URGENT: Invitation to tender: Translations for the CDP Disclosure Platform for 2022 - 2024

You are invited to tender for the contract to complete the translation of materials that form our global disclosure platform and support our annual disclosure cycle. We are looking to let a 3-year contract subject to delivery meeting our standards.

Tendering Timeline:

- Tender issued 3rd December 2021
- Responses received by 17th December 2021
- Tenders reviewed 20th December 2021
- Questions/clarifications 21st December 2021
- Notification of outcome 22nd December 2021
- Contract start January 2022

About CDP

CDP is a global non-profit that runs the world's environmental disclosure system for companies, cities, states and regions. Founded in 2000 and working with more than 590 investors with over $110 trillion in assets, CDP pioneered using capital markets and corporate procurement to motivate companies to disclose their environmental impacts, and to reduce greenhouse gas emissions, safeguard water resources and protect forests. Over 14,000 organizations around the world disclosed data through CDP in 2021, including more than 13,000 companies worth over 64% of global market capitalization, and over 1,100 cities, states and regions. Fully TCFD aligned, CDP holds the largest environmental database in the world, and CDP scores are widely used to drive investment and procurement decisions towards a zero carbon, sustainable and resilient economy. CDP is a founding member of the Science Based Targets initiative, We Mean Business Coalition, The Investor Agenda and the Net Zero Asset Managers initiative. Visit cdp.net or follow us @CDP to find out more.

Background

We operate three main programs on our platform:

- Corporate disclosure, which has three thematic topics:
    - Climate Change
    - Water Security
    - Forests
- Cities disclosure
- States & Regions disclosure

Organizations are invited to disclose annually, with invitations being sent in early April, and submissions required by the end of July.

Our questionnaires evolve to ensure we continue to enable new insights and drive significant change in line with our mission. These annual changes mean that the questionnaires and guidance are authored and translated every year, to a tight operational timeline.

Our platform allows responding organizations to access our questionnaires and guidance and to collate and submit their responses. We operate 5 core languages: US English, Latin-American Spanish, Brazilian Portuguese, Japanese and Simplified Chinese. Our Cities materials are also translated into French and Korean.

Scope summary

For each of our three programs we require translations of:

- No errors in numerical content such as 2022, 3.6, or 8.3a
- One or more questionnaires
- Guidance to support people responding to the questionnaires, including scoring methodologies
- Terms for responding

We also require translations of:

- Website items, such as menus, buttons and pop-up messages, which are delivered through PhraseApp.
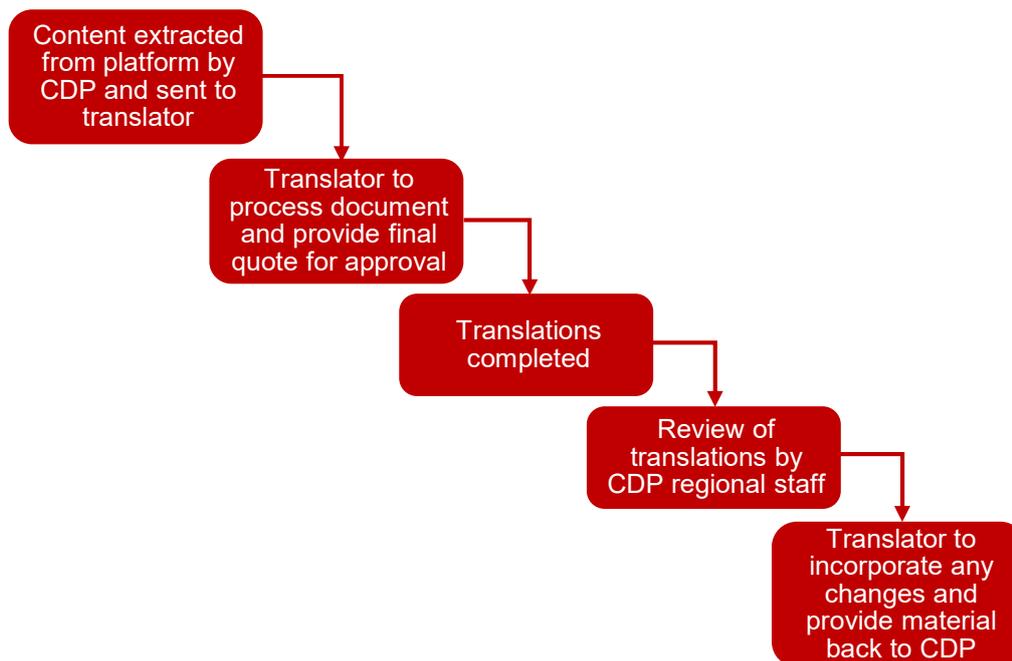- Some email text
- Occasional additional documents.

