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Revision to a Request for a Standing Offer

Révision à une demande d'offre à commandes

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

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 Court Reporting Services	
Solicitation No. - N° de l'invitation EN578-180504/B	Date 2019-11-28
Client Reference No. - N° de référence du client EN578-18-0504	Amendment No. - N° modif. 001
File No. - N° de dossier cy036.EN578-180504	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$\$CY-036-78014	
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale	
2019-11-18	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-12-18	
Time Zone Fuseau horaire Eastern Standard Time EST	
Address Enquiries to: - Adresser toutes questions à: Djona-Guiadem , Cyrielle	Buyer Id - Id de l'acheteur cy036
Telephone No. - N° de téléphone (343) 542-4022 ()	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	Yes - Oui	No - Non
Accusé de réception requis	<input type="checkbox"/>	<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 001

The Solicitation Amendment 001 serves to:

- A. Answer questions raised by the Industry; and**
- B. Impart modifications to the Request for Standing Offers.**

A. Questions raised by the Industry

Question #001:

- 1.1 What is the difference between a joint bid and a JV under the procurement strategy for aboriginal business?
- 1.2 Do both companies in a JV need to meet the mandatory?

Answer #001:

1.1 Joint Venture definition

A Joint Venture (JV) is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to submit an offer together on a requirement. Offerors who submit an offer as a JV must indicate clearly that it is a JV.

For further information on JVs, please refer to Standard Instructions [2006](#) (2019-03-04) Standard Instructions – Request for Standing Offers –Services – Competitive Requirements.

Joint Venture under the procurement strategy for aboriginal business (PSAB) definition

The procurement strategy for aboriginal business (PSAB) is open to all Aboriginal businesses. A business can include a sole proprietorship, limited company, co-operative, partnership, or not for profit organization. To be considered an Aboriginal business, a firm must meet the following criteria:

- at least 51 per cent of the firm is owned and controlled by Aboriginal people, and
- at least one third of the firm's employees, if it has six or more full time employees, must be Aboriginal

A JV, under PSAB, consists of two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business(es), provided that:

- at least 51 per cent of the JV or consortium must be controlled and owned by an Aboriginal business or businesses, as defined above.

When a firm bids for a contract under the PSAB, it must confirm that it meets the above criteria, and it must provide proof of eligibility upon request. Aboriginal Affairs and Northern Development Canada (AANDC) exercises the right to audit Aboriginal supplier certifications.

For this Request for Standing Offers (RFSO), subcontracting won't meet the PSAB criteria. Please, contact the Aboriginal Procurement and Business Promotion Directorate of Aboriginal Affairs and Northern Development Canada (AANDC) for more information: Aboriginal Procurement and Business Promotion Directorate of Aboriginal Affairs and Northern Development Canada (AANDC) at 1-800-400-7677, fax 819-956-9837, or aadnc.saea-psab.aandc@canada.ca.

Solicitation No. — N° de l'invitation
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Amd. No. — N° de la modif.
001
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cy036.EN578-180504

Buyer ID— Id de l'acheteur
cy036
CCC No./N° CCC - FMS No./N° VME

1.2 Joint Venture Experience

No, both (or all) companies in a JV do not need to meet the mandatories. However, all mandatory criteria must be met by at least one member of the JV. This means that a JV may rely on the experience of one of its members to meet any given technical criterion of this RFSO. However, for a single criterion, such as the requirement for 36 months of experience (criterion M2.1), the offeror cannot indicate that each of members X, Y and Z has 12 months of experience, totaling 36 months. Such a response will be declared non-responsive.

The RFSO has been modified in consequence. Please, refer to section “B. Modifications to the Request for Standing Offers” below.

Question #002:

As most companies pay their Court Reporter a daily rate would PWGSC consider a minimum rate of 4 hours to help offset the cost to the bidder, if a court reporter is only required for an hour the bidder still has to pay the Court Reporter for a full day.

