

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
**1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 1T3
Bid Fax: (902) 496-5016**

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

THERE IS A SECURITY REQUIREMENT
ASSOCIATED WITH THIS DOCUMENT.

Vendor/Firm Name and Address
**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9

Title - Sujet DIGITAL MICROFILM ARCHIVE SYSTEM	
Solicitation No. - N° de l'invitation B3270-120212/A	Date 2013-03-06
Client Reference No. - N° de référence du client B3270-12-0212	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-208-8944	
File No. - N° de dossier HAL-2-69293 (208)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-04-16	Time Zone Fuseau horaire Atlantic Standard Time AST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: LeBlanc, JoAnne	Buyer Id - Id de l'acheteur hal208
Telephone No. - N° de téléphone (902) 496-5010 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF CITIZENSHIP AND IMMIGRATION 47/49 DORCHESTER STREET SYDNEY NOVA SCOTIA B1P 5Z2 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée SEE HEREIN	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Resulting Contract Clauses.

1.1 Location(s) of Work Performance

There is a security requirement associated with this requirement that may imply work to be performed or documents safeguarding at the contractor's facility(ies).

2. Requirement

The purchase of equipment and required installation, as well as required training is to be carried out as detailed in Annex "A" - Statement of Requirement attached herein.

3. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC), attention: JoAnne LeBlanc (Supply Officer) indicated on page 1 of the bid solicitation. Due to the nature of the bid solicitation, bids transmitted by Email will not be accepted.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (two copies)

Section II: Financial Bid (one copy)

Section III: Certifications (one copy) **Bidder must submit the certifications required under Part 5.**

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and

2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

1.1 Exchange Rate Fluctuation

C3011T (2010-01-11), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

Before award of a contract, the following conditions must be met:

- a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

The Supplier's bid response must comply with all requirements of the bid solicitation to be declared responsive, and in accordance with Annex A, attached herein.

1.2 Financial Evaluation

SACC Manual Clause A0222T (2010-01-11) - Evaluation of Price

2. Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract. The Annex B - Basis of Payment, attached herein will be used for the purposed of Evaluation of Bids and Basis of Selection.

3. Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications *and related documentation* to be awarded a contract. Canada will declare a bid non-responsive if the required certifications *and related documentation* are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, *to provide the related documentation* or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct Certifications - Related documentation

By submitting a bid, the Bidder certifies as per section 01 of Standard Instructions 2003, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

2. Additional Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

2.1 **Federal Contractors Program - \$200,000 or more**

1. Under the Federal Contractors Program (FCP), some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts worth \$ 200,000 or more (including all applicable taxes) should formally agree to implement a program of employment equity. It is a prerequisite for the award of the contract. If the bidder or if the bidder is a joint venture and a member of the joint venture is subject to the FCP , evidence of its commitment must be provided prior to contract award.

Suppliers have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer entitled to government contracts beyond the threshold of the Government Contracts Regulations of the State to solicitations. Suppliers may be declared ineligible contractors either because HRSDC a finding of non-compliance or because they have voluntarily withdrawn from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid submitted by a joint venture in which a member is an ineligible contractor, will be declared inadmissible.

2. If the bidder is not covered by the exceptions listed in paragraphs 3.a) or b) below, or does not have a valid certificate number confirming its adherence to the FCP , must fax (819 -953-8768) a copy of the signed form LAB 1168 , Certificate of Commitment to the implementation of employment equity, the Labour Branch of HRSDC .

3. The bidder or if the bidder is a joint venture the member of the joint venture, certifies its status as follows in FCP :

The tenderer or member of the joint venture

- a. () is not subject to the FCP , having a workforce of less than 100 full-time employees or part-time permanent and / or temporary employees having worked 12 weeks or more in Canada;
- b. () is not subject to the FCP , being a regulated employer under the Employment Equity Act Employment , SC 1995, c. 44;
- c. () is subject to the requirements of the FCP , having a workforce of over 100 employees or more full-time or part-time permanent and / or temporary employees having worked 12 weeks or more in Canada, but has not obtained certificate number from HRSDC (having not bid on requirements of \$ 200,000 or more). In this case, a signed certificate of commitment is attached;
- d. () is subject to the PCF and has a valid certificate number, ie the number: _____ ie
d. it has not been declared ineligible contractor by HRSDC .

