



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

**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**

**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 - 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

<b>Title - Sujet</b> Typesetting, Composition	
<b>Solicitation No. - N° de l'invitation</b> 4F001-170206/A	<b>Amendment No. - N° modif.</b> 005
<b>Client Reference No. - N° de référence du client</b> 4F001-17-0206	<b>Date</b> 2017-08-09
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CW-020-73149	
<b>File No. - N° de dossier</b> cw020.4F001-170206	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-08-17</b>	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Werk(cw), Janet	<b>Buyer Id - Id de l'acheteur</b> cw020
<b>Telephone No. - N° de téléphone</b> (613) 998-3968 ( )	<b>FAX No. - N° de FAX</b> (613) 991-5870
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> see herein	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

**Title:** Office of the Commissioner for Federal Judicial Affairs Canada-Desktop Publishing/Typesetting

**This amendment is to answer bidders' questions**

Bidders' Questions:

Q.16 Can you confirm the instructions for formatting footnotes (size, line spacing, tab / paragraph indent / spacing between two footnotes, etc. Also, could you give us a specific judgment online where there are several footnotes?

A.16 The instructions for formatting footnotes have been added to Annex "E" FCR Formatting Standards and Guidelines (FCR Standards) – Item (10) Footnotes

Hanging indent

Footnote number: 8 pt, superscript, 0.125in between number and text.

All text: 8 pt

Line between the end of the page of text and the footnote:

Weight: 0.5 pt

Width: 0.5 in

Tint: 100%

Type: solid

Color: black

Space between each footnote: 0.125in

Q.17 In the rated criteria, for almost all of them; it is stipulated that our test should match both the standards stipulated in the RFP as well as online samples. How will the evaluation team allow or remove points vs. on-line samples that are slightly different from each other?

A.17 The test will be **scored based strictly on the FCR Standards** which include specific details and measurements for text placement, font sizes, etc. The statement "and as illustrated in the sample provided from a previous production" means that samples from previous productions are available to be used as visual aids or guides for reference purposes only.

Q.18 I would like to ask FJA to change this requirement - to submit the test document R1 electronically in PDF format and a printed hard copy as requested, AND not the InDesign version.

A.18 Both the InDesign file and the PDF file are evaluated during the test. The FCR will begin with a review of the PDF file for the overall look of the document, the use of hyphenations, widows and orphans etc. The InDesign document is then used to evaluate the use of the correct font and correct spacing of elements. The FCR has given precise measurements to be used. The PDF file only shows that items are roughly where they should be. The FCR needs to know that the instructions were adhered to and only the InDesign document contains that information.

Furthermore, as part of FCR's process, all documents returned to FCR in the copy editing phase are reviewed and proofread using the PDF document. In the course of this review, necessary changes are identified not only for the page set up and formatting but also with respect to content. These necessary corrections arise from issues that may not have been seen previously and require the InDesign version of the document so that they can be made. No document has ever made it to print straight from the desktop publishing phase without modification. This is why the Contractor is only responsible for the quality of the file until such time as the file has been accepted and approved by FCR. This approval is done based solely on a review of the PDF and InDesign files. Approval means that FCR's instructions were followed

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4F001-170206/A  
Client Ref. No. - N° de réf. du client  
4F001-170206

Amd. No. - N° de la modif.  
005  
File No. - N° du dossier  
CW020. 4F001-170206

Buyer ID - Id de l'acheteur  
CW020  
CCC No./N° CCC - FMS No./N° VME

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and the page set up and formatting are of the quality expected. After that FCR makes all necessary changes in-house or in cases where FCR is unable to do so the files are sent to the contractor as billable AAs.

**All other terms and conditions remain unchanged**