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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 2019-12-30
Client Reference No. - N° de référence du client EN578-18-0504	Amendment No. - N° modif. 006
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 2020-01-08	
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 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 006

The following is a summary of the amendments issued to date:

Amendment No.	Date	Description
001	2019-11-28	A. Answer questions raised by the industry (questions 1 and 2); and B. Impart modifications to the Request for Standing Offers.
002	2019-12-09	A. Answer questions raised by the industry (questions 3 to 6).
003	2019-12-16	A. Extend the solicitation period.
004	2019-12-19	A. Answer questions raised by the industry (questions 7 to 27); and B. Impart modifications to the Request for Standing Offers.
005	2019-12-23	A. Answer questions raised by the industry (questions 28 to 30).
006	2019-12-30	A. Answer questions raised by the industry (questions 31 to 33); and B. Impart modifications to the Request for Standing Offers.

The Solicitation Amendment 006 serves to:

- A. Answer questions raised by the industry (questions 31 to 33); and
- B. Impart modifications to the Request for Standing Offers.

A. Questions raised by the Industry

Question #031:

Part 1, Paragraph 1.2.2 states:

"For each designated region offered, offerors may offer to provide Court Reporting Services in English only **OR** in French only **OR** in both official languages." [Emphasis in the original]
Amendment 004, Answer 10, indicates that offerors may offer to provide Court Reporting Services in English **AND/OR** in French **AND/OR** in both official languages.

Can Paragraph 1.2.2 please be modified to resolve this discrepancy?

Answer #031:

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

Question #032:

Will PWGSC weight the evaluation formula based on expected usage, demand of service, and/or some other sound means of arriving at a formula that not only is fair to the bidders but to the end users as well?

Answer #032:

PWGSC will weight the evaluation formula based on estimated quantities for evaluation purposes only. The RFSO has been modified in consequence. Please, refer to section "B. Modifications to the Request for Standing Offers" below.

Question #033:

Part 1, paragraph 1.2.4 states:

"The period of the Standing Offer is from Standing Offer issuance to September 30, 2020, with four (4) additional one-year option periods."

This means that, with the exception of the Government choosing not to invoke its option, another RFSO would not be issued until 2024. Seeing as this RFSO is potentially very broad in scope, that seems to introduce a substantial barrier to entry for smaller or yet-to-be-compliant potential offerors. Is there any mechanism in place to allow potential future offerors entry into the process prior to the conclusion of all five (5) Standing Offer Periods?

Answer #033:

No, at the moment, there is no mechanism in place to allow potential future offerors entry into the process prior to the conclusion of all five (5) Standing Offer Periods.

B. Modifications to the Request for Standing Offers

The changes to the RFSO are as follows:

1) For consistency, “Part 1 – General Information” of the RFSO is modified as follows:

- Delete article 1.2.2 in its entirety.
- Insert revised article 1.2.2 (rev. 1) as detailed below:

1.2.2 Offerors may offer to provide services in only one **OR** in multiple **OR** in all of the designated regions of Canada. For each designated region offered, offerors may offer to provide Court Reporting Services in English only **AND/OR** in French only **AND/OR** in both official languages.

As part of their technical offer, at section 4.1.2 Technical Evaluation, Offerors must specify the combination of designated region(s) and language(s) (English only and/or French only and/or bilingual) they are offering court reporting services.

2) “ATTACHMENT 4 TO PART 4, Financial Evaluation” is modified as follows:

- Delete section “2. Determination of Total Aggregate Price (TAP)” in its entirety.
- Insert revised section “2. Determination of Total Aggregate Price (TAP) (rev. 1)” as detailed below:

2. Determination of Total Aggregate Price (TAP) (rev. 1)

2.1 The Offerors must provide firm rates in accordance with the designated regions and languages chosen. **The Offerors must submit their financial offer by submitting completed Tables 1, 2, 3, 4, 5, 7 and 8 below, provided at Appendix 3 - Offeror's Financial Offer.**

Table	Description
Table 1	Initial Standing Offer Period
Table 2	Option period #1
Table 3	Option period #2
Table 4	Option period #3
Table 5	Option period #4
Table 6	Summary of Financial Offer
Table 7	CART Reporting Services (OPTIONAL)
Table 8	Conference Room Rental Services (OPTIONAL)

2.2 **The Offeror must submit a different financial offer for each designated region.** For example, if an Offeror has chosen to offer court reporting services in Charlottetown and in Fredericton, they must submit completed Tables 1 to 5, 7 and 8 for Charlottetown **AND** completed Tables 1 to 5, 7 and 8 for Fredericton. **They will be evaluated separately.**

2.3 For the purpose of the financial evaluation of Offers, the firm rates provided by the Offerors for all items of Tables 1 to 5 will be multiplied by their respective estimated quantities below. Their sum will be carried over to row 22. This will be completed for each respective combination of designated region and language for **each Standing Offer period.**

2.4 For the purpose of the financial evaluation of Offers, the total estimated cost calculated by completing Tables 1 to 5 (row 22) will be carried over to Table 6 – Summary of Financial Offer. The amounts carried over to Table 6 will be used to calculate the “Total Aggregate Price” (TAP) for each respective combination of designated region and language for **each Standing Offer period.**

Estimated Quantities for Evaluation Purposes:

NOTE: For evaluation purposes only, the following estimated quantities will be used by the Contracting Authority to calculate the TAP. The numbers used as 'estimated quantities' are randomly generated. These 'estimated quantities' are not based on any historical data, and are not representative or indicative of guarantee of quantity that may be required in the future.

Item No.	Categories	Estimated Quantities
Attendance Fees		
1	Attendance Fees (with transcript order)	5,000 hours
2	Cancellation fees (for attendance Fees with transcript order)	25 cancellations
3	Attendance Fees (without transcript order)	5,000 hours
4	Cancellation fees (for attendance Fees without transcript order)	25 cancellations
Teleconference and Videoconference Calls fees		
5	Tele- or videoconference with transcript order	1,500 hours
6	Cancellation fees (for Tele- or videoconference with transcript order)	25 cancellations
7	Tele- or videoconference without transcript order	1,500 hours
8	Cancellation fees (for Tele- or videoconference without transcript order)	25 cancellations
Transcription fees (electronic file <u>only</u>)		
9	Daily copy	2,000,000 words
10	Expedited	1,000,000 words
11	Rapid	500,000 words
12	Normal	500,000 words
13	Discounted	500,000 words
Transcription fees (hard Copy <u>and</u> electronic file)		
14	Daily copy	2,000,000 words
15	Expedited	1,000,000 words
16	Rapid	500,000 words
17	Normal	500,000 words
18	Discounted	500,000 words
Fee- additional hard copies		
19	Additional copy of a transcript, both electronic and hard copy versions	200,000 words
Deliveries		
20	Courier delivery	At Cost
21	USB, CD/ DVD	At Cost
22	TOTAL PRICE (SUM OF: ITEMS NO. 1 TO 21 * Estimated Quantities)	

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.