Further information on the FCP is available on the website of HRSDC .

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening(**DOS**), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel **MAY NOT ENTER** sites without an escort.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition).

2. Requirement

The Contractor must provide the items detailed in Annex A - Requirement, attached herein.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

3.1 General Conditions

2010A (2012-11-19), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

4. Term of Contract

4.1 Delivery Date

Delivery of the Goods on-site and related installation is required by May 15, 2013.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

JoAnne LeBlanc
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
1713 Bedford Row
Halifax, Nova Scotia B3J 3C9
Telephone: 902-496-5010
Facsimile: 902-496-5016
Email: JoAnne.LeBlanc3@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Project Authority for the Contract is:

Will be completed upon contract award.

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative (to be completed by supplier)

Contractor Contact Name: _____
Business Name: _____
Telephone: _____
Email: _____
Procurement Business Number: _____

6. Payment

6.1 Basis of Payment - Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a "firm price" as specified in Annex A - Statement of Requirement, for a cost of \$ _____. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.2 Method of Payment

SACC Manual clause H1000C (2008-05-12) - Single Payment

6.3 Delivery Terms

Delivery is Delivered Duty Paid (DDP) Incoterms 2000. The contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and taxes to the destination(s).

7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

2. Invoices must be distributed as follows:

(a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

8. Certifications

8.1 Compliance

Compliance with the certifications *and related documentation* provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, *provide the related documentation* or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

10. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) General Conditions - 2010A (2012-11-19), Goods (Medium Complexity);
- (c) Annex A, Statement of Requirement;

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- (d) Annex B, Basis of Payment (if applicable);
- (e) Annex C, Security Requirement Check List;
- (f) the Contractor's bid dated _____.

11. SACC Manual Clauses

SACC Manual clause G1005C (2008-05-12) - Insurance

List of Annexes

Annex A - Statement of Requirement
Annex B - Basis of Payment (if applicable)
Annex C - Security Requirements Check List (SRCL)

ANNEX "A"

STATEMENT OF REQUIREMENT

TITLE: DIGITAL MICROFILM ARCHIVE SYSTEM

Supply scanner and digital microfilm writer system that will produce microfilm and digital copies of files along with digital scanner/readers to allow us to view the microfilm.

1.0 Objective

Replace our existing analog microfilm cameras with a system that will produce microfilm copies and have the capability to save the information electronically. Also, replace our existing analog microfilm reader/printers with digital scanner/readers to allow us to print and save copies electronically.

2.0 Background

CPC Sydney processes applications for grants and proofs of citizenship. All our paper files are microfilmed and the paper copies destroyed. We house these microfilm reels in Sydney, NS and the film is viewed daily. Our cameras and readers are nearing end of life and we need to replace them.

3.0 Scope

To provide CPC Sydney with the equipment, software and training needed to archive our paper documents both on microfilm and electronically.

4.0 Tasks (Equipment being purchased)

To provide **two (2)** Kodak Digital Microfilm Writers Model i9620, including i9620 Writer, i9620 Enabling Kit, i9620 Application Software and two (2) - 100' Smart Film Cassettes for each. We will need one i9620 Site Accreditation & Training Care Kit which includes 2-days on-site installation & staff training and i9620 Software Application Set-up - 1 Day On-site. To include a one year Maintenance Agreement post 90-day warranty.

