

Working in Canada LMS French Translation Q&A

Last Updated: July 26th, 2021

Q: Can you provide a sample of the English format course to see a good mixture of the interactivity (quizzes, participant interaction in the course) and video (both narrated and on-screen talent).

A: For a sample video, Engineers Canada has developed a “demo” account for potential bidders to log on to our LMS and watch “Unit 3, Module 1” to get an understanding of the look and feel of video course.

This course can be accessed here: <https://competencyassessment.ca/>

When logging in, select “Engineers and Geoscientists BC” and fill in the below username/password.

- Username: 231912
- Password: ey8882o8



requirements for engineering or geoscience experience
Then head to “My Courses” for access to the module.

Please note that this course material is privileged information and should not be shared publicly, nor should it be used or repurposed for any other use other than for the purposes of this RFP process.

Q: Approximately how long is the entire seminar?

A: The entire run time is between 55-64 hours (depends on length of time to take quizzes/tests).

UPDATED Q: Do you have all the original Storyline working files and do you have the original adobe premiere Video working files?

We have the following;

- Original Storyline Articulate 2.7 build files and available assets (e.g. graphics, etc)
- Original Final Cut Pro files (.fcp) and available assets (e.g. graphics, video footage, music, etc)

Note: Due to licensing restrictions not all purchased stock graphics, footage, or music may be available, and would need to be replaced with a similar asset in the French production.

Q: Do we need to recreate French versions of all the onscreen English video text/graphics?

A: Yes, we are asking for that.

Q: How is Engineers Canada doing the translation for the project? Text translation of the final scripts or translation of the exported storyline scripts for easy importation?

A: We are doing text translation of the final scripts in Word, but if there is a workflow to integrate our translation into a more easily-imported format, we are willing to explore this

Q: Are the three voiceover actors reading different modules or are they mixed within modules?

A: The voiceovers are throughout the modules. We suggested three in anticipation of voicing: 1) narrator 2) Female interviewees, 3) Male interviewees.

Q: Do you have a rough estimate how much total Interactive quizzes and test content there is?

A: Hard to estimate, each module has various sections and a corresponding quiz following. There are four units where each one is followed by a test. I would estimate 200-250 interactive quiz/test slides but that could be off.

Q: Is Engineers Canada okay with partnering or subcontracting with other firms to come in with a full turn-key bid.

A: Partnering or sub-contracting certain aspects is fine.

Q: Are offshore vendors eligible to participate?

A: Engineers Canada does not see any issues working with an offshore company. However, we want to emphasize that we are looking for a company to develop LMS/video content in French so the company will need to have Canadian French proficiency.

Q: Do you require closed captioning or any other accessibility considerations in the French version?

A: No, we are not requiring closed captioning/accessibility considerations at this time.

Q: What is the Learning Management System (LMS) or platform EC uses for hosting your courses?

A: The course will be hosted in EGBC's LMS. Our understanding is that they use SCORM Cloud.

Q: The RFP mentions a timeline requirement but doesn't specify the timeline. Is there a timeline for completion that is required by EC?

A: We mention in the opening paragraph that expected completion is November 2021 however, we understand the project may require more time than that. In your proposal, please outline the timing you believe a project this size would require.

Q: The RFP mentions a requirement for transcription of the on-screen interviews for translation by EC. EC has noted they would be doing all the translation work so just a clarification that we would transcribe the English and EC would produce a French script. Is our understanding correct?

A: There are about ~30 short 1-2 question unscripted interviews throughout the course. We would look to the vendor to have these transcribed, but Engineers Canada will translate the transcription and provide the translation back to the vendor.

Q: In the section 4 deliverables, the RFP includes producing new French versions of the interviews but then also dubbing over the interviews. Can you please clarify that EC is looking for new videos to be produced or dub over the English ones with French.

A: We do not require re-filming of any footage. For any on-screen interviews or narration, the vendor would be responsible for dubbing and captioning.

Q: What is the total length of the ~1000 video clips total (in min)?

A: The whole course has a run through of 55-64 hours (includes time for quizzes). I would guess that the video portion is about ~10 hours worth (rough estimate).

Q: What is the distribution of animated slides vs actual videos?

A: The whole course is roughly 85% written text and picture slides and 15% video interviews/content.

Q: Are edits needed on the English module?

A: No we will not be editing the English version at this time.

Q: Are the 250 quiz slides included in the 3045 slides?

A: No, those are in addition to the slide count.

