



Clarifications

RFP23-5997 – Freelance Translators and Revisers (French to English)

Date: 09/01/2024

Question 1: May I please ask you what is the expected volume (approximate total number of words) that needs to be translated and revised?

This amount varies from year to year, and while the Pacific Community does regularly outsource English translation and revision work (French-to-English), no guarantee can be given in advance as to the nature or amount of work that may be offered to each service provider.

Question 2: What will be the format(s) of the source documents (Microsoft Word, InDesign, PDF, SDLXliff, etc.)?

The Translation Section deals with all the formats mentioned and many others. For certain jobs, particularly documents in IDML format, the service provider may be asked to do the translation in Trados Studio software (or an equivalent).

Question 3: Will you share any editorial guidelines with the successful freelance translators and revisers?

Yes, there is an in-house style guide and other tools available to translators and revisers.

Question 4: Do you have any specific requirements regarding the turnaround times?

The Translation team will inform the service provider of the project deadline for each request.