



**ORION**  
ASSESSMENT SERVICES

# Save the headache. Get certified.

Is your translation firm hoping to either establish or continue a Supply Arrangement with the Translation Bureau of the department of Public Works and Government Services Canada (PWGSC)?

Earlier this year, the Bureau issued a Request for Supply Arrangements to build a new list of pre-qualified suppliers in the categories of Official Languages Translation, and Transcription and Desktop Publishing. For Tier 2 and Tier 3 suppliers, getting pre-qualified can be a pretty tough pill to swallow.

All suppliers must submit to the Bureau the following:

## Tier 2: 3,000-8,000 words/day

### QUALITY MANAGEMENT DOCUMENTATION:

- Description of the quality management process
- How the process is applied on a day-to-day basis by the bidder's team
- What steps are taken when the translation quality is not deemed satisfactory by the client

### DEADLINE COMPLIANCE DOCUMENTATION

- Description of the deadline compliance process
- How the Bidder establishes priorities
- How the process is applied on a day-to-day basis by the Bidder's team
- What steps are taken when deadlines are not met

## Tier 3: Greater than 8,000 words/day

### ← EVERYTHING IN TIER 2, PLUS: HUMAN RESOURCES MANAGEMENT PLAN

- Recruitment plan for translators and revisers
- Retention plan for translators and revisers
- Professional development plan for translators and revisers

Or, your firm can simply submit proof of certification to CGSB-131.10 Translation Services Standard.

### CONTACT US FOR A CONSULTATION:

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Orion is Canada's most experienced certification firm in translation standards. Our certification process is simple and straightforward, quick yet comprehensive.

Don't develop a migraine trying to cross off every item on the Government's list. Save time for what really matters, like growing the capacity and reputation of your business.