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**Bid Receiving - PWGSC / Réception des soumissions -  
TPSGC**  
11 Laurier St./11, rue Laurier  
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K1A 0S5  
Bid Fax: (819) 997-9776

**Revision to a Request for a Standing Offer**

**Révision à une demande d'offre à commandes**

National Individual Standing Offer (NISO)  
Offre à commandes individuelle nationale (OCIN)

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> ELECTRONIC PUBLISHING	
<b>Solicitation No. - N° de l'invitation</b> 19294-090124/A	<b>Date</b> 2013-02-18
<b>Client Reference No. - N° de référence du client</b> 19294-9-0124	<b>Amendment No. - N° modif.</b> 003
<b>File No. - N° de dossier</b> cw013.19294-090124	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CW-013-61970	
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale 2013-01-17	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-02-25</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Papadatos, Tasia	<b>Buyer Id - Id de l'acheteur</b> cw013
<b>Telephone No. - N° de téléphone</b> (613) 990-6690 ( )	<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>		

Solicitation No. - N° de l'invitation

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Amd. No. - N° de la modif.

003

Buyer ID - Id de l'acheteur

cw013

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The purpose of this amendment is to answer questions by suppliers.

**Q7:** There is one embedded file within a zip folder where the date created falls before the date exclusion scope, but the zip file itself is created after the date exclusion scope. Should this embedded document be included or excluded?

**A7:** Annex C - T2 ESI Quality Assurance Test Set

Refer to T2.01 Process ESI Test Set (1)

As the date exclusion is for pre-processing, the unzipped file is included.

**Q8:** Does the exclusion of system files include attachments to emails? Specifically, there is an email with two attached documents with a file extension of .ent, which get filtered as a system files. I believe these should be included, but wanted confirmation

**A8:** Annex C - T2 ESI Quality Assurance Test Set

System files are filtered.

Refer to T2.01 Process ESI Test Set - paragraph 3.

**Q9:** Does DOJ consider thumbs.db to be a system file? There is one on the CD, and we have been given direction by other clients to remove these types of files, but not from everyone.

**A9:** For the purposes of this test, a thumbs.db should be treated as a system file.

**Q10:** Can you please confirm that the deadline for inquiries about the RFSO is 10 days before the updated closing date.

**A10:** As specified in PART 2 - OFFEROR INSTRUCTIONS, under the heading 3. *Enquiries - Request for Standing Offers*, it states the following:

**Q11 :** On page 70 of the RFSO, R2.01: A. Assessment of Criteria - Generation, formatting and integrate of full-text content files.

This title for point A does not seem to match the actual description of the various points below it. It also does not seem to match the description of item A found on page 69 of 135:

*(A) A detailed description of the Offeror's processes and systems (hardware and software) used to organize and pre-process ESI evidence (inclusive of inventory, troubleshooting problematic files, etc.), and demonstrating the defensibility of the systems and processes used;*

Can we somewhat assume that the title is an mistake and rely of the description of the item found on page 69 and on the description of the actual point values ?

**A11:** Annex C - R2 ESI Conversion Services

In the evaluation grid table under the heading: *R2.01 ESI Organization and initial processing*

**DELETE:**

A. Assessment of Criteria - Generation, formatting and integrate of full-text content files :

**REPLACE WITH:**

A. Assessment of Criteria - Description of the Offeror's processes and systems (hardware and software) used to organize and pre-process ESI evidence.

**Q12.**

On Page 101 (D2.05-1) there is a table regarding data relationships, it shows an Excel file

On Page 101 (D2.05-1) there is a table regarding data relationships, it shows an Excel file (.xls) where the filename is 0002.xls, but the content file is named CAN.CRA.CPB.0001.0001.0002.xls.

a. Should the content files be text files and therefore, this content file be named with a .txt extension and therefore be an ASCII text file formatted per the Data Standards manual v2.11.1 on page 9?

**A12**

T2.02 ESI Metadata Extraction, RecordType Capture, Batch Coding, and Normalization

Offerors are to produce and submit with their offer additional field information and coding for the ESI Test Set generated for T2.01. The field information is to be included in the 'Ringtail export.mdb' file created for the T2.01 technical evaluation. Offerors are to follow the RFSO test instructions below (in cases where there is a discrepancy between the test instructions and default specifications in Annex "D" and Annex "E", the RFSO test instructions take precedent).

Offerors are to follow the instructions provided. Offerors are being evaluated on their ability extract metadata, batch code, and normalize field information - Offerors are not being evaluated on the Annex "A" (Statement of Work) for this test set and are to follow the instructions detailed below. These instructions are to only be performed on ESI ultimately included in the 'Ringtail export.mdb' file generated for T2.01.

**Q13**

On page 57 T2.01 - Encrypted Email – If processing results in an encrypted email, where the attachment(s) contain the actual encrypted message.

a. Should the exception report note the email and the attachments as encrypted, or just the encrypted attachments?

**A13**

Generate image placeholders for encrypted files and zip files and supply a processing/exception report (file-by-file) listing all such files. The required file format for processing/exception reports is PDF.

a) Just the encrypted attachments.

**Q14**

On Page 57 T2.01 (1) – The instruction is to leave out files/email created/modified before 1 June 2006.

a. If an attachment to an email has a created or modified date that is prior to 1 Jun 2006, (but the email sent time is on or after 1 Jun 2006) does the attachment get marked as an exception and left out of the ringtail export, or do the attachment and the email both get marked as exceptions and left out of the export?

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**A14**

Pre-process ESI and filter out system files (.ini and .exe) and files/email created/modified before 1 June 2006, exclude these from further processing, and supply a processing/exception report (file-by-file) of all excluded files.

**Q15**

Re On Page 60 - T2.02 (1) When the email does not contain a MIME Internet Header containing the time zone offset information, should the time be adjusted to a specific pre-determined time zone?

A15 No. The information should be left blank. Only include the extracted information.

**Q15a.**

a record has a date created of Feb 6, 2001, but a date modified of April 20, 2007, should it still be filtered out?

A15a. No.

**Q16**

With regards to the .ent files, these files are flagged as system files because their encoding makes them look like initialization files, however, a review of the documents themselves shows that they are in fact a file extension assigned for file encryption, and are most likely important documents to be kept in the set. Can you ask the client to confirm whether or not they would like to have the file extension ".ent" excluded from processing?

**A16** For the purposes of this test treat ".ent" files as system files.

**Q17**

We are to unitize the paper documents as per the break sheets inserted and when we did the same we ended up with 36 documents instead of 40 that we are supposed to have. Actually, there are four places where we think attachment break sheets can be inserted to create new documents. Are we allowed to do that or we need to stick to existing Breaksheets which would produce 36 documents.

**A17**

Correction - Total count is 36 documents

Clarification:

Bundle - Source Information Form

Department: n/a

Branch/Section: n/a

Source/Custodian: n/a

Location: Ottawa ON

Notes: 1st Production from Generic Corporation

Contains - Source/attachments relationships

Total 15 Documents

**All other terms and conditions of the Request for Standing Offer remain the same.**