

**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 004

Contracting Authority:
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JUS-RFSO-CTRPT-2016-001

AMENDMENT 004

PART 1: Questions and Answers

Question #6: We believe that there may be an error on page 31 and 32 of 41 "Transcript Specifications for Federal Court Rules and Tax Court Rules" specifically the left margin. Transcripts produced for the Federal Court and Tax Court of Canada have a left margin of 1.5". However, it indicates on page 31 and 32 that the left margin is .750". Could you please confirm if this is an error or does the Department of Justice require the left margin to be set at .750" which does not conform to the transcript specifications for Federal Court and Tax Court?

Answer #6: We can verify that an error was made and the left margin should be set at 1.5" to be in line with the Federal Court and Tax Court. **Please see Part 2 of this document, which amends the Appendix 1 to Annex A to include the proper left margin.**

PART 2: Amendment to RFSO

Amend the following within the JUS-RFSO-CTRPT-2016-001 document:

1. Within Appendix 1 to Annex A – Transcript Specifications for Federal Court Rules and Tax Court Rules, from both the 1) For Paper Copies: and 2) For Electronic Copies:,

DELETE:

Each page shall contain no less than twenty-eight (28) lines per page, using a 12 pitch font with the exception of the cover, the front page and the last page;

The font to be used is Courier New;

The names and complete addresses of witnesses called to testify shall be indicated in the transcript; and

The margins are to be set no greater than:

- Top Margin: 1.0"
- Bottom Margin: 1.0"
- Left Margin: 0.750"
- Right Margin: 1.0".

AND REPLACE WITH:

For Federal Court:

- Each page shall contain no more than thirty (30) lines (exclusive of headings), using a 12 pitch font with the exception of the cover, the front page and the last page;
- The font to be used is Times New Roman, Arial or Tahoma;
- The names and complete addresses of witnesses called to testify shall be indicated in the transcript; and
- The margins are to be set:
 - Top Margin: not less than 2.5cm
 - Bottom Margin: not less than 2.5cm
 - Left Margin: not less than 3.5cm
 - Right Margin: not less than 3.5cm

For Tax Court:

- Text on each page shall be printed, typewritten, written or reproduced legibly on one side only, with double spaces between the lines
- The names and complete addresses of witnesses called to testify shall be indicated in the transcript; and
- The margins are to be set:
 - Left Margin: approximately 40mm

2. On Page 1 of the RFSO,

DELETE:

| Solicitation Closes L'invitation prend fin | | Time Zone Fuseau horaire |
|---|---------------|---|
| at – à | 2 :00 PM | Eastern Daylight Time (EDT) Heure Avancée de l'Est (HAE) |
| on – le | July 19, 2016 | |

AND REPLACE WITH:

| Solicitation Closes L'invitation prend fin | | Time Zone Fuseau horaire |
|---|---------------|---|
| at – à | 2 :00 PM | Eastern Daylight Time (EDT) Heure Avancée de l'Est (HAE) |
| on – le | July 21, 2016 | |