Functional requirements

A summary of our requirements is provided in this table, more detail is given below.

Requirement	Summary
Languages	Our core languages are: - English US (default language that materials will be provided in) - Latin-American Spanish - Brazilian Portuguese - Japanese - Simplified Chinese Our Cities materials are also translated into: - French - Korean
Style	Our content is aimed at professionals in the sustainability world, so the style should be technical and formal.
Document formats	Our documents are in the following formats: - XML - MS Excel - MS Word docs
Volumes	2022: We anticipate around 100,000 words of changes to our existing documents for this cycle. We have around 25 separate documents

	2023: We will be making large scale changes to our questionnaires in 2023 so we anticipate a much higher volume of content that will need to be translated 2024: We expect volumes to be similar to 2022 as we will make fewer changes in 2024

Process:

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Content extracted
from platform by
CDP and sent to
translator
        ↓
    Translator to
    process document
    and provide final
    quote for approval
            ↓
        Translations
        completed
                ↓
            Review of
            translations by
            CDP regional staff
                    ↓
                Translator to
                incorporate any
                changes and
                provide material
                back to CDP
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Non-functional requirements

Our language is technical in nature, relating to the environment, sustainable development goals, and corporate reporting. We will require time to review and provide feedback on translations before receiving the final files for import to our platform.

We have one legal document set, our terms for responding.

Timescale: All translations need to be delivered to us during March to enable our go live in April.

Full document list

The following table shows the suite of documents, the format, the languages required for each, the expected availability of the material to you and the final delivery date to us for the 2022 cycle. Note as per above we will expect an earlier delivery to allow for checking and feedback ahead of the final delivery of translated material to us. You can expect similar timelines for 2023 and 2024

Document	2021 Size of document	Format	Languages required	Date 2022 document expected to be available to you	Latest final delivery date
Corporate Guidance (three themes)	Climate: 175286 Water: 87296 Forests: 84798	Excel	1. Latin American Spanish 2. Brazilian Portuguese 3. Japanese 4. Simplified Chinese	21st February 2022	28th March 2022
Cities Guidance	52300	Excel	1. Latin American Spanish 2. Brazilian Portuguese 3. Japanese 4. Simplified Chinese 5. French 6. Korean	21st February 2022	28th March 2022
States & Regions Guidance	n/a	Excel	1. Latin American Spanish 2. Brazilian Portuguese	TBC	21st March 2022
Corporate Scoring Methodology	Climate: 63437 Water: 34725 Forests: 31687	Excel	1. Latin American Spanish 2. Brazilian Portuguese 3. Japanese Simplified Chinese		
Cities Scoring Methodology	5014	Excel	1. Latin American Spanish 2. Brazilian Portuguese 3. Japanese 4. Simplified Chinese 5. French Korean		
Corporate Questionnaire	Climate: 57624 Water: 34785 Forests: 41496	XML	1. Latin American Spanish 2. Brazilian Portuguese 3. Japanese 4. Simplified Chinese	January 2022	28th March 2022
Cities Questionnaire	59960	XML	1. Latin American Spanish 2. Brazilian Portuguese 3. Japanese 4. Simplified Chinese 5. French 6. Korean	January 2022	28th March 2022
States & Regions Questionnaire	n/a	XML	1. Latin American Spanish 2. Brazilian Portuguese	TBC	21st March 2022
Corporate Terms (no review required)	13080	Word	1. Latin American Spanish 2. Brazilian Portuguese 3. Japanese 4. Simplified Chinese	7th March 2022	30th March 2022
Cities Terms (no review required)	2010	Word	1. Latin American Spanish 2. Brazilian Portuguese	7th March 2022	30th March 2022

			3. Japanese 4. Simplified Chinese 5. French 6. Korean		
States & Regions Terms (no review required)	n/a	Word	1. Latin American Spanish 2. Brazilian Portuguese	7th March 2022	23rd March 2022
PhraseApp (no review required)	4872	Excel	1. Latin American Spanish 2. Brazilian Portuguese 3. Japanese 4. Simplified Chinese 5. French 6. Korean	7th March 2022	23rd March 2022
System emails (no review required)	490	Excel	1. Latin American Spanish 2. Brazilian Portuguese 3. Japanese 4. Simplified Chinese 5. French 6. Korean	7th March 2022	23rd March 2022

