Building Skills for Climate Change: Low-Carbon Training Program
Request for Proposals (RFP) – Translation and Virtual Interpretation Services Consultant

Issued: July 20, 2023
Due: August 10, 2023

Submit Responses to:
Project Development and Research team, CAGBC

Please respond to projects@cagbc.org with any questions. Where no notice is given, all information contained herein is copyright by the Canada Green Building Council (CAGBC).

Submission Details
All submissions responding to this request for proposals (RFP) must be submitted by email to projects@cagbc.org no later than August 10, 2023, at 5:00 p.m. Eastern Time.

Submission questions
Any questions or clarifications required by applicants can be submitted until July 28, at 5:00 p.m. Eastern. All questions and answers will be shared, by email, to all participants who have submitted questions or requested receipt of questions and answers.

Questions can be addressed to:
projects@cagbc.org

Project Overview
The Canadian building sector has changed significantly over the past several decades, due to the increasingly important need to decrease its ecological, human, and financial
impacts. To meet the building sector’s climate goals, including reaching net-zero carbon emissions, we need to invest in a strong workforce trained in low-carbon building skills. Today, the building sector workforce is not adequately equipped to deliver the scale and scope of green building construction and retrofit required to meet Canada’s greenhouse gas reduction targets.

To address this challenge, CAGBC and multiple partner organizations will develop and deliver the Low-Carbon Training Program, focused on a low-carbon building curriculum to be incorporated into the training and reskilling of existing professionals engaged in the design, construction, and operation of buildings. The target audience includes large building owners, architects, engineers, general contractors, construction companies and building operators, with a particular focus on individuals early in their career through to mid-career (i.e., aged 20 - 40).

The Low-Carbon Training Program will include the following outputs:

- A collaborative curriculum development process to facilitate the creation of training for building professionals, especially professionals who are members of equity-deserving groups;
- Five core online, on-demand and synchronous (virtual and in-person) modules about key elements of low-carbon buildings including the following topics:
  - Transition planning
  - Environment, Social and Governance (ESG)
  - Integrated Design Processes
  - Life Cycle Assessment
  - Energy Modelling and Management
- The training of trainers to deliver core low-carbon concepts and equity, diversity, and inclusion principles for program delivery partners; and,
- Specialized educational content on low-carbon building for key professions in the building sector.

The Program is funded by the Government of Canada and more information is available here.

Purpose

The Canada Green Building Council (CAGBC) seeks responses from experienced individuals or qualified firms to translate written educational materials and interpret related virtual events from English to French, as part of the larger project.
Project Scope & Stages

The following section details the anticipated scope of work.

1. Translate all content materials within asynchronous, on-demand modules in French including graphics, videos, PowerPoint presentations, tables and charts, templates, and other related resources. Translate recordings for on-demand modules into French. Coordinate with the Curriculum Development Consultant to incorporate all translated materials into the French versions of asynchronous, on-demand modules.

2. Translate all content created for synchronous virtual delivery such as webinars; including graphics, videos, PowerPoint presentations, tables and charts, templates, polls and quizzes, and other related resources. Coordinate with the Curriculum Development Consultant to incorporate all translated materials into the French versions of synchronous virtual modules;

3. Provide interpretation services at virtual events such as webinars held for building sector employers, associations, and professionals.

Note: Applicants may bid on Items 1 and 2 only, or on 1, 2, and 3. Priority will be given to applicants who can deliver on all aspects of the scope.

Assumptions and Constraints

CAGBC Commitments

CAGBC will provide:
- A detailed training and delivery plan with timeline;
- English versions of the content to be translated to French;
- Approved templates, logos and specific wording guidelines in English to be used for French versions of content.

The consultant will engage with:
- CAGBC project management and learning and development staff;
- Curriculum development committee with CAGBC and 5 partner organizations with expertise in key building professions;
- Curriculum Development Consultant.
Terms and conditions

- The submission deadline is August 10, 2023. CAGBC may in its discretion continue to receive responses after the said date to satisfy its review requirements;
- The successful proponent will be retained using a standard CAGBC signed agreement form incorporating the project outline and the Consultant’s involvement. Payment will be by cheque;
- Consultants will need to abide by terms and conditions of a primary funding agreement for this project;
- Any travel expenses will be covered separately at rates required by the primary funding agreement and should not be included in the budget;
- All information, recommendations, instruments, templates, and reports generated by the applicant for CAGBC will become the exclusive property of CAGBC;
- All applicants acknowledge that there shall be no obligation on CAGBC to treat or retain such submissions as being confidential;
- By submitting a response to the RFP, all applicants acknowledge that this is a competitive process at the discretion of CAGBC and that CAGBC is not bound to choose any of the submitted applicants;
- Key success factors include timely delivery, relevant experience, responsiveness, and approval of the quality of work from CAGBC;

Key dates

Selection process timeline is estimated as:

- Requests issued – July 20, 2023
- Deadline for questions – July 28, 2023, 5 p.m. ET
- Deadline for responses – August 10, 2023, 5 p.m. ET
- Evaluation of responses and finalization of applicant – Aug 18, 2023
CAGBC reserves the right to adjust these dates at its sole discretion.

