

AMENDMENT 002

TO REQUEST FOR PROPOSALS (RFP)

SOLICITATION # CSPS-RFP-1415-NL-0984

CLOSING DATE: Wednesday, February 11th, 2015

CLOSING TIME AND TIME ZONE: 2:00 PM Eastern Daylight Time

TITLE: Video Transcription Services

To All Bidders:

The purpose of Amendment 002 of the RFP is to give effect to the following:

A. QUESTIONS OR REQUESTS FOR CLARIFICATIONS

Question 1:

I am writing to enquire about the above tender and would like to enquire whether this transcription work can be produced overseas, i.e. not within Canada? We have an office in Canada but we primarily use our spread of international offices and global transcribers to produce all our Government contractual audio and video transcription work. Are there any restrictions related to this contract with regard to where the work is produced?

Answer 1:

There are no restrictions with regards to where the work is produced.

Question 2:

We are a US and UK registered international business providing transcription and court reporting services to a very large number of high profile Government, public sector and corporate clients. Are there any restrictions with regard to this contract being awarded to a business not registered in Canada?

Answer 2:

There is no requirement for the supplier to be a registered Canadian business.

Question 3:

We understand that you will be providing video/audio for transcription potentially from a variety of sources (courier, email, and internet) and wondered if you were able to advise whether the majority will be via email and the internet, or what the percentage split of deliverables would be?

Answer 3:

The majority of the work is expected to be via internet download with links provided by emails. It is difficult to forecast the percentage split.

**END OF AMENDMENT 002
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