Quality

We understand that given the nature of our content that our reviewers will suggest some changes, however there are some key quality elements we expect you to meet:

◤ No errors in numerical content such as 2022, 3.6, or 8.3a
◤ No repeated errors after a reviewer has suggested a correction
◤ Style should be appropriate to the nature of our content as described in the functional requirements

Given the importance of this work to our successful operation, we will expect to contract with penalty clauses for late delivery by the contractor, or poor quality work according to the following schedule:

◤ 10% reduction to invoice for delayed items per business day the item is late.
I.e., 1 day late, 10% reduction, 5 days late, 50% reduction, 10 days late 100% reduction.
◤ 15% reduction to invoice for items where poor quality is reported from reviewers that on investigation should have been avoided, e.g. incorrect numerics, phrases that do not make sense or do not relate to the original content.

Tender response elements

Please provide the following in your submission, all of which will be considered in awarding the contract.

Commercial

◣ Please provide your framework commercial model as follows, including any discounts you can provide given the scale of the work, the duration for the contract and our charitable status (registered charity number 1122330)

Language	Cost for full match	Cost for partial match	Cost for new translations	Discount applied
Latin-American Spanish				
Brazilian Portuguese				
Japanese				
Simplified Chinese				
French				
Korean				

◣ A quote for each document listed, in each requested language, indicating if VAT is applicable. 2021 word counts have been provided to allow you to quote, final prices for all documents will be agreed when 2022 documents are supplied.

Technical

◣ Confirm that you can work in the formats required (MS Excel, MS Word and XML)
◣ Please explain how you store materials and what measures you have in place to ensure our material is protected

Service & Quality

◣ Please describe your business operating model and execution of the key process for this work. This should include the process, technology and people who will be used to provide this service to CDP.
◣ Within the above, please confirm that you can meet the timeframes required and explain your staffing model to ensure the volumes can be handled in that time frame.
◣ Please indicate how quickly you will be able to provide translations to us for checking.
◣ Please describe how you ensure quality of your translations
◣ Please give examples of similar technical work that you have completed.
◣ What feedback mechanism do you operate for us to complete checks and provide any requested changes?
◣ What mechanism do you have for compiling a translation memory for working with us efficiently?
◣ How do you ensure resilience and ability to deliver projects, what is your business continuity plan?

Regulatory & Compliance

◣ Please provide your equality and sustainability (or environmental) policies
◣ Please provide your modern slavery statement if you are required to produce one

Sample

▼ 1. Please provide a sample translation of the following terms in Latin American Spanish, Brazilian Portuguese, Japanese and Simplified Chinese:

- o Climate change
- o Reporting platform
- o CDP Disclosure Cycle 2022
- o C40 Cities
- o Global Covenant of Mayors for Climate and Energy
- o Compact of Mayors
- o Monitoring
- o Reporting
- o Annual Disclosure Report
- o Water stewardship
- o Water management
- o River basin
- o Scope 1, 2, 3 emissions
- o Field recovery factor (*relates to oil and gas*)
- o Online Response System
- o Information Request
- o Improve alignment of our public policy influencing activity with our water stewardship commitments
- o Changes in consumer behavior
- o Offer financial incentives to suppliers reducing your operational water impacts through the products they supply to you
- o Forest questionnaire
- o Engagement
- o Landscape level approach
- o Upstream and downstream
- o Forests-related risk
- o Level of confidence
- o City park space

▼ 2. Please translate our boiler plate text into Latin American Spanish, Brazilian Portuguese, Japanese and Simplified Chinese:

CDP is a global non-profit that runs the world's environmental disclosure system for companies, cities, states and regions. Founded in 2000 and working with more than 590 investors with over $110 trillion in assets, CDP pioneered using capital markets and corporate procurement to motivate companies to disclose their environmental impacts, and to reduce greenhouse gas emissions, safeguard water resources and protect forests. Over 14,000 organizations around the world disclosed data through CDP in 2021, including more than 13,000 companies worth over 64% of global market capitalization, and over 1,100 cities, states and regions. Fully TCFD aligned, CDP holds the largest environmental database in the world, and CDP scores are widely used to drive investment and procurement decisions towards a zero carbon, sustainable and resilient economy. CDP is a founding member of the Science Based Targets initiative, We Mean Business Coalition, The Investor Agenda and the Net Zero Asset Managers initiative. Visit cdp.net or follow us @CDP to find out more.

Please submit your tender to Katharine.Woods@cdp.net by 17th December and please keep time available on 21st December for any questions/clarifications.