



## 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

## 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

<b>Title - Sujet</b> Court Reporting Services	
<b>Solicitation No. - N° de l'invitation</b> EN578-180504/B	<b>Date</b> 2019-12-31
<b>Client Reference No. - N° de référence du client</b> EN578-18-0504	<b>Amendment No. - N° modif.</b> 007
<b>File No. - N° de dossier</b> cy036.EN578-180504	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CY-036-78014	
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale	
2019-11-18	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-01-08</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Djona-Guiadem , Cyrielle	<b>Buyer Id - Id de l'acheteur</b> cy036
<b>Telephone No. - N° de téléphone</b> (343) 542-4022 ( )	<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>		

## AMENDMENT 007

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.
007	2019-12-31	A. Answer questions raised by the industry (questions 34 to 39).

The Solicitation Amendment 007 serves to:

### A. Answer questions raised by the industry (questions 34 to 39).

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#### A. Questions raised by the Industry

##### Question #034:

M1 - Can you please confirm that Offerors can only propose resources that live in the designated area and not those outside the designated area where the Offeror is willing to cover all travel expenses? There are very few French or bilingual resources outside of Ottawa and Quebec. Generally these resources will travel through Ontario and beyond and where required the court reporting agency will cover the travel costs.

##### Answer #034:

Yes, Offerors may only propose resources that live in the designated area in which they are offering court reporting services.

##### Question #035:

M2.2 - Can you please confirm the client references must be government agencies or departments and cannot be other clients of the court reporting agency such as law firms?

##### Answer #035:

The client references do not have to be government agencies or departments. The client references can be from other types of clients such as law firms. However, as per mandatory criterion M2.2, the references must be from unique clients. In other words, the 3 unique client references cannot all be from the same entity (i.e. the same law firm or government department).

##### Question #036:

M2.2 - Can you please confirm if the start and end date of services are to refer to contract start and end dates or are to refer to specific hearings or proceedings taken under a contract? Or is either acceptable?

##### Answer #036:

In mandatory criterion M2.2, the "start and end dates of the work of project" refer to the contract start and end dates, as applicable.

##### Question #037:

10.1 - Delivery Periods - Can you please confirm that turnarounds are expected to be in calendar days and not business days? Does this mean that for proceeding that sits on Friday where daily copy is requested we are expected to deliver on Saturday? Or a proceeding that sits on Wednesday with a two to four day delivery is to be delivered no later than Sunday? Do statutory holidays also count in the turnaround calculation, i.e. a two to four day request taken December 24th is due no later than December 28th?

##### Answer #037:

Please, refer to question/answer #015 in amendment 004.

##### Question #038:

10.1 - Delivery Periods - what is the expected delivery for a daily copy request where the proceeding goes later than 5 p.m.?

##### Answer #038:

The desired delivery period will be specified in each call-up or work request. As for proceedings sitting later than 5 p.m., please refer to question/answer #015 in amendment 004.

Solicitation No. — N° de l'invitation  
EN578-180504/B  
Client Ref. No. - N° de réf. du client  
EN578-18-0504

Amd. No. — N° de la modif.  
007  
File No. - N° du dossier  
cy036.EN578-180504

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

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**Question #39:**

In response to amendment 006:

You have provided Estimated Quantities for the calculation of the Total Aggregate Price (TAP). Does this mean that Offerors need to update the financial tables to include those Estimated Quantities and determine a total price, or will this be done by PWGSC and we should leave the financial tables "as is"?

**Answer #39:**

No, offerors do not need to update their financial tables to include those estimated quantities. The financial tables should be kept "as is", as PWGSC will complete the calculations to determine the TAP.

**ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.**