

Q&A#1 – W6369-20-X022– RFSO – Transcription Services

Questions/Answers/Amendments											
Q&A Number	Questions/Answers										
Question #1	Can companies from outside of Canada apply for this?										
Answer #1	As per PART 1 – GENERAL INFORMATION, Clause 1.2.3 of the RFSO, any company located in the countries covered by the applicable trade agreements may submit an offer in response to the solicitation.										
Question #2	Do we need to come over to Canada for meetings?										
Answer #2	There will be no requirement to attend meetings.										
Question #3	Can we perform tasks (related to the RFSO) outside of Canada?										
Answer #3	<p>Yes, the work identified in ANNEX A, STATEMENT OF WORK can be performed outside of Canada.</p> <p>Bidders are to note that the Delivery Timeframes identified in Section 4.6 of ANNEX A, STATEMENT OF WORK must be adhered to.</p>										
Question #4	Can we submit proposals via email?										
Answer #4	Offers are to be submitted via e-mail to DSvcsC4Contracting-DCSvcs4Contrats@forces.gc.ca										
Amendment Number	Amendment										
Amendment #1	<p>(a) PART 7B – RESULTING CONTRACT CLAUSES is hereby amended as follows:</p> <p><u>INSERT</u> the following at Clause 7.9, Section B:</p> <p>7.9 Foreign Nationals</p> <p>SACC Manual clause A2001C (2006-06-16), Foreign Nationals (Foreign Contractor) OR SACC Manual clause A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)</p> <p>(b) PART 4, Section 4.1.1 is hereby amended as follows:</p> <p><u>DELETE</u> MT4 in its entirety and <u>INSERT</u> the following:</p> <table border="1" data-bbox="430 1717 1417 1883"> <thead> <tr> <th>#</th> <th>Mandatory Criteria</th> <th>Met / Not Met</th> <th>Offer Preparation Instructions</th> </tr> </thead> <tbody> <tr> <td>MT4</td> <td></td> <td></td> <td>In its offer, the Offeror must provide all of the following:</td> </tr> </tbody> </table>			#	Mandatory Criteria	Met / Not Met	Offer Preparation Instructions	MT4			In its offer, the Offeror must provide all of the following:
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	<p>The Offeror must clearly demonstrate all of the following capabilities:</p> <ul style="list-style-type: none"> - The capability to complete a minimum of 10 projects per year; - The capability to provide a minimum of 3 transcribers per project; and - The capability to transcribe a minimum of 23,750 pages per year. <p>*For the purpose of the evaluation, a project is defined as transcribing 5-10 interviews that are an hour long each (between 5 to 10 hours of interviews in total).</p>		<ul style="list-style-type: none"> - The number of projects that were completed in the past year, as well as a description that demonstrates that each identified project meets the definition of "project" as defined in MT4; - The number of transcribers currently available; and - Written confirmation that the Offeror is capable of providing transcription services of at least 43,750 pages per year.
<p>(c) ANNEX A, Statement of Work is hereby amended as follows:</p> <p><u>DELETE Section 2.1, Subsection 2.2.1 only and INSERT the following:</u></p> <p>2.2 Background</p> <p>2.2.2 DSEI and the AISC historically oversee on average forty-five (45) investigations per year that require transcription services. Statistically, the average page count for DSEI is 150 pages (approximately 25 investigations per year) and 1,000 pages for AISC (approximately 20 investigations per year) or approximately 23,750 pages per year.</p> <p><u>DELETE Section 4.1, Transcript Production in its entirety and INSERT the following:</u></p> <p>4.1 Transcript Production</p> <p>Produce one (1) electronic copy of transcript(s) in PDF format, fully searchable, on a CD-ROM as defined in paragraph 4.2. The Offeror must ensure that the information stored on the electronic file copy is identical to the Transcript Format and is provided in an accessible format (PDF or an alternative format approved by the Technical Authority). The Offeror must identify the CD-ROM with a red security label Classified, Confidential or Secret and the applicable reference number as specified by the Technical Authority or by the contact identified in the Call-Up against the Standing Offer.</p>			