Answer 4) Presently there is no glossary created for the translation project. However it is expected that the translation company will be consistent with the terminology used in previous official documents and follow recommendations and directions from the LMDC staff responsible for supervising the translations to be delivered.

Question 5)

What is the total budget for this translation project in the next 12 months?

Answer 5) As it is difficult to identify the volume or size of documents to be translated, the LMDC cannot predict the exact budget for these services however,

at this time we expect to spend no more than \$20,000.00 in the first year of the contract.

Question 6)

Is there a section in which we could offer typesetting, layout services in the foreign language being translated?

Answer 6) The LMDC expects the translation services company selected to offer typesetting and layout services for the translated product.