



**FEDERAL COURT  
OF AUSTRALIA**



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Property & Procurement

**REQUEST FOR TENDER: RFT-2020-0019  
FOR THE PROVISION OF TRANSCRIPTION, RECORDING AND  
AV SUPPORT AND MAINTENANCE SERVICES**

**Addenda 8 – Questions and Answers**

**Q1** When the Court sits in a State facility, whose responsibility is the process for access to the audio for transcription purposes?

**A1** The Service Provider is responsible as per section 2.5 of the Statement of Requirements.

**Q2** For the purposes of this tender – does ‘monitoring’ refer to in-court recording and logging and does ‘recording’ refer to remote recording?

**A2** In-Court Monitoring is always referred to as “In-Court Monitoring” and the requirements are covered in section 3 of the Statement of Requirements. Recording is covered in section 2 of the Statement of Requirements. Section 11 Defined Terms sets out the following (selected items only):

<b>Audio Monitoring</b>	Means the active monitoring of an audio feed as it is being recorded to ensure a feed is maintained and identifying any issues as they arise and includes Remote Audio Recording which is the remoting into the Recording Equipment from offsite and starting and stopping of recording
<b>In-Court Monitoring</b>	Means Audio Monitoring undertaken in a Court Room and the tasks described in 3.4.
<b>Remote Audio Monitoring</b>	Means Audio Monitoring from the Service Provider Location (that is remote for the Court Room location) as detailed in 2.5.9

**Q3** When the Court records circuit matters with Court staff, do they provide their own comms device/internet link to upload the audio to the service provider or is the service provider required to provide this device?

**A3** This is a matter for the Service Provider based upon the arrangements they have put in place for that location. Currently for FCoA/FCC circuit matters, the courts record the audio as described in section 2.5.6 of the Statement of Requirements and it is uploaded by the Court Staff from the Court IT environment to the existing provider’s IT environment. For any FCA circuit matters, audio is recorded on the Service Provider’s own portable equipment and then uploaded to meet the transcription order time request. Refer to section 2.5.6 seeking the design of a solution for the recording of all circuit matters.

**Q4** Monitoring stats – under FCA why does the number of ‘Days with Recordings’ differ to the number of ‘Days with in-court monitoring’ if in-court monitoring is required for all matters?

**A4** We are unable to verify this data. It appears that the ‘Days with Recordings’ is aggregated for all courts in a location whereas “Days with in-court monitoring” has counted each court with an In-Court Monitor for each day.

**Q5** Monitoring stats – number of hours recorded – does this represent the number of hours recorded when in-court monitor was not present?

**A5** These are two different services – recording hours and In-Court Monitoring hours as per the answer to question 4, which is why there are differences in the data.

**Q6** What is the average number of words per audio hour, per jurisdiction?

**A6** This data is not kept by the Court. A folio is 100 words.

**Q7** How many judgments were given per jurisdiction in FY19?

**A7** Final Judgments are not transcribed. Orders for transcribing of ex-tempore judgments/decisions provided to the courts or draft judgments are included within the data already provided.

**Q8** Please confirm how many monitoring and recording hours there were before 8.00 am and after 6.00 pm, Monday to Friday on business days, public holidays, weekends per jurisdiction, per location

**A8** This data is not kept by the Court – while there would be an occasional instance, it is not a regular occurrence.

**Q9** Please confirm the overall teleconferencing hours for FY19

**A9** This data is contained in the datapack Part B Attachment A, Tab E – Recording by Location.

**Q10** Please confirm the overall videoconferencing hours for FY19

**A10** We capture data on bookings for VC not necessarily durations or if the VC goes ahead.

**Q11** Please provide the number of real-time sitting days per jurisdiction, from FY17-FY19.

**A11** The Court does not capture this data but advises that Real time transcription is undertaken in Federal Court and for some Native Title matters, generally at Federal Court locations but could be undertaken at other locations with sufficient notice. The total number nationally is currently approximately 10-12 p.a.

**Q12** Please provide the number of real-time folios typed and folios sold per jurisdiction from FY17-FY19.

**A12** The Court does not have this data.

**Q13** Does the number of 'Folios typed' and 'Folios Sold' include real-time folios transcribed and sold?

**A13** Yes.

**Q14** Does 'Recorded Hours' & 'Recorded Days' include real-time services?

**A14** Yes.

**Q15** The folio volumes provided in Part B – Attachment A – Data Pack 'Folios by jurisdiction' vs 'Folios by turnaround' in FY19 differ by around 18%. For instance, as per 'Folios by turnaround' total folios in FY19 were 1,304,102 but as per 'Folios per Jurisdiction', the figure given is 1,536,059. This is a variance of 231,957 folios for FY19. Can you confirm which figure (by jurisdiction or by turnaround) we should rely on for our calculations?

**A15** We acknowledge the discrepancy in the data and will seek to verify. Please use the Folios by jurisdiction for your calculations as it matches to the Folios by month, stating those assumptions in your responses.....

**Q16** Third party orders: is it possible to have a breakdown of number of ordering parties (x1 party, x2 parties, x3 parties, etc)?

**A16** We are unable to provide this data.

**Q17** In the response to Addendum No. 7, Q4, the response is "Not all folios transcribed are sold to the parties or the courts". Can you confirm why this is and for whom they are being produced?

**A17** We are unable to provide further detail. The majority of folios transcribed are being produced for the parties or the courts.