

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving - PWGSC / Réception des soumissions -
TPSGC
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

SOLICITATION AMENDMENT MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Communication Procurement Directorate/Direction de
l'approvisionnement en communication
360 Albert St./ 360, rue Albert
12th Floor / 12ième étage
Ottawa
Ontario
K1A 0S5

Title - Sujet MEDIA MONITORING	
Solicitation No. - N° de l'invitation 35035-125022/A	Amendment No. - N° modif. 002
Client Reference No. - N° de référence du client 35035-12-5022	Date 2012-07-12
GETS Reference No. - N° de référence de SEAG PW-\$\$CY-002-60766	
File No. - N° de dossier cy002.35035-125022	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-07-18	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Gariépy, Jacques	Buyer Id - Id de l'acheteur cy002
Telephone No. - N° de téléphone (613) 998-8582 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

The purpose of this amendment is to answer a question from a supplier and to change rating R3.

At **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION** replace **R.3 - Quality Control and Backup Plans** for the following:

R.3 - Quality Control and Backup Plans (30 points / 21 points minimum)

Bidders should describe the quality control system in place to ensure transcripts are accurate and delivered on time. Bidders should also provide a backup plan that would be followed in case of system failure or unavailability of key personnel. The following information should be included:

- quality control activities including a description of the proofreading and editing process; and
- backup plans.

Criterion	Weighting	0 points (criterion is not met)	1 point (criterion is partially met)	1.5 points (criterion is fully met)	2 points (criterion is exceeded)
a) Quality Control Plan (max 20 points)	10	-not provided	-quality control plans provide limited details	-details demonstrate adequate quality control mechanisms are in place -materials go through a minimum of one quality control stage	-details demonstrate superior quality control procedures and mechanisms are in place -materials are proofread and edited (where applicable) prior to delivery -materials go through two or more quality control stages
c) Backup Plan (max 10 points)	5	-not provided	-limited details provided to demonstrate a backup plan is in place	-details demonstrate adequate backup plans to meet requirements -alternate delivery methods are identified	-details demonstrate superior backup plans in place addressing all aspects of service delivery -demonstrates availability of backup personnel -alternate delivery methods are identified -demonstrates availability of backup systems

Question 1:**At R.2 Experience and Expertise of the Firm:**

"Details should include a description of the work performed, **sample of the work performed**, deadline requirements...."

Since this contract is for client supplied material, it would be quite impossible for us to include a sample of the work performed due to client confidentiality. Client supplied material is by its very nature is private. How can we supply said confidential material.

Answer:

If due to the confidential nature of the work performed, the Bidder is unable to provide sample transcripts from the two projects specified, the Bidder must instead provide transcripts from two (2) audio files to be provided by the Contracting Authority.

The audio files will be provided to the Bidder upon request to the Contracting Authority.

All other Terms and Conditions remain the same