



Question A	We have noticed that the IRB indicates the possibility of implementing an encrypted electronic file transfer at a later date. Would the IRB entertain a proposal outlining the availability of an encrypted electronic transfer already being utilized up to and including Protected B as defined by PWGSC CISD?
Answer A	The IRB is not ready to entertain this procedure at this time.

Question B	Would the IRB entertain the successful bidder to provide digital recording equipment compatible with encrypted digital transfer, thereby eliminating four-track cassette recordings?
Answer B	The IRB is not ready to entertain this procedure at this time.

Question C	We note that the requirement is for a paper shredder, Type II model, approved by the RCMP, on their site of business? For what purpose is this a requirement?
Answer C	This requirement is to ensure that any classified or protected government information that is to be disposed of is done in accordance with Canadian government standards.

Question D	<p>On page 42 of 53 for one-day turnaround, it has not been indicated the time that the contractor will receive the recorded medium.</p> <p>Would the IRB entertain sending the recorded medium electronically to the successful bidder's secure website, thereby saving the cost of CD's and courier service to/from the IRB?</p>
Answer D	<ol style="list-style-type: none">1. Whenever a one-day turnaround is requested (which is very, very rare), the contractor would receive it before noon.2. The IRB is not ready to entertain this procedure at this time.

Question E	For one day turnaround would the IRB consider sending the digital audio to our secure IP server as opposed to using courier service, thereby guaranteeing delivery by 4 pm as requested?
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Answer E	The IRB is not ready to entertain this procedure at this time.
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Question F	What is the average number of pages for one-day turnaround and can it exceed 100 pages?
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Answer F	One day turnarounds are so rare, we cannot provide an average. Anything is possible so it can exceed 100 pages.
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Question G	Provision of official transcript to claimant and counsel- what is the firm price per page paid to the Offeror?
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Answer G	As indicated on page 45, the Offeror will be paid a firm price of \$0.30 per page for copies of transcripts required by counsel and forwarded to IRB. Copies are to be directly from the Offeror's printer. Photocopies are not acceptable.
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Question H	Scope of Work - for transcripts required, one original and two copies are to be provided (photocopies are acceptable). Will the IRB allow for pricing for these copies and at what price?
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Answer H	As indicated on page 45 of the RFSO, the firm all-inclusive rates per page shall include all expenses associated with the provision of the services required under this Standing Offer, including but not limited to: quality assurance, word processing, reports, photocopying, courier services, costs and time associated with the receipt and delivery of the Work described in Annex A, reference books, network and Internet security services and access fees and certification cost and time, training, computers, software, technology upgrades, printing, telephone services and all other related expenses. No other fees, costs or amounts will be paid. The rate includes the original and two copies of each transcript.
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Question I	In the Statement of Work on Page 40 the following requirement is stated: "The Offeror must have transcription equipment that will enable them to transcribe from 4-track recordings and also from digital audio recordings". Can you please confirm that this requirement is imperative?
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Answer I	The Offeror must have all the required equipment to perform the work.
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Question J	Is the work for this contract is required to be performed in Canada?
Answer J	Yes. The AIT Procurement is intended to "establish a framework that will ensure equal access to procurement for all Canadian suppliers in order to contribute to a reduction in purchasing costs and the development of a strong economy, in a context of transparency and efficiency".

Question K	Since we are based in Toronto, how would the one day turnaround delivery of audio tapes/CDs to us work? And in turn, the return of finished transcripts back to you?
Answer K	Whenever a one-day turnaround is requested (which is very, very rare), the contractor would receive it before noon. It will be the Offeror to manage the request at their end.

Question L	Is there an online mechanism in place for digital transfer of audio files? The RFSO did make a brief mention about plans for an electronic transfer mechanism being investigated for the finished transcript.
Answer L	The IRB is not ready to entertain this procedure at this time.