Q: Is it expected to have a lip-sync level of dubbing or overlaid French translation be sufficient?

A: Our initial preference is for dubbing and captioning, but we are open to other recommendations based on professional experience.

Q: Would there be a glossary of some kind we could have access to in order to assist in any possible cases of difficult audio/terminology?

A: This may be possible but we would need to discuss exactly what the need is. There may be other options.

Q: What format would you like to receive the video transcripts?

A: Ideally in Word so that we can easily translate but we're open to hearing about other options though.

Q: How will the French translations be provided back to us? Will they be translated directly in the format we provide to Engineers Canada?

A: Typically the easiest way to provide them would be in Word but we're open to hearing about options.

Q: Can you elaborate on what you mean by Storyline 2.7. Is that Storyline 2, update 7 released September 2015?

A: The course story.html is commented to indicate:

```
<!-- Created using Articulate Storyline 2.7 - http://www.articulate.com -->
```

```
<!-- version: 2.7.1509.1408 -->
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Q: Are you open to the modules being developed in Storyline 360 to leverage current standards like HTML5 and accessibility enhancements?

A: Our initial answer is that we prefer 2.7 to ensure consistency with the English. But we will aim to confirm with EGBC (the owners of the English version) to see what would happen if the two courses were out of sync.

Q: Are you open to a different format for the course that is responsive, fully accessible, easier to maintain and available to you in English and French for much less budget than producing just the French in Storyline?

A: We are certainly open to hearing other possibilities and approaches

Q: Regarding the videos, do you provide an expert or do you expect the selected supplier to provide an actor?

A: We will be asking you to provide sample of at least three French voiceover artists for selection by Engineers Canada. They need to be proficient in Canadian French but do not need to be an 'expert' on the topics of the videos as they will be reading from a script.

Q: What will be the estimated duration of the narration for the text/image slides of the training?

A: The remainder of the course that isn't on screen actors or quizzes that will need voiceover narration is roughly 30-45hrs worth.

Q: If any of the videos have background music, will you also be able to provide that or will bidders source royalty free background music as part of our solution?

A: There is no background music throughout the course.

Q: For accessibility requirements, will the videos require subtitles in both French and English?

A: No, no subtitles are required.

Q: Will French voiceovers eliminate the need to find French actors?

A: We do not require any on screen French actors and will only need French voiceover narrators to be dubbed over our English on-screen actors.

Q: Will a 'as close as possible' translation conversion be accepted or do you require exact? For example, one slide in module 3.1 that was provided had text over a multicoloured box. 'As close as possible' would recreate similar colours and boxes to accommodate the French (which tends to be lengthier, requiring more space) but would not be exact. Will this be acceptable?

A: As close as possible is sufficient.

Q: Does the English curriculum include embedded links to 3rd party English websites? If so, will bidders be required to source French links? If no French link is available, will you translate the English link to French?

A: There are no 3rd party website links that we are aware of.

Q: The RFP indicates bidders must design a French curriculum. Can you confirm we are to replicate the English curriculum design rather than developing a new design?

A: We are just asking you to recreate the English curriculum and no new design or content is needed for the French.

Q: Can you confirm your accessibility requirements for both Video and Curriculum builds?

A: No accessibility requirements are needed at this time.

Q: Once you're able to confirm if working files are available, would you entertain having potential bidders signed NDAs so we can see the working files?

A: That is something we are open to considering.

Q: What's driving the November 2021 completion date?

A: The entire Competency Based Assessment System project (which the Working in Canada seminar is a part of) is a part of a three year strategic plan item for our organization with a set deadline of the end of 2021 (tied to our Board reporting and CEO workplan) which is why we are aiming to have the project completed by the end of the year. That being said, the Working in Canada seminar translation project was a late scope add on to the full CBA roll out and therefore, there is some wiggle room to having this part of the project spill over in to the new year should this project end up requiring more time than that. In your proposal, please outline the timing you believe a project this size would require.

Q: What's your budget range?

A: We are choosing to not disclose our budget range in order to keep the process fair and competitive.

Q: How many bidders do you have?

A: We are choosing to not disclose this information.

Q: How quickly can EC turn translations around?

A: Between 2000-5000 words per day. It is hard to give an accurate estimate.

Q: How much of your decision will be based on cost/price?

A: The RFP states that 15% of the criteria is based on the cost/price.

Q: Are there any instances of two actors in the same video?

A: Some videos are in an interview type style where the narrator (Paul) asks a question to the other actor who will then answer.