

CALL FOR EXPRESSIONS OF INTEREST FOR CANADIAN TRANSLATION FIRMS Deadline: February 11, 2022 at 5:00 pm EST

About us

With over 20,000 members, the Canadian Association of Professional Employees (CAPE) is the third-largest federal public service union in Canada — dedicated to advocating on behalf of federal employees in the Economics and Social Science Services (EC) and Translation (TR) groups, as well as employees of the Library of Parliament (LoP), the Office of the Parliamentary Budget Officer (OPBO) and civilian members of the RCMP (ESS and TRL).

Background

To carry out its activities in both official languages, CAPE requires translation services from English to French and from French to English for various types of documents, including administrative and general texts, on an as-needed basis. The purpose of this call for expressions of interest is to establish a pool of language service providers for the purpose of awarding one-time freelance contracts.

To that effect, CAPE invites applicants who meet the following criteria to express their interest in providing translation services.

Application criteria

- The firm must be able translate up to 5,000 words per day to meet deadlines that are sometimes very short.
- The firm must have significant experience in translating administrative and general texts from English to French and from French to English for service organizations and companies.
- The firm must have in place and maintain quality control measures for translations to ensure message accuracy from one language to the other, readability of texts, terminology requirements, grammar and spelling, and consistency and layout of documents (equivalent formats in both languages).
- The firm must be Canadian-owned, and the services must be provided entirely by language professionals who have an excellent knowledge of the Canadian environment.
- The firm must be willing to work evenings and weekends as required.
- Knowledge of Labour Relations may be an asset.

Only firms under consideration will be contacted

CAPE will contact only those firms considered. This call for expressions of interest does not commit CAPE to sign a contract with the applicant, nor does it commit CAPE to providing the firm with a certain amount of work. Additional information may be requested following submission of the application.

Submission of applications

Translation firms wishing to respond to this call for expression of interest must submit their applications at traduction-translation@acep-cape.ca, **no later than 5:00 p.m. EST on February 11, 2022**. The application must provide a rate per word for translation services, including rates for emergencies and evening and weekend work, and demonstrate how the above criteria are met.