



**AMENDMENT 001
TO THE REQUEST FOR STANDING OFFERS DOCUMENT**

RFSO Number: 20140082

**CLOSING DATE: Thursday, November 13th, 2014
CLOSING TIME AND TIME ZONE: 2:00 PM Eastern Standard Time**

TITLE: Services for Quebec Judicial Court Reporters – Quebec Region

To All Bidders:

The purpose of Amendment 001 of the Request for Standing Offers (RFSO) is to give effect to the following:

1. PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

Bidders are advised to DELETE Section 1.1.1 - Mandatory Technical Criteria and Section 1.1.2 – Point Rated Technical Criteria in their entirety and REPLACE with the following:

1.1.1 Mandatory Technical Criteria

Offers must respond to all mandatory technical criteria specified below. Offerors must provide supporting documentation

Offers that do not meet all the mandatory technical criteria will be declared non compliant. Each point-rated technical criterion must be addressed separately.

Mandatory Technical Criteria		
Criteria	Description	Met / Not Met
M-1	The Offeror and all proposed personnel must be listed on the Liste des sténographes officiels du Québec (http://www.barreau.qc.ca/pdf/stenographes/liste-stenographes.pdfn) or registered members of the International Association of Professional Reporters and Transcribers	
M.2	Firm's Experience The Offeror must have at least five (5) years experience in providing stenography services in court rooms, tribunals, or hearings, and must have provided such services to at least three (3) clients in the last three years. The following information must be provided to justify such experience: a. Name of client organization;	



	<ul style="list-style-type: none"> b. Name, title and phone number of contact person; c. Brief description of services provided; and d. Start and End Date of work performed. 	
M-3	<p>Firms Quality Assurance</p> <p>Provide details on hiring practices for Court Reporters by outlining the selection process using the M3-Format, i.e. a) qualifications, and;</p> <ul style="list-style-type: none"> a. how work is assigned; b. how work is monitored; and c. how issues/problems are solved. 	
M-4	<p>Experience of Personnel</p> <p>The Offeror must demonstrate that he has a minimum of twelve (12) Judicial Court Reporters with a minimum of two (2) years experience in court rooms, tribunals, or hearings within the last three (3) years, using any of the following proven verbatim court reporting techniques; stenotype, stenomask, shorthand, video and/or digital recording.</p> <p>The listing for EACH Proposed Personnel must include the following:</p> <ul style="list-style-type: none"> a. the name of the Court Reporter; b. the start date and end date of experience; and c. reporting technique skills. 	

1.1.2 Point Rated Technical Criteria

Offers that meet all the mandatory technical criteria will be evaluated and noted as per the table below.

Offers which fail to obtain the required minimum number of points specified will be declared non-responsive.

Each point-rated technical criterion must be addressed separately.

Technical proposals will be assessed separately against the evaluation criteria identified below. Point rated criteria not addressed in the bidder's proposal will result in a score of zero being assigned against that particular criterion.



POINT RATED TECHNICAL CRITERIA				
Criterions	Description	Maximum Number of Points	Scale Rate	Score
C.1	<p>Firm's Experience</p> <p>The Offeror must have at least five (5) years experience in provision of court rooms, tribunals, or hearings, and must have provided such services to at least three (3) clients in the last three years.</p> <p>The following information must be provided to justify such experience:</p> <ul style="list-style-type: none"> a. Name of client organization; b. Name, title and phone number of contact person; c. Brief description of services provided; and d. Start and End Date of work performed 	20 points	<ul style="list-style-type: none"> a) Has 5 to 10 years experience in providing stenography services in court rooms, tribunals, or hearings, and has provided such services to at least three (3) clients in the last three years. (10 points); b) Has 7 to 12 years experience in providing stenography services in court rooms, tribunals, or hearings, and has provided such services to at least three (3) clients in the last three years. (20 points). 	
C.2	<p>Experience of Personnel</p> <p>The Offeror must demonstrate that he has a minimum of twelve (12) Judicial Court Reporters with a minimum of two (2) years experience in court rooms, tribunals, or hearings within the last three (3) years, using any of the following proven verbatim court reporting techniques; stenotype, stenomask, shorthand, video and/or digital recording.</p> <p>The listing for EACH Proposed Personnel must include the following:</p> <ul style="list-style-type: none"> a) the name of the Court Reporter; b) the start date and end date of experience; and c) reporting technique skills. 	25 points	<ul style="list-style-type: none"> a) Has 13 to 15 judicial court reporters having a minimum of 2 years experience in court rooms, tribunals, or hearings within the last three (3) years (15 points); b) Has 16 to 18 judicial court reporters having a minimum of 2 years experience in court rooms, tribunals, or hearings within the last three (3) years (25 points). 	



C.3	<p>Language Profile</p> <p>Offeror must demonstrate that he has bilingual Judicial Court Reporters with a minimum of two (2) years experience in court rooms, tribunals, or hearings within the last three (3) years, using any of the following proven verbatim court reporting techniques; stenotype, stenomask, shorthand, video and/or digital recording.</p>	25 points	<p>a) Has 2 to 4 bilingual Judicial Court Reporters with a minimum of two (2) years experience in court rooms, tribunals, or hearings within the last three (3) years, using any of the following proven verbatim court reporting techniques; stenotype, stenomask, shorthand, video and/or digital recording (15 points);</p> <p>b) Has 5 to 7 bilingual Judicial Court Reporters with a minimum of two (2) years experience in court rooms, tribunals, or hearings within the last three (3) years, using any of the following proven verbatim court reporting techniques; stenotype, stenomask, shorthand, video and/or digital recording (25 points).</p>	
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2. QUESTIONS OR REQUESTS FOR CLARIFICATIONS

Question 1. The Offeror must have a minimum of 12 Quebec Judicial Court Reporters with a minimum of two years experience. Could you please explain as to where this number of reporters is required for the number of hearings that you have indicated in the proposal?

Answer 1. This number was identified based on our actual requirements.



Question 2. In reviewing the Liste des sténographes officiels du Québec we note that they are all individuals who are currently working for different firms. It would almost be impossible to accumulate 12 individuals from this list to be available on an as and when required basis to meet your requirement.

Answer 2. The request is based on our actual requirements and it is our intention to issue two standing offers.

Question 3. Would the Department of Justice entertain a solution-based proposal? We currently provide court registrars, court reporting and transcription services in the Federal and Tax Courts in the Province of Quebec in both official languages, meeting and/or exceeding those listed on the stenographes officiels list, all certified members of the International Association of Professional Reporters and Transcribers, all of which exceeds the number of hearings that this RFSO indicates.

Answer 3. The Department of Justice is willing to open the request for standing offer to court reporters registered on the *Liste des sténographes officiels list du Québec* and to those registered members of the International Association of Professional Reporters and Transcribers.

Question 4. Can you please explain why it is a mandatory requirement to have personnel listed on the Liste des sténographes officiels du Québec when equally qualified personnel are currently supplied by our firm to the Federal and Tax Courts of Canada in the Province of Quebec?

Answer 4. The Department of Justice is only willing to open the request for standing offer to court reporters registered in the province of Quebec.

**END OF AMENDMENT 001
REQUEST N° 20140082**