

Answer 3

It is recognized that court reporting services may not be provided on a continuous basis throughout any year. However, the bidder must be under contract to a client for at least 12 months within the time frame specified to provide the specific services.

Answer 4

It is recognized that court reporters may not be provided on a continuous basis throughout any year. However, the court reporters must have been under contract to a client for at least 12 months within the time frame specified to provide the specific services.

Answer 5

No. MT2 specifies resources be proposed for Court Reporters, not Court Reporting Service. As Court Reporters provide all four services, there is no omission.

Answer 6

Clause 5, page 37 of the RFP allows for replacement of personnel in certain cases.

Answer 7

Rough draft copies have been sought by the Court at hearings where Real Time was not the method of recording. There is a distinction between rough draft for Real Time, where transcription or court reporting is live, and other types of rough draft.

Answer 8

CAS will retain clause in RFP; Rough draft will not form part of the evaluation. Rough draft copies have been sought by the Court at hearings where Real Time was not the method of recording. There is a distinction between rough draft for Real Time, where transcription or court reporting is live, and other types of rough draft.

Answer 9

Transcript sample must meet the specifications as outlined in the RFP. A bidder can use a transcript from other courts or tribunals as long as it is modified to meet all of the transcription specifications outlined in MT3.

CAS has absolutely no intention of restricting bidding to those firms that have done CAS transcripts in the past.

Answer 10

Sample to be provided in either official language.

Answer 11

No. Communication Access Realtime Translation is requested i.e. live word-for-word transcription of speech to text to enable hearing impaired individuals participating in a hearing to read what is being said on a laptop or larger screen.

Answer 12

Yes.

Answer 13

See RFP glossary for definition of rough draft. Rough drafts will be exempt from the allowable error provisions of the RFP.

Answer 14

CAS is not required to explain changes to terms in its RFPs.

Answer 15

Please clarify what types of additional categories you are suggesting.

Answer 16

Provision 6.6 (b) in Part 7 provides CAS with the right to request such a report, at its discretion.

Answer 17

CAS has a number of remedies available for breach of contract, as set out in the Default Provisions in the Statement of Work. It will select the most appropriate remedy, at its discretion, depending on the particular circumstances of the situation.

Answer 18

Yes.

Answer 19

None.

Answer 20

None. Historical amounts do not necessarily reflect future needs, and the RFP provides an estimate of potential, anticipatory needs.

Answer 21

Ottawa FC: Yes, once. It was initially requested for a trial this year.

Ottawa DES: 63

Others Areas: None

Historical amounts do not necessarily reflect future needs, and the RFP provides an estimate of potential, anticipatory needs.

Answer 22

Real Time reporting is not simultaneous translation. A bilingual hearing is one in which different parties can speak in their language of choice (but it is not translated). For example, the hearing is all in English but one witness testifies in French. The Real Time reporter is only transcribing the proceedings in that one language. The argument being made by the court reporting firms is that no one is so proficient as to be able to perform these services in both languages. That is debatable since there are a number of individuals (francophones in particular) who are fluently bilingual.

Answer 23

No. The RFP clearly states: "It is understood that no travel expenses will be incurred for any hearings taking place in the cities of Ottawa or Toronto"

Answer 24

CAS will consider a five day notice.

Answer 25

a) It could be both. This is entirely dependent on the requirement of the presiding judge.

b) This is dependent on the requirement of the Court and the number participating counsel. A minimum requirement would be four hook-ups (presiding judge, law clerk, 2 counsel).

c) It should be based on approximately 250 pages per day.

Per the RFP, Part I, Basis of Payment:

"These following numbers represent CAS' best estimates as to the number of sitting days and calls required. No guarantee will be made for the number of hearings or calls, nor will CAS be charged for the estimated amounts."

d) It should be based on approximately 250 pages per day.

Per the RFP, Part I, Basis of Payment:

"These following numbers represent CAS' best estimates as to the number of sitting days and calls required. No guarantee will be made for the number of hearings or calls, nor will CAS be charged for the estimated amounts."

e) Yes.

f) Cancellation policy outlined in the RFP will apply to Real Time.

Answer 26

The estimated number of hearing days provided has taken into account the anticipated impact of the DARS roll-out.

Per the RFP, Part I, Basis of Payment:

"These following numbers represent CAS' best estimates as to the number of sitting days and calls required. No guarantee will be made for the number of hearings or calls, nor will CAS be charged for the estimated amounts."

Answer 27

This information is not relevant to the RFP submission.

Answer 28

TCC is NOT under a separate contract for sitting days. The estimated 1510 Sitting Days referenced includes both FC and TCC hearings

Per the RFP, Part I, Basis of Payment:

"These following numbers represent CAS' best estimates as to the number of sitting days and calls required. No guarantee will be made for the number of hearings or calls, nor will CAS be charged for the estimated amounts."

Answer 29

This question flows from the incorrect assumption in #28 above
See Question #28 Response.

Answer 30

This question flows from the incorrect assumption in #28 above.
See Question #28 Response

Answer 31

The numbers in the RFP reflect our best estimate. However, please note that these are simply estimates, and no guarantee these numbers will be achieved.

Answer 32

This question flows from the incorrect assumption in #28 above.
See Question #28 Response.

Answer 33

15 hearings does not mean 15 court reporters are required. CAS has carefully considered its requirements under MT2.

Answer 34

As per Part 5 Certifications, item 2.0 of the RFP, Certifications Precedent to Contract Award, must be completed and submitted with the bid.

Answer 35

No. (Bilingual = English/French OR French only). The columns for Real Time bilingual for each region (pgs 18-21) are consistent with the definition.

Answer 36

The SRCL forms have been posted.

Answer 37

CAS will not modify any of the above requirements as outlined in the RFP. CAS contracts with the successful Bidder, not individual court reporters – the company manages the allocation of work. The provision of clause 5 on page 37 allows for replacement of personnel in certain cases.

Answer 38

Yes. “Bidders will be required to provide a rate as part of their financial proposal under this separate heading” to be compliant.

Answer 39

Yes. “Bidders will be required to provide a rate as part of their financial proposal under this separate heading”.

Answer 40

The contract will be awarded based on our assessment of the bids as a whole. Close captioning is part of the bid.

Answer 41

This observation is correct – it should be from the left margin

Answer 42

The preparation of top secret hearing may be done from the Court's own CD or the court reporter's own traditional recording methods, standard tape recorder, short hand and steno mask. No tapes are to leave the premises but the tape recorder will be returned to the reporter. The transcript of a top secret hearing will always be produced on CAS premises using CAS computers.

Answer 43

The RFP is very clear on the mandatory requirements. The evaluation grid will reflect the mandatory requirements.

Answer 44

The Certification page does not need to be formatted using line numbers

Answer 45

No. The definition of Real-Time Reporting in the RFP includes the following elements: "A hook up (software) is provided by the Contractor to the parties and the judge. It is understood that fees for Real-time reporting include Rough Draft, Daily Copy and the necessary software." The Real-Time Reporting rates must be included in the court reporting tables, where an estimate is provided as to the forecasted number of attendance days over the contract period.

Answer 46

Half day and Cancellation clauses outlined in the RFP will apply to Real Time.

Answer 47

CAS will consider a five day notice.

Answer 48

No. New paragraph or new speaker shall be indented no more than 15 spaces from the left margin.