

RFP 87055-13-0154
Transcription Services
Q&A#1

Q1. As per Part 3, 1.2 submissions by email only.

Would you please confirm that your email address is the correct email account for us to submit our proposal? Also confirm that no hard copies are required for this RFP.

A1. My email is the correct email to use to submit a proposal and no hard copies are required.

Q2. The SACC General Conditions (RFSO) manual contains a disclosure of information clause that permits the disclosure of the winning bidder's unit prices/rates. Does the same apply to a bid solicitation?

A2. This does not apply for this requirement as it is not a Standing Offer.

Q3. Page 6, 1.2, instructs bidders to email their proposals in three sections. However, page 1 instructs bidders to return bids to: "Canadian Nuclear Safety Commission (CNSC), Ground floor reception / Security ..." Please clarify as to how bidders are to submit their proposals and to whom.

A3. See A1.

Q4. Page 11, M3, high quality feed/access to live feeds. Does the CNSC provide the AV system at all hearings and meetings?

If so:

- Does the CNSC provide access to a line or mic audio feed from the AV system?
- What connection type is made available (XLR, 1/4", 1/8" ...)?
- Does the on-site court reporter have an assigned/reserved workstation in view of the Commission panel and presenters?

If so:

- o Where is this workstation typically located?

A4. The transcription company receives the audio feed from the press box that is installed at the hearings. Most press boxes have the option of switching between a mic or line level feed. Therefore the company may pick which feed is suitable for them. The press box at the Ottawa hearings can accommodate an XLR or a 1/4 inch male adapter. The press box at external hearings are never the same but will always be an XLR or 1/4". A specific seat is reserved for the court reporter. In Ottawa and at external hearings the court reporter sits at the media table right beside the press box.

Q5. Page 15, R4, 4.2, quality and format of package (electronic and print). Page 6, 1.2, instructs bidders to email their proposals in three sections. Would I be correct then to ignore the "and print" and simply email the three sections of our proposal to the appropriate CNSC contact (i.e., paper is not to be submitted)?

A5. Ignore the "and print" and email the three sections of your proposal.

Q6. Most of the hearings we report are bilingual (French and English). However, M6 requires that bidders submit an English and a French transcript. Is it acceptable to submit two bilingual transcripts instead?

A6. One bilingual transcript would also be acceptable.