

- 1) **For the evaluated price, what weights are being applied to each of the pricing categories?**

If each category were to only be given a weight of 1, it would greatly overvalue the Cancellation and Recess fees and greatly undervalue the page rates.

Typically, the Cancellation and Recess fees would each be given a weight of 1, and the page rates would be given a weight commensurate with their expected volume (presumably in the hundreds of pages).

Response/ The basis of selection is the highest combined rating of technical merit (70%) and price (30%). To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%. Please note that we are only requesting the price per page and not the estimated number of pages per year.

- 2) **In the Basis of Payment, pricing category (i) refers to the cost to produce the original copy, and category (ii) refers to the price for additional copies. The Statement of Work states that the Contractor shall provide "a maximum of five (5) additional copies". Capping the amount of additional copies at 5 seems to imply that these 5 additional copies are to be included in the category (i) pricing, and that the category (ii) pricing would apply to copies above and beyond five. Either way, the Basis of Payment and the Statement of Work seem to be in conflict and we seek clarification.**

Response/As stated on page 44 of the RFP, Item (ii) is the price per page for additional copies in excess of (i). Therefore, it implies that (ii) is for the extra 5 copies as stated in the Statement of Work.

- 3) **On page 37, last paragraph: "At present, the Board holds on average of 3 hearings a year in Ottawa, with each hearing an average of 10 days in duration."**

To the best of your ability, can you provide answers to the following questions:

- a) Is the PMPRB aware of any hearings scheduled or likely to be scheduled between June and December of 2017?**

Response/Not aware as this moment.

- b) Is the PMPRB aware of any hearings scheduled or likely to be scheduled in the year 2018?**

Response/Not aware as this moment.

c) Is the PMPRB aware of any hearings scheduled or likely to be scheduled in the year 2019?

Response/Not aware as this moment.

d) How many pages of transcript were transcribed in the year 2016?

Response/595 pages

e) How many pages of transcript were transcribed in the year 2015?

Response/726 pages

f) How many pages of transcript were transcribed in the year 2014?

Response/0 pages

g) How many pages of transcript were transcribed in the year 2013?

Response/0 pages

h) How many pages of transcript were transcribed in the year 2012?

Response/0 pages

- 4) Mandatory Requirements M2, M3, and M4 refer to submitting a primary reporter and a replacement reporter. Rated Requirement R2 states: "Where more than one resource is proposed for this category, the points allocated will be used to determine the individual score and then the points for all proposed resources for this category will be added together and divided by the total number of proposed resources to obtain the average score for this criteria.", which implies that proposing more than one resource in this category is optional. We seek clarification: Are bidders only required to submit the primary reporter in Rated Requirement R2?**

Response/R2 will be rated based on the proposed resources submitted by the Bidder.

Rated Requirement R2 states:

"The points allocated will be determined by the individual score for each proposed resource and then the points for all proposed resources for this category will be added together and divided by the total number of proposed resources to obtain the average score for this criteria"

- 5) **Rated Requirement R4 is utilizing a 4-point system (ranging from "poor" to "excellent") that will be used to assign points to each of its five elements. R1, R2 and R3 utilize 5-, 5- and 6-point rating systems, respectively, and it can be presumed that, although not explicitly defined, they are similarly subjective. As such, we seek clarification as to how R1, R2, R3, R4 will be rated. For example, in R3, what would differentiate a score of 6 from a score of 5?**

Response/Please see RFP Amendment 2

- 6) **We seek clarification of the definition of the term "project" as it is used in the RFP: Part 7, Section 6.2 states: "*The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract.*" The word "project" in this example refers to the work that is to be performed under the terms of the contract, so if the contract is for a period of one year, then the "project" would be all work performed under that contract within that one-year period. Can we presume that this definition of "project" is to be used throughout the RFP?**

Response/The term "project" only refers to work under the terms and conditions of the contract. The term "project" referred to in the Evaluation Procedures" is not included in Part 7, Section 6.2.

7. **Producing a day's transcript involves certain fixed costs which are not lessened by a hearing day ending early. The typical method of mitigating this is to have a provision which allows the contractor to charge for a specified minimum number of pages (e.g. 150 pages) when the hearing transcript does not meet that threshold. Will the PMPRB add a provision regarding a minimum page count threshold?**

Response/PMPRB will not be adding a provision regarding a minimum page count threshold.