



Courts Administration Service

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satj.gc.ca

**REQUEST FOR PROPOSAL
AMENDMENT
MODIFICATION DE LA DEMANDE DE
PROPOSITION**

The Request for Proposal is hereby
amended ; unless otherwise indicated, all
other terms and conditions of the Request
for Proposal remain the same.

Par la présente, la Demande de proposition
est modifiée; sauf indication contraire,
toutes
les autres modalités de la Demande de
proposition restent les mêmes.

Title/Titre: Court Transcription, Court Reporting and Court Registrar Services for the Province of British Columbia	
Solicitation No – N° de l'invitation 5X001-14-1211	Amendment# - No de la modification 001
Amendment Date – Date de la modification 2015-03-11	
Address Enquiries to – Adresser toutes questions à Francis Gosselin Procurement.Approvisionnement@cas-satj.gc.ca	
Telephone No. – N° de téléphone 613-240-5907	FAX No – N° de fax
Destination	

**Solicitation Closes – L'invitation
prend fin**

At – à : 12h00pm EST

On - le : March 23, 2015

Delivery required - Livraison exigée	Delivery offered - Livraison proposée
Vendor Name and Address - Raison sociale et adresse du fournisseur	
Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie)	
Name/Nom _____	Title/Titre _____
Signature _____	Date _____



Amendment 001 is raised to amend the Security Requirement and to answer questions 1 to 12.

PART 1 – Security Requirement

Delete the following:

PART 6 - SECURITY

1.0 Security Requirement

At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses for the remainder of the services to be provided under the RFP;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) under any Contract must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the names of all individuals who will require access to classified or protected information, assets or sensitive work sites under any Contract;
- (d) for the remainder of the RFP, the Bidder must hold a valid organization security clearance of at least RELIABILITY STATUS, as indicated in Part 7 - Resulting Contract Clauses.

For additional information on security requirements, Bidders should consult the "Security Requirements on PWGSC Bid Solicitation - Instructions for Bidders" document on the Departmental Standard Procurement Documents Website: <https://buyandsell.gc.ca/initiatives-and-programs/build-in-canada-innovation-program-bcip/submit-a-proposal/security-requirements>.

Replace by:

PART 6 - SECURITY

1.0 Security Requirement

At the date of Contract award, the following conditions must be met:

- (d) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses for the remainder of the services to be provided under the RFP;
- (e) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) under any Contract must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;



(f) the Bidder must provide the names of all individuals who will require access to classified or protected information, assets or sensitive work sites under any Contract;

(d) for the remainder of the RFP, the Bidder must hold a valid organization security clearance of at least RELIABILITY STATUS, as indicated in Part 7 - Resulting Contract Clauses.

For additional information on security requirements, Bidders should consult the "Security Requirements on PWGSC Bid Solicitation - Instructions for Bidders" document on the Departmental Standard Procurement Documents Website: <https://buyandsell.gc.ca/initiatives-and-programs/build-in-canada-innovation-program-bcip/submit-a-proposal/security-requirements>.

PART 2 – Questions and Answers

1. We note that CAS is looking for Court Registrars and Court Reporters. Of the 70 days of proposed sitting days, how many will require a Registrar and a Court Reporter at the same time?

The 70 days is an estimate and not a number of guaranteed sitting days. This contract is meant to be a supplementary to in-house resources, and mainly for court transcription services. Each sitting will be assessed separately, and we cannot confirm how many sittings would require both, however we estimate that it would likely not exceed 5% of sittings.

2. Where the contractor has Court Registrars who have taken the training given by CAS previously, would CAS accept training of the contractor's resources by the contractor, thereby allowing the contractor to determine the number required and in various locations, thereby cutting down on travel and living expenses?

Training must be provided by CAS. Approximate training time for Court Registrar is five days considering the candidates would already have experience as Court Reporters or Court Transcribers. It requires an in-house presence, but based on experience and our assessment this time could be reduced.

3. Is CAS in a position to use a web-based transcription solution such as Netscribe? Will it be within the next five years?

This is not expected within the next five years.

4. Will an Internet connection be available to the contractor in Vancouver Court rooms?

External internet connections are available on an as requested basis.

5. Would CAS provide a listing of all locations where a Court Registrar and/or Court Reporter or both may be required and the number of hearing in each location?

The portion for Court Registrar and/or Court Reporter is only meant to supplement existing internal resources, which includes DARS and CAS employees.



In 2014/15, there were sittings scheduled outside Vancouver, in Nanaimo, Victoria, Kelowna, Kamloops, Nelson, Cranbrook, and Prince George, mostly serviced by DARS and CAS employees.

6. If a bidder does not have a Designated Organizational Screening (DOS) as specified under the security requirement, and since it can take up to two plus weeks with a sponsor to obtain the required clearance, through CISC would CAS consider changing the security requirement from bid closing to contract start date in order to allow for the process?

CAS will amend the RFP to change the security requirement from bid closing to Contract award. If the winning Bidder does not have the appropriate level of security clearance by the time the Contract is ready for signature, the Bidder will be deemed non-responsive.

7. Since CAS is signing off as the Contract security authority does a supplier still have to go through CISC to obtain a DOS or can we go through CAS?

The Contractor would still have to go through CISC.

8. Since CAS is the security contracting authority and not CISC is a DOS required by CAS ?

Yes, a DOS is required.

9. We note that the SRCL was signed on the 15th of December, 2015 and is the same one used for 5X001-14-0919. In future, would CAS consider notifying by way of Government Buy and Sell of its intent to post an RFP in the future thereby allowing contractors time to obtain a DOS, thereby not limiting competition to only suppliers who have one.?

The 5X001-14-0919 SRCL was only used to expedite the process. CAS does its best to notify potential Bidders of upcoming RFPs when possible.

10. Where CAS does not exercise its option within 15 calendar days prior to or before the then existing Contract expiry date, does this mean that the contract has ended?

No, the Contract would only terminate after the expiry date.

11. We note under 1.3, Public Disclosure Is this a CAS internal contracting policy? We understand why it is part of PWGSC standing offer policy and the requirement of the Contractor's consent to publicly disclose basic information about a procurement contract but not pricing. Is CAS the only Department that is requesting this disclosure of contract pricing?

CAS is publicly disclosing this pricing to enhance transparency to external parties who are purchasing transcripts. We are not in a position to respond as to the practices of other government departments.

12. We note under 5.0 Applicable Laws it states in force in the Province of Ontario should this be the province of British Columbia.

Not necessarily. The selection of the Province for the Applicable Laws does not have to be the Province where the services will be rendered. In its bid, the Bidder has the right to choose another Province.