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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

<b>Title - Sujet</b> Transcription Services	
<b>Solicitation No. - N° de l'invitation</b> 86100-170005/A	<b>Date</b> 2019-06-06
<b>Client Reference No. - N° de référence du client</b> 86100-17-0005	<b>Amendment No. - N° modif.</b> 005
<b>File No. - N° de dossier</b> cy034.86100-170005	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CY-034-77008	
<b>Date of Original Request for Standing Offer</b> 2019-05-01	
<b>Date de la demande de l'offre à commandes originale</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-06-11</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Stone, Caitlin	<b>Buyer Id - Id de l'acheteur</b> cy034
<b>Telephone No. - N° de téléphone</b> (343) 548-8791 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> 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

<b>Acknowledgement copy required</b> <b>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
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)		
<b>For the Minister - Pour le Ministre</b>		

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**AMENDMENT 005 IS RAISED TO UPDATE THE STATEMENT OF WORK. THE CHANGE IS AS FOLLOWS:**

1. At Annex A, The Statement of Work, sub-section 6.1, Resource Requirements; **DELETE** in its entirety, and **REPLACE** with the following:

**6.1 Resource Requirements**

At all times during the Standing Offer Period (including all Option Periods), the Contractor **MUST** have the following types of resources to perform the Work described in the Statement of Work identified under Annex "A" herein:

- a) Project/Account Manager
- b) Transcribers
- c) Quality Assurance Officer

The Quality Assurance must be performed by a different, second, resource on all transcriptions. Both the Project/Account Manager and Transcribers may serve as Quality Assurance on projects for which they are not the primary transcriptionist. Project/Account Managers may serve as Transcribers, but a second resource **MUST** serve as Quality Assurance.

It is the responsibility of the contractor to ensure that each resource AND replacement of any resources from those proposed in their offer submission meet the requirements stipulated in the Request of the Standing Offer. A replacement must have with similar qualifications and experience, meet the criteria used in the selection of the Contractor and be acceptable to IRB. IRB reserves the right to request verification of qualifications of any replacement personnel and request replacement of any resources that is deemed non-compliant to the standing offer.

In certain circumstances the use of Computer Aided Transcription (CAT) may be requested by the IRB, where available from Offerors. CAT requirements will be billed at the regular rates as detailed in the Basis of Payment at Annex B.

**ALL OTHER PARTS OF THE REQUEST FOR STANDING OFFER REMAIN UNCHANGED**