



NOTICE OF PROPOSED PROCUREMENT (NPP)

Solicitation No.: 1000164152
Contracting Authority: Shawn T. Cairns
Telephone No.: 613-404-6553
E-mail Address: shawn.cairns@hc-sc.gc.ca

TITLE:

Transcription Services for Evaluation Projects

INTRODUCTION:

The Office of Evaluation within the Public Health Agency of Canada & Health Canada is required to frequently conduct qualitative research, including both one-on-one interviews and group interviews, for evaluation projects. Transcription services are occasionally required to have a written record of these sessions.

BACKGROUND AND SPECIFIC SCOPE OF WORK:

The Office of Evaluation is currently undertaking a number of evaluation projects. A written record is required for each interview or focus group session that will be undertaken as a line of evidence for evaluation projects. These records will be used for validation purposes as well as within the data analysis stage.

The contractor must provide a transcription of interviews or focus group sessions conducted by the Office of Evaluation. The Office of Evaluation will be providing a digital recording to the contractor after each session. The contractor must provide a secure system in order to transfer the digital recordings from PHAC to the Contractor (i.e. - upload through server with SSL encryption).

REQUIREMENT:

On an "as and when requested" basis, PHAC will authorize the the Contractor to preform transcription services which will include but not be limited to transcribing interviews and group interviews of sessions conducted, recorded and provided (through digital recording format) by PHAC. The consultant must employ an 'intelligent verbatim' service.

This contract requires 'intelligent verbatim', therefore removing all redundant words and phrases, pauses for thought or filler phrases which captures the meaning of what is said (although half-completed sentences and sudden changes in direction should be transcribed). Grammatical corrections and making small additions or deletions to improve context or understanding should not be done.