

- 1) Under Annex C financial Proposal C3. Is the pricing for electronic and paper copy the same?**
Response/ We believe it is not the same.
- 2) Criteria R2 C and D say the same thing please clarify.**
Response/ Please see RFP amendment 1.
- 3) Based on the table one page 21 of the RFP, when a hearing is booked for 3 days as an example and is cancelled after the second day is the contractor still guaranteed the minimum of pages booked?**
Response/ Please see RFP amendment 1.
- 4) Mandatory requirement M4...Our understanding is that you require a listing of the transcripts of three previous hearing over the past two years is this correct?**
Response/ Yes
- 5) Mandatory requirement M4...For reference checks will it be for the work covered under a contract or the actual transcript provided. In most cases the reference is the contract authority or the project authority who do not see the transcript. What information do you require?**
Response/ For work covered under a contract. The information required as stated in the criteria.
- 6) Please provide the number of hearings held in each of the cities listed in the RFP (Vancouver, Calgary, Regina, Toronto, Montreal, Saint John, Halifax) for each of the past 3 years. How many hearings were held outside of these locations for each year?**
Response/ This information is not easily accessible and more details around each task request will be provided as we obtain more details and requirements for future hearings.
- 7) Please provide your estimated projections for the number of hearings held for each of the next 5 years and if possible by city.**
Response/ Please see answer to question 6.
- 8) Please provide the average length of hearings, in days, for each of the past 3 years? Is this average time expected to increase or decrease in the next year?**
Response/ Response/ Please see answer to question 6.
- 9) Please provide the number of hearings which required bilingual resources in each of the past three years, and in which cities.**
Response/ Response/ Please see answer to question 6.
- 10) In the section C3, the RFP refers to Video Recordings. How many video recordings were required in the past year?**
Response/ None.
- 11) Is the contractor required to provide the video equipment?**

Response/ Preferable - but it will be at the discretion and requirement of the Project Authority as specified.

12) In section C3, the RFP indicates “Equipment Cost per Day”. Is this section meant for the videographer’s daily rate?

Response/ Yes which should include the equipment cost as well.

13) Are travel expenses (flight, hotel, meals & incidentals) included in the line item called “Other operational expenses” on the Financial Proposal, Annex C, Section C3 at the bottom of page 20, or are they dealt with under Part 4, Section 7.3, page 15, known as “Miscellaneous Expenses”?

Response/ Included in “Other operational expenses”.

14) Do you require the video to be synched with the transcript?

Response/ Should there be a requirement for video services, this would be preferable but this is not an absolute requirement.

15) In section C3, item 6 “Pre-hearing Video Conference” – why is this request only shown under “additional transcript copies requested in advance of the hearing”? Is this a per page, hourly or daily request?

Response/ Please see RFP amendment 1.

16) Is the contractor expected to find a location or locations for the video conference?

Response/ No...Details to be provided in the Task Authorization.

17) Who or what company has been providing verbatim court reporting services for the *Pipeline Arbitration Secretariat* for Natural Resources Canada in the past.

Response/ International Reporting Inc.

18) Has a request for similar services been solicited in the past?

Response/ Yes

19) Assuming this is another request for similar services, since the date of the last contract award/last three years

- how many days of hearing were held (by year, please)?
- how many hearings were held concurrent?
- what was the average number of days of duration per hearing/proceedings?
- where were these hearings held?
- what sort of hours were kept?
- did the Panel sit evenings and/or weekends?
- was there a default turnaround? If so, what was it? If not, what was the breakdown between daily and regular turnarounds?
- what is the expected volume of work during the upcoming contract period and option years?

- will the locations of hearings have access to the Internet using consumer-grade technologies (i.e., landline, WiFi, rocket sticks, ...)?
- are any of the locations "remote", where Internet access can only be achieved via non-consumer-grade technologies (i.e., satellite link)?
- what is the expected average number of days of duration per hearing/proceedings?
- where will these hearings held?
- what sort of hours are expected to be kept?
- is the Panel expected to sit evenings and/or weekends?
- will there be a default turnaround? If so, what will it be? If not, what is the expected breakdown between daily and regular turnarounds?

Response: The Department does not keep records / details of the hearings in such manner. This information is not easily accessible and more details around each task request will be provided as we obtain more details and requirements for each future hearing.



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