Required RFP Submission Details

The final proponent selection will be made based on a balance of criteria including expertise, experience, and cost.
Proponents will include in no more than 12 pages plus any specific appendices as a PDF:

1. Executive summary (2 pgs max);
2. An overview of the proponent (2 pgs max);
3. Outline your unique approach to the work, including team, proposed meetings and additional resources as applicable (3 pgs max)
   a. In the case of a potential team working on the project include a brief overview of the team and who will be working on the project (please detail who is an employee vs. consultant) and the management/client approach to be taken;
4. Provide an overview of how you will achieve the project scope, and detail your experience with similar work (3 pgs max)
   a. Provide a timeline for translating asynchronous and synchronous training written and video content;
   b. Include a timeline outlining time v/s number of words translated, lead time including time for necessary signoff;
   c. Outline the timeline for interpretation prep work;
5. Provide a detailed quote that matches the project scope (2 pgs max)
   a. For each activity, detail hours, fees and cost per team member, and total cost.

A budget in the following format:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Translation of asynchronous written content materials</td>
<td>(cost per word translated)</td>
</tr>
<tr>
<td></td>
<td>(other costs identified by consultant)</td>
</tr>
<tr>
<td>Translation of asynchronous video content</td>
<td>(cost per minute of video translated, including prep time)</td>
</tr>
<tr>
<td>Translation of synchronous written content materials</td>
<td>(cost per word translated)</td>
</tr>
<tr>
<td></td>
<td>(other costs identified by consultant)</td>
</tr>
<tr>
<td>Translation of synchronous video content</td>
<td>(cost per minute of video translated)</td>
</tr>
<tr>
<td></td>
<td>(other costs identified by consultant)</td>
</tr>
<tr>
<td>Interpretation services at virtual events</td>
<td>(cost per hour, including prep time)</td>
</tr>
<tr>
<td>Other required fees from consultant (specify)</td>
<td></td>
</tr>
</tbody>
</table>
6. In an appendix, provide three (3) professional business references with email and phone numbers, from past clients receiving similar or related services, and two (2) examples of past work related to the requested services and relevant projects if any;

7. Any further information in appendix form that the applicant feels satisfies this RFP (limit of three (3) pages).

Requirements of Applicant

The expected minimum level of skills, knowledge, and/or abilities of the applicant include:

- Proficiency in English and French with excellent written and verbal communication skills in both the languages;
- Experience in translation and interpretation, with a focus on professional audiences;
- Experience in translating materials including graphics and PowerPoint presentations; and interpreting online/virtual events such as webinars especially those related to education and professional audiences;
- Experience in use of technology such as video conferencing platforms;
- Cultural awareness to ensure French adaptation while translating materials and interpreting at virtual events;
- Specific experience with English-French translation in Canada;
- Experience working with executives and high-level staff, and multiple stakeholders;

The following areas of expertise or familiarity with the following activities will be considered assets for the successful applicant:

- Familiarity with or prior experience supporting content development in a learning environment, adult education instruction environment and/or contribution to training tools such as on-demand courses, workshops, articles, infographics, reports etc.;
- Experience working in green building, the construction industry, the building sector, or related sectors;
- Knowledge of technical terminology and jargon used in the field of building and construction;
- Understanding of CAGBC mission of supporting the building sector’s transition to green buildings;
• Experience in delivering services within or dealing with time-sensitive and complex project environments;
• Experience in dealing with projects involving equity, diversity, and inclusion (EDI) principles or requirements; and/or
• Experience with or delivery of projects in a not-for-profit setting.

Proposal Evaluation Criteria

CAGBC will evaluate all submissions using the following weighted system:

1. Executive Summary (10%)
   a. Company introduction
   b. Appropriate references (provide three)
   c. Demonstration of excellent customer service and project management
2. Qualifications (20%)
   a. Considerable direct expertise with similar projects
   b. Samples of work
   c. Appropriate staffing resources
   d. Demonstrated ability to perform stated project at the highest level
3. Functional Approach (25%)
   a. Proposed methodology and process
   b. Proposed schedule
   c. Ability to meet and achieve project requirements.
4. Project Cost (45%)
   a. Cost of services with details as to the method and basis of compensation
      (see note above on details to include)
   b. Breakdown of overall cost