Client Support Agreement

Above system is to include a one year (12 months) Maintenance Agreement (following the standard post-warranty period) with four (4) one-year options. *Maintenance Agreement cost should include any necessary parts, labour and travel.*

To provide three (3) Kodak i4600 Duplex Colour Scanners each to include:

Perfect Page Scanning/iThresholding, Illumination - White LEDs, ISIS & TWAIN Drivers, USB 2.0 Connectivity, 120ppm Scanning Speed - Bitonal/Colour/Greyscale, CCD Scanning Technology, 600dpi Optical Resolution; Output 100-600dpi, Document Imprinter - Optional, Ultrasonic Double-Feed Detection System, 500-Sheet Automatic Document Feeder Daily Duty Cycle - 50,000 pages. Provide Warranty Upgrade (upgrade from 12 months to 21 months) for three Scanners.

Kodak Capture Pro Software Type "E" for Kodak i4600 Scanner includes Kodak Capture Pro V. 4.0 Type "E" Software c/w 1-Year Maintenance & Telephone Support. Software installation, application set-up and staff training.

Provide **ten (10) Scanpro** Digital Microfilm Scanners that include UCC-300 Universal Carrier for fiche and 16/35mm Roll Film 7x54X Optical Zoom Lens, Scanning resolution 200 # 600dpi, file output formats #JPEG, TIFF, PDF & BMP. Must be compatible with Windows XP, 2000 and 7. Hardware interface # IEEE 1394 FireWire Card & Cable Powerscan 2000Software.

5.0 CLIENT SUPPORT

Provide additional one year maintenance agreement past the standard warranty period with four one year options. Maintenance agreement to include parts, labour and travel.

6.0 DELIVERABLES and ASSOCIATED SCHEDULE

Equipment is required on-site and installed by May 15th, 2013.

ANNEX "B" **BASIS OF PAYMENT**

Contractor should use the below format to provide their financial bid response. The below cost breakdown will be used for evaluation purpose. The lowest priced bid will be proposed for contract award.

Equipment Required

two (2) Kodak Digital Microfilm Writers Model i9620, including i9620 Writer, i9620 Enabling Kit, i9620 Application Software. \$ _____ / each x 2 = \$ _____

two (2) 100' Smart Film Cassettes for each. We will need one i9620 Site Accreditation & Training Care Kit which includes 2-days on-site installation & staff training and i9620 Software Application Set-up - 1 Day On-site. \$ _____ / each x 2 = \$ _____

Client Support Agreement

Above system is to include a one year (12 months) Maintenance Agreement (following the standard post-warranty period) with four (4) one-year options. *Maintenance Agreement cost should include any necessary parts, labour and travel.*

\$ _____ firm all inclusive price per Year (12 months) x 4 one-year options = \$ _____

provide **three (3)** Kodak i4600 Duplex Colour Scanners each to include:

Perfect Page Scanning/iThresholding, Illumination - White LEDs, ISIS & TWAIN Drivers, USB 2.0 Connectivity, 120ppm Scanning Speed - Bitonal/Colour/Greyscale, CCD Scanning Technology, 600dpi Optical Resolution; Output 100-600dpi, Document Imprinter - Optional, Ultrasonic Double-Feed Detection System, 500-Sheet Automatic Document Feeder Daily Duty Cycle - 50,000 pages. Provide Warranty Upgrade (upgrade from 12 months to 21 months) for three Scanners.

\$ _____ /each x 3 = \$ _____

Kodak Capture Pro Software Type "E" for Kodak i4600 Scanner includes Kodak Capture Pro V. 4.0 Type "E" Software c/w 1-Year Maintenance & Telephone Support. Software installation, application set-up and staff training. \$ _____

Provide **ten (10)** Scanpro Digital Microfilm Scanners that include UCC-300 Universal Carrier for fiche and 16/35mm Roll Film 7x54X Optical Zoom Lens, Scanning resolution 200 # 600dpi, file output formats #JPEG, TIFF, PDF & BMP. Must be compatible with Windows XP, 2000 and 7. Hardware interface # IEEE 1394 FireWire Card & Cable Powerscan 2000Software.

\$ _____ / each x 10 = \$ _____

TOTAL COST OF EQUIREMENT \$ _____ + Client Support Agreement \$ _____ =

TOTAL FIRM ALL INCLUSIVE COST: \$ _____ + HST

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ANNEX "C"

Security Requirements Check List (SRCL)

See attached herein.