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Bid Receiving - PWGSC / Réception des soumissions

- TPSGC

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

Revision to a Request for a Standing Offer

Révision à une demande d'offre à commandes

Departmental Individual Standing Offer (DISO)

Offre à commandes individuelle du département(OCID)

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Communication Procurement Directorate/Direction de
l'approvisionnement en communication
360 Albert St./ 360, rue Albert
12th Floor / 12ième étage
Ottawa
Ontario
K1A 0S5

Title - Sujet Transcription Services		
Solicitation No. - N° de l'invitation EN578-171290/A		Date 2016-12-14
Client Reference No. - N° de référence du client EN578-17-1290		Amendment No. - N° modif. 002
File No. - N° de dossier cy025.EN578-171290	CCC No./N° CCC - FMS No./N° VME	
GETS Reference No. - N° de référence de SEAG PW-\$\$CY-025-71967		
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale		2016-11-25
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-12-20		Time Zone Fuseau horaire Eastern Standard Time EST
Address Enquiries to: - Adresser toutes questions à: Kamal, Mostafa A.		Buyer Id - Id de l'acheteur cy025
Telephone No. - N° de téléphone (613) 990-5858 ()	FAX No. - N° de FAX () -	
Delivery Required - Livraison exigée		
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:		
Security - Sécurité This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.		

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required Accusé de réception requis	Yes - Oui <input type="checkbox"/>	No - Non <input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
For the Minister - Pour le Ministre		

Amendment 002 is raised to respond to bidders questions.

Q1) The TRANSCRIPT SPECIFICATIONS SHEET in Appendix 1 to Statement of Work lists the Format requirements under one column but the Specifications (if applicable) have been left blank beside them.

Is the TRANSCRIPT SPECIFICATIONS SHEET just a list of format requirements that the client may ask for and is to be left blank with the bidder stating that they will comply with the format the client specifically requests, or must the bidder fill in the specifications that they use currently with their own template(s)?

A1) The TRANSCRIPT SPECIFICATIONS SHEET in appendix 1, is only applicable if a client has specific formatting requirements for a given work request. Offerors are not required to complete or confirm their ability to meet the formatting requirements listed in the specification sheet at the time they submit an offer.

Q2) Under section 9 on page 32 Copyright, we require clarification of the following paragraph:

The Contractor must provide at the request of Canada a written permanent waiver of moral rights, in a form acceptable to Canada, from every author that contributed to the Material. If the Contractor is the author of the Material, the Contractor permanently waives its moral rights in the Material.

What is meant by "author?" If the Contractor is considered the "author" of the Material, will each transcriber assigned to transcribe the material be considered an "author?" If so, will a signed waiver from every transcriber who worked on the Material be required when submitting the finished transcripts?

A2) A written waiver may be required only if requested by the Project Authority for a specific work. A signed waiver from every transcriber who worked on the Material may be required.

Q3) Basis of Payment: The definition of requested delivery time for offers submitted for stream 2 does not follow the normal commonly used turnaround times. As an example, PWGSC's "standard delivery" is 4 to 6 times the length of the recording. If the supplier is given an hour of recording for transcription services then the supplier must provide the transcript within 4 to 6 hours which is deemed an urgent/expedited turnaround time in the legal industry for transcription services.

Would PWGSC be willing to change the delivery times to number of days instead of it being based by number of hours of recording for stream 2?

A3) No. The supplier has the option to not accept a work request (within two (2) hours of receipt of the request) if they are not able to meet the delivery timelines.

Q4) Page 36 of 59 paragraph 7 "Location of Work": If the Project Authority requires a transcriptionist at a specific location, will the Project Authority provide all the necessary equipment for the transcriptionist?

A4) the "location of work" refers to availability of transcriptionists in a specific geographic location (i.e. city or town) and is intended for requirements where a quick turnaround and hand delivery of

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Amd. No. - N° de la modif.

002

File No. - N° du dossier

CY025. EN578-171290

Buyer ID - Id de l'acheteur

CY025

CCC No./N° CCC - FMS No./N° VME

the transcription copy is required. Since the requirement is transcription of client provided recordings, the transcriptionist (s) would still work out of their own work location. The Project Authority will not specify a physical address of work or provide any equipment for transcription.

All other terms and conditions remain unchanged.