



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

Title – Sujet Court Reporting Services		Amendment No. N° de la modification 005
Solicitation No. – N° de l'invitation 201504624		Date February 18, 2016
Client Reference No. - No. De Référence du Client 201504624		
Solicitation Closes – L'invitation prend fin		
At / à :	14 :00	EDT(Eastern Daylight Time) HAE (heure avancée de l'Est)
On / le :	February 23, 2016	
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Kaleigh Lafontaine, Procurement Officer		
Telephone No. – No. de téléphone (613) 843-3800		Facsimile No. – No. de télécopieur (613) 825-0082

Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur: 	
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur
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) 	
Signature	Date



Questions and Answers – Series 4

Q1. Please provide activity reports of proceedings/hearings for both regions spanning the last contract period (initial plus option years) that include the following information:

- where (location)
- when
- duration
- pages generated
- language requirements

A1. At this time we are unable to provide this data.

Q2. What is (are) the name(s) of the current service provider(s)?

A2. International Recording for Region 1 and DigiTran for Region 2.

Q3. What are the usual hours of sitting? How often are evening and weekend sittings requested? As a best guess, how often do proceedings terminate prior to or sit less than the number of days/hours originally booked?

The hours of sitting range from one day to two weeks. The average is one week.
Evening and weekend sitting are not common. In the past year and a half we have requested for a weekend once. Approximately 5 out of 30 end a day or two prior to the expected date.

Q4. Page 23: "The Contractor will be required to provide any and all equipment required to assist in the production of transcripts." Are we to infer that the successful service provider is responsible, in addition to the court's reporting equipment (laptop, backup recorder), for the provision of all equipment in the hearing room, including microphones, mixers, cables, and such? If so, what is the usual number of microphones required at these proceedings? What is expected as the maximum number of microphones required?

A4. Yes, the service provider is expected to have all the equipment needed to provide a clear and accurate production of transcripts. It is up to the professional to decide on what type of and maximum number speaker (equipment) is best suited for the room. Hearings are usually held in either a Federal Court hearing room or in a hotel conference room.

ALL REMAINING TERMS AND CONDITIONS OF THIS RFP REMAIN UNCHANGED.