

**REQUEST FOR STANDING OFFER (RFSO)  
JUS-RFSO-CTRPT-2016-001**

**FOR THE REQUIREMENT OF  
COURT REPORTING SERVICES**

**FOR THE  
DEPARTMENT OF JUSTICE CANADA  
ONTARIO REGIONAL OFFICE (ORO)**

**AMENDMENT 001**

**Contracting Authority:**  
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# **JUS-RFSO-CTRPT-2016-001 AMENDMENT 001**

## **PART 1: Questions and Answers**

**Question #1:** Do all the reporters need to have the capability of providing real-time court reporting? In other words, are all hearings required to be recorded in real-time at all times?

**Answer #1:** No, all hearing are not required to be recorded in real-time at all times.

**Question #2:** If we do not have that capability on a full-time basis can we still bid on this proposal?

**Answer #2:** Yes, you can still bid on this Standing Offer if you do not have the capability on a full-time basis. You must still fill out all aspects of the RFSO and meet all the requirements. If awarded a Standing Offer and you cannot complete the requested work, the Right of First Refusal order would be followed to find a supplier who is able.

**Question #3:** Where a legal proceeding has been cancelled along with the boardroom if booked with less than forty – eight hours' notice given, does the cancellation fee also cover the conference room? Would the Contractor be allowed to charge four hours for the attendance fee plus four hours for the conference room?

**Answer #3:** If a proceeding has been cancelled with less than forty-eight hours' notice given, the Contractor would not be paid for four hours for the boardroom/conference room. Only the four hours attendance fee will be paid if this happens.