



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

### Addenda 7 – Questions and Answers

**Q1** How many circuits sit concurrently/simultaneously in each State/Territory?

**A1** Please see the attached data which shows the calendar sitting for 2019 the circuit court sittings per location per month (actual to September and forecast Oct-Dec). We are not able to provide details of how many circuits sit concurrently/simultaneously in each State/Territory as this is variable and dependent on the matters before the courts. The data shows the number of sittings in each location by month.

Sum of Sittings#	Co													
Row Labels	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total	
ALBURY				4		5			4		5		18	
ALICE SPRINGS			5				2				4		11	
BALLARAT		5			4		2	2	4		5		22	
BENDIGO		4			4			3			4		15	
BROKEN HILL			2			3					5		10	
BURNIE		4	4	4	3		5	4	4	4		5	37	
CAIRNS	8	16	10	11	21	18	14	15	18	15	14	6	166	
COFFS HARBOUR		5			5		5		10		5		30	
DUBBO			5	2	7	4	2	12		5	5	5	47	
GEELONG		4					4			4	4		16	
GOLD COAST		1	1		2		1		1	1	1		8	
HOBART	13	16	7	7	9	14	18	15	10	14	22	7	152	
IPSWICH		1	1		1	1	1		1		1	1	8	
LISMORE		6		7	3	5		5	5			5	36	
MACKAY		5	5	4	5	5	5	7	5		5	5	51	
MAROOCHYDORE		1	2	2	2	3	2	2	1		2	6	23	
MILDURA		4											4	
MORWELL				4	4				5		5		18	
MOUNT GAMBIER		3			5		2	3			5		18	
ORANGE		5			3	5			4		5		22	
SHEPPARTON		4	1		5			4			5		19	
TAMWORTH					5				5		5		15	
TOOWOOMBA		2		2	2			2		2	4	5	19	
WARRNAMBOOL			4			4	4			4			16	
WAUCHOPE			5		5		5			4	4		23	
WOLLONGONG	13	15	16	12	16	18	15	22	14	19	22	11	193	
<b>Grand Total</b>	<b>34</b>	<b>101</b>	<b>68</b>	<b>59</b>	<b>111</b>	<b>85</b>	<b>87</b>	<b>96</b>	<b>91</b>	<b>72</b>	<b>137</b>	<b>56</b>	<b>997</b>	

**Q2** Where the court sits in a state court facility, what recording facilities are available? How is the recording carried out?

**A2** Where the court sits in a state court facility portable recording equipment will need to be made available by the Service Provider unless other arrangements can be made with the State Courts. Currently recordings are undertaken as described in 2.5.6 of the SoR and future solutions are encouraged as part of this RFT.

**Q3** Folio volume provided 'by month' vs 'per jurisdiction' differs by around 18% in FY19, and this can have a considerable impact on the cost base for the contract. To provide the best 'value for money' pricing, can you confirm which statistics (either per month or per jurisdiction) we should rely on for our calculations?

**A3** On our calculation on the data provided in the Data Pack, the two volumes referred to add up to the same amount.

**Q4** As per the statistics provided, 'transcribed folios' can be lower than 'sold folios' due to multi-party orders. But why are the 'transcribed folios' higher than 'folios sold' in some instances? As an example, in FY17 39,362 next day folios were typed, but none were sold.

**A4** Not all folios transcribed are sold to the parties or the courts.

**Q5** With reference to specification 2.5.1, can you please advise what format the Court Lists are provided and at what time they are generally provided? Could you please provide a sample from each jurisdiction? Are they issued centrally or by each registry?

**A5** Court lists are posted on the website of each jurisdiction, these list are available as a subscription service. Please view samples on the respective websites.

**Q6** With reference to specification 8.4, could you please advise how and in what format you will advise the supplier of the scheduled duration of each matter?

**A6** Durations are not generally included in the court list.

**Q7** With reference to specification 5.4.1, there is a requirement to maintain "a register of Proceedings Recorded and/or transcribed, including..... times....." Do you require the start and end times of every matter heard within each courtroom for every day, or only the duration of the recording in each courtroom for each day?

**A7** The format is to be approved, capturing duration of the recording in each courtroom for each day by jurisdiction would be required.