Answer #002:

Yes, the client department will pay a minimum rate of 4 hours. **The RFSO has been modified in consequence. Please, refer to section “B. Modifications to the Request for Standing Offers” below.**

B. Modifications to the Request for Standing Offers

The changes to the RFSO are as follows:

1) In “Part 4 - Evaluation Procedures and Basis of Selection”:

- Delete section sub-section “4.1.2 Technical Evaluation” in its entirety
- Insert revised sub-section 4.1.2 as follows:

4.1.2 Technical Evaluation

As part of their Technical Offer, Offerors must clearly indicate the designated region(s) and language(s) in which they are offering to provide court reporting services. The Offeror must also clearly indicate which optional services they can offer on an “as-and-when-requested” basis. **The Offeror must complete and provide the tables (1 and 2) located at Appendix 2 - Offeror’s Technical Offer by RFSO closing date.**

Offers will be evaluated separately for each region and for each language option.

The evaluation of the technical offer is divided into 2 parts:

Part 1: consists of mandatory technical criteria, which are evaluated on a simple pass/fail basis.

Part 2: consists of point-rated criteria with a minimum pass mark.

4.1.2.1 Joint Venture experience

- a. Where the Offeror is a Joint Venture with existing experience as that Joint Venture, it may submit the experience that it has obtained as that Joint Venture.

Example: An offeror is a Joint Venture consisting of members L and O. A solicitation requires that the offeror demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a Joint Venture (consisting of members L and O), the offeror has previously done the work. This offeror can use this experience to meet the requirement. If member L obtained this experience while in a Joint Venture with a third party N, however, that experience cannot be used because the third party N is not part of the Joint Venture that is bidding.

- b. A Joint Venture offeror may rely on the experience of one of its members to meet any given technical criterion of this solicitation.

Example: An offeror is a Joint Venture consisting of members X, Y and Z. If a solicitation requires: (a) that the offeror have 3 years of experience providing maintenance service, and (b) that the offeror have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the Joint Venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the offeror cannot indicate that each of members X, Y and Z has one year of experience, totalling 3 years. Such a response would be declared non-responsive.

- c. Joint Venture members cannot pool their abilities with other Joint Venture members to satisfy a single technical criterion of this solicitation. However, a Joint Venture member can pool its individual experience with the experience of the Joint Venture itself. Wherever substantiation of a criterion is required, the Offeror is requested to indicate which Joint Venture member satisfies the requirement. If the Offeror has not identified which Joint Venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Offeror to submit this

information during the evaluation period. If the Offeror does not submit this information within the period set by the Contracting Authority, its offer will be declared non-responsive.

Example: An offeror is a Joint Venture consisting of members A and B. If a solicitation requires that the offeror demonstrate experience providing resources for a minimum number of 100 billable days, the offeror may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in Joint Venture, or
- Contracts signed by A and contracts signed by A and B in Joint Venture, or
- Contracts signed by B and contracts signed by A and B in Joint Venture.

that show in total 100 billable days.

- d. Any Offeror with questions regarding the way in which a Joint Venture offer will be evaluated should raise such questions through the enquiries process as early as possible during the solicitation period.

4.1.2.2 Mandatory Technical Criteria

The mandatory technical evaluation and criteria are fully described in **Attachment 2 to part 4, Mandatory Technical Criteria** of the RFSO.

4.1.2.3 Point Rated Technical Criteria

The point rated technical evaluation and criteria are fully described in **Attachment 3 to part 4, Point Rated Technical Criteria** of the RFSO.

2) In Attachment 3 to Part 4, Point Rated Technical Criteria, under section “1. Point Rated Technical Criteria”:

INSERT: d) The Phased Bid Compliance Process does not apply to the point rated technical criteria.

3) In Annex B – Basis of Payment:

- Under section “1. Mandatory Services”, insert:

NOTE: for items paid by the hour only, a minimum of 4 hours will be paid despite the actual length of the proceeding.

- Under Table 6: CART Reporting Services below section “2. Optional Services”, insert:

NOTE: for items paid by the hour only, a minimum of 4 hours will be paid despite the actual length of the proceeding.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.