



Royal Canadian Mounted Police  
Gendarmerie royale du Canada

**RETURN BIDS TO:**

Bid Receiving Unit  
Procurement & Contracting Services Branch  
VISITOR'S CENTRE-Main Entrance  
Royal Canadian Mounted Police  
73 Leikin Drive  
Ottawa, ON K1A 0R2  
Attention: Shannon Plunkett

**SOLICITATION AMENDMENT**

**MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaries**

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

|   |  |   |
|---|--|---|
| <b>Title – Sujet</b><br><b>Court Reporting Services</b>   |  | <b>Amendment No.</b><br><b>N° de la modification</b><br>002 |
| <b>Solicitation No. – N° de l'invitation</b><br><br>201504624   |  | <b>Date</b><br><br>January 28, 2016                         |
| <b>Client Reference No. - No. De Référence du Client</b><br>201504624   |  |   |
| <b>Solicitation Closes – L'invitation prend fin</b>   |  |   |
| <b>At /à :</b>  | 14 :00   | EDT(Eastern Daylight Time)<br>HAE (heure avancée de l'Est)  |
| <b>On / le :</b>  | February 16, 2016                                      |   |
| <b>F.O.B. – F.A.B</b><br>Destination  | <b>GST – TPS</b><br>See herein — Voir aux<br>présentes | <b>Duty – Droits</b><br>See herein — Voir aux<br>présentes  |
| <b>Destination of Goods and Services – Destinations des biens et services</b><br>See herein — Voir aux présentes              |  |   |
| <b>Instructions</b><br>See herein — Voir aux présentes  |  |   |
| <b>Address Inquiries to –</b><br><b>Adresser toute demande de renseignements à</b><br>Kaleigh Lafontaine, Procurement Officer |  |   |
| <b>Telephone No. – No. de téléphone</b><br>(613) 843-3800   |  | <b>Facsimile No. – No. de télécopieur</b><br>(613) 825-0082 |

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|---|--|
| <b>Delivery Required –</b><br><b>Livraison exigée</b><br>See herein — Voir aux présentes  | <b>Delivery Offered –</b><br><b>Livraison proposée</b> |
| <b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:</b><br><br><br><br><br><br><br><br><br><br>   |  |
| <b>Telephone No. – No. de téléphone</b>   | <b>Facsimile No. – No. de télécopieur</b>              |
| <b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b><br><br><br><br><br><br><br><br><br><br> |  |
| <b>Signature</b>  | <b>Date</b>  |



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## Questions and Answers – Series 2

Q1. Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work for:

a) Services provided in the cities listed in Appendix 1 to Annex "A".  
Will travel expenses be paid for a contractor living in the Ottawa region who is required to travel to the main cities listed in Appendix 1 to Annex "A"?

A1. Travel expenses will not be covered for a contractor to travel from the Ottawa region to one of the main cities listed in Appendix 1 to Annex "A".

Q2. Travel expenses will only be paid from the closest city listed in Appendix 1 to Annex "A" to the location of the hearing. Could you explain further on what this means?

A2. If a hearing is being held in Victoria, BC, travel expenses will be covered from the closest city listed in Appendix 1 to Annex "A", Vancouver, BC.

Q3. Will expenses cover all travel from the Ottawa or Toronto region to all locations of hearings?

A3. If Ottawa or Toronto is the closest main city listed in the Appendix 1 to Annex "A" to the hearing location, the travel expenses will be covered from the main city to the hearing location.

Q4. Is the Contractor required to make its own travel/accommodation arrangements and disburse the fees incurred and then submit for payment?

A4. Yes, the contractor will make their own travel/accommodation arrangements. Please see page 33 of the RFP for instructions.

Q5. If a hearing should terminate earlier than expected, who makes the arrangements for transportation/accommodations - can they be changed to fly back earlier or is the reporter required to stay on site? Will the fees cover expenses for all scheduled "hearing days" even though they terminate earlier?

A5. All travel arrangements are the responsibility of the service provider. Once a hearing has concluded and the service is no longer required, the service provider is responsible for his/her own arrangements. They will only be paid as stated on page 28 of the RFP: ***"Termination of hearing earlier than scheduled- If a hearing commences but ends earlier than scheduled, the Contractor is entitled to \$100 per scheduled day after the first day."***

Q6. Does the contract entail "travel days" to and from destination cities for the hearings (including accommodations/meals, etc.). Can an hourly fee/daily fee be invoiced?

A6. Please see pages 30 and 33 of the RFP for instructions on travel.



- Q7. Where the booking is for a day or half day and is settled after an hour, is the contractor entitled to charge for the booking or only the hour?
- A7. If the hearing ends earlier than expected, the court reporter will be paid the value of the TA for the period of time originally scheduled. ie. TA planned for 4 hours and hearing is completed after 2 hours, court reporter will be paid 4 originally scheduled hours.

**ALL REMAINING TERMS AND CONDITIONS OF THIS RFP REMAIN UNCHANGED.**